The University of Southern Queensland Sydney Education Centre (USQ SEC) is committed to excellence in teaching, learning and research. This commitment is supported by quality student administration services and assistance.

About USQ Sydney Education Centre (USQ-SEC)

USQ Sydney Education Centre (USQ SEC) has its teaching and administration facilities located in Bellevue Street, Surry Hills, close to the heart of Sydney's Central Business District. USQ SEC is within walking distance to the city's main transport, education, sports, government and tourist facilities.

The USQ Sydney Education Centre in association with Canterbury Institute of Technology (CIT), facilitates a number of USQ undergraduate and postgraduate programs at its facilities. These programs are in high demand in both the domestic and international employment markets. Weekly lectures and tutorials are scheduled for each course and are held in classrooms or computer laboratories. The academic staff located at USQ SEC have years of professional and academic experience and all appointments are approved by USQ. USQ staff from the Toowoomba campus also visit USQ SEC regularly to conduct academic workshops and undertake student counselling.

USQ SEC provides students with a wide range of academic and welfare support services. New students are encouraged to attend the Orientation Program conducted at the beginning of each semester where details about living and studying in Sydney are provided.
USQ SEC has an in-house Resource Centre where a limited number of textbooks are available for reference. Students have access to the USQ online library to view electronic books and online journal databases. Special arrangements have also been negotiated with the University of New South Wales (UNSW) which allows USQ SEC students to access the UNSW library in Sydney. USQ SEC prides itself in offering excellent student support services, a welcoming environment for students and affordable study costs. USQ SEC looks forward to assisting all its students in achieving their educational goals and preparing them for the challenges ahead.

About the University of Southern Queensland (USQ)
The University of Southern Queensland is an Australian and Queensland Government-accredited University.

USQ has built a reputation for offering quality academic programs that are recognised worldwide by other higher education institutions, employers and internationally accredited professional bodies.

USQ is on the Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and must comply with a National Code of Practice. The Code sets strict requirements for all CRICOS-registered providers, programs and courses.

Programs offered at USQ SEC in association with the University of Southern Queensland

- Diploma of Business Administration (DPBA)
- Bachelor of Information Technology (BITC)
- Bachelor of Business Administration (BBAD)
- Bachelor of Business (BBUS)
- Bachelor of Commerce (BCOM)
- Master of Information Systems (MISP)
- Master of Professional Accounting (MPAC)
- Graduate Certificate of Business (GCBU)
- Master of Business Administration (MBAD)

Applying to study at USQ- SEC

- Candidates must be at least 18 years of age to apply for programs offered at USQ SEC.
- Carefully read the required academic qualifications including USQ’s English language requirements. Please review USQ’s admissions policies and procedures: http://usqassist.custhelp.com/app/answers/detail/a_id/2760
- Complete the application form ensuring all sections of the form are completed.
- Attach all your academic transcripts to support your application. Please ensure these are certified true copies. Do not send originals, ONLY certified copies.
- If you would like to apply for exemptions for past studies because you have completed a post secondary qualification. Please provide details of the material/content of the course you studied as well as a certified copy of your qualification.
- Please ensure that you provide all the required supporting documentation with your application. Incomplete documentation will delay a decision about admission to your chosen program and could mean that you miss out on an opportunity to study at USQ SEC.
- Forward your completed application form and certified copies of results to USQ’s representative or post to:

Admissions Office

USQ Sydney Education Centre
Level 1, 29 - 35 Bellevue Street
Surry Hills, NSW, 2010
AUSTRALIA

Nguyen Hung Son Nguyen
Country of Origin: Vietnam
Program: Bachelor of Information Technology

I chose to study at USQ SEC because of the reasonable fees for international students, the convenient location and USQ SEC’s good reputation.
Diploma of Business Administration (DPBA)

CRICOS code: 074286B
Duration: 1 year full-time
Mode of study: On-campus USQ SEC
Start: March, July

Entry requirements

Minimum of IELTS 6.0 or equivalent (no component lower than 5.5) Year 12 Senior Certificate or equivalent from a recognized institution.

Program aims

This is a description program aimed at equipping students with foundation understanding of how organisations operate in different environmental contexts, private, and public. It exposes students to a range of issues and challenges faced by business as it strives to make organisations successful, sustainable and responsible stakeholders in society.

Program structure

8 Units

Students must complete at least four core courses from the following list:

- ACC1101 Accounting for Decision-Making
- CIS1000 Information Systems Concepts
- CMS1000 Communication and Scholarship
- ECO1000 Economics
- FIN1101 Introduction to Corporate Finance
- LAW1101 Introduction to Law
- MGT1000 Organisational Behaviour
- MGT2002 Managing Organisations
- MKT1001 Introduction to Marketing
- POL1000 Government, Business and Society
- STA2300 Data Analysis

Plus a further four Faculty of Business, Education, Law and Arts courses.

Articulation

Upon successful completion of the Diploma of Business Administration you have the opportunity to articulate directly into bachelor degree programs at USQ. To articulate to USQ’s Bachelor of Commerce, Bachelor of Business, Bachelor of Business Administration or Bachelor of Information Technology, candidates must have successfully completed the Diploma of Business Administration.

For further program information, please refer to the USQ website: http://www.usq.edu.au/handbook/current/business-commerce/DPBA.html
Program aims

The Bachelor of Information Technology is a vocationally oriented program emphasising the resolution of technological problems leading to the effective management and analysis of information in both private and public sectors.

Program structure

24 Units

Core courses (8 Units)

- Five compulsory courses
- Three courses from a defined list

Bachelor of Information Technology majors (Select one) (8 Units):

- Information Technology Management
- Information Systems Development

Plus one of the following (8 Units):

- Second major (8 units) or
- 2 x 4-unit minors or
- 1 x 4-unit minor and 4 elective courses or
- 8 elective courses

Minor studies

A minor study is a coherent group of four units of courses that provides students with an appropriate breadth of study in their program. All students, except those undertaking a second major, must complete a four-unit minor study. Students who wish to take a minor study not listed in the recommended minors must obtain permission from the Faculty of Health, Engineering and Sciences. Before undertaking any course, the pre-requisite courses must be completed or exempted.

Compulsory core courses

- CIS1000  Information System Concepts
- CIS3002  Business Analysis
- CMS1000  Communication and Scholarship
- CSC1401  Foundation Programming
- CSC2407  Introduction to Software Engineering

Select 3 courses from the following:

- ACC1101  Accounting for Decision-Making
- ECO1000  Economics
- FIN1101  Introduction to Corporate Finance
- LAW1101  Introduction to Law
- MGT1000  Organisational Behaviour
- MKT1001  Introduction to Marketing
- POL1000  Government, Business and Society
- STA2300  Data Analysis

Major studies

All students in the Bachelor of Information Technology must complete at least one major study. A major study is a set of courses that make up a coherent, in-depth study of a specific discipline.

Information Technology Management major

- CIS1101  Business Online
- CIS2000  Systems Analysis and Design
- CIS2002  Database Design and Implementation
- CIS2005  Principles of Information Security
- CIS3003  Networks and Distributed Systems
- CIS3008  Information Technology Service Management
- CIS3009  Enterprise Systems in Practice
- CIS3011  Information Systems Project

Information Systems Development major

- CIS1101  Business Online
- CIS2000  Systems Analysis and Design
- CIS2002  Database Design and Implementation
- CIS2003  Component Based Software Development
- CIS3001  Object-Orientated Programming with Java
- CIS3003  Networks and Distributed Systems
- CIS3007  Enterprise Solutions Project
- CIS3010  Oracle Development

For further program information, please refer to the USQ website:

Bachelor of Business Administration (BBAD)

CRICOS code: 050085J
Duration: 3 years full-time
Mode of study: On-campus USQ SEC
Start: March, July or November

Entry requirements

Australian Higher School Certificate (Australian Year 12) or equivalent. Applicant must meet University English Language proficiency requirements for undergraduate studies (IELTS 6.0 - no component lower than 5.5 or equivalent).

Program aims

This program is a generalist degree aimed at equipping students with a broad understanding of how organisations operate in different environmental contexts, private, and public. It exposes students to a wide range of issues and challenges faced by managers as they strive to make organisations successful, sustainable and responsible stakeholders in society. Students develop relevant conceptual, analytical, functional, and operational capabilities to equip them to confidently address a range of organisational and managerial challenges in contemporary organisations.

Program structure

Total 24 units

• 8 compulsory core courses (8 units)
• 3 compulsory 4-unit minors chosen from the schedule of minors or any other minor or option approved by the Faculty of Business, Education, Law and Arts. (12 units)
• 4 elective courses (4 units)

Compulsory core courses

ACC1101 Accounting for Decision-Making
CIS1000 Information System Concepts
CMS1000 Communication and Scholarship
LAW1101 Introduction to Law
MGT1000 Organisational Behaviour
MGT2002 Managing Organisations
MKT1001 Introduction to Marketing

Select one of the following courses:

FIN1101 Introduction to Corporate Finance OR
POL1000 Government, Business and Society

Minor studies

One or more courses in a minor may be substituted with another course in the same discipline with the permission of the Faculty of Business, Education, Law and Arts. Students may take any other four related courses as a minor with the permission of the Faculty of Business, Education, Law and Arts.

Accounting minor

Any four from the list below:

ACC1102 Financial Accounting
ACC2113 Management Accounting
ACC3101 Accounting Information Systems

Plus one other course from the Accounting major in the Bachelor of Commerce (subject to enrolment requirements).

Marketing minor

MKT1002 Consumer Behaviour
MKT2001 Promotion Management
MKT3001 Applied Business Research

Plus one other course from the Marketing major in the Bachelor of Business (subject to enrolment requirements).

Information Technology Management minor

CIS2000 Systems Analysis and Design
CIS2005 Principles of Information Security
CIS3008 Information Technology Service Management

Plus one other course from the Information Technology Management major in the Bachelor of Commerce (subject to enrolment requirements).

Business Law minor

LAW2104 Business and Consumer Law
LAW2106 Law of Business Organisations
LAW3130 Revenue Law and Practice

Plus one other course from the Business Law major in the Bachelor of Commerce (subject to enrolment requirements).

Electives

CIS1101 Business Online
CIS3009 Enterprise Systems in Practice
STA2300 Data Analysis
ECO1000 Economics

For further program information, please refer to the USQ website:
Bachelor of Business (BBUS) (Information Technology Management Specialisation Only)

CRICOS code: 074285C
Duration: 3 years full-time
Mode of study: On-campus USQ SEC
Start: March, July or November

Entry requirements

Australian Higher School Certificate (Australian Year 12) or equivalent. Applicant must meet University English Language proficiency requirements for undergraduate studies (IELTS 6.0 - no component lower than 5.5 or equivalent).

Program aims

The Bachelor of Business is designed as a vocationally-oriented degree program. It aims to produce graduates who are equipped to identify, describe, analyse and resolve business problems in both the private and public sectors. Achievement of the objectives of a student's studies will result in a graduate of high academic standard who is capable of competing for employment in a relevant professional area and pursuing career development in that or other related areas.

Program structure

Total 24 units

- 8 compulsory core courses (8 units)
- 8 Course Major - Information Technology Management Major Only at USQ SEC

Plus one of the following:

- second major (8 Units) or
- 2 x 4 unit Minors or
- 1 x 4 unit Minor and 4 elective courses

Core courses

All students are required to complete a core of 8 single-unit courses. The purpose of the core courses is to expose business students to fundamental concepts and methods and the diversity of subject matter that they will encounter in their studies. The functional areas of business are identified and elementary tools leading to a focus in the majors are developed.

Compulsory core courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1101</td>
<td>Accounting for Decision-Making</td>
</tr>
<tr>
<td>CIS1000</td>
<td>Information System Concepts</td>
</tr>
<tr>
<td>ECO1000</td>
<td>Economics</td>
</tr>
<tr>
<td>LAW1101</td>
<td>Introduction to Law</td>
</tr>
<tr>
<td>MGT1000</td>
<td>Organisational Behaviour</td>
</tr>
<tr>
<td>MKT1001</td>
<td>Introduction to Marketing</td>
</tr>
<tr>
<td>STA2300</td>
<td>Data Analysis</td>
</tr>
</tbody>
</table>

Select one of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN1101</td>
<td>Introduction to Corporate Finance</td>
</tr>
<tr>
<td>POL1000</td>
<td>Government, Business and Society</td>
</tr>
</tbody>
</table>

Major studies

A major study is a set of courses that make up a coherent, in-depth study of a specific discipline. Faculty of Business, Education, Law and Arts with the exception majors comprise eight or sixteen units. All students in the Bachelor of Business must complete at least one major study selected from those offered within the Bachelor of Business.

Information Technology Management major

The Information Technology Management major is highly focused on Information Systems (IS) as a key strategic enabler of business success and teaches students how to leverage IS to identify and solve business problems. The major serves as a pathway into a variety of rapidly emerging IS career paths where business skills, for example communication, problem-solving and teamwork, are most important. Information Technology Management students develop skills in electronic commerce, systems analysis, database design and implementation, security, network management, service management and enterprise resource systems. Students study leading-edge business packages and tools such as Oracle, SAP and ISO20000 and are provided with the opportunity to pursue professional certification in a number of these areas.

Samalochana Khanal

Country of Origin: Nepal
Program: Bachelor of Information Technology

I chose to study at USQ SEC because it offered me leading programs for my higher education.
Bachelor of Business (BBUS) with a major in Information Technology Management is accredited under professional level with the Australian Computer Society (ACS).

**Information Technology Management major**

CIS1101  Business Online  
CIS2000  Systems Analysis and Design  
CIS2002  Database Design and Implementation  
CIS2005  Principles of Information Security  
CIS3002  Business Analysis  
CIS3008  Information Technology Service Management  
CIS3009  Enterprise Systems in Practice  
CIS3011  Information Systems Project  

**Minor studies**

A minor study is a coherent group of four units of courses that provides students with an appropriate breadth of study in their program. All students, except those undertaking a second major, must complete a four-unit minor study.

Students who wish to take a minor study not listed in the recommended minors must obtain permission from the Faculty of Business, Education, Law and Arts. Before undertaking any course, the pre-requisite courses must be completed or exempted.

**8 Courses from Minor / elective/ second major course**

Students not completing a double major must select four units of elective courses from courses offered at undergraduate level by Faculty of Business, Education, Law and Arts or, with the approval of the Faculty of Business, Education, Law and Arts, from undergraduate programs offered by other faculties at the University of Southern Queensland. Prerequisite requirements must be satisfied for any course selected.

For further program information, please refer to the USQ website:  
Bachelor of Commerce major at USQ-SEC

- Accounting ONLY (8 Units)

Plus one of the following (8 Units)*:

- Second major (8 units) or
- 2 x 4-unit minors or
- 1 x 4-unit minor and 4 elective courses

* USQ-SEC will offer limited electives

Minor studies

A minor study is a coherent group of four units of courses that provides students with an appropriate breadth of study in their program. All students, except those undertaking a second major, must complete a four-unit minor study.

Students who wish to take a minor study not listed in the recommended minors must obtain permission from the Faculty of Business, Education, Law and Arts. Before undertaking any course, the pre-requisite courses must be completed or exempted.

Compulsory core courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1101</td>
<td>Accounting for Decision-Making</td>
</tr>
<tr>
<td>CIS1000</td>
<td>Information Systems Concepts</td>
</tr>
<tr>
<td>ECO1000</td>
<td>Economics</td>
</tr>
<tr>
<td>FIN1101</td>
<td>Introduction to Corporate Finance</td>
</tr>
<tr>
<td>LAW1101</td>
<td>Introduction to Law</td>
</tr>
<tr>
<td>MGT1000</td>
<td>Organisational Behaviour</td>
</tr>
<tr>
<td>STA2300</td>
<td>Data Analysis</td>
</tr>
</tbody>
</table>

Select 1 course from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT1001</td>
<td>Introduction to Marketing</td>
</tr>
<tr>
<td>POL1000</td>
<td>Government, Business and Society</td>
</tr>
</tbody>
</table>

Major studies

Accounting major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1102</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ACC2113</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>ACC2115</td>
<td>Company Accounting</td>
</tr>
<tr>
<td>LAW2106</td>
<td>Law of Business Organisations</td>
</tr>
<tr>
<td>ACC3101</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>ACC3116</td>
<td>Accounting and Society</td>
</tr>
<tr>
<td>ACC3118</td>
<td>Auditing</td>
</tr>
<tr>
<td>LAW3130</td>
<td>Revenue Law and Practice</td>
</tr>
</tbody>
</table>

Elective courses

8 Courses from Minor/elective/second major course

Students not completing a double major must select four units of elective courses from courses offered at undergraduate level by Faculty of Business, Education, Law and Arts with the exception undergraduate programs or, with the approval of the Faculty of Business, Education, Law and Arts, from undergraduate programs offered by other faculties at the University of Southern Queensland. Prerequisite requirements must be satisfied for any course selected.

Possible minors include:

Marketing Minor

- MKT1002    Consumer Behaviour
- MKT2001    Promotion Management
- MKT2012    Services Management
- MKT3007    Marketing Strategy

Computing Minor

- CIS1101    Business Online
- CIS2000    Systems Analysis and Design
- CIS2002    Database Design
- CIS2005    Principles of Information Security

For further program information, please refer to the USQ website:

Master of Information Systems (MISP)

CRICOS code MISP: 082459G
Duration: 2 year full-time
Mode of study: On-campus USQ SEC
Start: March, July or November

Entry requirements for MISP

To gain admission into the MISP, applicants must meet one of the following criteria to the satisfaction of the Faculty of Business, Education, Law and Arts:

- To be eligible for admission to the Master of Information Systems, applicants are required to have a recognised Bachelor degree or equivalent.

- Applicants without an acceptable Bachelor degree and who have completed a minimum of five years professional work experience may be eligible for entry into a Graduate Certificate in Business and upon completion and achievement of a minimum GPA of 4.0, may apply for entry into the Master of Information Systems.

International candidates for admission into this program must meet the University's English language proficiency requirements for postgraduate students (IELTS 6.0 or equivalent).

Professional accreditation

The Master of Information Systems program is accredited at professional level by the Australian Computer Society and, through the Seoul Accord, is recognised in other countries.

Program aims

The Master of Information Systems is a vocationally and academically oriented program. The Master of Information Systems provides for graduates in programs other than-computing to gain skills and knowledge in key areas of computing which relate to their needs and the needs of their profession or industry. It aims to produce graduates who are managers in IT departments.

Program structure

Students enrolled in the Master of Information Systems (MISP) must complete 16 units.

- CIS5100 Professional Skills for Information Systems
- CIS5101 Management of Business Online
- CIS5200 Professional Skills for Systems Analysis
- CIS5205 Management of Information Security
- CIS5302 Professional Skills for Business Analysis
- CIS5308 Management of Information Technology Services
- CIS8500 Applied Research for Information System Professionals
- CIS8000 Global Information Systems Strategy
- CIS8004 Enterprise Planning and Implementation
- CIS8008 Business Intelligence
- CIS8009 Management of Business Telecommunications
- CIS8010 Information Systems Project Management
- CIS8011 Digital Innovation
- CIS8018 Strategic Information Security
- CIS8100 Digital Enterprise
- CIS8501 Applied Information Systems Research Project

For further program information, please refer to the USQ website:
Master of Professional Accounting (MPAC)

CRICOS code MPAC: 082460D
Duration: 2 year full-time
Mode of study: On-campus USQ SEC
Start: March, July or November

Entry requirements for MPAC

- To be eligible for admission to the Master of Professional Accounting, applicants are required to have a recognised Bachelor degree or equivalent.

- Applicants without an acceptable Bachelor degree and who have completed a minimum of five years professional work experience may be eligible for entry into a Graduate Certificate in Business and upon completion and achievement of a minimum GPA of 4.0, may apply for entry into the Master of Professional Accounting.

International candidates for admission into this program must meet the University's English Language proficiency requirements for postgraduate students (IELTS 6.0 - no component lower than 5.5 or equivalent).

Professional accreditation

Graduates of this program will meet the educational entrance requirements of CPA Australia and The Institute of Chartered Accountants in Australia (ICAA). This provides Associate membership of CPA Australia, eligibility to study the CPA professional exams and eligibility to study the ICAA professional exams.

Successful completion of the Master of Professional Accounting program can qualify students for exemptions from the Fundamental level (9 papers) of the Association of Chartered Certified Accountants (ACCA) exams. For further details please refer to the ACCA website.

We recommend that graduates in Accounting from an overseas university obtain a qualifications assessment from CPA Australia before applying for admission.

Program aims

The Master of Professional Accounting will enable non-accounting university graduates and other approved applicants the opportunity to acquire an accounting qualification recognised by the Australian accounting professional bodies. The program comprises of 16 courses.
Master of Business Administration (MBAD)

CRICOS code: 040182B
Duration: 2 year full-time
Mode of study: On-campus USQ SEC
Start: March, July or November

Entry requirements

Candidates for entry into the Master of Business Administration must meet each of the following criteria:

- Entry into the Master of Business Administration requires a Graduate Certificate at AQF level 8 or equivalent with a GPA of 4 on a 7 point scale, and two years’ full-time relevant professional work experience in business.

- USQ’s Graduate Certificate of Business provides a pathway into the Master of Business Administration for candidates who meet the program work experience requirements but do not hold a Graduate Certificate at AQF level 8 or equivalent.

Candidates must meet the University’s English language proficiency requirements for postgraduate students (IELTS 6.5 - no component lower than 6.0 or equivalent).

Program aims

The USQ MBA program will enhance student analytical skills related to management, people, markets, finance, and technical knowledge. Graduates will be able to solve complex organisational problems and be able to manage change through the mastery of particular skills related to creativity, information literacy, and self reflection. The program focuses on how to demonstrate leadership in global sustainability and how to understand the nature of ethical decisions across contemporary business practice. The USQ MBA program will enable graduates to work in virtual and non-traditional work environments and increase personal mastery in oral and written communication.

Program structure

The MBA consists of 12 courses, each of one unit, and has the following structure:

- core (8 courses) - 4 foundation core and 4 non-foundation core courses
- MGT8002 Strategic Management plus any three courses from the specialisation*

* 3 specialisation courses have to be approved by the Faculty of Business, Education, Law and Arts

Core courses

Foundation Core:

ACC5502 Accounting & Financial Management
ECO5000 Economics for Managers
MGT5000 Managing Organisational Behaviour
MKT5000 Marketing Management

Non-Foundation Core:

CIS8000 Global Information Systems Strategy
MBA8000 Applied Business Research and Ethics
MGT8022 Project-based Management
MGT8033 Leading Organisational Change

Specialisation Courses

General:

Any 3 courses from other specialisation (approved by the Faculty of Business, Education, Law and Arts) Plus

MGT8002 Strategic Management*

Digital Transformation (IT):

CIS8008 Business Intelligence
CIS8011 Digital Innovation
CIS8018 Strategic Information Security
MGT8002 Strategic Management*

Finance

FIN8201 Finance for Executives
FIN8202 Financial Markets & Instruments
FIN8203 Strategic Investments
MGT8002 Strategic Management*
Global Business Management:
ECO8060 Business in the International Economy
LAW8118 International Business Law
MGT8032 International Management
MGT8002 Strategic Management*

Leadership:
MGT8038 Leadership Development
MGT8039 Strategic Leadership
MGT8040 Entrepreneurship, Innovation & Creativity
MGT8002 Strategic Management*

Project Management:
MGT8024 Project Quality, Risk & Procurement Management
MGT8025 Project Scope, Time & Cost Management
MGT8027 Project Human Resources, Communications & Integration Management
MGT8002 Strategic Management*

Strategic Human Resource Management:
MGT8030 Performance Management & People Development
MGT8031 Global Issues in Employment Relations
MGT8034 Strategic Management of Human Resources and Innovation
MGT8002 Strategic Management*

Strategic Marketing:
MKT8001 Buyer Behaviour
MKT8002 International Marketing
MKT8003 Services Marketing Management
MGT8002 Strategic Management*

Sustainable Business:
ECO8010 Corporations & Sustainable Development
ECO8011 Global Issues in Environmental Management & Sustainability
ECO8012 Tools & Techniques for Sustainable Development
MGT8002 Strategic Management*

* Unless special circumstances have been approved by the Faculty of Business, Education, Arts and Law the student must have successfully completed a minimum of two-thirds of the program before enrolling in this course. This must include at least six core courses. It is also highly recommended that MGT8002 be the last course to complete in the degree.

For further program information, please refer to the USQ website: http://www.usq.edu.au/handbook/current/business-commerce/MBAD.html
Graduate Certificate of Business (GCBU)

CRICOS code: 084838C
Duration: 6 months full-time
Mode of study: On-campus USQ SEC
Start: March, July

Entry requirements
Candidates for entry into the Graduate Certificate of Business must meet one of the following criteria to the satisfaction of the Faculty of Business, Education, Law and Arts:

- a tertiary qualification at bachelor degree (AQF level 7) or equivalent level from a recognised institution, or
- a minimum of five years’ full-time relevant professional work experience equivalent to a qualification at AQF level 7.

Candidates must meet the University’s English language proficiency requirements for postgraduate student (IELTS 6.5 - no component lower than 6.0 or equivalent).

Program structure
- The Graduate Certificate of Business is comprised of four units of postgraduate courses as follows: General Specialisation*
- Any four courses from the Master of Business Administration, Master of Project Management, Master of Professional Accounting and Master of Information Systems.

Courses in some areas of study may have prerequisites.
Students wanting to study a course/s from other programs across the University must seek approval from the Faculty of Business, Education, Law and Arts.

Named Specialisation*
- Students can choose a named specialisation from the Master of Business Administration or Master of Project Management specialisations.

- Note: Students who wish to articulate into the Master of Business Administration or Master of Project Management must meet the program admission requirements before applications for credit will be considered. Students who wish to gain maximum credit for courses completed in the Graduate Certificate of Business upon entry to the MBA should consider choosing the foundation courses offered in the MBA for their study.

Students who have completed the Graduate Certificate of Business and do not have a minimum of two years full-time relevant professional work experience in business are not eligible to apply for entry to the Master of Business Administration or Master of Project Management programs until they have satisfied this work experience entry requirement.

For further program information, please refer to the USQ website:
English language entry requirements
To be admitted to academic programs, international applicants must demonstrate their proficiency in the use of English language by having one of the following:

<table>
<thead>
<tr>
<th>Approved Test</th>
<th>Category 2</th>
<th>Category 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS (Academic Only)</td>
<td>6.0 (or better) no component lower than 5.5</td>
<td>6.5 (or better) no component lower than 6.0</td>
</tr>
<tr>
<td>TOEFL (paper based)</td>
<td>550 (or better) (with minimum test of written English score of 4.5)</td>
<td>570 (or better) (with minimum test of written English score of 5)</td>
</tr>
<tr>
<td>TOEFL (electronic)</td>
<td>213 (or better) (with essay rating of at least 4.5)</td>
<td>230 (or better) (with essay rating of at least 5)</td>
</tr>
<tr>
<td>TOEFL (internet based)</td>
<td>80 (or better) (with 19 minimum in all bands)</td>
<td>90 (or better) (with 20 minimum in all bands)</td>
</tr>
<tr>
<td>Pearson (PTE Academic)</td>
<td>50 (or better) (with no communicative score lower than 50)</td>
<td>58 (or better) (with no communicative score lower than 58)</td>
</tr>
</tbody>
</table>

or

Successfully completed (over a period of at least two years of full time study) one of the following in which English was the language of instruction:

1. high/secondary school or college equivalent
2. ‘A’ level, or
3. any post secondary program.

or

Successfully completed a foundation studies program offered by an Australian University.

Note: Tests must have been taken within the previous two years and the most recent demonstration of English proficiency will be used.

For further information please refer to:
http://www.usq.edu.au/study/international/study/english

*Category 2

Undergraduate
- Diploma of Business Administration (DPBA)
- Bachelor of Information Technology (BITC)
- Bachelor of Business Administration (BBAD)
- Bachelor of Business (BBUS)
- Bachelor of Commerce (BCOM)

Postgraduate (Coursework)
- Master of Information System (MISP)
- Master of Professional Accounting (MPAC)

Category 3

Postgraduate (Coursework)
- Graduate Certificate of Business (GCBU)
- Master of Business Administration (MBAD)

Applicants should note that these are minimum requirements and that additional requirements may apply. For further information please refer:
http://www.usq.edu.au/study/international/study/english

Canterbury Language Academy

If you do not meet the English Language Requirements you may be able to study English for Academic Study (EAP) at Canterbury Language Academy.
The English for Academic Study (EAP) program is designed to prepare international students with the English necessary for success in Australian tertiary education. The course concentrates on those aspects of English which students will meet in colleges and universities and develops these in the context of such areas as IT and Business. For further information please visit: www.canterburyla.com.au

Ahmed Ibrahim Abdelaziz Ibrahim Omar
Country of Origin: Egypt
Program: Master of Professional Accounting Extended
The online facilities available made it easier to study at any time with flexibility.
Canterbury Business College & Canterbury Technical Institute

Students who have studied at Canterbury Business College, Canterbury Technical Institute and some other providers may be eligible to apply for exemptions in the Bachelor of Information Technology Program (BITC), the Bachelor of Business Administration Program (BBAD), Bachelor of Business Program (BBUS) or Bachelor of Commerce Program (BCOM).

For further information please visit: www.canterburybc.com.au and www.canterburyti.com.au

Exemptions

Applications for Credit and/or Exemptions are to be made at the time of applying for Admission to the USQ.

The credit calculator may be able to provide you with a guide as to the exemptions that you may be eligible to receive: http://creditcalculator.usq.edu.au/

Students must submit a USQ application for Credit and/or Exemption using the Exemption Claim Form and submitting the completed form with any relevant documentation to the section identified on the form. The Exemption Claim form can be downloaded at: http://www.usq.edu.au/current-students/learning-support/forms

Further information on the USQ Credit and Exemption procedure can be found at: http://policy.usq.edu.au/documents.php?id=131190PL

Assessment

Assessment requirements are specific and will vary from course to course. All assessment details are provided in study packages. Most courses have both assignments or mid semester tests and examinations. Please note that all assignments, mid semester tests and examination papers are marked at USQ Toowoomba.

Administration fee*

Students are required to pay Canterbury Institute of Technology (CIT) a $200 non-refundable administration fee.

Tuition fees*

The 2015 estimated undergraduate course fee is $2440-2480 per unit. The 2015 estimated postgraduate course fee is $2690 per unit.

These amounts are to be used as a guide only. Fees are subject to increase. For the most up to date tuition fees, please visit: http://www.usq.edu.au/current-students/organise-enrolment/fees/fee-finder

How to pay

You have the option of paying fees by electronic transfer, international bank draft or credit card. CIT accepts Visa, MasterCard, Bankcard or American Express.

Study resources

Students receive access to course materials online via USQStudyDesk. Allow about $400-$800 per semester for purchase of textbooks. It is highly recommended that students have access to their own personal computer to regularly access the USQStudyDesk. Please visit: http://www.usq.edu.au/current-students/getting-started/computing-essentials/studydesk

Medical insurance – Overseas Health Cover (OSHC)

It is an Australian Government requirement for overseas students and their dependants to maintain self-funded medical and hospital cover for the duration of their study in Australia. There are several companies that provide health cover. USQ SEC preferred Overseas Health Cover provider is Medibank. OSHC costs will depend on the length of your visa and the type of cover (Single/Family).

You must pay the appropriate premium to USQ SEC while accepting the offer & before leaving your home country.

If you are accompanied by a spouse and/or dependent children, you will need to pay a family premium.

For further information please refer to the following website: http://www.medibank.com.au/Overseas-Students/About-OSHC.aspx

For further information on other OSHC providers, visit the DIBP website: http://www.immi.gov.au/students/health-insurance.htm

Absar Akthar

Country of Origin: Pakistan
Program: Master of Information Systems Extended

I am an IT person and wanted to study something related to my experience and interest. USQ SEC has provided me the best education.
Cost of living in Sydney

You should allow approximately $18,610 - $22,000 (Australian Dollars-AUD) for living expenses for each year of study. Please note that there will be additional costs for dependents.

Please refer to:

The Department of Immigration and Border Protection (DIBP) guidelines of the financial requirements per year can be found at:

ESOS Framework

The Education Services for Overseas Students (ESOS) Act is an Australian Government Act that controls the delivery of international education in Australia. The ESOS Act was introduced to provide a legislative framework to ensure the quality of programs and services provided to international students and to ensure that the rights of international students are protected.


Transfer Between Providers

Should you be granted a student visa to study at USQ Sydney Education Centre you will need to be aware that under ESOS Legislation you will be normally be required to complete 6 months of study in your principal program before your transfer will be approved. All transfer requests are assessed in accordance with the National Code 2007 - Transfer Between Registered Providers Procedure:


Deferring, Suspending and Cancelling Enrolment

As a student there are a number of responsibilities that apply to you whilst you are enrolled. Further information regarding deferment, suspension and cancellation of enrolment can be found in USQ Enrolment Policy and Procedure and related procedures:

Australian Student Visa

The Australian Government approves student visas for study in Australia.

To be eligible for a student visa you must be accepted for full time study for the whole or part of the education program you intend to study with USQ SEC and also meet a number of assessment factors and general requirements that have been established by the Australian Government.

USQ SEC is a partner of the University of Southern Queensland which is a registered provider of education with the Australian Government (CRICOS Institution Code No. Qld 00244B, NSW 02225M).

For all information and advice on applying for your visa ask a USQ SEC representative or make contact with your nearest Australian Embassy, Consulate or High Commission.

Working in Australia

Once you have settled into your study, international students with USQ can work up to a maximum of 40 hours per fortnight during semester. There is no limit to work hours during semester break.

Find out more: www.immi.gov.au/students/visa-conditions-students.htm
Refunds

Tuition fees*

1. Total refunds

1.1. In the event that an offer of a place is withdrawn or the institution is unable to provide the course, all tuition fees paid for the semester are fully refundable. In the case of a student transferring providers the USQ Refund Policy may not apply, please refer to the appropriate USQ policy at the time of request to transfer.

1.2. A student who fails to meet degree/diploma progression rules and who is thus not permitted to re-enrol will be eligible for a refund of fees if paid in advance of notification of exclusion.

1.3. A notice of withdrawal due to exceptional circumstances (see 2 below) may be accepted as grounds for a total refund of tuition fees paid for the semester.

2. Grounds for refunds

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for either a total or partial refund of fees, subject to the provision of acceptable documentary evidence in support of the application for a refund, including:

(i) inability to obtain a student visa
(ii) illness or disability
(iii) death of the student or a close family member (parent, sibling, spouse or child)
(iv) political, civil or natural event that prevents full payment of fees.

3. No refunds

A student who withdraws from a course for whatever reason beyond the census date (see Important Dates) shall not be eligible for a refund.

4. Fee refunds for international students who obtain permanent resident status in Australia

4.1 An international student who is granted Permanent resident status in Australia and who is resident in Australia for the duration of the course may be given the option of becoming a Commonwealth Supported Student when enrolled in a Commonwealth Supported program. They will be required to pay their Student contribution upfront without discount, and will not be given the option to obtain a HECS-HELP loan. If the student is the holder of a Permanent Humanitarian Visa, they will be eligible for a discount on upfront payments and will be eligible for a HECS-HELP loan. In non-Commonwealth Supported programs, Australian Permanent Residents are liable for Tuition/Direct fees applicable to domestic students.

4.2 If the student obtains Permanent Resident status after the census date in a semester, the student will be classified as an international student for the reminder of that semester. The student will be liable to pay the tuition fees applying to international students for that semester. From the following semester, the student will be classified as a Permanent Resident and will be liable for the Student Contribution in accordance with the Higher Education Guidelines, or full fees applying to domestic students.

5. Payment of refunds

5.1 Request for a refund must be in writing.

5.2 If a student is transferring to another recognised educational institution within Australia, then applicable refund due may be transferred to that institution. Otherwise, all refunds will be made in the student’s home country, except in exceptional circumstances.

5.3 Refunds will be made payable to the student, unless authorised otherwise by the student in writing. It is not permissible to transfer funds directly from the student’s own account to that of another student.

5.4 The student can request the refund to be made in their own preferred currency. If this information is not provided, or where USQ is unable to transfer the preferred currency due to international banking limitations or where the cost of transfer would result in excessive international bank charges for either party, USQ will select the most appropriate foreign currency. This will be made in the student’s home country except in exceptional circumstances.
6. Appeals process related to fee refunds

There is a clearly defined appeals process related to the refund of fees, whereby the institution's decisions regarding fee refunds can be appealed if the student believes that the institution has not honoured its stated fee refunds policy, or not all of the relevant information has been taken into account. For more information, refer to section 3.9 of the enrolment policy at: http://policy.usq.edu.au/portal/custom/detail/enrolment

7. Alternative remedies

(i) Where a student agrees to the terms of the USQ Refund Policy, such agreement does not remove the right to take further action under Australia's consumer protection laws.

(ii) The University's resolution processes (set out in clause 6 above) do not circumscribe the student's right to pursue other remedies.

8. Payment of refund to be made within two weeks

Any refund of ‘cleared funds’ due and payable to a student under these provisions will be made within two weeks of the date on which the request is received in writing at Level 3, 29-35 Bellevue St, Surry Hills NSW 2010, Ph: +61 2 9280 3733.

9. Provider default

Students are advised that a default by the registered provider (the University) cannot be covered by a written agreement between the provider and the student. Such situations are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

Non-tuition fees refund procedures

OSHC student health care

As a student, you can apply in writing for a refund of the unexpired portion of your premium if:

(i) you paid your premium and did not come to Australia
(ii) your Student Visa was not extended
(iii) you returned to your country of origin before the end of your approved stay for reasons outside your control
(iv) you have been granted Permanent Resident status in Australia.
Level 1, 29-35 Bellevue Street Surry Hills NSW 2010, Sydney, Australia
Ph: +61 2 9280 3733 | Fax: +61 2 9280 3858
E-mail: info@usqsydney.new.edu.au | Web: www.usqsydney.nsw.edu.au
CRICOS NSW 02225M