Launch Your Career!

Master of Business Administration (MBA)

Master of Business Administration (MBA)
Graduate Diploma in Business Administration
Graduate Certificate in Business Administration
“Launch your Career”
with an MBA from UBSS

The mission of UBSS is to launch careers in accounting and business through intellectually robust, industry-recognised and government accredited courses, which produce work-ready graduates.

At UBSS we will provide you with rigorous academic training, as well as a solid grounding in the use and appreciation of technology, and professional skills in helping your successes in securing professional employment after graduation. UBSS currently enrols over 700 students and is a member of Group Colleges Australia, a registered training organisation that has over 30 years’ experience in delivering education in Australia.

UBSS is located in the GCA Towers in the heart of Sydney’s educational precinct close to Sydney’s Central Business District (CBD). The campus affords students the luxury of a location near world-class entertainment and shopping. There is a major train station located adjacent to the campus that is shared by Sydney University, and numerous bus routes on either side of the campus. Students are assured of a safe and reliable transit two and from UBSS.

The advantages of studying at UBSS include:

- A dedicated student eLearning Centre equipped with latest computer terminals, three private study rooms, coffee and wi-fi facilities, and subscriptions to selected newspapers and publications that facilitate scholarly interaction;
- **Access to an extensive internet-based e-library** that includes access to thousands of scholarly journals and e-books from prominent international online research sources (ie: Emerald, Infomis, Gale, Oxford Reference Online,) as used by major universities in Australia and overseas;
- **Use of state of the art teaching technology**, including Smartboards, the Moodle e-learning system, and access to MyGCA – a 24/7 online student service database where students enrol, pay fees, maintain their records, and receive results;
- **The GCA Towers provide 11 floors of student learning**, study and recreational spaces with state of the art computer labs, the latest PCs and large, modern and bright classrooms to maximise student learning, safety and comfort;
- **Lecturers have internationally recognised academic qualifications**, professional memberships and recent commercial experience gained in Australia that provides a real-world focus for learning and “launching your career”;
- **UBSS has Dedicated academic support outside of the classroom** to help students succeed in their studies and research;
- **A focus on academic and professional skills**, such as presentations to peers and experts to prepare students for job interviews and presentations to colleagues and clients in the workplace;
- **A trimester teaching year** (three semesters commencing in early March, July and November) allows students to progress quickly and effectively through their course;
- **Class sizes comparable to other business schools** and universities.
MBA

Course Overview and structure

The UBSS MBA was developed to provide an industry-relevant qualification to equip graduates with scholarly knowledge of business administration, and professional and interpersonal skills required to confidently and ethically conduct business within the private or public sectors.

Students of the course are trained to analyse a range contemporary workplace management practices - either their own and/or through case studies provided – to ensure they can positively contribute to any organisation by analytically reviewing and developing business opportunities; resolving of range of workplace problems and issue, and displaying a solid grounding in the fundamentals of business, namely business economics, financial management, corporate governance and strategy, organisational behaviour, clients and target markets.

The UBSS MBA provides students the choice of:

- completing a generalist management-oriented qualification; or
- undertaking a specialist area of study in Applied Finance, Human Resources or Marketing relevant to their professional background or career aspirations.

All MBA students must complete the Industry Research Report subject which gives them an understanding of business protocol in the market place. Career paths vary depending on whether students undertake a generalist or specialist major in their studies.

Career opportunities/areas of employment include:

<table>
<thead>
<tr>
<th>General MBA</th>
<th>Applied Finance</th>
<th>Human Resources</th>
<th>Marketing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Operations Manager</td>
<td>Finance Officer/ Manager</td>
<td>HR Officer/Manager</td>
<td>Marketing Coordinator/ Manager</td>
</tr>
<tr>
<td>General Manager</td>
<td>Corporate Treasury</td>
<td>Staff Recruitment</td>
<td>Social media &amp; online marketing</td>
</tr>
<tr>
<td>Management consulting</td>
<td></td>
<td>Staff development &amp; performance</td>
<td>Marketing planning/ strategy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Workplace/Industrial relations</td>
<td>Advertising</td>
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<tr>
<td></td>
<td></td>
<td>Workplace Planning</td>
<td>Events/facilities/project management</td>
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<td></td>
<td></td>
<td>HR Project Management</td>
<td>Communications</td>
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<td></td>
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<td>HR Policy Development</td>
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</tbody>
</table>

The MBA degree requires completion of 16 subjects (80 credit points) as follows:

- ten (10) core coursework subjects (50 credit points);
- 4 specialist electives to gain the specialist MBA or, 4 approved electives for the general MBA (20 credit points);
- the core research subject, Industry Research Report, equivalent to two subjects (10 credit points).

The core coursework component exposes students to extensive coverage of the theoretical and applied frameworks associated with the essential functional, process and contextual aspects of general management from an operational and strategic perspective. Consequently, the core is informed by the disciplines of economics, accounting, marketing, research methodology, and management and organisational theory. The core provides students with a solid foundation to enable them to undertake more advanced and specialised study, including the capacity to undertake applied research which is required to complete the Industry Research Report.

The specialised coursework subjects or electives if not specialising - exposes students to more advanced study across the management of products and services, people, and financial resources. This provides the opportunity to tailor study to acquire deeper knowledge and skills associated with a particular specialisation, or selected aspects of that specialisation. The specialisations are underpinned by the contemporary models and “best” practices associated marketing management, human resource management, and financial management.
The Graduate Diploma in Business

Is a postgraduate qualification in general management that requires completion of 8 coursework subjects (40 credit points) structured as:

- Any six core coursework subjects (30 credit points)
- Any two approved elective subjects (10 credit points)

Elective subjects comprising the Graduate Diploma can be chosen from any MBA specialisations as specified earlier, but the selection requires the approval of the Dean, UBSS. Alternatively, students may choose to complete additional core coursework subjects as electives but not the Industry Research Report.

The Graduate Diploma articulates fully with the MBA degree. Students completing this qualification will receive full credit for their studies towards the MBA. Consequently, students seeking to exercise this pathway should obtain advice on electives from the Academic Coordinator during the subject selection period.

Graduate Certificate in Business

This postgraduate qualification serves as an entry point to studies in general management, particularly for those who do not hold formal tertiary qualifications, but are able to demonstrate a substantial record of relevant professional experience.

The Graduate Certificate requires completion of any 4 core coursework subjects (20 credit points) specified earlier, which, upon completion, articulate fully with the Graduate Diploma and MBA degree.
Duration

Duration of Study: MBA, Graduate Diploma and Graduate Certificate in Business

UBSS has a unique trimester year, which means that the MBA can be fast-tracked and completed over three semesters in one calendar year. UBSS also has three intakes per year (in early March, early July and early November) that provide the opportunity for students to commence their studies during the year. Completion times (full-time mode) are summarised below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Number of Subjects</th>
<th>Number of subjects each semester (FT)</th>
<th>Fast-track (trimester mode)</th>
<th>Normal completion time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>16</td>
<td>4</td>
<td>4 semesters (1.5 years)</td>
<td>4 semesters (2 years)</td>
</tr>
<tr>
<td>Graduate Diploma in Business</td>
<td>8</td>
<td>4</td>
<td>2 semesters (9 months)</td>
<td>2 semesters (1 year)</td>
</tr>
<tr>
<td>Graduate Certificate in Business</td>
<td>4</td>
<td>4</td>
<td>1 semester (3 months)</td>
<td>1 semester (3 months)</td>
</tr>
</tbody>
</table>

*Completion times may vary if academic credit is awarded.

Domestic students may also study part-time and take between 1-3 subjects per semester over three or two semesters per year. Completion times will be approximately double those above in the part-time mode. Domestic students may alter studies between full-time and part-time modes. International students must study full-time (a minimum of 8 subjects in one calendar year) to satisfy their visa requirements.

Admission Criteria: MBA, Graduate Diploma and Graduate Certificate in Business

The MBA and Graduate Diploma and Graduate Certificate awards are open to domestic and international students. The admissions criteria is summarised below:

<table>
<thead>
<tr>
<th>MBA Admissions Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Applicants</td>
</tr>
<tr>
<td>• Bachelor degree (AQF level 8) or post-graduate award in any discipline from a recognised tertiary institution</td>
</tr>
<tr>
<td>International Applicants</td>
</tr>
<tr>
<td>• Bachelor degree (AQF level 8) or post-graduate award in any discipline from a recognised tertiary institution</td>
</tr>
<tr>
<td>• An IELTS overall score of 6.5 (with no band less than 6.0) for applicants who did not complete their award in Australia</td>
</tr>
</tbody>
</table>

Graduate Diploma in Business Administration

<table>
<thead>
<tr>
<th>Domestic Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bachelor degree (AQF level 8) or post-graduate award in any discipline from a recognised tertiary institution.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>International Applicants</th>
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</thead>
<tbody>
<tr>
<td>• Bachelor degree (AQF level 8) or post-graduate award in any discipline from a recognised tertiary institution</td>
</tr>
<tr>
<td>• An IELTS overall score of 6.5 (with no band less than 6.0) for applicants who did not complete their award in Australia</td>
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</tbody>
</table>

Graduate Certificate in Business Administration

<table>
<thead>
<tr>
<th>Domestic Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Proven record of relevant professional, management or business related work experience of no less than five years</td>
</tr>
</tbody>
</table>

Admission Dates:

UBSS operates over a trimester year. Applicants for the MBA, Graduate Diploma and Graduate Certificate in Business can be admitted to commence the course in early:

- March (Semester 1); or
- July (Semester 2); or
- November (Semester 3)

The actual commencement dates vary each year. Applicants should check the UBSS website (semester dates) for details. Applicants for admission must apply no later than one week prior to the commencement of the semester to ensure sufficient time to assess and process their application.
Credit Transfer: MBA and Graduate Diploma in Business

The following provisions for credit transfer apply:

- **MBA**: A maximum of four (4) subjects may be awarded to MBA candidates with recently completed graduate or undergraduate studies from a recognised tertiary institution that are directly relevant to core or specialised subjects;
- **Graduate Diploma**: A maximum of two (2) subjects may be awarded to Graduate Diploma candidates with recently completed graduate or undergraduate studies from a recognised tertiary institution that are directly relevant to core or specialised subjects.

Credit transfer is awarded based on the merits of the case, subject to:

- previous studies must have been completed within the last 5 years;
- demonstrable alignment of learning outcomes and content, and the equivalence of assessment;
- the applicant providing the requisite information and certification for assessment by UBSS.

**Tuition Fees: MBA, Graduate Diploma and Graduate Certificate in Business**

The tuition fee for the MBA and nested awards is (AUD) $1700 per subject.  

Total course costs are summarised below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Number of Subjects</th>
<th>Total Tuition Fee ($AUD)</th>
<th>Total payable each semester (based on full-time load of 4 subjects)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>16</td>
<td>$27,200</td>
<td>$6,800</td>
</tr>
<tr>
<td>Graduate Diploma in Business Administration</td>
<td>8</td>
<td>$13,600</td>
<td>$6,800</td>
</tr>
<tr>
<td>Graduate Certificate in Business Administration</td>
<td>4</td>
<td>$6,800</td>
<td>$6,800</td>
</tr>
</tbody>
</table>

Tuition fees are payable in full each semester by domestic and international students by the end of the subject selection period (no later than the end of the first teaching week). Additional details relating to fee payments and refunds are detailed in the Offer Letter issued to successful applicants that is to be read and signed before progressing to subject selection (enrolment).

1. This fee is subject to an increase from March intake, 2016.
Orientation:

UBSS provides an orientation for all new students in the week prior to the commencement of each intake semester (early March, July and October). All new students are required to attend orientation to obtain:

- Academic advice and guidance about their course;
- Rules and regulations relating to studying at UBSS/GCA
- Administration information relevant to their course
- Support available

Orientation also provides the opportunity to meet members of the teaching staff and other students prior to classes commencing.

Dates and times for orientation are posted on the UBSS website: www.ubss.edu.au approximately one month prior to the commencement of the semester and are included in the published semester dates.

We look forward to welcoming you to UBSS to “Launch your Career” with our International MBA program.
UBSS offers Bachelor Degrees in Accounting and Business and is committed to providing students with a quality education. Each degree requires completion of 24 subjects over 3 years or can be fast-tracked in 2 years with students studying 3 semesters each year. Credit Transfer is available for relevant qualifications.

Our popular Bachelor of Business Degree program provides a range of disciplines to choose from and also has exit points at Diploma and Associate Degree levels. These disciplines include:

- Major in Accounting
- Major in Management
- Major in Human Resources
- Double Major

Our specialist Bachelor of Accounting Degree is recognised for accreditation by Certified Practising Accountants (CPA) Australia and the Institute of Public Accountants (IPA).

UBSS boasts the very best in facilities including advanced computer labs, and leading edge technology teaching and learning tools, including the Moodle learning software. The interactive whiteboards in our classrooms enable students to download lecture notes from the internet, and our online administration system (ISIS) allows students to self manage their educational experience. UBSS students also have access to our state-of-art e-Learning Centre and e-library.

As part of the educational institution consortium, Group Colleges Australia, UBSS is situated in the centre of Sydney's education precinct, and directly beside one of Sydney's main transit stations.

The information in this flyer is correct at the time of printing and is subject to change. Please check the GCA website for up-to-date information.

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UBSS/FL/13.2

Formerly UIC SYDNEY

GCA Admissions Centre

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