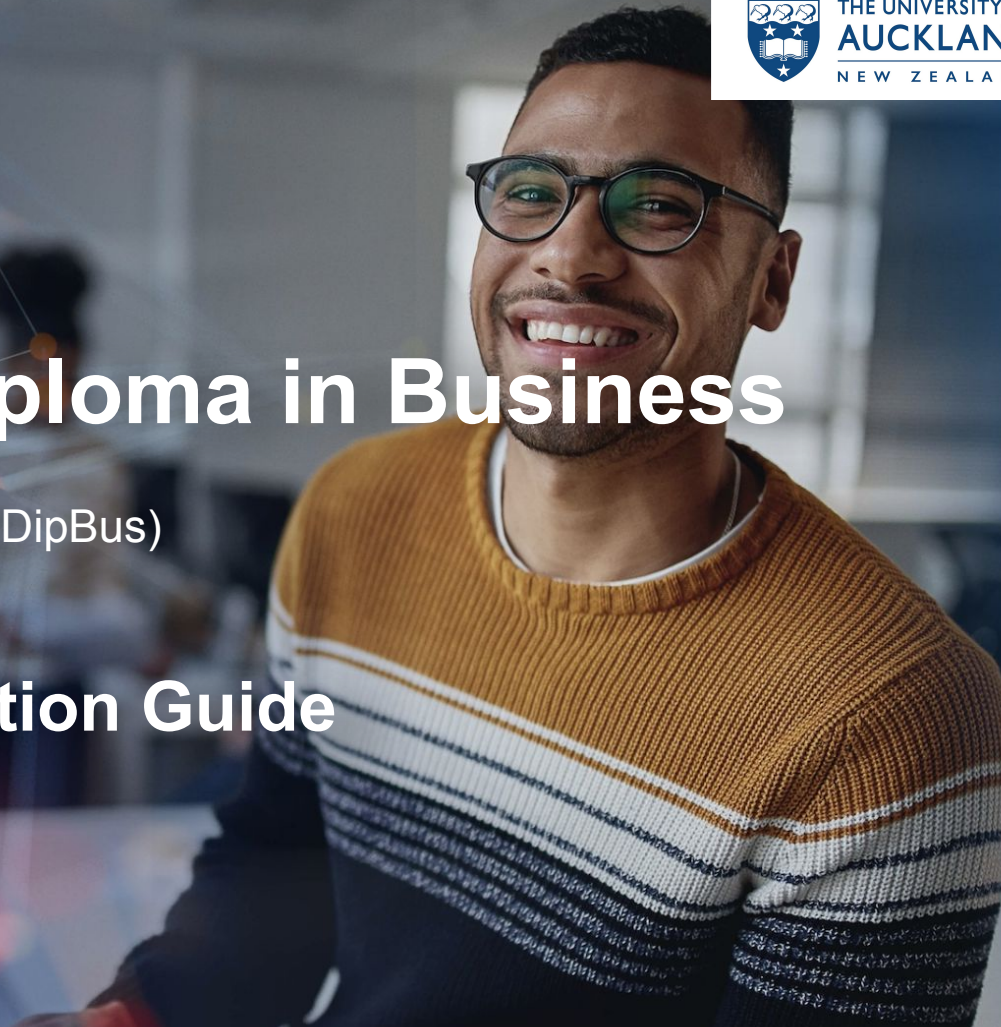


Postgraduate Diploma in Business

(PGDipBus)

Application Guide



Starting the application process

1. To apply, you will need to provide the following documentation:

- **Your Academic transcript in PDF format**
(if you have studied at university before, and was not at the University of Auckland if you have)
- **Your Curriculum Vitae** (most recent and up-to-date version)

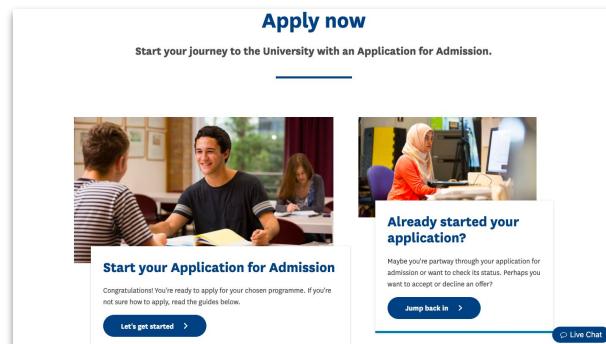
2. Once your application has been processed, you will be emailed the outcome/next steps.

- If your application is approved, **you will need to provide certified proof of your identity**

If you have any questions, please email online.auckland@auckland.ac.nz and one of our Programme Advisors can help you.

To begin your application, please start on our website:
auckland.ac.nz/en/study/applications-and-admissions/apply-now.html

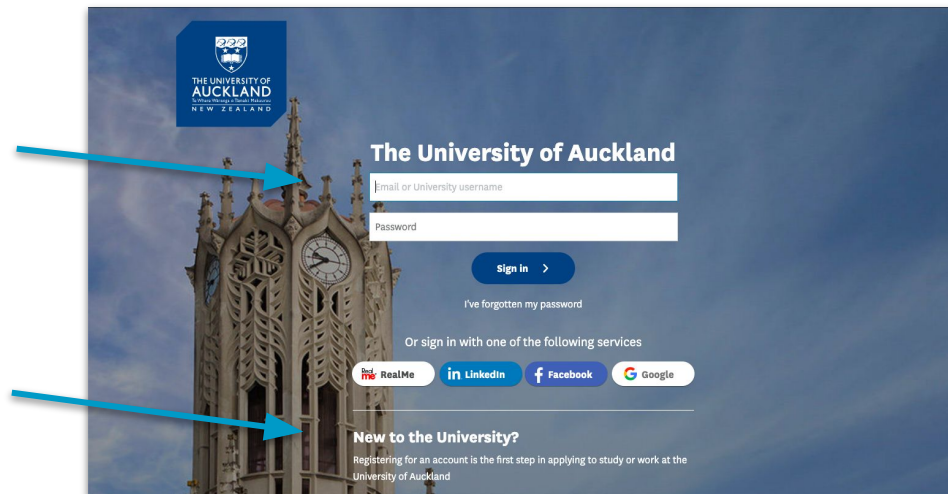
On the above page, click '**Let's get started**' to start a new application, or '**Jump back in**' to continue an existing application.



Application Process

You will be prompted to login.

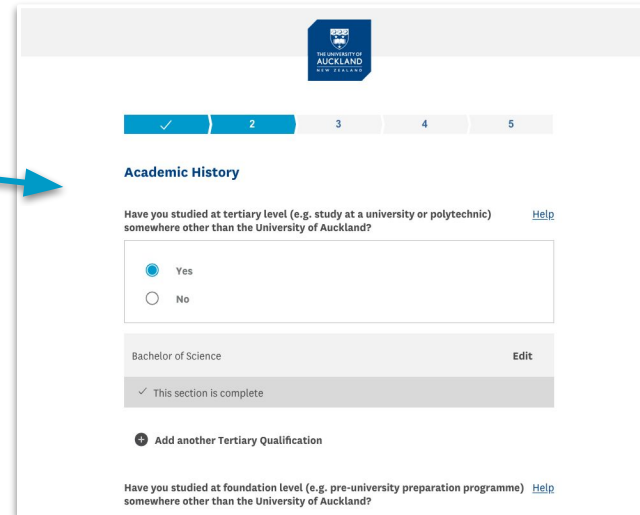
- If you already have a University of Auckland ID, log in here. *(If you have forgotten your ID or password, call our support team on 0800 61 62 63 to reset this over the phone)*
- If you have never been a student or applied to the University of Auckland before, you will need to register for an account. You can do this by signing in via RealMe, LinkedIn, Facebook or Google, or registering manually
 - **If you choose to register manually**, make sure to enter the correct citizenship and residency, as this will be used to calculate your fee type (domestic vs. international).



Application Process

Next, you need to enter your Academic History

- **Add any previous tertiary study you have completed.**
You will need to have your transcripts ready in **PDF format to upload**. If your transcript does not indicate that the qualification has been completed, please combine with your degree certificate.
- *Please note, you can only upload one file at a time, so please combine your PDFs if you have more than one transcript/certificate per qualification.*



The screenshot shows the 'Academic History' section of the application form. At the top, there is a progress bar with five steps: 1 (checked), 2 (active), 3, 4, and 5. Below the progress bar, the section is titled 'Academic History'. The first question is 'Have you studied at tertiary level (e.g. study at a university or polytechnic) somewhere other than the University of Auckland?' with a 'Help' link. The answer options are 'Yes' (selected with a blue dot) and 'No' (unselected with a white dot). Below the answer options, the text 'Bachelor of Science' is displayed, followed by an 'Edit' link. A status bar indicates 'This section is complete' with a checkmark. Below this, there is a button labeled 'Add another Tertiary Qualification'. At the bottom, there is another question: 'Have you studied at foundation level (e.g. pre-university preparation programme) somewhere other than the University of Auckland?' with a 'Help' link.

Application Guide

Next: Programme Selections

To start this programme in September 2021, please make the following selections in your application:

- **Programme type:** *Postgraduate Diploma/Certificate*
- **Programme:** *Postgraduate Diploma in Business*
- **Major/Specialisation:** *Select your specialisation of choice*

(note: Business Management courses are online for the first 60 points, and on-campus for the second 60 points)

- **When do you want to start your studies:** *2021 Quarter Four*
- **Campus Location:** *Auckland Online*
- **Study Load:** *Part-time*

Programme

Which programme are you applying for?

[Help](#)

Postgraduate Diploma in Business

Edit

First Major/Specialisation: Information Governance

✓ This section is complete

When do you want to start your studies?

[Help](#)

2021 Quarter Four

Campus Location

[Help](#)

Auckland Online

Study Load

[Help](#)



Full-time

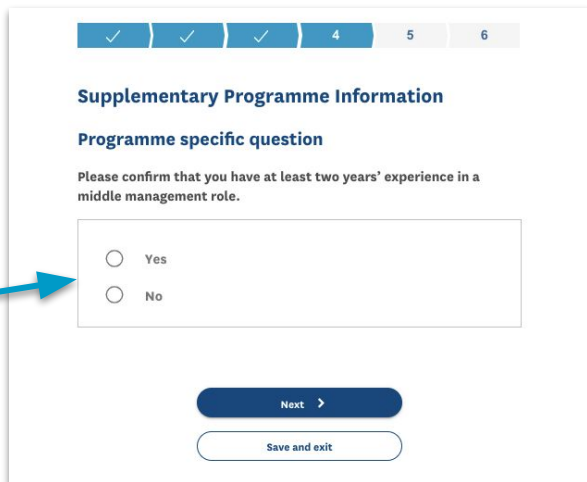


Part-time

Additional Documentation

Supplementary Programme Information

- If we require any programme specific information, you will be asked for it here. Indicate any relevant working experience here



✓ ✓ ✓ 4 5 6

Supplementary Programme Information

Programme specific question

Please confirm that you have at least two years' experience in a middle management role.

☐ Yes

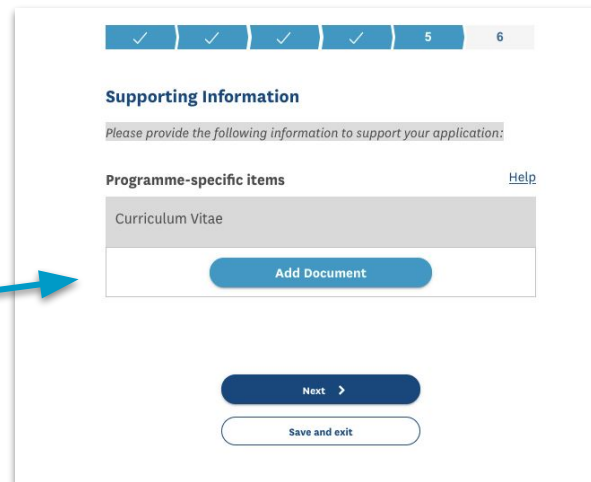
☐ No

Next >

Save and exit

Supplementary Programme Information

- If we require any additional documents from you such as a CV, you will be prompted to upload these. Please upload in PDF format.



✓ ✓ ✓ ✓ 5 6

Supporting Information

Please provide the following information to support your application:

Programme-specific items [Help](#)

Curriculum Vitae

Add Document

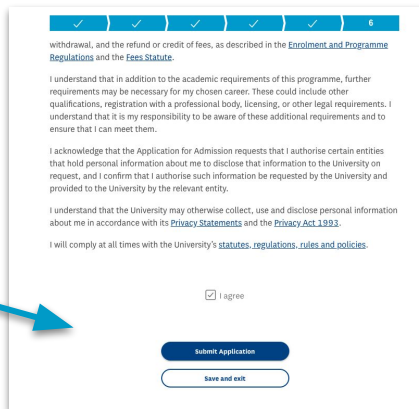
Next >

Save and exit

Submitting Application

Submit

- Read the student agreement and T&Cs, then click 'Submit Application'!



✓ ✓ ✓ ✓ ✓ 6

withdrawal, and the refund or credit of fees, as described in the [Enrolment and Programme Regulations](#) and the [Fees Statute](#).

I understand that in addition to the academic requirements of this programme, further requirements may be necessary for my chosen career. These could include other qualifications, registration with a professional body, licensing, or other legal requirements. I understand that it is my responsibility to be aware of these additional requirements and to ensure that I can meet them.

I acknowledge that the Application for Admission requests that I authorise certain entities that hold personal information about me to disclose that information to the University on request, and I confirm that I authorise such information be requested by the University and provided to the University by the relevant entity.

I understand that the University may otherwise collect, use and disclose personal information about me in accordance with its [Privacy Statements](#) and the [Privacy Act 1993](#).

I will comply at all times with the University's [statutes, regulations, rules and policies](#).

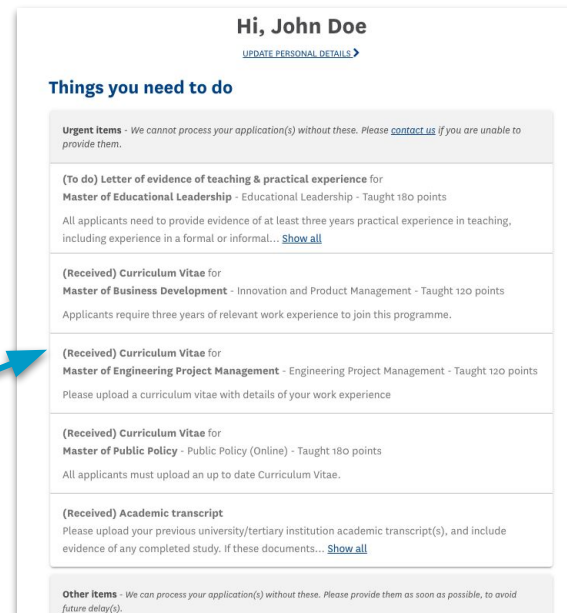
☒ I agree

[Submit Application](#)

[Save and exit](#)

Next steps

- The Auckland Online Programme Advisers will be in touch within the next few days to confirm everything is processing correctly. If you have any questions in the meantime please email online.auckland@auckland.ac.nz
- You can check on your application at any time here: applytostudy.auckland.ac.nz/
- Any outstanding tasks will appear in the 'Things you need to do' list.



Hi, John Doe

[UPDATE PERSONAL DETAILS](#)

Things you need to do

Urgent items - We cannot process your application(s) without these. Please [contact us](#) if you are unable to provide them.

(To do) Letter of evidence of teaching & practical experience for **Master of Educational Leadership** - Educational Leadership - Taught 180 points

All applicants need to provide evidence of at least three years practical experience in teaching, including experience in a formal or informal... [Show all](#)

(Received) Curriculum Vitae for **Master of Business Development** - Innovation and Product Management - Taught 120 points

Applicants require three years of relevant work experience to join this programme.

(Received) Curriculum Vitae for **Master of Engineering Project Management** - Engineering Project Management - Taught 120 points

Please upload a curriculum vitae with details of your work experience

(Received) Curriculum Vitae for **Master of Public Policy** - Public Policy (Online) - Taught 180 points

All applicants must upload an up to date Curriculum Vitae.

(Received) Academic transcript

Please upload your previous university/tertiary institution academic transcript(s), and include evidence of any completed study. If these documents... [Show all](#)

Other items - We can process your application(s) without these. Please provide them as soon as possible, to avoid future delay(s).