

---

## POLICY S4.5

### DOMESTIC SELECTION AND ADMISSIONS

#### 1.0 INTRODUCTION

##### 1.1 Context

The AIM Business School (ABS) upholds the principles of academic merit, access and equity, and recognition of prior learning for all applicants seeking admission to its higher education courses.

##### 1.2 Purpose

This policy provides the principles under which applicants are notified of course entry requirements, selected, and admitted to ABS courses, and identified as requiring support in transitioning to higher education. Entry criteria, Terms and Conditions and application procedures are published on the ABS website for persons seeking to enrol with ABS.

##### 1.3 Scope

This policy applies to all domestic applicants for admission to ABS's higher education courses and to staff (including third parties) involved in the selection and admission of students to ABS's higher education courses.

##### 1.4 Scope Exceptions

None.

#### 2.0 RESPONSIBILITIES

1. Applicants are responsible to follow and comply with this policy and its procedure.
2. Applicants are responsible to provide all required, complete documentation as part of their application.
3. Admissions staff of ABS and its third parties are responsible to comply with this policy and its procedure.
4. ABS staff involved in planning for admissions are responsible to comply with this policy and its procedure.

---

## 3.0 POLICY

### 3.1 Principles

1. Selection and admission for higher education courses at ABS:
  - is fair, equitable and transparent;
  - is merit based;
  - identifies students with capacity to succeed in higher education study, and those who may require support making the transition;
  - encourages diverse and representative access, and takes into account possible educational or social disadvantage;
  - recognises formal, non-formal and informal prior learning; and
  - may require an interview as part of the selection and admission process.
2. Selection and admission to ABS's courses is based on the course's published entry requirements and relevant legislative and government requirements. Entry requirements are provided to prospective students on websites, brochures, and other relevant documentation.
3. Entry requirements for each course are set at the time the course is approved and are approved by Academic Board. Entry requirements may need to be reviewed over time due to course changes or changed industry requirements and are always provided to Academic Board for approval.
4. ABS welcomes applications from equity groups who have experienced educational disadvantage and provides programs to support their transition to tertiary learning and their progress in the course.
5. ABS includes various sub-groups such as equity groups as part of its admissions planning process.
6. ABS reserves the right to not proceed with course delivery if there are insufficient applicants.
7. ABS may reject the application:
  - if the application package was provided to the applicant in error;
  - if the application is shown to be incomplete, or made with fraudulent documentation; or
  - if the applicant behaves, or is found to have behaved, in a way which is unlawful, such as attempting to bribe an officer of ABS.

---

### 3.2 Academic Admissions Requirements

1. Applications seeking admission to ABS's higher education courses are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.
2. The entry requirements for ABS's higher education courses are listed in Schedule 1 to this policy.
3. Entry requirements are published in the ABS brochure and website to ensure public access to information.

### 3.3 Re-admission

1. Students who have withdrawn from an ABS course and request re-admission must follow the normal selection and admission process, and entry is not guaranteed.
2. Students who have been excluded from an ABS course for a period of time under the Student Progress and Support Policy will not be assessed for re-admission, including into a different course, until the exclusion period has passed. Re-admission is not guaranteed.
3. Unless otherwise advised in documentation from ABS, students who have been expelled from ABS through a disciplinary process will not be considered for re-admission, even for a different course. ABS's decision is final and no correspondence will be entered into.

### 3.4 Appeals

1. Except in the case of an applicant who has previously been expelled from ABS, an applicant may appeal against a decision to refuse admission to a course. The grounds for the appeal must be based on the fact that the decision is not consistent with this policy.
2. Where the applicant wants to make an appeal against the admission decision, they should access the ABS Student Grievances and Complaints Policy for further instruction at [www.aimbusinessschool.edu.au](http://www.aimbusinessschool.edu.au).

## 4.0 DEFINITIONS

- **ABS** - AIM Business School
- **AQF** - Australian Qualifications Framework.
- **Exclusion** - A student who is excluded under the Student Progression and Support Policy has their enrolment cancelled for a period of not less than two (2) academic years, and must formally re-apply for admission, in the prescribed manner, at the end of the Exclusion period.

- **Formal Learning** - Learning that takes place through a structured training program that leads to the full or partial achievement of an accredited qualification.
- **Informal Learning** - Learning gained through professional work, social, family, hobby or leisure activities and experiences, without being organised or structured into objectives or time constraints.
- **Non-formal learning** - Learning that takes place through a structured program of learning that does not lead to an officially accredited qualification, for example short courses.
- **Recognition of Prior Learning (RPL)** - a process that involves assessment of an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual application for credit.

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- Credit and Recognition of Prior Learning Policy
- Domestic Enrolment, Deferral, Withdrawal and Refund Policy
- Enrolment Form
- Domestic Selection and Admission Procedure
- Student Code of Conduct
- Student Grievances and Complaints Policy
- Student Progression and Support Policy

## 6.0 POLICY OWNERSHIP

Policy Owner	Registrar
Status	Reviewed on January 2021 and May 2021
Approval Authority	ABS Academic Board
Date of Approval	22 June 2021
Effective Date	21 October 2021
Implementation Owner	Executive Dean, ABS
Maintenance Owner	Head of Compliance
Review Due	May 2024
Content Enquiries	Sabina Cerimagic - Executive Dean, ABS Email: <a href="mailto:sabina.cerimagic@aimbusinessschool.edu.au">sabina.cerimagic@aimbusinessschool.edu.au</a>

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S4.0	8 June 2017	Head of Compliance, Partners	Initial document - first draft
S4.1	16 June 2017	Head of Compliance, Partners	Changes made based on ABS internal review
S4.2	29 June 2017	Head of Compliance, Partners	Updated to reflect Dean, ABS review
S4.3	16 May 2018	Head of Quality Assurance	Update to include information for international students
S4.4	22 June 2021	Academic Board	<p>Procedure separated from policy.</p> <p>Context added.</p> <p>Responsibilities added.</p> <p>Additional principles.</p> <p>Points on sub-groups added.</p> <p>Rescinding an offer expanded.</p> <p>Re-admission added.</p> <p>Additional definitions and references.</p> <p>Entry requirements moved from the Policy to a Schedule.</p>
S4.5	23 February 2023	Head of Compliance	Minor Administrative change to Staff titles and added reference to Terms and Conditions

## SCHEDULE 1: ENTRY REQUIREMENTS FOR ABS'S HIGHER EDUCATION COURSES

