

# Guide to part-time study in the Graduate Certificate in Corporate Governance



## 1. Applying for admission

Applications for admission can be completed online, by going to [www.utas.edu.au](http://www.utas.edu.au) and selecting Apply for 2009.

The entry requirements for the Graduate Certificate in Corporate Governance are:

- Bachelor's degree
- OR, five years' relevant professional experience.

To meet a work experience requirement, please include a CV with your application. This can be pasted into the Supporting Statement section of the application. If we require further information, we will contact you, but a CV is usually sufficient.

If you have a previous degree from UTas, we have a record of this and will not require copies of your testamur or transcripts. If you have a previous degree from another institution, UTas will request an electronic copy of this qualification. However, please note that it sometimes takes several weeks for these to arrive: you may wish to forward a certified copy to UTas.

## 2. Accept your offer

So long as all required information is received with your application, you should receive an offer within about a week. Offers are usually available online on Friday afternoons, and a paper copy is mailed on Friday afternoon also. Information about how to accept is available with the offer, and acceptance can be done online.

Once you have accepted your offer, the university will generate a username and password and send these to you. This will allow you to enrol.

If you are a former UTas student the computer may well decide that you already have a username and password, and not generate a new one. If this happens, please contact [Service.Desk@utas.edu.au](mailto:Service.Desk@utas.edu.au) to find out your username and ask for a new password.

### 3. Enrol in units

You are able to enrol in units a few days after you receive your username and password. Enrolments are done online through the eStudentCentre. Go to [www.utas.edu.au/students](http://www.utas.edu.au/students) and select the eStudentCentre. There is a tour you can take to familiarise yourself with the system before you enrol. Enrolments are done through the Manage Your Enrolment link.

There are four units in the Graduate Certificate in Corporate Governance:

- BFA721 Current Developments in Governance & Accountability (semester 1)
- BFA720 Introduction to Corporate Governance (semester 1)
- BFA719 Corporate Sustainability and the Triple Bottom Line (semester 2)
- BFA722 Risk Management (semester 2)

Information about the course requirements and unit availability can be found at <http://www.utas.edu.au/business/faculty/CurrentStudents/Index.html>, by looking at the MPA/S Course Planner. More detailed information about units can be found by going to [www.utas.edu.au](http://www.utas.edu.au) and selecting Courses and Units. The School of Accounting and Corporate Governance publishes unit outlines, with information about unit content and assessment: <http://www.utas.edu.au/accg/outlines.html>.

### Orientation and Starting Study

Orientation is not compulsory for part time students, but sessions are available in Hobart and Launceston each semester for anyone who would like to meet other students and staff. The provisional orientation timetable for semester 2, 2009 is:

- Tuesday 30 June, 5.30-7.00pm – Launceston.
- Thursday 9 July, 5.30-7.00pm – Hobart.

All new students will be emailed with confirmed dates and venue details.

**Course Materials** for flexible units are sent your address 1-2 weeks before semester starts. Once semester has started, you should also log on to **MyLO**, the university's web-based study support program, to check for further information from your lecturer. MyLO can be found at [www.utas.edu.au/students](http://www.utas.edu.au/students) and is accessed using your university username and password. **Textbook details** can be found through Courses and Units at [www.utas.edu.au](http://www.utas.edu.au), by selecting the individual unit.

**Fees:** the fees for domestic students for 2009 are \$1687 per unit. This is a full-fee paying course, but Australian citizens can apply for FEE-HELP, which allows them to defer their fees and repay them through tax. You access this by completing an eCAF through the eStudentCentre. A 10% discount is available for UTas graduates: you must be registered as an alumnum and send an email to [Fees.Unit@utas.edu.au](mailto:Fees.Unit@utas.edu.au) to request the discount.