

PROCEDURE S4.2-P4.2

DOMESTIC SELECTION AND ADMISSIONS

1.0 INTRODUCTION

1.1 Related Policy

Domestic Selection and Admissions Policy

1.2 Purpose

This procedure outlines the responsibilities and processes involved in the selection and admission of students to ABS higher education courses. It should be read in conjunction with the Domestic Selection and Admissions Policy.

1.3 Scope

This procedure applies to all domestic applicants for admission to ABS's higher education courses and to the staff of ABS and third parties who are involved in the selection and admission process.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. The applicant is responsible to comply with this procedure and to provide all required certified documentation for assessment of their application.
2. Admissions staff are responsible to comply with the requirements of this procedure as it applies.
3. The Head of School, ABS or nominee (Registrar) is responsible to validate applications and decisions.
4. Admissions staff are responsible to communicate with the applicant as required in this procedure and to send out the enrolment package if the applicant is selected for admission.

3.0 PROCEDURE

3.1 Applications

- a. Applicants must submit their application with all required documentation to Admissions at ABS via email to mba@aim.com.au or via the online application form.

- b. Applicants who apply to undertake a course of study at ABS must submit documentary evidence that demonstrates they meet the published entry requirements/criteria (including English proficiency) of their chosen course. Supporting documents provided with the application must be complete and certified.

3.2 Assessment of Applications and Verification of Evidence

- a. All applicants are assessed by a qualified Admissions staff member.
- b. Any Credit/ Recognition of Prior Learning applications must include a certified copy of the original transcript or any other documents which may be requested.
- c. Qualifications submitted in a language other than English must be accompanied by a certified official translation.
- d. Where there is any doubt about the authenticity of any documentation provided, the Admission staff member may correspond with the issuer of the documentation and make relevant inquiries or ask the prospective student to produce originals.
- e. All applicants and their assessment will be validated by the Registrar or their delegate.

3.3 Assessing Applicant Qualifications, Experience and English Language Proficiency

- a. Upon receiving a completed application, the Admission staff ensure that the following information and documentation has been provided:
 - completed Student Application Form;
 - acknowledgement by the student that submitted information is true and correct;
 - where applicable, a certified copy of English Language test/evidence of English language proficiency; and/or
 - a certified copy of any supporting documentation requested as part of the application.
- b. The initial assessment of the application involves:
 - creating a student record;
 - checking documentation is complete, including RPL documentation (if applicable); and
 - requesting any outstanding documentation from the applicant (if applicable).

- c. When the application is deemed to be complete, the Admission staff:
- assess application against the course’s entry requirement/criteria;
 - assess English proficiency (if applicable);
 - confirm the student is over 18 years of age;
 - refer the application to the Head of School, ABS in the case of certain admission categories;
 - verify documentation where appropriate; and
 - arrange an interview (if required).
- d. Once passed on to the Head of School, ABS or their delegate the application is validated through:
- assessment under any special category requirements;
 - assessment of RPL if requested, with reference to the RPL assessor if required, to obtain the outcome of RPL; and/or
 - any further assessment to deem application approved or not approved.
- e. Advising the outcome of an approved application:
- students are provided with a written confirmation and a copy of the signed agreement;
- f. Advising the outcome of a non-approved application:
- the applicant is advised in writing of the outcome of the application, the reason for the outcome decision, their right to appeal the decision, and the process to appeal.

3.4 Re-admission

- a. Applications for re-admission are governed by clause 3.3 of the Domestic Selection and Admissions Policy.

3.5 Course Duration

- a. Each student will receive a course start and end date in their enrolment package, indicating the time required to complete the course.

Course	Full-time	Part-time
Master of Business Administration	1.5 years	7 years
Graduate Diploma	1 years	5 years
Graduate Certificate	6 months	2 years

3.6 Rejection of Application /Cancellation of Enrolment

- a. An application may be rejected as outlined in clause 3.1.7. of the Domestic Selection and Admissions Policy.
- b. A student’s enrolment may be cancelled if any information or statements made by the student in their admission application are later proven to be false.

4.0 DEFINITIONS

- **ABS** - AIM Business School.
- **AQF** - Australian Qualifications Framework.
- **Exclusion** - a student who is excluded under the Student Progress 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.
- **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
- Enrolment Form
- Domestic Selection and Admission Policy
- Student Grievances and Complaints Policy
- Student Progression and Support Policy

6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Registrar
Status	Reviewed in August 2021
Approval Authority	ABS Academic Board
Date of Approval	14/09/2021
Effective Date	20/10/2021
Implementation Owner	Head of School, ABS
Maintenance Owner	Senior Policy and Compliance Officer
Review Due	August 2024
Content Enquiries	Ehsan Ahmed - Head of School, ABS Email: ehsan.ahmed@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S4.0-P4.0	14 September 2021	Academic Board	New Procedure separated from Policy