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|  | **DOCTOR OF PHILOSOPHY (PhD)**  **APPLICATION FORM** |

**1. Personal Details**

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| **Name & Contact Information** | | | |
| Title | Mr  Mrs  Miss  Ms  Other: Click or tap here to enter text. | | |
| Family/Surname: | Click or tap here to enter text. | | |
| First Name: | Click or tap here to enter text. | | |
| Other Name(s): | Click or tap here to enter text. | | |
| Preferred Name: | Click or tap here to enter text. | | |
| Date of Birth (DD/MM/YYYY): | DD/MM/YYYY | Gender:  Male  Female  Other: Enter text here. | |
| Home phone: | Enter number here. | Mobile phone: | Enter number here. |
| Work phone: | Enter number here. | Alternative phone: | Enter number here. |
| Email address: | Provide email address here | | |
| Alternative email address: | Provide email address here | | |
|  | | | |
| **Mailing Address** | | | |
| Enter Unit/Street number/Street name here. | | | |
| City/Town/Suburb: | Provide City/Town here. | | |
| State/Territory: | Provide State/Territory here. | | |
| Postal Code: | Provide Postal Code here. | | |
| Country: | Provide Country here. | | |
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| **Permanent Address** *\*(if applying for Fee Help loan based on Australian citizenship, Australian address must be provided)* | | | |
| Enter Unit/Street number/Street name here. | | | |
| City/Town/Suburb: | Provide City/Town here. | | |
| State/Territory: | Provide State/Territory here. | | |
| Postal Code: | Provide Postal Code here. | | |
| Country: | Provide Country here. | | |

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| **Birth, Citizenship & Residency Status** | |
| Nationality: | Provide Country here. |
| Country of Birth: | Provide Country here. |
| Country of Residency: | Provide Country here. |
| Which year did you first arrive in Australia *(applicable only to those born outside of Australia but residing in Australia)* | Provide Year of Arrival here. |
| Please attach a certified or colour scanned copy of your:  birth certificate, or  your passport, or  your citizenship certificate. | |

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| **Unique Student Identifier (USI)** | Enter your USI here |
| The Australian Government has advised that all domestic and onshore international students require a USI to study and graduate from an Australian higher education provider. It is also required for students to be able to access Commonwealth Assistance in all forms.   * To find out if you already have a USI, click here:  [Find Your USI](https://www.usi.gov.au/students/find-your-usi). * To create a USI, click here:  [Create USI](https://www.usi.gov.au/students/get-a-usi). * For details about the USI process and/or privacy policies, please see the [USI help page](https://www.usi.gov.au/help)and the [USI privacy page](https://www.usi.gov.au/about-us/privacy). | |

**2. Academic Qualifications**

Please list all prior tertiary education level studies below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification**  **(List from highest to lowest)** | **Institution/Examining Body** | **Language of Instruction** | **Duration**  **(From Year to Year)** |
| Enter text here. | Enter text here. | Enter text here. | Enter text here. |
| Enter text here. | Enter text here. | Enter text here. | Enter text here. |
| Enter text here. | Enter text here. | Enter text here. | Enter text here. |
| Enter text here. | Enter text here. | Enter text here. | Enter text here. |
| Enter text here. | Enter text here. | Enter text here. | Enter text here. |

Please attach certified or colour scanned copies of your academic transcripts and parchments. If originals are not in English, certified copies of English translations are required.

**3. Credit Transfer**

Please specify if you are applying to transfer from another tertiary education provider:  **Yes**  **No**.

**4. English language proficiency**

Applicants whose first language is not English and who have not completed tertiary study in the English language need to demonstrate proficiency in English.

Please tick at least one of the following (although ticking two or more boxes may help borderline applications) and attach documentary evidence.

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| English was the language of instruction in tertiary studies | TOEFL CBT (≥ 250) |
| IELTS Score (≥ 7) | Academic PTE (≥ 65) |
| TOEFL Score (≥ 600) | CAE and CPE (≥ 185) |
| TOEFL IBT Score (≥ 94) | A levels with A in English in CTC (GCE) |

*Note: Evidence of English Language proficiency of any of the above should be obtain within the last two years.*

1. **Special Needs** *(so that we can support you)*

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| Do you have a disability, impairment or long-term condition which might affect your studies? Please select all that apply to you. | |
|  | No |
|  | Hard of Hearing/Deaf |
|  | Physical disability |
|  | Intellectual disability |
|  | Specific Learning disability |
|  | Mental health condition |
|  | Acquired brain injury |
|  | Low Vision/Blind |
|  | Medical condition |
|  | Neurological condition |
|  | Other disability: Click or tap here to enter text. |

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| Please indicate the details of any special needs you have that should be taken into account in your study program (for example wheelchair access, large print materials, or reading, writing, or numeracy difficulties etc.) and in order for AIB to support your special needs, please **attach** the relevant medical documentation attesting to your requirements. |
| Click or tap here to enter text. |

**6. Your Proposed Research with AIB**

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| --- | --- | --- |
| Please select the research theme that best aligns with your research: | Sustainable Development  Fourth Industrial Revolution | Business Globalisation  The Contemporary Workplace and Leadership |
|  | Other: Enter text here. | |
| Please select the discipline(s) that best aligns with your research: | Finance  Human Resources | Marketing and Entrepreneurship  Supply Chain and Operations Management |
|  | Other: Enter text here. | |
| Your proposed thesis title: |  | |
| Your proposed methodology: | Enter text here. | |

Please provide a research project outline which sufficiently details your potential research (min. 500 words). You can use the below or submit your proposal as a separate file:

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| Enter text here. |

1. **Proposed Supervisors**

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| --- | --- |
| **Proposed Supervisors** (*applications will not be considered unless contact has been made with potential supervisors)* | |
| 1 | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. |

**Statement of Support from proposed Supervisory Panel**

All applicants must organise a statement of support from their proposed Supervisory Panel. This statement should be no more than 500 words and should be signed by all members of the proposed panel. It should outline alignment of the applicant’s research project outline with AIB’s research priorities and provide a clear indication of the level of support for the applicant’s project.

The statement of support is to be submitted directly to the Research Team by the proposed Principal Supervisor via email to [rhdadmissions@aib.edu.au](mailto:rhdadmissions@aib.edu.au). There is no specific template for this statement.

**8. Financial Support**

|  |  |  |
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| Please let us know your source of financial support: | | |
|  | I am Australian citizen or I am a New Zealand Special Category visa (SCV) holder or permanent humanitarian visa holder and meet the residency requirements, and I wish to use FEE-HELP loan to finance my course fees; | |
|  | I am fully sponsored by my employer (please **attach** written confirmation from your employer) | |
|  | I am a private student supported by myself/my family paying by:  Credit card  EFT/Bank Transfer | |
|  | | |
| Name of person or organisation paying fee (for invoice purposes): | | Click or tap here to enter text. |
| Address of person or organisation paying fee (for invoice purposes): | | Click or tap here to enter text. |
| Telephone**:** | | Click or tap here to enter text. |

**9. Referees**

Please provide **at least two** referees who would be able to support your professional experience and/or research potential:

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| Referee 1 | | |
| Title: | Enter text here. | Name Enter text here.: |
| Occupation: | Enter text here. | |
| Work address: | Enter text here. | |
| Work phone: | Enter text here. | |
| Work email: | Enter text here. | |

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| Referee 2 | | |
| Title: | Enter text here. | Name: Enter text here. |
| Occupation: | Enter text here. | |
| Work address: | Enter text here. | |
| Work phone: | Enter text here. | |
| Work email: | Enter text here. | |

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| Referee 3 | | |
| Title: | Enter text here. | Name: Enter text here. |
| Occupation: | Enter text here. | |
| Work address: | Enter text here. | |
| Work phone: | Enter text here. | |
| Work email: | Enter text here. | |

**10. Statistical information**

Please complete the following information which we are required to submit for statistical purposes:

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| 1. Are you of Australian Aboriginal or Torres Strait Islander descent? | |
|  | Yes, of Australian Aboriginal origin but not Torres Strait Islander origin. |
| Yes, of Torres Strait Islander origin, but not Australian Aboriginal. |
| Yes, both Australian Aboriginal and Torres Strait Islander Origin. |
| Non-indigenous – neither Australian Aboriginal nor Torres Strait Islander origin. |
| If ‘yes’ above, would you like information on available cultural support?  Yes  No | |

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| 1. What is the main language spoken at your home? Enter text here. |

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| 1. What is the highest educational attainment of your parents/guardians? | |
| **Parent or Guardian 1** | **Parent or Guardian 2** |
| Postgraduate qualification (e.g. Postgraduate Diploma, Masters or PhD)  Bachelor degree  Other post school qualification (e.g. VET certificate, Associate degree or Diploma)  Completed Year 12 schooling or equivalent  Did not complete Year 12 schooling or equivalent  Completed Year 10 schooling or equivalent  Did not complete Year 10 schooling or equivalent  Do not know | Postgraduate qualification (e.g. Postgraduate Diploma, Masters or PhD)  Bachelor degree  Other post school qualification (e.g. VET certificate, Associate degree or Diploma)  Completed Year 12 schooling or equivalent  Did not complete Year 12 schooling or equivalent  Completed Year 10 schooling or equivalent  Did not complete Year 10 schooling or equivalent  Do not know |
|  | |
| 1. What is the highest year of high school that you have finished?   Please specify the year of completion. | Year 12 in Year Click or tap here to enter text.  Year 11 in Year Click or tap here to enter text.  Year 10 in Year Click or tap here to enter text.  Year 9 in Year Click or tap here to enter text.  I completed high school overseas |

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| 1. Do you have work experience?  Yes  No | | | |
| If ‘yes’, please tick one which best aligns to your industry background: | | | |
| Business or Commerce | Science or Engineering | Information Technology | Health |
| Public Sector | Service Industries | Small Business | Other: Enter text here. |

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| 1. Do you have management experience?  Yes  No | |
| If yes, please summarise your most recent/significant management experience in the following table: | |
| **Management Level** | **Number of Years** |
| Senior  Middle (tick one) | Enter text here. |
| Senior  Middle (tick one) | Enter text here. |

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| 1. How did you hear about Australian Institute of Business (“AIB”)? | | | | |
| Internet Search / Website | | Exhibition | Information session | Internet Advertising |
| Referred. | By whom? Enter text here. | | | |
| Radio Station. | Which station? Enter text here. | | | |
| Newspaper. | Which paper? Enter text here. | | | |
| AIB Supporter. | Which Supporter? Enter text here. | | | |

**11. Attachment check-list**

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| Please confirm that you have attached: |
| CV |
| Transcripts and Parchments (certified or colour scanned copies) |
| Birth Certificate/Passport/Citizenship certificate (certified or colour scanned copies) |
| Evidence of English language proficiency (if applicable) (certified or colour scanned copies) |
| Evidence of communication with potential supervisor |
| Optional: |
| Evidence of research output (e.g. patents, refereed research reports, journal publications, contract research, research theses) |
| Research proposal (if not included in this application form) |

**12. Terms and Conditions**

1. By completing and submitting this Application Form to AIB, you are inviting AIB to offer you a place in the relevant Course. You agree that if AIB issues you with a letter of offer (which is entirely at AIB’s discretion), this will be an offer which is capable of your acceptance, by paying to AIB any part of the Course fees or completing the Request for FEE-HELP Loan form and submitting it to AIB (irrespective of whether it is later cancelled or modified). Our offer is subject to the terms and conditions set out in the letter of offer, Application Form and our HDR Candidate Handbook (as amended from time to time). You agree to the terms and conditions in this Application Form.
2. You agree that you will obtain and read a copy of the HDR Candidate Handbook prior to paying any part of the Course fees (or completing the Request for FEE HELP Loan form and submitting it to AIB) and accepting any offer to undertake any Course. You agree to abide by AIB’s rules and regulations and AIB’s HDR Candidate Handbook (as amended by AIB from time to time).
3. You agree that you have obtained and read the “Course Information and Fees”. Also, if you are applying for FEE HELP loan, you confirm that you have read and understood the information contained in the FEE HELP Information Booklet.
4. You agree that you understand the requirement for all domestic and onshore international students to have a Unique Student Identifier to study and graduate from an Australian higher education provider. Unique Student Identifier is also required for students to be able to access FEE HELP loan in all forms.
5. You declare that, to the best of your knowledge, the information provided by you in this application form (and all documentation attached to, accompanying or sent in relation to this application form) is true and complete, and that your student details (including full name, date of birth, residential address and Tax File Number) are the same as the details held by the Australian Taxation Office and the Unique Student Identifier Registry. You acknowledge that AIB may vary or reverse the decision regarding admission, enrolment or registration made on the basis of any misrepresentations or incorrect or incomplete information provided by you, and you will not get credit for any subjects or assessments.
6. If you are a FEE HELP eligible student, you agree that if you do not have sufficient HELP balance to pay for any subject using FEE HELP loan, you will be personally liable for the Course fees for that subject.
7. You declare that you are a genuine student, and you agree that, if applying for FEE HELP loan, you understand the requirement to maintain a minimum pass rate of 50% of subjects undertaken after attempting 8 or more subjects as part of the postgraduate Course in order to remain eligible for FEE HELP loan. If the minimum pass rate is not maintained, you will be personally liable for the Course fees until your pass rate is at 50% or above before you can use FEE HELP again.
8. You agree that if you accept our offer to undertake the Course, if invoiced you will pay all fees required to be paid to AIB when required by AIB. All amounts are payable to “Australian Institute of Business Pty Ltd”.
9. All amounts are payable immediately upon issue of an invoice. You acknowledge that you will not be permitted to commence any relevant subject in any Course until all amounts outstanding are fully paid and all conditions in the Letter of Offer are satisfied. AIB reserves the right to bar or preclude defaulting students from attending tutorials and/or submitting assessments and/or receiving results of the same and/or being conferred with any award. Fees may change from time to time and shall apply to all students notwithstanding when students join the Course.
10. AIB reserves the right to modify, alter or withdraw any subjects or any Course and/or to make modifications to the Course delivery and tutorial or assessment schedule without prior notice. Some students may be merged into different intakes or be moved from intake to intake, as approved by AIB, so class sizes may vary.
11. Amounts payable by you to AIB shall not be assignable or transferable towards the credit or benefit of another student or for any other matter.
12. Students may, in extenuating circumstances, apply to AIB to request a refund of Course fees paid or re-credit of FEE HELP. All requests for refund or re-credit must be made in accordance with AIB’s policies.
13. ‘Course fees’, sometimes referred to as tuition fees, as referred to in the “Course Information and Fees” section below, refers only to Course fees and does not include re-enrolment fees, re-marking fees, or any other type of fees.
14. In the event that an offer of a place is withdrawn or AIB is unable to provide the Course, all Course fees are fully refundable if you have not commenced the Course.  However, if the offer was made on the basis of incorrect or incomplete information provided by you, AIB reserves the right to retain 10% of the Course fee.
15. Same as provided in (l) and (n) herein, all amounts paid/payable to AIB are non-refundable. For the avoidance of doubt, there shall be no refund for:
16. course/subject deferment due to public holidays;
17. compulsory attendance or other deadlines missed by the student as a result of illness or any reason whatsoever, subject to the policy regarding medical compassionate or special circumstances;
18. fees and charges attributable to services or goods provided by parties other than AIB (e.g. books purchased etc.); or
19. expenses incurred by AIB on behalf of student in respect of services or goods provided by third parties.
20. On completion of all of the Course requirements, you will be conferred with the award of Doctor of Philosophy by AIB. Conferral of the aforementioned award is subject to payment of all outstanding fees. If you exit before being eligible for any award, you may obtain an Academic Transcript recording the subjects you have passed.
21. You accept that any breach of a term or condition in this Application Form, AIB’s rules and regulations or of the AIB HDR Candidate Handbook (as amended from time to time) will render you liable to disciplinary action, expulsion or de-registration from AIB.
22. You agree that you understand the terms and conditions, including the refund or re-credit policy, set out in this Application Form and on the AIB website and you are prepared to accept them in full.  In particular, you understand that you, or your sponsor (if applicable), will be responsible for full costs of the Course.
23. You undertake to obtain any relevant consent from the management of the organisation(s) on which you will base your assessments.
24. You consent to the appropriate Australian authorities having access to your academic records as part of any audit of AIB in accordance with relevant Australian legislation.
25. You acknowledge that all materials provided to you during the Course (including online learning materials) are subject to the AIB’s copyright (unless otherwise specified in writing) and you must not photocopy or distribute the materials (including online learning materials) to any persons or you will be in breach of copyright and you will be liable for serious penalties.
26. You agree that subject to AIB’s Privacy Policy, AIB may use or disclose your information for marketing or other purposes but only to the extent permitted by the relevant privacy legislation. In particular, you agree that you:
    1. have reviewed and accepted AIB’s [Privacy Policy](https://www.aib.edu.au/policies-and-procedures/);
    2. consent to the acquisition of your personal information by AIB from a third party;
    3. consent to the disclosure of your personal information to third parties consistent with the provisions of the privacy policy; and
    4. consent to receiving marketing material from AIB unless you expressly unsubscribe

w. You agree to release AIB to the full extent permitted by law from any action, suit, claim, demand or damage if AIB is required to change its rules or fees in order to comply with any legislation or requirements of Government or any accrediting or regulatory body.

1. You agree that AIB will automatically re-enrol you for each new session once you commence work on your thesis, giving you notice of this enrolment and allowing a period of time in which to withdraw before the commencement of each new session.
2. While AIB qualifications are accredited in Australia within the Australian Qualifications Framework and recognised in many other countries, you:
   1. acknowledge that the accrediting authorities and regulators of some countries may have different criteria and requirements for equivalent courses and qualifications or accreditation of educational organisations to criteria and requirements applied in Australia or by AIB;
   2. agree that it is your responsibility to determine whether or not AIB qualifications will meet the requirements of and be recognised by any accrediting authority or regulator of any country outside of Australia; and
   3. release AIB to the full extent permitted by law from any action, suit, claim, demand or damage arising from or related to AIB qualifications not meeting the requirements of or non-recognition by any accrediting authority or regulator of any country outside of Australia.
3. You agree to comply with the computer requirements outlined here: <https://www.aib.edu.au/courses/aib-mba/computer-requirements/>.
4. You agree that if you are not adequately progressing, as determined by AIB, in any subject AIB may withdraw you from that subject or the entire course.
5. You agree that you will not require a visa while doing this Course and if for any reason you do require a visa, you agree that you are bound by the refund policy relating to international students.
6. You agree that the laws in force in South Australia govern your agreement with AIB and the parties submit to the exclusive jurisdiction of the Courts of South Australia and the Federal Court of Australia (Adelaide Registry).

**13. Course Information and Fees**

***Workplace Access***

It is desirable that applicants have access to a workplace for their research.

***Commencement Dates***

As this is a research degree programme, you may start reading about your area of research after enrolment. You will be advised of your formal course commencement date in the Letter of Offer.

***Course Duration***

The Course may be completed in a minimum of three years and a maximum of six years. The Research & Higher Degrees Committee (RHDC) of AIB will consider written applications for extension of time beyond six years and, in the event of extenuating circumstances, may, in its sole discretion, grant an extension of time for such period as it deems appropriate.

***Course Structure***

To qualify for the award of the degree of Doctor of Philosophy, a candidate shall accrue 240 credit points comprising satisfactory completion of 9921RPRPhD Research Proposal (PhD) subject and satisfactory examination of 1001TPhD Research Thesis (PhD).

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| --- | --- | --- | --- |
| **Course Content** | **Subject Code** | **AQF Level** | **Credit Points** |
| Research Proposal (PhD) | 9921RPRPhD | 9 | 20 |
| Research Thesis (PhD) | 1001TPHD | 10 | 200 |

**Proportion of Research:** 240 of 240 Credit Points = 100%

**Nature of Research:** Complete 9921RPRPhD Research Proposal (PhD) and conduct Research and Write a substantial Research Thesis (PhD) 1001TPhD.

The following pre-requisites apply:

* + Research Proposal (PhD) subject must be completed before attempting Research Thesis (PhD).

The following Course rules apply:

* + The AIB Research Orientation Module is mandatory and must be completed within 4 weeks from the commencement of the course.
  + All subjects in the Course are compulsory.
  + The Research Thesis (PhD) will be an accurate account of the research conducted, will conform to the rules for the presentation of theses and will be assessed according to the rules for the examination of doctoral theses.
  + The Research Thesis (PhD) will be 70,000 to 100,000 words in length (excluding references and appendices).
  + The Research Thesis (PhD) will present an original contribution to knowledge in a business, commerce or management-related field.
  + As an important, pivotal milestone, candidates must prepare a research proposal as part of their 9921RPRPhD Research Proposal (PhD) subject, in close consultation with the Research Supervisory Panel. An oral presentation of the Research Proposal will be required to be presented prior to submission of the Research Proposal to the Research Assessment Panel.
  + Candidates are also required to give an oral presentation of their Research-in-Progress to the AIB academic community at least once a year for the duration of their candidature.
  + Candidates are required to conduct the research ethically and responsibly according to AIB research policies and procedures, to carry out research under the guidance of the Research Supervisory Panel and to make satisfactory progress with their research as assessed on a regular basis by their Research Supervisory Panel and according to AIB research policies and procedures.
  + The 1001TPhD Research Thesis (PhD) contains subcodes used to operationally represent administrative, financial and academic progression milestones within this subject [1001TPhD\_A, 1001TPhD\_B, 1001TPhD\_C, 1001TPhD\_D, 1001TPhD\_E]; further details are provided for Candidates in the HDR Candidate Handbook.

***Course Fees***

The Course fee for the AIB PhD is $55,370\* for three years. Payments are made in instalments depending on subjects or units enrolled. Additional fees will be charged if additional time is taken to complete the degree. Strict refund policies apply so please read the above “[12. Terms and Conditions](#Annexure1)” as well as the refund information below carefully. AIB’s tuition protection arrangements are outlined in the [Tuition Assurance Statement](https://www.aib.edu.au/policies-and-procedures/) on the AIB polices webpage.

Course fees do not include other incidental fees, including, but not limited to, the following:

* + A surcharge will apply for payments made via Credit Card (Mastercard/Visa/American Express)
  + Re-issuance of academic transcript or parchment, or for stage parchments
  + Graduation gown hire – cost varies depending on the qualification
  + Textbook fee – borne by student
  + Travel fee to Adelaide and accommodation (if required) – borne by student.

AIB may increase the fees or introduce additional fees from time to time and these fees shall apply to all students notwithstanding when they joined the course.

\*Note that course fees are subject to annual review and the total Course cost may vary depending on when a subject is undertaken. Detailed current fees per subject type are listed in below table.

|  |  |
| --- | --- |
| **Doctor of Philosophy** | |
| **Subject Type** | **Subject Cost** |
| Research Proposal (PhD) | $9,220 |
| Research Thesis (PhD) Unitsx5 | $9,230 |

***Refunds, Withdrawals, Medical/Compassionate or Special Circumstances, and Leave of Absence***

For more information, refer to the above terms and conditions and the following AIB policies and procedures which are located at <http://www.aib.edu.au/home/policies-and-procedures/>:

* Student Refund Policy and Procedure
* Student Review Procedures for Re-Crediting a Fee Help Balance and Refund of Fees
* Withdrawal and Deferral Policy and Procedure
* Higher Degrees by Research Policy and Procedure.

***Enrolment, Administrative Dates and Census Dates***

Please refer to the Course Fees and Key Dates on  [AIB website](https://www.aib.edu.au/research/information-for-research-candidates/) for current enrolment, administrative and census dates.

***Genuine Student Requirement***

##### In order to access a FEE-HELP loan you must be a genuine student, meaning be suitably engaged with your Course of study, and be academically suited for the Course. In addition, students accessing FEE-HELP loan must maintain a minimum pass rate of 50% of subjects undertaken after attempting 8 or more subjects as part of the postgraduate Course. For more information, refer to the above terms and conditions and Academic Progress Policy and Procedure which is located at <http://www.aib.edu.au/home/policies-and-procedures/>.

***HDR Processes***

Candidate’s responsibilities and key HDR processes are outlined in the Higher Degrees by Research Policy and Procedures located on [AIB website.](https://www.aib.edu.au/policies-and-procedures/)

***Assessment***

Coursework subjects are assessed in accordance with the Assessment Policy and Procedure, whilst research subjects will be examined in accordance with the Higher Degrees by Research Policy and Procedures located on [AIB website.](https://www.aib.edu.au/policies-and-procedures/)

***Qualification***

##### The qualification of Doctor of Philosophy will be awarded to candidates who have completed the thesis satisfactorily as determined by at least two independent examiners external to AIB and conferred by the Academic Board.

***Accreditation Status and Recognition***

The Doctor of Philosophy is accredited within the Australian Qualifications Framework.

***Credit and Recognition of Prior Learning***

For information, refer to the Credit Transfer Policy and Procedure and Recognition of Prior Learning Policy and Procedure which are located at <http://www.aib.edu.au/home/policies-and-procedures/>.

***Welfare and Guidance***

The Supervisory Panel will provide you with regular feedback and guidance regarding your studies. In the event you have learning difficulties, we may refer you to a learning specialist, at your cost.

All AIB students have access to a confidential well-being support service (EAP – Employee Assistance Program). Through this service, you’ll receive counselling support, strategies and resources to help you to manage your life at home, study and work. Further information is available through the Student Learning Portal for current students. AIB may offer further resources to students as identified in the Student Support Policy and Procedure, located in the [AIB policies webpage](http://www.aib.edu.au/home/policies-and-procedures/) and as available via the Student Learning Portal.

***Facilities***

AIB provide individual access to Online Library with access to credible and scholarly academic journals, articles and industry reports. AIB also has a specialised library comprising management books, journals and articles on its premises.

***Appeals, Complaints and Grievance Procedures***

If you have grievances about academic or non-academic matters, you should first approach the Research Program Coordinator. If he/she is unable to resolve the matter informally, you will be referred to the Student Grievance Handling Policy and Procedure on [AIB’s website](https://www.aib.edu.au/policies-and-procedures/).

***Equity and Access***

AIB has developed policies regarding access, equity, anti-discrimination and other issues. For further information, please refer to the Student Equity and Diversity Policy and Procedure located at <http://www.aib.edu.au/home/policies-and-procedures/>.

***Termination***

AIB reserves the right to terminate tuition in certain circumstances, for example, where a participant breaches AIB’s regulation and does not improve after repeated warnings.

Continued provision of supervisory support depends on maintaining satisfactory progress. This is determined by achieving milestones in a timely fashion. Where satisfactory progress has not been made or where it seems likely that timeliness of milestones are at risk, the Associate Dean (Research & Research Higher Degrees) will consult with the candidate and their panel before determining a course of action with regard to continuation or termination of candidature.

***Graduation***

The award will be conferred to successful students by AIB at an official graduation ceremony. However, if you are unable to attend the graduation ceremony for whatever reason, the award will be mailed to you.

**14. Certification and consent**

I, Enter name here. of Enter your residential address here confirm that the enclosed information is true and accurate.

I am applying to undertake a Doctor of Philosophy delivered by the Australian Institute of Business (AIB).

I hereby authorise AIB (or their authorised representatives) to make any inquiries deemed appropriate to any persons, institutions, colleges, Universities or the like to verify my previous work experience and/or qualifications.

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| Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Dated: DD/MM/YYYY |
| (the above-named student) |  |
| Witnessed By: Enter name here and Date (DD/MM/YYYY). | |
| Witness (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Witness Mobile Number: Enter Phone Number Here | |