



Terms and Conditions

MBA Pathway Non-Award Course (MBA Pathway)

MBA Pathway Non-Award Course (MBA Pathway) provides alternative entry into the Graduate Certificate in Management (GCM) (first stage of the AIB MBA).

Eligibility

Applicants must meet **all** of the following criteria:

1. Be a minimum of 21 years old;
2. Either completed year 12 OR completed a Certificate 4 (AQF Level 4) or higher OR successfully passed the "Graduate Record Examination" (GRE) General test (if year 12 has not been attained; GRE minimum scores: Overall GRE 304, GRE Quantitative 152, GRE Verbal 152);
3. Three years full time equivalent (FTE) work experience + One year full time equivalent (FTE) in a leadership role. "Leadership role" can be defined as formal team leader, volunteer team leader, sports manager/significant coaching role, Aboriginal Elder, church/community leader, chairing roles/board member.
4. Written personal statement telling us why you want to study the MBA Pathway and how you plan to fit it into your other life commitments (one A4 page, size 12pt);
5. English Language Requirements for [AIB Postgraduate Coursework Courses](#).

Fees

The cost of the MBA Pathway is AUD 995 or CAD 995 if you reside in Canada.

No concessions apply for this MBA Pathway.

Fee Help Loan is not available for MBA Pathway non-award course.

MBA Pathway enrolment requires full payment upfront by the payment date specified in the invoice.

Payments can be made via Electronic Funds Transfer or Credit Card.

The cost of a re-enrolment in a module is AUD 248.75 or CAD 248.75 if you reside in Canada; these monies will be used from the upfront payment in the first instance and the outstanding balance must be paid by the due date stipulated in the invoice.

Application Process

The online application must be completed when applying to MBA Pathway.

During the application process, the following supporting documentation will be required:

- Certified or colour copies of passport or birth certificate or citizenship certificate;
- Certified or colour copies of transcript and parchment (as applicable) as evidence of completed Year 12 or Certificate IV (or higher), OR certified or colour copy of [institution score report](#) for GRE General Test;
- Resume outlining your relevant work and leadership experience;
- Referee forms completed by two referees validating applicants' relevant work and leadership experience (note: additional referees might be required to ensure all years of work experience and leadership experience can be verified);
- Written personal statement telling us why you want to study the MBA Pathway and how you plan to fit it into your other life commitments (one A4 page, size 12pt);
- Evidence of English language proficiency.

Details of specific documentation will be provided within the application. Please refer to [How to Apply for MBA](#) to see details on the required format of documents to be submitted.

International Students and Temporary Residents

Please note that AIB is not CRICOS registered and is unable to accept any student visa (sub class 500) holders in this MBA Pathway.

Holders of a temporary visa other than student visa (sub class 500) are required to check with the Department of Home Affairs before enrolling into MBA Pathway to ensure they are complying with the conditions of their entry visa. AIB does not accept the responsibility for failure to comply with visa conditions.

Cancellation of Course

This MBA Pathway is subject to minimum enrolment numbers. If an MBA Pathway is cancelled due to low enrolments or unforeseen circumstances, AIB will notify students via email and provide them with a full refund. In any event, AIB will contact students in the week prior to commencement to advise if the MBA Pathway is not proceeding.

Refund and Withdrawals

Students have 24 hours post official start date to withdraw from the course and gain a full refund. Students must confirm the withdrawal from the course in writing to courseadvisor@aib.edu.au (where confirmation of withdrawal is received through a verbal discussion with AIB Staff, AIB will confirm subsequently in writing with the student).

No refund is applicable if a student wishes to withdraw from the course after the start day.

No refund is applicable if a student fails to complete the MBA Pathway course successfully and/or their maximum course duration lapses.

Course Start Date and Duration

MBA Pathway can be completed within as little as 4 months and within maximum of 12 months.

Students will receive login details to the course once AIB has received the full payment for the course.

Students can start the course straight away, there are no set terms or start dates. The official start date will be confirmed in writing via email.

Mode of Delivery

MBA Pathway is offered fully online in a self-paced manner. This means that there are no set webinars, classes or tutorials to attend. Students can study when it suits them.

This MBA Pathway consists of four Modules and each module must be studied sequentially.

A recommended volume of learning is 75 hours per module; however, students may complete the assessments sooner or take longer if required (as long as all modules are completed within 12 months).

Academic Support

Students will have a dedicated Course Coordinator who will answer any questions, give feedback on activities and mark assessments. Students can post questions and comments in the forum/s to engage with the Course Coordinator and peers.

Assessments and Submission Due Dates

Each module will ask students to participate in various weekly activities. Some activities, such as diagnostic quizzes or formative assessments will not count towards the final grade. For formative assessments students will be provided with the written feedback from the Course Coordinator, however, no numeric grade will apply. Students will be provided with both a numeric grade and written feedback from the Course Coordinator for the final (summative) assessment in each module. The mark the student receives (numeric and letter grade) will be used to determine the overall grade for that module.

All assessments are written submissions, such as essays. Students have up to 12 months to submit all assessments for all modules. Whilst there are no assessment due dates, marking of submitted assessments will be performed on a fortnightly basis on Thursdays at 11.55pm ACDT commencing Thursday 13 May 2021. Whatever student assessments have been submitted into the portal will be accepted as ready for grading/feedback. Time management guidance will be provided in the welcome email to help students complete the programme within the desired time frame.

Re-mark option is not available for any MBA Pathway assessments.

Assessment Re-submission and Re-enrolment

If a student scores between 46 - 49% in the module's first assessment, students can resubmit the final assessment for each module free of charge. Example, students who fail their module 1 final assessment (e.g., they achieve 47%), can resubmit only ONE more time free of charge.

If a student scores below 50% in their second submission of that module's final assessment, they will have to repeat the entire module, by re-enrolling and paying for that module. Only one re-enrolment is permitted for Module 1; students enrolled in Modules 2, 3 or 4 may be eligible for one additional re-enrolment following a 6-month preclusion period.

If a student scores below 46% in the module's final assessment, they will have to repeat the entire module, by re-enrolling and paying for that module. Only one re-enrolment is permitted for Module 1; students enrolled in Modules 2, 3 or 4 may be eligible for one additional re-enrolment following a 6-month preclusion period.

If a student re-enrols in a module, the same final assessment re-submission rules apply as per the first enrolment.

Students are not eligible to re-submit or re-enrol if their 12-month course duration has lapsed. Students who have returned from the 6-month preclusion period will have their maximum course duration extended by 6 months.

Special circumstances stated as justification to extend the period of enrolment will be granted at the discretion of the Academic Dean or nominee.

Preclusion

Students who have been precluded from studying for a period of 6 months may be allowed to re-enrol in the failed module one more time at the discretion of the Academic Dean (or nominee).

Only one preclusion period will be allowed per student. Should a student be unsuccessful again, their extended course duration will be cancelled, and they will not be allowed to continue the MBA

Pathway course or re-apply in the future either.

Academic Integrity

Students must adhere to AIB's *Academic Integrity [Policy](#) and [Procedure](#)* available on AIB website. Any breaches of academic integrity will be reviewed in line with AIB policy and procedure and penalties may apply.

Course Completion

The MBA Pathway course will be deemed successfully completed if a student has passed all modules with minimum result of 50% (for each final assessment) and paid any outstanding invoices.

A Certificate of Completion will be issued via email once all the requirements of the MBA Pathway are met including payment of any outstanding invoices.

Successful completion of MBA Pathway, including payment of any outstanding invoices, provides entry to the first stage of AIB MBA, namely to the Graduate Certificate in Management (GCM). Students will be issued with a Letter of Offer for the GCM pathway course to the MBA and upon completion of GCM, they will automatically progress to the MBA.

MBA Pathway non-award course is valid for two years from completion.

Completion of the MBA Pathway does not provide an exemption opportunity for any of the GCM or MBA subjects.