

Frequently Asked Questions

Graduate School of Business

Admission Requirements

1. What does MBA stand for?

MBA stands for Master of Business Administration

2. What are the minimum requirements for entry to the MBA?

For the Masters of Business Administration, a person shall have:

- i) Passed the Graduate School of Business Management Admissions Test (GSBMAT); and,
- ii) An undergraduate degree from a recognised tertiary institution and a minimum of three years of significant work experience in an executive or professional position involving considerable authority and decision making; or
- iii) Postgraduate diploma from Graduate School of Business, The University of the South Pacific with a minimum GPA of 3.0 plus 5 years of significant work experience in an executive or professional position involving considerable authority and decision making; or
- iv) Have met the mature student admission criteria, which shall be judged on the basis of exceptional professional achievements.

3. I do not hold an undergraduate degree, can I still apply for the MBA?

Yes, there is an alternative pathway for candidates who hold an undergraduate diploma (level 6) from a recognised tertiary institution and a minimum of five years of significant work experience in an executive or professional position involving considerable authority and decision making.

Such candidates apply for the Postgraduate Certificate in Business administration (PGCBA) as the entry programme with the aim to complete an MBA. You can then apply for admission into the subsequent Postgraduate Diploma (PGDBAD) following completion of the PGCBA programme. With the required PGDBAD GPA of at least 3.0, you can subsequently staircase to the Master of Business Administration (MBA) programme. Courses completed under the PGDBAD&PGCBA are normally credited to the MBA.

Application Process

4. How do I apply?

To apply to the MBA programme, visit the School of Graduate Studies website – <https://www.usp.ac.fj/graduate-school-of-business/home/how-and-when-to-apply/> or email at mba@usp.ac.fj.

5. What are the documents required when applying for a GSB programme

- i) Birth certificate (certified copy of original)
- ii) Academic Transcript & Awards (certified copy of original)
- iii) Detailed CV
- iv) 2 x work reference letters detailing (official employment reference letters)
 - a. Position
 - b. Duration of employment in each position and overall
 - c. Brief of work done (to show managerial/supervisory experience if any)

6. When is the application deadline for the MBA programme?

31 October the year prior to offering for Laucala Campus. Outside Laucala applicants check with your nearest USP campus for its MBA cohort deadline.

Applications and all supporting admission documents must be received by the application deadline.

International Students

Please refer to the following link for more information about USP international office and how you can complete your MBA with USP.

<https://www.usp.ac.fj/study-at-usp/international-students/>

Tuition and Fees

7. What is the average cost of an MBA course?

MBA tuition fees are published yearly via the USP handbook & calendar fee schedule. The current 2022 tuition fee per MBA course is FJD 1800.00 (regional fees).

International fees apply to non-USP member country citizens and the amount is also published in the yearly USP H&C fee schedule.

8. What MBA funding options are available?

Private, Business sponsorship, Superannuation

Programme Structure and Study Options

9. How long will it take to complete the MBA programme?

The MBA programme consists of 12 courses and this can be completed in one year or over three academic trimesters of full-time study. Part-time students normally take three to four years to complete the programme, depending on the number of courses they are able to complete per trimester.

10. Can I apply for the MBA programme if I am currently completing my undergraduate degree?

Yes. We will consider your application immediately after you complete your undergraduate degree provided you meet the admission requirement of a minimum of three years of significant work experience in an executive or professional position involving considerable authority and decision making.

11. I already have a Master's degree and or a Ph.D, can I apply for the MBA Programme?

Yes, along with the significant work experience mentioned, the minimum academic qualification required is an undergraduate degree.

12. How does an MBA programme differ from a regular Master's programme (MSc or MCom)?

The MBA programme is a specific type of master's degree that focuses inherently on business skills. Unlike most MBA programmes, dedicated master's degree programmes don't require years of work experience. Master's degree programmes do often require students to have earned an undergraduate degree within the same area of study for admission, while a student pursuing an MBA may complete their undergraduate studies in a major other than business.

13. Does USP offer a Pre-MBA programme?

No, we do not offer a Pre-MBA Programme

14. Can I take the MBA programme by full-time or part-time studies?

Yes, we accept both full-time and part-time students.

15. Can I complete the MBA online?

No. The MBA programme at the Graduate School of Business is an on-campus programme that must be completed face to face.

16. Can I switch from full-time or from part-time to full-time status?

Students can apply to change their degree status once they have started the programme. Full-time students are permitted to work a maximum of 24 hours per week. If students work more than 24 hours per week their status must be considered part-time.

17. I work full time. When are the MBA classes held?

Classes are held in the evenings from 5.00 pm – 9.00 pm

18. Who are the typical applicants to business administration programmes?

CEOs, Managers, Supervisors, Doctors' Nurses, Teachers, Professionals

19. What are my chances to get accepted into an MBA programme?

This will depend on your qualification and your experience.

20. Should I fail to meet the requirements of the GSB programme, and what are the options available to pursue the programme in the future?

The assessment committee will assess your application and provide options for enrolling in programmes that will provide a pathway for enrolling in the MBA programme.

21. If I don't meet the minimum requirements. Can I still apply?

You can forward your application, and an outcome of the decision will be relayed to you

22. Who should provide my reference letters?

Two senior people from the current organization or one from the current organization and one reference from the previous employer

23. What should I know about the GSBAT?

GSBAT is an important part of the business school application process. The GSBAT consists of a literacy and numeracy standardized exam that is often required for admission to graduate business programmes (MBA) globally. A sample GSBAT paper will be provided prior to the examination

24. Is there a possibility of deferring the programme upon confirmation to a later trimester/year?

Yes

25. What is the duration of a Trimester?

13 weeks

26. If I fail 1 or more MBA courses, would I be allowed to continue with the programme?

A student who obtains three fail grades will **not** normally be allowed to continue with the Master of Business Administration programme.

Career Prospects

27. How will an MBA degree improve my career prospects?

Studying for an MBA will give you the chance to enhance your skills and knowledge about your industry; it can offer additional benefits that will span the duration of your career. You will develop leadership proficiency during the course and study in-depth management strategy and analysis.

28. What networking opportunities do an MBA programme offer?

Upon completion of the MBA studies, the graduates are registered in the alumni network of the respective university. Members of the alumni network keep in touch even decades after their graduation. It is a great opportunity to build up your network, as you have access to school alumni networks, professors who are experts in their field, and fellow students with a wealth of experience to share.