PROGRAMME REGULATIONS

Programme Schedule

Graduate Certificate in Not-For-Profit Management

To be read in conjunction with the Graduate Certificate Generic Programme Regulations

1. Programme Schedule

This Programme Schedule applies to the Graduate Certificate in Not for Profit Management Level 7 60 credits.

2. Programme Specific Admission

2.1 Specific Admission

To be admitted to this programme, all applicants must meet the following requirements in addition to the requirements set out in the Graduate Certificate Generic Regulations:

a. Have at least three years' experience within the Not-for-Profit sector,

b. Be currently in paid or voluntary employment within the Not-for-Profit sector in a management position.

3. Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied

a. have demonstrated the greatest work experience

4. Selection Process

a. Selection will be made by a subcommittee of the Programme Committee set up for the purpose and with the delegated authority of that committee to offer places to applicants.

b. Applicants may be required to provide a written submission and attend an in-person or telephone interview with a representative or representatives of the Programme Committee.

5. Requirements for the Award of the Qualification

5.1 Graduate Certificate in Not for Profit Management

To be awarded the Graduate Certificate in Not for Profit Management, a student must successfully complete 60 credits, accumulated in the pattern set out in Table 1 and from a selection of courses set out in Table 2.

Table 1: Credit Requirements Graduate Certificate in Not for Profit Management

Course Level	Compulsory	Elective	Total
5	15		15
7		45	45
Total	15	45	**60**

Table 2: Course Details: Compulsory and Elective Courses for Graduate Certificate in Not for Profit Management

Compulsory courses are shown in **bold** and Elective courses in *italics*.

Level	Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Level 5					
5	**CSTU5010**	**Values Based Management and Leadership**	**15**		
Level 7					
7	*CSTU7010*	*Leading and Facilitating Teams*	15	*CSTU5010*	
7	*CSTU7020*	*Financial Management in the Not for Profit Sector*	15	*CSTU5010*	
7	*CSTU7030*	*Community Funding and Entrepreneurship*	15	*CSTU5010*	
7	*CSTU7040*	*People Motivation, Management and Volunteerism*	15	*CSTU5010*	
7	*CSTU7050*	*Governance, Strategy and Stewardship*	15	*CSTU5010*	
7	*CSTU7060*	*Influencing Public Policy*	15		

5.2 Enrolment periods and Course Load per Semester

a. The normal enrolment period for the graduate certificate is two years.

b. Where a candidate is prevented by ill health, or other cause, from completing the degree requirements within the maximum period of enrolment, the Programme Committee may approve suspension of enrolment for up to a maximum of 24 months.

c. Maximum period to complete the qualification is four years part time studies with the approval of the Programme Committee.

6. Assessment

6.1 Assessment basis

Assessment is achievement based using a 4 point achievement based grading scale.

6.2 Grade allocation

a. All summative assessment will be reported in the following terms:

Grade	Description
A	Pass with distinction
B	Pass with merit
C	Pass
D	Fail

b. Students may be awarded one of the following grades for a course if they meet the criteria described.

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
DEF	Deferred	The course result has been deferred
DNC	Did Not Complete	A student has either withdrawn after the 75% date of the course has been taught or not attempted a compulsory item of assessment within a course. No Credits earned.
R	Restricted Pass	The student has been awarded a restricted pass subject to clause G3 of this schedule
W	Withdrawn	If a student withdraws from a course after the 10% date of the course is completed and up to or at the 75% date of the course. No credits earned

6.3 Conditions applying to restricted passes

No restricted passes will be awarded for courses in this certificate.

6.4 Resits and resubmissions

a. All resits and resubmissions will be carried out in a specified time period from the time the original assessment was returned, or results made available.

b. Resits and resubmission are only available for failed assignments. Only one resit or resubmission is available for each assessment event.

c. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.

d. The maximum grade for any resit/resubmission of assessment is C.

6.5 Late submissions

a. Applications for extensions must be made in line with the Special Assessment Circumstance (SAC) process as per the Academic Management Policy.

b. Assignments submitted up to 5 days after the due date (without an approved SAC) will be marked but will only be eligible to receive a maximum grade of C.

6.6 Special Assessment Circumstances

Special Assessment Circumstances (SAC) may be applied to summative assessment/s if a student performance has been affected by factors beyond the control of the student.

Please note this section needs to be read in conjunction with the Special Assessment Circumstances section outlined in the Academic and Programme Management Policy.

7. Commencement

These regulations came into force in Semester 1, 2016.