



ADMISSIONS PROCEDURE

Purpose

This procedure sets out the actions for processing admissions applications to AIB award coursework 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 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 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.
- 1.5 Validity of documentation will be assessed by the Admissions Department as per 2.10 below.
- 1.6 AIB will keep records relating to the assessment of a student 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.

- 2.2. To ensure consistent and fair treatment of all applications, Admissions will reference the AIB Admissions Guidelines when assessing the suitability of the application.
- 2.3. AIB will conduct assessments of prior learning upon receipt of 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.
- 2.4. 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.
- 2.5. Application approval for the coursework degree Courses is determined by the Director of Academic Operations and for the research degree Courses, it is determined by the Associate Dean, Research and Research Higher Degrees. Such approvals are under delegated authority.
- 2.6. Where admission decisions are queried they are referred to the Academic Dean whose decision will be considered final.
- 2.7. Each formal offer to register a student in a Course is made through a Letter of Offer from AIB.
- 2.8. 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.
- 2.9. Students 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.
- 2.10. 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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