Graduate Certificate in Business (GCBS) - GradCertBus

CRICOS code (International applicants): 067692B

<table>
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<tr>
<th>On-campus</th>
<th>Distance education</th>
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| **Semester intake:** | Semester 1 (March)  
Semester 2 (July) | Semester 1 (March)  
Semester 2 (July)  
Semester 3 (November) |
| **Campus:** | Fraser Coast, Springfield, Toowoomba | - |
| **Fees:** | Domestic full fee paying place  
International full fee paying place | Domestic full fee paying place  
International full fee paying place |
| **Standard duration:** | 1 semester full-time, up to 2 years part-time |

**Notes:**
Formerly Graduate Certificate in Commerce (GCCM)

**Contact us**

<table>
<thead>
<tr>
<th>Future Australian and New Zealand students</th>
<th>Future International students</th>
<th>Current students</th>
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<tbody>
<tr>
<td><strong>Ask a question</strong></td>
<td><strong>Ask a question</strong></td>
<td><strong>Ask a question</strong></td>
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<tr>
<td>Freecall (within Australia): 1800 640 678</td>
<td>Phone: +61 7 4631 5543</td>
<td>Freecall (within Australia): 1800 007 252</td>
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<tr>
<td>Phone (from outside Australia): +61 7 4631 5315</td>
<td>Email: <a href="mailto:international@usq.edu.au">international@usq.edu.au</a></td>
<td>Phone (from outside Australia): +61 7 4631 2285</td>
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<tr>
<td>Email: <a href="mailto:studybus@usq.edu.au">studybus@usq.edu.au</a></td>
<td></td>
<td>Email <a href="mailto:usqassist@usq.edu.au">usqassist@usq.edu.au</a></td>
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**Program focus**

Australian and overseas graduates in commerce, business, economics, information systems and other related fields often need to complete certain courses offered by the Faculty of Business to enhance their career opportunities and to meet the educational entrance and/or continuing professional development requirements of Australian professional and other bodies such as:

- CPA Australia
- The Institute of Chartered Accountants in Australia
- Australian Computer Society
- Australian Human Resources Institute
- Financial Services Institute of Australasia
- The Tax Agents Registration Board.

**Professional accreditation**

If seeking to fulfill entrance requirements of a professional body by completing this academic program, candidates should check with that professional body for details of required study and accreditation procedures before enrolment.

**Program aims**

Australian and overseas graduates in commerce, business, economics, information systems and other related fields often need to complete certain courses offered by the Faculty of Business to enhance their career opportunities and to meet the educational entrance and/or continuing professional development requirements of Australian professional and other bodies such as:
Admission requirements

Applicants for admission to the program must hold an approved undergraduate degree from a recognised tertiary institution, or such other qualifications or substantial relevant professional experience as deemed sufficient and appropriate by the Director of Postgraduate Studies.

International applicants must have met the University's English language requirements or have completed the University's ELICOS/EAP program.

How to apply

Domestic students

Application for postgraduate programs may be made directly to USQ. You should ensure you submit your application by the closing dates.

International students

This program is offered to international students. An international student is a person who is not an Australian or New Zealand citizen and not an Australian permanent resident. Please refer to USQ International for information about entry requirements, visa arrangements and how to apply.

Program fees

Domestic full fee paying place

Domestic full fee paying places are funded entirely through the full fees paid by the student. Full fees vary depending on the courses that are taken. You are able to calculate the fees for a particular course via the Course Fee Finder.

Domestic full fee paying students may be eligible to defer their fees through a Government loan called FEE-HELP.

International full fee paying place

International students pay full fees. Full fees vary depending on the courses that are taken and whether they are studied on-campus, via distance education/online. You are able to calculate the fees for a particular course via the Course Fee Finder.

Program structure

Students are required to satisfactorily complete four business, commerce, information systems, or law courses. The courses normally should be at undergraduate level however postgraduate 5000 level courses may be undertaken with the approval of the Director of Postgraduate Studies.

Required time limits

Students have a maximum of 2 years to complete this program.

IT requirements

For information technology requirements please refer to the computer requirements section.
Other program requirements
Students must maintain good standing in this program. Please refer to Section 2 of the Academic Standing, Progression and Exclusion Policy.

Exemptions
Exemptions may be granted on the basis of equivalent courses undertaken at postgraduate or undergraduate level. The maximum number of exemptions that may be granted for the Graduate Certificate in Business is two courses. In order for an exemption to be granted, the claim must meet the following specific requirements:

- the course was passed within five years prior to the application (courses up to 10 years old may be considered if evidence is provided that the applicant has been employed in that field)
- the course passed is equivalent in objectives, content and weightings to a course prescribed in the Graduate Certificate in Business program, or alternatively, the course is suitable as an elective.

Exemptions can be granted for undergraduate study however if undertaking courses in the Graduate Certificate in Business to meet professional body requirements, approval must be sought from the professional body that exemptions will be accepted in the Graduate Certificate in Business. Exemptions approved in this program will not automatically apply to other programs offered by the USQ. Exemptions can be granted for undergraduate study. However if undertaking courses in the Graduate Certificate in Business to meet professional body requirements, approval must be sought from the professional body that exemptions in the Graduate Certificate in Business will be accepted by them.

Note: Where exemptions are granted, maximum and minimum duration will be adjusted in the same proportion as the exemptions, for example, where the maximum of 50 per cent exemptions is granted, maximum and minimum duration will be reduced by one-half.

Course transfers
Commerce courses completed through the USQ Professional Development Program or other incomplete USQ academic program may be eligible for transfer toward the Graduate Certificate in Business.

Enrolment
All prospective students should apply on a direct entry form. Those seeking to satisfy requirements of a professional body should attach a copy of the letter/schedule from the relevant professional body that specifies the reasons for studying.

Recommended enrolment pattern
There is no recommended enrolment pattern for this program. Students requiring assistance should contact the Program Administrator.