Graduate Certificate in Business (GCBS) - GradCertBus

CRICOS code (International applicants): 067692B

<table>
<thead>
<tr>
<th>On-campus</th>
<th>Distance education</th>
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<tbody>
<tr>
<td><strong>Semester intake:</strong></td>
<td><strong>Semester 1 (February)</strong></td>
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<td>Semester 1 (February)</td>
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<td>Semester 2 (July)</td>
<td>Semester 2 (July)</td>
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<tr>
<td>Semester 3 (November)</td>
<td>Semester 3 (November)</td>
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<tr>
<td><strong>Campus:</strong></td>
<td>Fraser Coast, Springfield, Toowoomba</td>
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<tr>
<td>Domestic full fee paying place</td>
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<tr>
<td>International full fee paying place</td>
<td>International full fee paying place</td>
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<tr>
<td><strong>Fees:</strong></td>
<td>Domestic full fee paying place</td>
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<tr>
<td><strong>Standard duration:</strong></td>
<td>1 semester full-time, up to 2 years part-time</td>
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**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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</thead>
<tbody>
<tr>
<td>Ask a question Freecall (within Australia): 1800 269 500</td>
<td>Ask a question Phone: +61 7 4631 5543 Email: <a href="mailto:international@usq.edu.au">international@usq.edu.au</a></td>
<td>Ask a question Freecall (within Australia): 1800 007 252</td>
</tr>
<tr>
<td>Phone (from outside Australia): +61 7 4631 5315 Email: <a href="mailto:studybusiness@usq.edu.au">studybusiness@usq.edu.au</a></td>
<td></td>
<td>Phone (from outside Australia): +61 7 4631 2285 Email: <a href="mailto:usq.support@usq.edu.au">usq.support@usq.edu.au</a></td>
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</tbody>
</table>

**Program focus**

Australian and overseas graduates in commerce, business, economics, information systems, law and other related fields often need to complete certain courses offered by the Faculty of Business and Law 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
- Legal Practitioners Admissions Board.

**Professional accreditation**

If seeking to fulfil 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, law and other related fields often need to complete certain courses offered by the Faculty of Business and Law 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 Coursework Studies.

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

How to apply
Domestic students
Application for postgraduate programs may be made directly to USQ.

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 provided they meet the residency and citizenship requirements.

Australian citizens, Permanent Humanitarian Visa holders, Permanent Resident visa holders and New Zealand citizens who will be resident outside Australia for the duration of their program pay full tuition fees and are not eligible for 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 Coursework 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 minimum computing standards.
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 2 courses. In order for an exemption to be granted, the claim must meet the following specific requirements:

- the course was passed within 5 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.