



**Flinders**  
UNIVERSITY

Domestic Application Guide 2021  
Master of Business Administration

**Alni Hub**  
Spencer Gulf



**FLINDERS FOR MASTER OF**  
**BUSINESS ADMINISTRATION**

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# Welcome to the Master of Business Administration application guide. Reading this guide is the first step on the way to applying for a course delivered by Flinders University at the UniHub Spencer Gulf.

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This guide will help applicants determine their eligibility to apply and to understand the application process and required supporting documentation.

If, after reading this guide, applicants have any questions relating to the application process, they are asked to email [askflinders@flinders.edu.au](mailto:askflinders@flinders.edu.au) for assistance.

## MASTER OF BUSINESS ADMINISTRATION AT FLINDERS

The Master of Business Administration aims to develop your knowledge and skills across areas including strategic management, financial management, human resource management and marketing management. It provides you with technical knowledge of accounting, finance and economics, and an understanding of the context in which organisations operate. Core topics cover areas such as accounting for managers, financial management, strategic marketing, data analysis for decision making, economics for business, global business with an Asia-Pacific focus, and leadership theory, practice and experience.

The program prepares you for a wide range of business career opportunities and graduates with significant management or supervisory work experience will be prepared for successful careers in senior management.

Further information about the Master of Business Administration, including the program of study can be viewed at:

[flinders.edu.au/study/courses/oua/postgraduate-business-administration-online](https://flinders.edu.au/study/courses/oua/postgraduate-business-administration-online)

## ELIGIBILITY TO APPLY

### Citizenship requirements

Australian citizens, Australian permanent residents and Humanitarian visa holders are classified as domestic applicants. New Zealand citizens are also classified as domestic applicants. Applicants are required to meet domestic eligibility criteria at the time of application.

### Applications

Applications are submitted directly to Flinders University through the online application system. Prospective students are advised to apply for the Master of Business Administration course code MBASWS.

### Entry requirements

Applicants must normally:

- hold a bachelor degree or equivalent qualification and have a minimum of three years' full-time equivalent post-degree work experience by the commencement date of the course; OR
- hold the Graduate Diploma in Business Administration from Flinders University or equivalent qualification, plus a minimum of seven years' full time equivalent work experience by the commencement date of the course; OR
- hold the Graduate Diploma in Business Administration from Flinders University or equivalent qualification plus a minimum of three years' full time equivalent work experience after completing the graduate diploma by the commencement date of the course.

Applicants who meet the academic and/or work experience requirements must take part in a phone interview. Applicants are also required to provide details of their professional work experience in their application.

### How to apply

If you have never studied at or made an application to Flinders University, you can register and submit your application using the Online Application System at [flinders.edu.au/apply](https://flinders.edu.au/apply). You will receive two emails once your application is complete; confirmation of application submission and a second email with your student ID.

If you are a current Flinders student or you have been made an offer for a course at Flinders University within the last 12 months you can submit your application via the Student System available on your Oka dashboard. You can apply by selecting the 'My Applications' tab at the top of the page.

If you have been made an offer for a course at Flinders University more than 12 months ago you will need to reactivate your FAN first via <https://eapplicant.flinders.edu.au/reactivate>. With an active FAN you will then be able to submit your application via the Student System as advised above.

If you require assistance with the application process please contact Student Recruitment at Flinders University on 1300 354 633 (option 1) or email [askflinders@flinders.edu.au](mailto:askflinders@flinders.edu.au).

## SUPPORTING DOCUMENTATION

### Academic transcripts

Academic transcripts showing results in all subjects, including failures, must be attached for studies at institutions other than Flinders University. Applicants must upload a certified copy or original official academic transcript for all qualifications relevant to their application by the application deadline. Please include a grading key (usually found on the back of the official transcript).

Applications without transcripts will NOT be processed.

If your official academic transcript is available via the My eEquals platform you can provide the URL link to allow access to the digital document as part of the online application. If you have set a PIN via my eEquals (this is optional) you will also need to supply this. If you wish to set an expiry date for access to the digital document please ensure the date selected is after 28 February 2021 as the University may need to access the document up to this time. For further information about providing official academic transcripts via My eEquals see: [myequals.edu.au/faq/](https://myequals.edu.au/faq/).

If any of the academic transcripts are in a language other than English, applicants must submit copies of both the original documents and full translations. Transcript translations must show results for all subjects undertaken. All translations must be certified by an independent accredited translator. It is an applicant's responsibility to comply with any requests to provide further documentation, either in the original language or translated into English.

## FAQ'S

**I am having issues with the student account activation process, who do I contact to get technical assistance?**

If you are experiencing difficulties with the account activation process you can contact our helpdesk on 08 8201 2345.

**I have logged on to the Flinders Student Information System and my application is showing as 'unassessed', what does this mean?**

The application portal will only show the final outcome of the application and until this is known it will continue to show as 'unassessed'.

**I wasn't successful in my application, am I able to get more information on the outcome?**

If you have been unsuccessful in your application for the course and you wish to obtain more information than was provided in the correspondence notifying you of the outcome, you can email [askflinders@flinders.edu.au](mailto:askflinders@flinders.edu.au)

**How will I be contacted about my application?**

Correspondence is via email, it is the applicant's responsibility to ensure they regularly check their inbox (including the junk and clutter folders) and respond to any emails they receive.

**Is application documentation audited?**

Flinders may audit documentation or request further information regarding any aspect of your application.

**Can I submit my official academic transcript via My eEquals?**

Yes, you will need to provide your URL link on the online application. If you have set a PIN you will also need to supply this, ensuring that the expiry date is after 28 Feb 2021. Further information can be found at [myequals.edu.au/faq/](https://myequals.edu.au/faq/)

**Can I defer my place to the next year?**

Deferment of an offer is not permitted. Applicants unable to commence the course in the current admission cycle are required to reapply.

**Are late applications available?**

Contact the UniHub Spencer Gulf to enquire about late applications.

**Can I study the course externally?**

The course will be offered externally with intensive workshops in Port Pirie.

## CONTACTS

Please email all enquires regarding the application process to: [askflinders@flinders.edu.au](mailto:askflinders@flinders.edu.au)

Please email all other enquires to: [enquiries@unihubsg.org](mailto:enquiries@unihubsg.org)





# FLINDERS FOR BUSINESS

**CONTACT US**

Our friendly staff are available to answer your questions  
 1300 354 633 (local call cost) | [askflinders@flinders.edu.au](mailto:askflinders@flinders.edu.au) | [flinders.edu.au](http://flinders.edu.au)

**UNI HUB SPENCER GULF**

08 8656 9951 | [enquiries@unihubsg.org](mailto:enquiries@unihubsg.org) | [unihubsg.org](http://unihubsg.org) | [Facebook.com/UniHubSpencerGulf](https://www.facebook.com/UniHubSpencerGulf)



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