

Admissions Policy

Purpose:

To ensure that all students and persons seeking to enrol with any entity within Australian Institute of Business (AIB) are treated fairly and that the entry criteria for courses of study offered by AIB are clear, and that applications are processed in a prompt, consistent and fair manner.

Scope:

This policy applies to all AIB staff and Teaching Centres.

Details:

1. AIB admits students into its courses based upon published entry criteria that are specified in its website (www.aib.edu.au) and marketing information.
2. AIB will ensure that the entry criteria are up-to-date by regularly reviewing them and amending them from time to time, with the approval of the Academic Board.
3. AIB will not discriminate on any grounds in admitting a student to any course.
4. AIB focuses on turning around applications promptly and assessing applications in a consistent and fair manner.

Procedures:

Procedure Steps		Responsibility
1.	Entry Criteria	
	<ul style="list-style-type: none"> Regularly review entry criteria and refer to the Academic Board if substantial amendments are required 	Director of Studies
	<ul style="list-style-type: none"> Ensure that the most up-to-date entry criteria is provided to the Student Support team (so that they can assess new applications according to the new entry criteria and also inform the Teaching Centres, where applicable). Advise the Marketing team of the most up-to-date entry criteria so that they can change the website and information on marketing materials. 	Director of Studies
2.	Assessment	
	<ul style="list-style-type: none"> Receive the application forms from the Marketing Team or from Teaching Centres 	Student Support team

	<ul style="list-style-type: none"> Assess the application forms against the Admissions Checklists to ensure that students will be selected on merit based on the published entry criteria and provide a recommendation whether the applicant should be approved or rejected or that more information /documentation is required. Enter the applicant's details into the Student Management System 	Student Support team
	<ul style="list-style-type: none"> Verify the processed application forms and decide on the application 	Registrar or Director of Corporate Affairs
	<ul style="list-style-type: none"> If the applicant meets the published entry criteria, issue a letter of acceptance and provide a prompt response to the Marketing Team or Teaching Centre. If the applicant does not meet the published entry criteria or if more information/documentation is required, advise the Marketing Team or Teaching Centre. Update the applicant's status into the Student Management System. 	Student Support team with letter of acceptance signed by the Registrar or Director of Corporate Affairs

Related Forms:

- Student Application Forms
- Pre-Assessment Forms
- Admissions Checklists

Responsibility:

Registrar

Related Policies:

Nil

Current Status: **Version 3**
 Approved By: Academic Board
 Date of Approval: 1 July 2011
 Previous versions: 1 February 2011
 9 December 2008