

# POSTGRADUATE DEGREES 2022



UNIVERSAL  
BUSINESS SCHOOL  
SYDNEY®

Independent MBA Business School



*Launch your Career!*

## Postgraduate Degrees 2022

Master of Business Administration (MBA)  
Graduate Diploma in Business Administration  
Graduate Certificate in Business Administration



# Welcome to UBSS

Student success at UBSS is supported by a world class team of mostly PhD specialised academics and student support staff. We are committed to students seeking to build or further their business leadership and accounting careers, based on an international education with an Australian experience, leading edge innovation and digital technology for those who want to be job ready when they graduate.

Part of our global citizenship is a student body that reflects the multicultural make-up of both the high growth Asia Pacific region and the immediate surrounds of Sydney. The UBSS experience brings together international education, a solid Australian business foundation with colleagues and alumni who will form the basis of your long term friendships and business contacts.

Set in the heart of Sydney's education precinct, UBSS' GCA Campus offers students more than world class education. It is also surrounded by a bustling, cosmopolitan, inner city dining and shopping experience, only metres from a major train station hub. With multiple bus routes also accessing the campus, students are assured of safe and reliable transport options.

We look forward to welcoming you and supporting your career success.



**Emeritus Professor Greg Whateley**  
Deputy Vice Chancellor

***International Education  
with an Australian Experience!***



*Aerial photo, Sydney CBD*



*Aerial photo, Melbourne CBD*





## Why study in Australia?

*Australia is a stable, democratic and culturally diverse nation with a highly skilled workforce and one of the strongest performing economies in the world.*



### Global Recognition

Degrees from Australian schools are recognised all over the world. Graduates from Australian schools are highly sought after by both Australian and international employers.



### Growing Destination

Australia is currently the third most popular destination for international students in the English-speaking world, behind the United States and the UK.



### Multicultural Society

This diversity of influences creates a cultural environment in Australia that is lively, energised, innovative and outward looking.



### Safe Environment

Australia is one of the safest countries in the world. Crime and political unrest are limited and we have low crime rates and strict gun control laws providing a safe environment for international students.



### Cost of Living

Australia's standard of living is amongst the highest in the world. Living expenses and tuition costs are considerably lower in Australia than they are in the United States and UK.



### Work

Students visiting the country are allowed to work up to 40 hours per fortnight while they are studying in Australia. Working while you study in Australia can help complement your study and living experience.

## Why study at UBSS?

*Universal Business School Sydney (UBSS) is one of the largest MBA providers in Australia and it is fully accredited by the Tertiary Education Quality and Standards Agency (TEQSA). Choose the specialist Australian business college with accredited, flexible study options that make you indispensable.*



### Australian Education

Australian tertiary education ranks amongst the best in the world. UBSS is registered as a higher education provider in Australia by the Tertiary Education Quality and Standards Agency (TEQSA).



### Experienced Lecturers

Our teaching staff have internationally recognised academic qualifications, professional memberships and recent commercial experience that provide a real-world focus for learning.



### Entrepreneurial Focus

With an entrepreneurial focus, UBSS provides a learning environment for the entrepreneurs of the future.



### Industry Networks

Stay in touch with industry connections at our purpose-built Centre for Entrepreneurship where UBSS students have an immediate exposure to highly acclaimed entrepreneurs and organisations, directly involved in business in Australia.



### Facilities & Resources

The UBSS Sydney CBD Campus is centrally located and features: modern and spacious classrooms, computer labs, interactive whiteboards, e-libraries, state-of-the-art online education facilities, and much more.



### Student-Focused

UBSS stands-out as one of the best business schools in Australia, according to government-funded student surveys (qilt.edu.au). At UBSS we excel at providing you with an enriching and satisfying student experience.

*Our nationally recognised undergraduate and postgraduate programs prepare you for the challenges of the global business marketplace.*

### Mission

UBSS launches careers for the entrepreneurs of the future

### Motto

"Launch your Career"

### Values

- Delivering the Bachelor of Business, Bachelor of Accounting and MBA with an Australian experience
- Providing a learning environment for the entrepreneurs of the future
- Providing a high level of student support and care to deliver a quality learning space
- Providing access to cutting edge online and classroom education technology for all students
- Ensuring academic excellence and free intellectual inquiry



## Entrepreneurial Focus

*Our entrepreneurial focus is embodied by our purpose-built Centre for Entrepreneurship (CFE). The brainchild of entrepreneur Alan Manly, the CFE is disrupting business higher education with a hands-on approach, and access to respected entrepreneurs with real life experiences to share.*

### Entrepreneur Profile

Alan Manly is a founder and Managing Director of Group Colleges Australia, which includes UBSS. He is responsible for the corporate planning and governance of the group of companies. GCA incorporates two Registered Training Organisations, five colleges, offering accredited pathway courses including English Language, Vocational Education, and Higher Education.

Alan is an entrepreneur, innovator, businessman and published author with over thirty years experience in the technology and education industries.

Alan is one of those exceptional entrepreneurs you have never heard of – unheralded – uncelebrated – unlikely – quietly going about the task of creating a viable, thriving business out of thin air. His latest book "The Unlikely Entrepreneur" is a funny, unforgettable, compelling and true story of a man who had none of the qualities considered necessary for an entrepreneur, but was able to amass significant success creating his own business empire. [www.alanmanly.com.au](http://www.alanmanly.com.au)

# THE Unlikely ENTREPRENEUR

How you can start with nothing - break all the rules - and create a business empire.

ALAN MANLY

*"If you are to compare to an institution run by a government department with one that might have the soul of an entrepreneur, there's a pretty obvious differentiator there. That's what we wish to promote at UBSS."*

## UBSS CBD Campus

The Sydney UBSS campus is situated in the World Square precinct. Located on 233 Castlereagh Street in Sydney, the Sydney is in the heart of the city conveniently located near shopping venues, restaurants and famous Sydney attractions such as Hyde Park and Darling Harbour. It is easily accessible being a short walk from train and bus station. The UBSS Melbourne campus is located on Swanston Street, right in the centre of Melbourne's CBD and provides our students with a first-hand experience of what it's like to live and work in a bustling business and cultural hub.

### Sydney Campus

Level 10, 233 Castlereagh Street  
Sydney NSW 2000  
Australia

### Melbourne Campus

Level 2, 158 Swanston Street  
Melbourne VIC 3000  
Australia

### Features

- Modern spacious classrooms
- Computer labs
- Free printing and copying facilities
- Interactive Whiteboards
- Quiet rooms for studying
- Student Information and IT support services
- Free Wi-Fi

*“The CBD is your Campus!”*

## Facilities and Resources

### State-of-the-Art Online Education Facilities

Lecture Studios live broadcast of a lecture room for a richer and more advanced online student experience. All Lecture studios feature the following technologies:

- High definition automatic tracking cameras
- High quality dual-channel wireless microphones
- Dual interactive whiteboards
- Dual display screens for more effective classroom management
- Wireless presenter remotes

### Centre for Entrepreneurship (CFE)

Welcome to the Centre for Entrepreneurship (CFE) - disrupting the higher education agenda. Where students have an immediate exposure to highly acclaimed entrepreneurs and organisations, directly involved in business in Australia.

### Interactive Whiteboards

UBSS uses cutting edge Interactive Whiteboards technology in its classrooms to maximise the learning potential for students. All classrooms are fitted out with Interactive Whiteboards that allow active student participation, both in class and later, at home.

### Moodle

A learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised learning environments.

### E-Libraries

UBSS provides students with access to some of the world's most renowned e-libraries. E-libraries can be accessed from anywhere around the world. All you need is an internet connection.

### Blackboard Collaborate

An online virtual classroom where you can engage in lectures and tutorials with your lecturers and tutors, from anywhere via the internet.

### Workplace Integrated Learning (WIL)

In line with the focus on graduates being 'workplace ready' UBSS has embarked on a program of developing a number of initiatives in the area of workplace integrated learning (WIL) in order to enhance the experiential learning for students. The initiatives are intended to broaden student understanding of business and accounting theory through practical work based applications. Some of these initiatives include the extensive use of case studies; the introduction of online business simulation competitions; and class presentations of real business cases by executives of prominent Sydney based companies.

## Support Services

UBSS is well established with staff, technology-based administration systems and recruitment networks in place to facilitate a quality service and support providing the highest level of service to all stakeholders.

### CQ Queue Management System

UBSS utilises the CQ Queue Management System which allows students to take virtual tickets to join the Student Services queue; receive notifications when their ticket is about to be called; and book appointments to see UBSS staff.



### Student Services

UBSS has high standards of student support and care to deliver a quality learning experience with an excellent support staff development and leadership. The staff is always committed, engage and inspiring team with the aim to provide a real experience focus for our students welfare.



### Student Management System – myGCA

Our cloud-based Student Management System (SMS) is specifically designed to provide a powerful student-centred service that manages the entire student lifecycle from enrolment through to graduation.



### UBSS Student Mobile App

UBSS Mobile app is a complete mobile solution that allows you to quickly and easily stay connected to the things that matter. Access popular features of myGCA, quickly connect to your online timetable, check your important notifications, or schedule an appointment with your lecturer or support staff.



## Skills Development

### Centre for Entrepreneurship

Entrepreneurs are frequently thought of as national assets to be cultivated, motivated and remunerated to the greatest possible extent.

At UBSS we also provide the learning environment for the entrepreneurs of the future. In addition to the standard and core Bachelor of Business subjects, we offer our business students access to entrepreneurship subjects such as: Innovation and Entrepreneurship, Corporate Entrepreneurship, Leadership and Sustainability and Team Leadership & Change Management.

These subjects are specifically designed for students interested in new business creation and they also provide an introduction to students interested in progressing to our MBA for entrepreneurs.



### Mentor Strategy Program (IML)

UBSS has an ongoing commitment to assisting our students to develop and launch their career. High achiever students from MBA are able to become Affiliate Members with the Institute of Leaders and Managers (IML) and join the IML Mentoring program. This provides students with one on one mentoring with managers and leaders in an Australian context.



### Business Strategy Game (BSG)

The Business Strategy Game is an online exercise where class members are divided into teams and assigned the task of running an athletic footwear company in head-to-head competition against companies managed by other class members.

Your company will also compete online against companies managed by other students from world-renowned universities and business schools around the world.

UBSS students have an outstanding performance and recently one group reached top 50 in the world.





# Why study an MBA?

## Management Skills

Knowledge imparted in our MBA program extends out in developing managerial skills for students. These skills provide the essentials for dealing with real-time situations pertaining to management and problem resolution. You are not only equipped in enacting a managerial role but also facilitated in grasping core responsibilities of your organisation. "The MBA introduces students to the various business disciplines and prepares them for general management roles". [www.studiesinaustralia.com/types-of-education/mba-and-management-education](http://www.studiesinaustralia.com/types-of-education/mba-and-management-education)

## Career Advancement

An MBA degree helps you quickly climb up the corporate ladder with a handsome salary package alongside a respectable designation. High performing successful MBAs are more likely to reach top management levels of Fortune 500 companies and other corporate areas. "It is estimated that 70% of the MBA graduates worldwide are senior managers or board directors". [www.mastersportal.eu/articles/340/5-very-good-reasons-to-do-an-mba.html](http://www.mastersportal.eu/articles/340/5-very-good-reasons-to-do-an-mba.html)

## Starting your own Business

An ideal MBA program helps you in becoming business savvy. The skill-set taught in MBA provides you with the hands-on training for dealing with real work business problems. Eventually, you can branch out as an independent entrepreneur: running your very own successful business. "Research has shown that the failure rate for small businesses started by MBAs is about 50 percent less than the standard failure rate". [www.allb1businessschools.com/business-careers/mba/](http://www.allb1businessschools.com/business-careers/mba/)

## Career Change

An MBA provides you with the cushion of switching your career. An MBA with particular specialisation makes it easier for you to move across industries. "Many, if not most applicants to full-time MBA programs plan to make significant career changes, which is one of the reasons they are applying to business schools in the first place". [www.topmba.com/blog/using-mba-career-change](http://www.topmba.com/blog/using-mba-career-change)

## Developing Business Expertise

Our MBA provides an additional advantage for students from non-business backgrounds. By earning an MBA degree, you increase your practical knowledge in the field of business administration. Even after completing your MBA, you can continue your doctorate in any other discipline. An MBA will give you the "chance to develop a wide range of general business knowledge and a broad base of technical skills in a relatively short period of time". [www.allb1businessschools.com/business-careers/mba/](http://www.allb1businessschools.com/business-careers/mba/)

## Job Security

An MBA degree provides a combination of elective and specialised courses that train candidates to handle complex business situations. Thus, having an MBA degree assures sustainability of your job in the organisation. The demand for MBAs rises high even during global economic recession. "MBA grads are desirable in any job market; an MBA will give you the opportunities you need to advance in the business world". [www.allb1businessschools.com/business-careers/mba/](http://www.allb1businessschools.com/business-careers/mba/)

## Competitive Advantage

Our MBA program prepares students as highly qualified leaders. The specialised skills and leadership qualities taught in MBA programs, provides you with a competitive advantage over others. Most of the leading business organisations prefer to hire MBAs for higher management positions. "Employers report that people who have undertaken an MBA tend to be more confident in the workplace, as well as more able to influence other workers, due to their high level of credibility". [www.allbusinessschools.com/mba/](http://www.allbusinessschools.com/mba/)

## Business Connections and Networking

Social networking during the MBA academic term helps in establishing business contacts and referrals. In the long run, you can avail these contacts in improving your business position in the market. "There are large opportunities for networking, especially if you choose to study on-campus, due to the wide range of lecturers and fellow students you will encounter". [www.allbusinessschools.com/mba/](http://www.allbusinessschools.com/mba/)



UBSS classroom, Sydney CBD Campus



Class in progress, Sydney CBD Campus

## General Information

The master of business administration (MBA or M.B.A.) is a master's degree in business administration (management). The MBA degree originated in the United States in the early 20th century when the country industrialised and companies sought scientific approaches to management. The core courses in an MBA program cover various areas of business such as accounting, finance, marketing, human resources and operations in a manner most relevant to management analysis and strategy. Most programs also include elective courses.

The first graduate school of business in the United States was the Tuck School of Business at Dartmouth College. Founded in 1900, it conferred the first advanced degree in business, specifically, a Master of Science in Commerce, the predecessor to the MBA. The Harvard Graduate School of Business Administration established the first MBA program in 1908, with 15 faculty members, 33 regular students, and 47 special students. Its first-year curriculum was based on Frederick Winslow Taylor's scientific management. The number of MBA students at Harvard increased quickly, from 80 in 1908, over 300 in 1920, and 1070 in 1930. At this time, only American universities offered MBAs. Other countries preferred that people learned business on the job. [https://en.wikipedia.org/wiki/Master\\_of\\_Business\\_Administration](https://en.wikipedia.org/wiki/Master_of_Business_Administration)

The UBSS MBA provides a Core program and then opportunity for students to follow either the Entrepreneurial stream or the Accounting stream.



Class in progress, Sydney CBD Campus

## Entrepreneurial Focus

Entrepreneurs are frequently thought of as national assets to be cultivated, motivated and remunerated to the greatest possible extent. Entrepreneurs can change the way we live and work. If successful, their innovations may improve our standard of living. In short, in addition to creating wealth from their entrepreneurial ventures, they also create jobs and the conditions for a prosperous society. [www.investopedia.com/articles/personal-finance/101414/why-entrepreneurs-are-important-economy.asp](http://www.investopedia.com/articles/personal-finance/101414/why-entrepreneurs-are-important-economy.asp)

At UBSS we also provide the learning environment for the entrepreneurs of the future. In addition to the standard and core MBA subjects, we offer our MBA students access to entrepreneurship subjects such as: Innovation and Commercialisation, Leading Innovation and Change and Marketing New Products. These subjects are specifically designed for students interested in creating their own businesses. We also allow students to experiment and test their entrepreneurship skills through our Strategic Business Simulation Game. [www.bsg-online.com/](http://www.bsg-online.com/)

"Business simulation games, also known as economic simulation games or tycoon games, are games that focus on the management of economic processes, usually in the form of a business... Some benefits of simulations are that they permit students to experience and test themselves in situations before encountering them in real life... They are also used extensively in the professional world to train workers in the financial industries and management, and to study economic models". [https://en.wikipedia.org/wiki/Business\\_simulation\\_game](https://en.wikipedia.org/wiki/Business_simulation_game)

### Top MBA Employers

1. Google
2. Apple
3. McKinsey & Company
4. Walt Disney
5. Amazon
6. BCG BOSTON CONSULTING GROUP
7. Nike
8. Deloitte.
9. Goldman Sachs
10. BAIN & COMPANY

<http://money.cnn.com/gallery/pf/2015/06/16/mba-employers>

### Top Successful Companies Founded by MBA Graduates

1. Nike
2. Genentech
3. Bloomberg
4. EA ELECTRONIC ARTS
5. Sun microsystems
6. STAPLES
7. VICTORIA'S SECRET
8. Gap Inc.
9. zynga
10. TNT

[www.quora.com/What-are-the-successful-companies-started-founded-by-MBAs](http://www.quora.com/What-are-the-successful-companies-started-founded-by-MBAs)



## 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 of 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 a range of workplace problems and issues, 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 requires students to take:

- A range of general management-oriented subjects; and
- A set of specialised subjects in Entrepreneurship and Accounting.

### Career opportunities/areas of employment include:

General	Applied Finance	Accounting	Marketing
<ul style="list-style-type: none"><li>• Project/Operations Manager / Director</li><li>• General Manager</li><li>• Management consulting</li><li>• Entrepreneur</li></ul>	<ul style="list-style-type: none"><li>• Chief Financial Officer</li><li>• Finance Officer/ Manager / Director</li><li>• Corporate Treasury</li><li>• Financial Advisor</li><li>• Entrepreneur</li></ul>	<ul style="list-style-type: none"><li>• Chief Financial Officer</li><li>• Corporate Accountant</li><li>• Financial Accountant</li><li>• Management Accountant</li><li>• Auditor</li><li>• Entrepreneur</li></ul>	<ul style="list-style-type: none"><li>• Chief Marketing Officer</li><li>• Marketing Coordinator/ Manager/ Director</li><li>• Social media &amp; online marketing</li><li>• Marketing strategy</li><li>• Events/facilities/project management</li><li>• Communications</li><li>• Entrepreneur</li></ul>

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

- 8 core subjects (40 credit points)
- 8 Entrepreneurial Subjects (40 credit points) OR 8 Accounting Subjects (40 credit points)

The core coursework component expose 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, research methodology, management and organisational theory, and the skills to complete the Strategic Business Simulation.

The option of either the entrepreneurship or accounting stream provides the student with the opportunity to really zero in on their area of interest.

Teaching Methodology	Assessment Methods	Mode of Study
Students are provided with real world business challenges and simulations with mentoring from leading industry experts. Students utilise a traditional F2F weekly commitment supported with a range of world-class eResources.	The assessment methods combine both theoretical and practical activities. The core assessment is test/exam based and supported with a range of simulations and business presentations.	Face to face

The MBA course is recognised in the Australian Qualifications Framework at Level 9. The Graduate Diploma is recognised in the Australian Qualifications Framework at Level 8. The Graduate Certificate course is recognised in the Australian Qualifications Framework at Level 8.

## Core Subjects (8) – All Students

Subject Code	Subject Name	Credit Points
MCR002	Organisational Behaviour	5 per subject
MCR003	Management Attributes and Skills	
MCR007	Project Management	
MCR008	Corporate Strategy	
MCR001	Economics	
MCR004A	Accounting Systems and Processes	
MCR006	Financial Management	
MCR009	Business Law	

## Entrepreneur Stream Subjects (8)

Subject Code	Subject Name	Credit Points
MCR005	Clients and Markets	5 per subject
MCR010	Innovation and Commercialisation	
MCR011	Strategic Business Simulation	
MCR012	Entrepreneurship Research Report	
MHR001	Managing Workplace Relations	
MHR002	Leading Innovation and Change	
MKT001	Brand Development	
MKT002	Marketing New Products	

## Accounting Stream Subjects (8)

Subject Code	Subject Name	Credit Points
MAC001A	Financial Accounting and Reporting	5 per subject
MAC002	Accounting Information System	
MAC003	Management Accounting	
MAC004	Quantitative Methods	
MAC005	Audit and Assurance	
MAC006	Advanced Financial Accounting and Reporting	
MAC007	Strategic Management Accounting	
MAC008	Taxation Law	

## MBA IT Half Stream Subjects (4)

Subject Code	Subject Name	Credit Points
MIT101	Business Requirement Analysis	5 per subject
MIT102	Enterprise Information Management and Security	
MIT103	Managing Digital Transformation	
MIT104	Information Systems In Practice	

## Graduate Diploma in Business Administration

This postgraduate course in general management requires completion of any 8 subjects from the subject list. A sample set is:

- Economics
- Organisational Behaviour
- Managerial Attributes and Skills
- Accounting Systems and Processes
- Clients and Markets
- Financial Management
- Project Management
- Corporate Strategy

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 Administration

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.

This postgraduate course requires completion of any 4 subjects from the subject list. A sample set is:

- Economics
- Organisational Behaviour
- Managerial Attributes and Skills
- Accounting Systems and Processes

## Duration of Study

### MBA, Graduate Diploma and Graduate Certificate in Business

UBSS has a trimester year, which means that the MBA could be fast-tracked and completed in four trimesters or one and a half years. UBSS also has three intakes – January, May and September – that provide the opportunity for students to commence their studies during the year.

Course	CRICOS Course Code	Number of Subjects	Number of Subjects each Year	Fast-track (Trimester model)	Normal Completion Time
MBA	084520C	16	8	4 trimesters (1.5 years)	2 years
Graduate Diploma	084518G	8	8	2 trimesters (7 months)	1 year
Graduate Certificate	084519G	4	4	1 trimester (3 months)	1 trimester

\*Completion times may vary if academic credit is awarded.

Domestic students may also study part-time and take 1-3 subjects per trimester over three or two trimesters 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.

## Professional Accreditations

The UBSS MBA Accounting Stream is fully accredited by the Chartered Accountants Australia and New Zealand (CA ANZ), the Institute of Public Accountants (IPA) and CPA Australia.

Students who complete the MBA Accounting Stream meet the entry requirement to the Chartered Accountants Program with Chartered Accountants ANZ and meet the academic requirements for admission to CPA Australia membership.

UBSS is committed to growing and nurturing our educational partnerships to help the aspiring entrepreneurs and business professionals of Australia grow and succeed in the business world.

Some of UBSS' educational partnerships include Independent Higher Education Australia (IHEA), the Institute of Managers and Leaders (IML) and the Higher Education Private Provider Quality Network (HEPP-QN).



ACCREDITED  
PROGRAM



INSTITUTE OF PUBLIC  
ACCOUNTANTS



CHARTERED ACCOUNTANTS  
AUSTRALIA • NEW ZEALAND





## Student Satisfaction

Ensuring student satisfaction and promoting a positive student experience has always been a priority at UBSS. All administrative and academic staff work tirelessly to provide high levels of customer service and student support.

UBSS continues to achieve high levels of student satisfaction as per the Student Feedback on Unit (SFUs) results in 2021.

The **Master of Business Administration (MBA)** is rated 4.4 out of 5.0 by our business students.



Source: UBSS SFUs 2021 (January-December 2021)

For more information on the Student Experience at UBSS, please visit:

[www.ubss.edu.au/quality-indicators-for-learning-and-teaching-qilt](http://www.ubss.edu.au/quality-indicators-for-learning-and-teaching-qilt)

[www.ubss.edu.au/student-satisfaction-sfus](http://www.ubss.edu.au/student-satisfaction-sfus)

## Workplace Integrated Learning (WIL)

In line with the focus on graduates being 'workplace ready' UBSS has embarked on a program of developing a number of initiatives in the area of workplace integrated learning (WIL) in order to enhance the experiential learning for students. The initiatives are intended to broaden student understanding of business and accounting theory through practical work based applications. Some of these initiatives include the extensive use of case studies; the introduction of online business simulation competitions; and class presentations of real business cases by executives of prominent Sydney based companies.

## Credit Transfer

The following provisions for credit transfer apply:

- **MBA** - A maximum of eight (8) subjects may be awarded to MBA candidates with recently completed graduate or honours studies from a recognised tertiary institution that are directly relevant to core or specialised subjects
- **Graduate Diploma** - A maximum of four (4) subjects may be awarded to Graduate Diploma candidates with recently completed graduate or honours studies from a recognised tertiary institution that are directly relevant to core or specialised subjects
- **Graduate Certificate** - A maximum of two (2) subjects may be granted to Graduate Certificate candidates with recent completed graduate or honours 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.



Students at the computer labs, Sydney CBD Campus

UBSS is a registered, private higher education provider and its courses are accredited by the Australian Tertiary Education Quality & Standards Agency (TEQSA).

UBSS is a member of Group Colleges Australia Pty Ltd. CRICOS Provider Code 02571D; ABN 11 085 429 732.

The information in this brochure is correct at the time of printing and is subject to change. Check the UBSS website ([www.ubss.edu.au](http://www.ubss.edu.au)) for up-to-date information.

### GCA Admissions Centre

The GCA Admissions Centre processes all applications for admission to Universal Business School Sydney (UBSS).

The Admissions Centre is committed to providing excellent service to its applicants as well as all partner education agents.

### Admission Procedure

To enrol in any UBSS courses, please complete the enrolment form and submit it via email to: [info@gca.edu.au](mailto:info@gca.edu.au)

Enrolment forms are downloadable from: [www.ubss.edu.au](http://www.ubss.edu.au)

Before you submit your application, please ensure that:

- You know which program you want to study, and which date you want to start
- You have electronic copies of your passport, certificates of completion and academic transcripts, which you will need to attach to your online application



You will be contacted by one of our admissions staff after submitting your application. Successful applicants will receive a letter of offer from our admissions centre which includes your course information and course fees.

A Confirmation of Enrolment (CoE) will be issued upon receiving your fees. The Confirmation of Enrolment is required if you are outside Australia and intend to apply for a student Visa. Please be aware that the processing of your Visa may take 6 weeks or more.

### Important Note

Please be advised that any school dependents accompanying international students to Australia may be required to pay full fees if they are enrolled in either a government or non-government school.

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

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

MBA Admissions Criteria	
Domestic Applicants	<ul style="list-style-type: none"><li>• Bachelor degree (AQF level 7) or post-graduate award in any discipline from a recognised tertiary institution</li></ul>
International Applicants	<ul style="list-style-type: none"><li>• Bachelor degree (AQF level 7) or post-graduate award in any discipline from a recognised tertiary institution</li><li>• An IELTS overall score of 6.0 (with written and oral bands of no less than 6.0 or equivalent) for applicants who did not complete their award in Australia</li></ul>
Graduate Diploma in Business Administration	
Domestic Applicants	<ul style="list-style-type: none"><li>• Bachelor degree (AQF level 7) or post-graduate award in any discipline from a recognised tertiary institution</li></ul>
International Applicants	<ul style="list-style-type: none"><li>• Bachelor degree (AQF level 7) or post-graduate award in any discipline from a recognised tertiary institution</li><li>• An IELTS overall score of 6.0 (with written and oral bands of no less than 6.0) for applicants who did not complete their award in Australia</li></ul>
Graduate Certificate in Business Administration	
Domestic Applicants	<ul style="list-style-type: none"><li>• Proven record of relevant professional, management or business related work experience of no less than five years</li></ul>

## 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:

- **January** (Trimester 1) or
- **May** (Trimester 2) or
- **August** (Trimester 3)

The actual commencement dates vary each year. Applicants should check the UBSS website (trimester dates) for details. Applicants for admission must apply no later than one week prior to the commencement of the trimester to ensure sufficient time to assess and process their application.

### Orientation

UBSS provides an orientation for all new students prior to the commencement of each intake trimester (early January, May and September). 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](http://www.ubss.edu.au) approximately one month prior to the commencement of the trimester and are included in the published trimester dates.

*We look forward to welcoming you to **UBSS**  
and helping you **launch your career!***





## Testimonials

*The student's journey at UBSS develops leadership qualities & specialised skills to unlock their career potential.*



**USMAN SINDHU** - Pakistan  
**Master of Business Administration (MBA)**

"UBSS offered me the best value for my money as a student. I completed my MBA in August 2017 from UBSS. The best thing about UBSS was the direct teacher & student interaction. The teachers are highly qualified, have industry experience, and are the best in their areas. I would recommend my family and friends to pursue their studies at UBSS because it offers the best value for money and quality education with the Australian experience."

**CINDY BANDA** - Philippines  
**Master of Business Administration (MBA)**

"The teachers and staff are very encouraging in terms of student development both academically and socially. The staff are very responsive and prompt in catering to everyone's needs."



**SHERWIN JAY IAN MANALANG** - Philippines  
**Bachelor of Accounting**

"Facilities and resources at UBSS are world-class. As a business school, they provide facilities with cutting edge technology and can easily adapt to extreme changes in any situation such as during this COVID-19 pandemic. UBSS was one of the pioneers in Sydney to action and implement online learning without jeopardising the quality of education being delivered."





**UNIVERSAL  
BUSINESS SCHOOL  
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**Independent MBA Business School**

**Higher Education**

Master of Business Administration (MBA)

Bachelor of Business

Bachelor of Accounting\*

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UBSS is a registered Institute of Higher Education and its courses are accredited by the Australian Tertiary Education Quality & Standards Agency (TEQSA).

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Australian Government  
Tertiary Education Quality and Standards Agency



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