

Graduate Certificate in Business Administration

These Program Rules should be read in conjunction with the University's policies (<http://www.adelaide.edu.au/policies>).

1 Duration of program

To qualify for the Graduate Certificate, a candidate shall satisfactorily complete a program of study comprising one (1) trimester of full-time study or four (4) trimesters of part-time study. Except with the permission of the Faculty, the requirements of the Graduate Certificate must be completed within two years.

2 Admission

- 2.1 An applicant for admission to the academic program for the Graduate Certificate in Business Administration shall have qualified for a Bachelor degree of the University of Adelaide in an appropriate field of study, or a degree of another institution accepted by the Faculty for the purpose as equivalent, plus have at least three years approved relevant work experience. Applicants must also provide a Graduate Management Admissions Test (GMAT) score upon application.
- 2.2 The Faculty may, subject to such conditions as it may see fit to impose in each case, accept as a candidate for the Graduate Certificate a person who does not satisfy the requirements of Rule 2.1 above but who has presented evidence satisfactory to the Faculty of fitness to undertake work for the graduate certificate.
- 2.3 Status, exemption and credit transfer
 - 2.3.1 No candidate will be permitted to count for the degree any course that, in the opinion of the Faculty, contains substantially the same material as any other course that he or she has already presented for another award.
 - 2.3.2 Status may be awarded in exceptional circumstances and will only be awarded for equivalent graduate level studies that have been completed within the last 5 years.
 - 2.3.3 In any case, no candidate will be awarded more than 6 units of status.
 - 2.3.4 Exemption/substitution may be granted for up to 6 units where, in the opinion of the Faculty, the candidate has already presented a course for another award that has been completed within the last 10 years, that contains substantially the same material as a core course in the program. All substitution granted must be replaced by courses from other parts of the program.
 - 2.3.5 A candidate who fails a course and wishes to repeat that course shall, unless exempted partially therefrom by the Faculty or nominee, again complete the required work in the course to the satisfaction of the teaching staff concerned.

3 Assessment and examinations

- 3.1 There shall be four classifications of pass in any course for the Graduate Certificate: Pass with High Distinction, Pass with Distinction, Pass with Credit and Pass.
- 3.2
 - a A candidate shall not be eligible to attend for examination unless the prescribed work has been completed to the satisfaction of the teaching staff concerned.
 - b For the purpose of this Rule, a candidate who is refused permission to sit for examination shall be deemed to have failed the examination.
- 3.3
 - a A candidate who has failed a course twice may not re-enrol in that course except by special permission of the Faculty or nominee and then only under such conditions as may be prescribed.
 - b Supplementary examinations are allowable only in exceptional circumstances. A candidate must apply for special permission from the Head of School. In the case of a supplementary examination being granted, the overall maximum grade achievable for the course is 50% Pass.

3.4 Academic progress

The Faculty may prescribe rules for review of academic progress. Any student who meets the requirements for review will be asked to show reason as to why they should be permitted to continue their studies. Students who cannot adequately explain poor academic performance may have their enrolment cancelled or restricted, and/or be precluded from undertaking further studies toward this program.

4 Qualification requirements

To qualify for the Graduate Certificate, a candidate shall satisfactorily complete courses to the value of 12 points, as follows:

4.1 Academic program

4.1.1 Core Courses

All candidates shall complete the following core courses:

MANAGEMENT 7086 Fundamentals of Leadership	3
MANAGEMENT 7100 Accounting for Managers	3
MANAGEMENT 7104 Marketing Management.....	3

4.1.2 Elective courses

All candidates shall complete 1 elective course to the value of 3 units selected from the Master of Business Administration program.

4.2 Unacceptable combination of courses

No candidate will be permitted to count towards an award any course, together with any other course, which, in the opinion of the Faculty concerned, contains a substantial amount of the same material; and no course or portion of a course may be counted twice towards an award.

4.3 Graduation

Subject to Chapter 89 of the Statutes, candidates who have satisfied the requirements for any award of the University shall be admitted to that award.

5 Special circumstances

When in the opinion of the relevant Faculty special circumstances exist, the Council, on the recommendation of the Faculty in each case, may vary any of the provisions of the Academic Program Rules for any particular award.