



The
Practical
Business
School.

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, Candidates 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 and Candidates 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. AIB will:

- (a) use a current, supported version of a learning management system (LMS) which is updated regularly to maintain currency.
- (b) provide access to subject learning materials via the LMS.
- (c) provide access to published scholarly materials via online databases.
- (d) provide access to online interactive communications tools, including e-mail, online discussion forums and web conferencing. These will enable engagement for academic purposes both in support of and external to formal teaching.
- (e) provide secure (password protected) assessment submission and feedback facilities.
- (f) provide access to writing and referencing support and software. Details are available in the Student Learning Portal.
- (g) provide, for Candidates only, secure research data and records storage facilities.

1.2. Accessibility of online resources

The organisation will provide, as required and feasible, online resources that meet W3C AA standards and will facilitate access for students from diverse backgrounds and with varying learning styles. Such resources may include but are not limited to text-to-speech (TTS), audio and video transcripts, or e-books.

- 1.3. Minimum technical requirements for online study
 - (a) Students and Candidates studying with AIB will need to ensure their personal technical resources meet the minimum AIB technical requirements, which are outlined 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 physical spaces and IT facilities such as computing and communication equipment, software, secure data and records storage and access to relevant systems as required.

3. Risk management procedure

- 3.1. AIB will provide staff and Candidates access to a secured online repository which will have appropriate cybersecurity and back-up capabilities for AIB files including research-related documents.
- 3.2. AIB will maintain its facilities, including scheduling planned outages for times recorded as having the least activity and impact on students where possible.
- 3.3. To protect AIB's infrastructure, reviews and updates are undertaken to ensure appropriate cyber security controls are in place. Further, AIB will maintain its Business Continuity Plan and IT Disaster Recovery Plan to ensure prompt communication and actions are undertaken for when unforeseeable outages may occur.
- 3.4. AIB will maintain a safe online environment for appropriate engagement between staff, students and Candidates. Any misuse or inappropriate behaviour will be managed in accordance with the Student Code of Conduct and/or Staff Code of Conduct, and other AIB policies, procedures and guidelines as listed under "Related Policies" in the Academic Facilities Policy

Related Forms and Documents

Business Continuity Plan (internal)

IT Disaster Recovery Plan (internal)

Responsibility

Academic Dean

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