

ACADEMIC FACILITIES PROCEDURE

Governing Policy

[Academic Facilities Policy](#)

Purpose

This procedure outlines the guidelines and processes for ensuring appropriate academic facilities and resources are available for AIB students and staff.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Procedure

1. Facilities for students

1.1. Online resources

AIB will provide students online access to a range of services, resources and tools via the student portal. All learning services and portals subscribe to Single Sign On, which ensures secure and consistent access to the student.

- (a) AIB will use a current, supported version of a learning management system which is updated regularly to maintain currency.
- (b) AIB will provide access to subject learning materials via the LMS.
- (c) AIB will provide access to published scholarly materials via online databases.
- (d) AIB will provide access to online communications tools, including e-mail, online discussion forums and web conferencing.
- (e) AIB will provide secure (password protected) assessment submission and feedback facilities.
- (f) AIB will provide access to writing and referencing support and software. Details are available in the Student Learning Portal.

1.2. Accessibility of online resources

AIB will provide, as required and feasible, online resources that will facilitate access to students from diverse backgrounds and with varying learning styles. Such resources may include, but are not limited to, audio guides, transcripts of videos or e-books.

1.3. Minimum technical requirements for online study

- (a) Students studying with AIB will need to ensure their technical resources meet the minimum technical requirements, which are available on the Student Learning Portal and AIB website:
<https://www.aib.edu.au/courses/aib-mba/computer-requirements/>.

2. Facilities for staff

- 2.1. AIB will provide facilities for staff to support its teaching and learning, research, administrative and academic activities. These facilities will include, but are not limited to, dedicated building space and IT facilities such as computing and communication equipment, software and access to relevant systems as required.

3. Risk management procedure

- 3.1. AIB will maintain its facilities, including scheduling planned outages for times recorded as having the least activity and impact on students where possible.
- 3.2. AIB will maintain the Business Continuity Plan and IT Disaster Recovery Plan to ensure prompt communication and actions are undertaken should unreasonable outages occur.

Related Forms and Documents

Business Continuity Plan (internal)

IT Disaster Recovery Plan (internal)

Responsibility

Academic Dean

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| Current Status: | Version 2.1 |
| Approved By: | Senior Management Team |
| Date of Approval: | 19 July 2023 |
| Effective From: | 19 July 2023 |
| Previous version: | 15 September 2022 29 July 2021 3 May 2017 <i>Facilities Policy V3</i> |
| Date of Next Review: | 15 September 2025 |