

## 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 (LMS, e.g. Moodle), 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 a video conferencing tool
- e) AIB will provide secure (password protected) assessment submission and feedback facilities
- f) AIB will provide online access to 24/7 tutorial support (e.g., Studiosity).

##### 1.2. Accessibility of online resources

AIB will provide 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. Resources for Research Workshop Seminars

AIB will make arrangements for an appropriate venue to host research workshop seminars. When choosing a venue, AIB will consider location, size of the venue and its facilities (e.g. internet access, restrooms, accessibility).

##### 1.4. Minimum technical requirements for online study

1.4.1. Students studying with AIB will need to ensure their study set up meets the minimum technical requirements, which are:

- a) Access to a computer is preferred (students may use a mobile device or tablet to access learning materials, however, not all features may be accessible through those devices), and

- b) Any operating system supporting the following browsers (current version and up to three most recent versions): Chrome, Firefox, Safari (excluding Safari on Windows), and Microsoft Edge, and
- c) Access to Microsoft Office suite and/or equivalent, and
- d) Reliable internet connection.

1.4.2. Additional requirements, if necessary, will be made 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 all computing and communication equipment, software and access to relevant systems.

## 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 Procedures:

Business Continuity Plan (internal)  
IT Disaster Recovery Plan (internal)

### Responsibility:

Academic Dean

<b>Current Status</b>	<b>Version 1</b>
<b>Approved By:</b>	Board of Directors
<b>Date of Approval:</b>	31 July 2019
<b>Effective From:</b>	<b>31 July 2019</b>
<b>Previous version:</b>	3 May 2017 <i>Facilities Policy V3</i>
<b>Date of Next Review:</b>	31 July 2022