

## GRADUATE CERTIFICATE IN RESEARCH METHODOLOGIES

### Terms & Conditions

#### 1. Terms and Conditions

- a. 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 Student Handbook (as amended from time to time). You agree to the terms and conditions in this Application Form.
- b. You agree that you will obtain and read a copy of the HDR Student 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 Student Handbook (as amended by AIB from time to time).
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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".
- i. 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.
- j. 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.
- k. 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.
- l. 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.
- m. '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.
- n. 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.
- o. 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:
  - i. course/subject deferment due to public holidays;
  - ii. 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;
  - iii. fees and charges attributable to services or goods provided by parties other than AIB (e.g. books purchased etc.); or
  - iv. expenses incurred by AIB on behalf of student in respect of services or goods provided by third parties.
- p. On completion of the all Course requirements, you will be conferred with the award of Graduate Certificate in Research Methodologies 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.
- q. You accept that any breach of a term or condition in this Application Form, AIB's rules and regulations or of the AIB HDR Student Handbook (as amended from time to time) will render you liable to disciplinary action, expulsion or de-registration from AIB.

- r. 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.
- s. You undertake to obtain any relevant consent from the management of the organisation(s) on which you will base your assessments.
- t. 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.
- u. 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.
- v. 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:
  - i. have reviewed and accepted AIB's [Privacy Policy](#);
  - ii. consent to the acquisition of your personal information by AIB from a third party;
  - iii. consent to the disclosure of your personal information to third parties consistent with the provisions of the privacy policy; and
  - iv. 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.
- x. While AIB qualifications are accredited in Australia within the Australian Qualifications Framework and recognised in many other countries, you:
  - i. 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;
  - ii. 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
  - iii. 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.
- y. You agree to comply with the computer requirements outlined here: <https://www.aib.edu.au/courses/aib-mba/computer-requirements/>.
- z. 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.
- aa. 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).

## 2. Course Information and Fees

### **Commencement Dates**

You will be advised of your formal course commencement date in the Letter of Offer.

### **Course Duration**

Standard Full time 6 months (for candidates eligible to study concurrent subjects)

Standard Part time 8 months

The course must be completed within a maximum of ten years from enrolment date. The Academic Dean of AIB or nominee will consider written applications with relevant supporting documentation for extension of time beyond the standard course duration and, in the event of extenuating circumstances, may, in their sole discretion, grant an extension of time for such period as deemed appropriate.

### **Course Structure**

The Graduate Certificate in Research Methodologies comprises four subjects (equivalent to 40 credit points), two subjects at AQF Level 8 and two subjects at AQF Level 9.

The AIB Research Orientation Module is mandatory and must be completed prior to commencement of the course.

The course content is detailed in the two tables below.

Subject Type	Subject Title	Subject Code	AQF Level	Credit Points
Core Subject	Introduction to Applied Research (First Core subject)	8901IAR	Level 8	10
Core Subject	Research Methodologies	9915RM	Level 9	10

Candidates must choose two of the following elective subjects, one of which **must** be at Level 8 and subject to all specified pre-requisites\* being met.

Subject Type	Subject Title	Subject Code	AQF Level	Credit Points
Elective Subject	1. Leadership	8001LEAD	Level 8	10
	2. Marketing Management	8002MMGT	Level 8	10
	3. Strategic Human Resource Management	8003SHRM	Level 8	10
	4. Operations Management	8004OMGT	Level 8	10
	5. Financial Management	8006FMGT	Level 8	10
	6. Strategic Management	8007SMGT	Level 8	10
	7. Corporate Governance	9005CGOV	Level 9	10
	8. Entrepreneurship	9002ENT	Level 9	10
	9. Project Management	9011PMGT	Level 9	10
	10. Global Supply Chain Management	9012SSUP	Level 9	10
	11. Managing Change	9019MC	Level 9	10
	12. Consumer Behaviour	9023CB	Level 9	10
	13. Business Analytics for Managers	9028BAM	Level 9	10
	14. Qualitative Case Study Research	9901CSR	Level 9	10
	15. Action Research Action Learning	9912ARAL	Level 9	10
	16. Mixed Methods Research	9913MMR	Level 9	10
	17. Quantitative Methods	9916QM	Level 9	10

\*Details of pre-requisites are available on AIB Website.

AIB reserves the right to change its subjects or their content from time to time.

### Course Fees

All AIB Higher Degree by Research and Research Pathways Course (Tuition) fees are listed on the AIB Master List of Tuition and Non-Tuition. The most up to date Subject fees are published on AIB website in the HDR and Research Pathways Timetable and Price Guide. Information can be found in the HDR Candidate Handbook also. 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 “[1. Terms and Conditions](#)” as well as the refund information below carefully. AIB’s tuition protection arrangements are outlined in the [Tuition Assurance Statement](#) on the AIB policies 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 certification documentation
- 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.

### 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/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
- Research and Scholarship Policy and Procedure, and Research Integrity Breach Management Procedure

### Enrolment, Administrative Dates and Census Dates

Please refer to the Course Fees and Key Dates on the [AIB website](#) 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 coursework 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/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 the [AIB website](#).

**Assessment**

Coursework subjects are assessed in accordance with the Assessment Policy and Procedure.

**Qualification**

The qualification of Graduate Certificate in Research Methodologies will be awarded to students who have successfully completed the course requirements.

**Accreditation Status and Recognition**

The Graduate Certificate in Research Methodologies is accredited within the Australian Qualifications Framework.

**Credit and Recognition of Prior Learning**

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

**Welfare and Guidance**

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 can 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](#) and as available via the Student Learning Portal.

**Facilities**

AIB provides access to credible and scholarly academic journals, articles and industry reports across a wide range of online platforms.

**Appeals, Complaints and Grievance Procedures**

If you have grievances about academic or non-academic matters, you should first approach the Research Coordinator at [rhd@aib.edu.au](mailto:rhd@aib.edu.au). If they are unable to resolve the matter informally, you will be referred to the Student Grievance Handling Policy and Procedure on [AIB's website](#).

**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/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.

**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 certification documentation will be mailed to you.

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