



## ASSESSMENT OF ACADEMIC QUALIFICATIONS POLICY

### Purpose

Academic qualifications are used as an important credential in both the world of academia and the job market. Australian Institute of Business (AIB) is mindful of the increasing use of 'non-official' and/or falsified academic qualifications which are sometimes used to seek advantage in a screening process for either employment or admission to studies. This policy is designed to establish and maintain an effective assessment function in relation to the verification of the acceptability and authenticity of claimed academic qualifications from all stakeholders.

### Scope

This policy applies to all domestic and international (prospective) students, AIB's undergraduate and postgraduate programmes as well as to all (prospective) AIB staff, casual staff, agents, consultants, strategic alliance partners, Teaching Centre (TC) facilitators and TC senior management.

### Definitions

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

#### ***Falsified Qualifications***

Qualifications which have been replicated, altered or tampered with OR which are purported to have been earned from an official awarding institution while the awarding institution denies its authenticity.

#### ***Non-Official Qualifications***

Qualifications which have been obtained from academic institutions (or companies/ individuals posing as academic institutions) which are not recognised by a regulatory Ministry of Education or equivalent authority (see section 1.1) OR which are not verifiable with the original awarding academic institution and/or in major recognised international qualification databases/publications (see section 1.2) OR which are not deemed to be AQF equivalent.

### Details

#### **1. Basis for assessment of academic qualifications**

1.1 AIB only recognises qualifications and awarding institutions which are listed as formal and accredited in **at least one** of the following official publications:

##### **For Australian qualifications:**

- TEQSA's National Register
- <http://www.training.gov.au>

##### **For overseas qualifications:**

- US Department of Education - <http://www.ed.gov>;

- CHEA (Council on Higher Education Accreditation) Washington USA - <http://www.chea.org>;
- The International Handbook of Universities (a UNESCO publication) - <http://www.iau-aiu.net/content/ihuwshed>
- The Association of Commonwealth Universities Yearbook - <https://www.acu.ac.uk/>
- The World Education Services - <http://www.wes.org>
- The Country Education Profiles (published by the National Office for Overseas Skills Recognition, Australia) - <https://internationaleducation.gov.au/Services-And-Resources>
- The UK NARIC - <http://ecctis.co.uk/naric>

1.2 AIB uses the following resources to determine the recognition and the AQF equivalence of an individual's claimed academic qualification:

- **AEI-NOOSR** - <https://internationaleducation.gov.au/Services-And-Resources/Services/Country-Education-Profiles/Access-CEP/Pages/default.aspx?ReturnUrl=%2fcep>
- **UK NARIC** - <https://www.naric.org.uk/naric/login.aspx?ReturnUrl=%2fproduct%2fInternational+Comparisons%2fdefault.aspx>
- **OFQUAL** - <http://register.ofqual.gov.uk/>
- **TRAINING.GOV.AU** - <http://training.gov.au/>
- **TEQSA** - <https://www.teqsa.gov.au/national-register>

1.3 Academic qualifications which do not meet the requirements in 1.1 or 1.2 above are not accepted by AIB as formal qualifications. AIB will exclude these qualifications from assessment of the individual's prior academic achievement. Where the exclusion means that the individual is not qualified for the course (or role or position), AIB may choose to discontinue its relationship with the individual. Where the exclusion means that the individual is qualified for the course (or role or position) based on other qualifications, and the individual must not use the non-official qualification (or title) in any connection with AIB.

## 2. Assessment Processes

- 2.1 Prospective students and staff must provide evidence of qualifications by providing original or certified copies of qualifications and transcripts.
- 2.2 Academic qualifications are checked by the relevant AIB department.
- 2.3 Academic qualifications may be re-checked, verified and audited at any time, including after a student has been enrolled or the staff member has been employed or the agent's contract has been signed.
- 2.4 If there is confirmed evidence of a non-official academic qualification, AIB will exclude the non-official qualification from assessment of the individual's prior academic achievement. Where the exclusion means that the individual is not qualified for the course (or role or position), AIB may choose to discontinue its relationship with the individual.

- 2.5 If there is confirmed evidence of a falsified academic qualification, AIB will not continue its relationship with the individual who submitted the fraudulent qualification to AIB. For instance:
- where the individual is an applicant (student or staff), their application will not be accepted;
  - where the individual is an enrolled student, the student will be dismissed and any fees refunded according to the relevant AIB policy;
  - where the individual is a (casual) staff member, employment will be terminated;
  - where the individual is an agent or consultant, the relationship with the individual will be terminated;
  - where the individual is a TC senior manager or TC facilitator, AIB will request the termination of the individual's relationship with AIB programs.

#### **Related Forms**

Student application form  
 Admissions checklist  
 Pre-Assessment form  
 Application forms for employment with AIB / AIB programs

#### **Related Policies**

Admissions Policy  
 Academic Appointments Policy  
 Academic and Non-Academic Grievance Handling Policy  
 Deferring, suspending or cancelling International Onshore Student's Enrolment Policy  
 Domestic Online Learning Student Refund Policy  
 International Onshore Student Refund Policy  
 Delivery of AIB Courses by Third Parties

#### **Responsibility:**

Academic Director  
 HR Director  
 Academic Administration Manager  
 International Marketing Manager

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