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## PROCEDURE S4.6-P4.4

### 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 Registrar is responsible for selecting and making offers to applicants for ABS courses and for maintaining records on the Student Management System.
4. The Executive Director, ABS is responsible to validate applications and decisions.
5. 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.
6. The Registrar with consultation with the Executive Director, ACHW and the Head of Compliance is responsible for establishing guidelines on evidence requirements and evidence verification processes for admission.

7. The Head of Compliance is responsible for auditing the records of admission decisions, including pathways agreements, and ensuring admissions decisions are made in line with approved entry requirements.
8. The Academic Board is responsible for overseeing compliance with admission standards.
9. All staff are responsible for adhering to the Conflict of Interest policy when discharging their responsibilities relating to admission.

## 3.0 PROCEDURE

### 3.1 Applications

1. Applicants must submit their application with all required documentation to Admissions at ABS via email to [mba@aim.com.au](mailto:mba@aim.com.au) or via the online application form.
2. 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 if required.

### 3.2 Assessment of Applications and Verification of Evidence

1. All applicants are assessed by a qualified Admissions staff member. The Registrar provides guidance to staff regarding applicants meeting entry criteria, evidence requirements and verification.
2. Any Credit/ Recognition of Prior Learning applications must include a certified copy of the original transcript or any other documents which may be requested.
3. Qualifications submitted in a language other than English must be accompanied by a certified official translation.
4. 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.
5. All applicants and their assessment will be validated by the Registrar or their delegate before admission is finalised.

### 3.3 Assessing Applicant Qualifications, Experience and English Language Proficiency

1. Upon receiving a completed application, the Admission staff ensure that the following information and documentation has been provided:
  - completed Student Application Form;

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- acknowledgement by the student that submitted information is true and correct;
  - where applicable, a copy of a Curriculum Vitae (CV) with at least 2 references;
  - where applicable, a certified copy of English Language test/evidence of English language proficiency; and/or
  - a copy of any supporting documentation requested as part of the application.
2. 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).
3. 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 Executive Director, ABS in the case of certain admission categories;
  - verify documentation where appropriate; and
  - arrange an interview (if required).
4. Evidence of meeting entry requirements may include one or more of the following:
- a. complete qualifications
  - b. partial qualifications
  - c. USI extracts
  - d. submission of references
  - e. English language proficiency tests
  - f. proof of citizenship and/or residency
  - g. proof or confirmation of Aboriginal or Torres Strait Islander heritage

- h. proof of employment
  - i. proof of relevant experience
  - j. record of immunisations
5. Once passed on to the Executive Director, ABS 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.
  6. Advising the outcome of an approved application:
    - students are provided with a written confirmation and a copy of the signed agreement.
  7. 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

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

### 3.5 Course Duration

1. 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 year	5 years
Graduate Certificate	6 months	2 years

### 3.6 Rejection of Application /Cancellation of Enrolment

1. An application may be rejected as outlined in clause 3.1.7. of the Domestic Selection and Admissions Policy.
2. 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.

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### 3.7 Changes to enrolment

1. Students who have been admitted but have not yet commenced their studies and are seeking internal course transfer, deferral or withdrawal should refer to the Domestic Enrolment, Deferral, Withdrawal and Refund Policy and Procedure.

### 3.8 Setting of Entry Requirements

1. The Executive Director, ABS with consultation with the Registrar and Academic Manager develops course based eligibility criteria which are submitted to the Academic Board for approval.
2. Where changes to course entry requirements are required, the Executive Director presents the rationale and proposed changes to the Academic Board for approval.
3. The Executive Director, ABS is responsible for notifying relevant stakeholders of amendments to entry criteria and ensuring marketing material is updated.
4. The Academic Board is responsible for setting equity adjustments specific to individual circumstances and sets the maximum number of students that may be admitted via equity adjustments. Refer to the Student Progress and Support and Student Diversity and Equity Policies and Procedures.

### 3.9 Quality Assurance

1. The Head of Compliance undertakes internal reviews of records related to admissions and ensures that the admission process continues to meet relevant policies and procedures.
2. Findings of the internal review are shared to the Academic Board to assure ongoing compliance and make recommendations for improvement as appropriate.

## 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 and Procedure
- Enrolment Form
- Terms and Conditions
- Domestic Selection and Admission Policy and Procedure
- Student Grievances and Complaints Policy and Procedure
- Student Progression and Support Policy and Procedure
- Conflict of Interest Policy
- Domestic Enrolment, Deferral, Withdrawal and Refund Policy and Procedure

## 6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Registrar
Status	Reviewed in May 2024
Approval Authority	ABS Academic Board
Date of Approval	25 June 2024
Effective Date	2 July 2024
Implementation Owner	Executive Director, ABS
Maintenance Owner	Head of Compliance
Review Due	May 2024
Contact Enquiries	Sertan Can - Registrar Email: <a href="mailto:sertan.can@aimbusinessschool.edu.au">sertan.can@aimbusinessschool.edu.au</a>

## 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
S4.5-P4.3	14 March 2023	Academic Board	Added detail relating to admission via industry experience
S4.6-P4.4	25 June 2024	Registrar	Reference to quality assurance, record keeping, approval of entry requirements and equity adjustments.