



ADMISSIONS PROCEDURE

Purpose

This procedure sets out the actions for processing admissions applications to AIB award coursework and research Courses.

Definitions

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

1. Procedure

- 1.1 AIB admits and registers students into its award coursework and research Courses based upon entry criteria approved by Academic Board. The entry criteria, including English language requirements, are published on AIB's website.
- 1.2 AIB will ensure that the entry criteria are current and suitable as per regular Benchmarking, review and monitoring activities; all amendments must be approved by the Academic Board.
- 1.3 Entry criteria comprise a combination of academic, work experience and English language requirements specified for each Course to ensure that applicants are appropriately prepared for and can progress and succeed through the relevant Course without any known limitations.
- 1.4 All applicants are required to complete an application form for a relevant AIB award Course and provide the following:
 - a) official transcripts of academic records, including full details of all courses undertaken and grades obtained;
 - b) proof of English proficiency, where applicable;
 - c) evidence of work experience, where applicable;
 - d) an up to date Curriculum Vitae; and
 - e) if applying for a research Course, an outline of the proposed research topic.

All domestic and onshore international applicants commencing the Course, including those returning to study with AIB, after 1 January 2021 must provide a valid Unique Student Identifier (USI). Specifically:

- All Australian citizens will need a USI, regardless of their location.
 - For citizens of other countries, applicants who are onshore within Australia at any time during their studies, will need a USI. If they are located outside of Australia for the full duration of their studies, they will not need one.
- 1.5 AIB requires certified true copies of documents or photographs/colour scans of documents detailing academic qualifications and results. Where appropriate, official certified translations of documents may also be required.

- 1.6 Validity and authenticity of documentation will be verified by the Admissions Department before further assessment. Students, Candidates or applicants who provide fraudulent documentation or false, misleading or incomplete information on application forms may have their offer of admission and/or enrolment and registration cancelled.
- 1.7 AIB will keep records relating to the assessment of a prospective student and/or Candidate as academically suited to undertake Subjects in the award Course in line with the Higher Education Provider Guidelines.

2. Admission Process

- 2.1. Prior to enrolment and payment of fees, AIB will ensure through its website and other materials that applicants are informed of or referred to information regarding their rights and obligations including all fees and charges payment during the Course(s); policies, particularly with respect to enrolment, consequences of variation of enrolment, tuition protection and refunds; arrangements for Credit and Recognition of Prior Learning (RPL).
- 2.2. To ensure consistent and fair treatment of all applications to a coursework Course, Admissions will reference the AIB Admissions Guidelines when assessing the suitability of the application.
- 2.3. When assessing applications for a research Course, the following will be considered:
 - a) whether the applicant meets entry criteria;
 - b) whether the proposed Research topic is acceptable to AIB and can be matched to AIB's research resource capabilities;
 - c) whether the Research site (if industry- or workplace-based) is supportive of the Research; and
 - d) whether appropriate Supervisors are available.
- 2.4. In case of non-domestic applicants, AIB will consider any legislative requirements regarding specific registrations for providers accepting Student Visa holders: AIB does not have CRICOS registration and therefore cannot accept Student Visa holders.
- 2.5. AIB will conduct assessments of prior learning upon receipt of a completed RPL and/or Credit Transfer Application Form, and approve Credit or RPL where documented evidence demonstrates learning outcomes have been achieved prior to enrolment with AIB and the integrity of AIB's qualification is preserved.
- 2.6. Applicants with special needs must indicate any additional requirements for undertaking studies with AIB in the relevant section of their application form and may be asked for further details to enable AIB to assess study requirements; AIB seeks such information to ensure that students can progress without known limitations. AIB will make all reasonable steps to accommodate applicants. AIB shall take into account the financial and other resources required to make such an adjustment and whether it would result in an unjustifiable hardship on AIB in its capacity to provide quality education across its entire student population.
- 2.7. Application approval for the coursework degree Courses is determined by the Director of Academic Operations and for the research degree Courses, is determined by the Associate Dean, Research. Such approvals are under delegated authority.
- 2.8. Where admission decisions are queried they are referred to the Academic Dean whose decision will be considered final.

- 2.9. Each formal offer to register a student or Candidate in a Course is made through a Letter of Offer from AIB which includes relevant information including the Course name in which the applicant is offered a place, draft timetable, fees payable, any conditions (if applicable) and how the offer can be accepted.
- 2.10. All applicants who receive an offer must accept the offer by the due date. The Letter of Offer will remain valid for 12 months from the issue date.
- 2.11. AIB reserves the right to withdraw the offer in the following circumstances:
- Enrolment does not occur within one year from issue of Letter of Offer, or
 - The offer has been made in error, or
 - The Course is no longer offered.

Related Forms:

AIB Admissions Checklist (internal)
 AIB Admissions Guidelines (internal)
 Credit Transfer Application Form
 Pre-Assessment Forms (internal)
 RPL Application Form
 Student Course Application Forms

Responsibility:

Academic Dean

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