

Bula Vinaka

Greetings from the Graduate School of Business at the University of the South Pacific!

The Graduate School of Business is pleased to announce the Master of Business Administration and Post Graduate Certificate in Business Administration (HRM) programme intake for the year 2025.

The requirements for the Graduate School of Business programmes are outlined below:

- **MBA Programme:** Applicants need to have an undergraduate degree and a minimum of three (3) years of working experience at a managerial, professional, or supervisory level.
- **Post Graduate Certificate in Business Administration (HRM) Programme:** Applicants must hold a Diploma (**Level 6**) and a minimum of five (5) years of working experience at a managerial, professional, or supervisory level.

The applicant is required to submit a CV, two written (2) references, copies of certificates/transcripts, birth certificates, and two (2) passport-size photographs along with their application form. On the other hand, continuing students need to submit a CV, two (2) written references, and copies of their certificates/transcripts. After submitting the application, an assessment committee will review the application and provide feedback on its status. Before admission, students must take an assessment test, similar to an aptitude test.

The MBA programme comprises 11 core courses and 1 elective. Full-time students can enroll in up to 4 courses per trimester, while continuing students may choose to enroll in 1 or 2 courses per trimester.

The Post Graduate Certificate in Business Administration (HRM) programme consists of three (3) courses. Upon completion of the PGCBA (HRM) programme, students have the option to apply for the Post Graduate Diploma in Business Administration (General Managers) programme which comprises 6 courses of which 3 courses will be cross-credited to the programme and eventually proceed to the MBA programme.

Each course carries a fee of FJD 1800.00. Fees can be paid through personal savings, FNPF and/or sponsorship from your respective organization. The classes are conducted on weekdays from 5:00 p.m. to 9:00 p.m. through face-to-face instruction. Each trimester spans 13 weeks, with 11 weeks dedicated to teaching and two weeks allocated for examinations.

For the Western Division and Northern division, the classes are conducted on Saturdays from 9.00 a.m. to 4.00 p.m. at the USP Lautoka and Labasa Campuses. Each course has a duration of 5 weeks, with 1 week allocated for examinations and an additional 1-week break. Subsequent courses also adhere to the same schedule.

For the regions, the the lectures are conducted in the weekdays from 5.00 p.m. to 9.00 p.m. at the respective USP Campuses. Each course has a duration of 5 weeks, with 1 week allocated for examinations and an additional 1-week break. Subsequent courses also adhere to the same schedule.

For more information, please visit our website to view the courses and programmes offered by the Graduate School of Business - <https://www.usp.ac.fj/graduate-school-of-business/gsb-programmes-and-courses/>.

If you have any questions, please feel free to reach us by email or phone.

Phone: (679) 3231371/3231377/3231360/3231391

Email: mba@usp.ac.fj

*!!The Graduate School of Business's **MBA Programme** is accredited by AMBA. AMBA is the only international professional body connecting MBA students, graduates, hundreds of accredited business schools, and employers in over 110 countries. The AMBA accreditation represents the highest standard of achievement in postgraduate business education and is earned only by the best programmes in the world after a four-stage accreditation process. It is also a commitment to developing standards in global postgraduate management education. The accreditation has provided GSB with International Credibility, which means that our programme is recognized all over the world!! The MBA programme is ranked 4th in the Oceania Region - <https://www.best-masters.com/ranking-master-executive-mba-in-oceania.html!>*