Student Selection and Admissions Policy and Procedure
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1.0 Overview

Investment Banking Institute Business School Pty Ltd (“IBIBS”) upholds the principle that all applicants seeking to enrol are treated fairly and equitably. To ensure this IBIBS will have open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students will be selected on merit based on the published criteria. IBIBS will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in IBIBS’s Prospectus and on IBIBS’s website for the information of persons seeking to enrol with IBIBS.

1.1 Relationship to the Higher Education Support Act 2003

As a Higher Education Provider and in accordance with the Higher Education Support Act 2003 IBIBS will have open, fair and transparent procedures that are based on merit for making decisions about:

- the selection, from among persons who seek to enrol with IBIBS in a unit of study; and
- the treatment of students undertaking a unit study.

The above undertakings do not prevent IBIBS taking into account, in making decisions about the selection and treatment of students, educational disadvantages that a particular student has experienced.

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

2.0 General entry requirements

Persons seeking to enrol in a higher education course with IBIBS are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.

To satisfy the general entrance requirements for admission to a course, applicants must meet at least one of the following entry requirements:

- Successful completion of Year 12 or equivalent; or
- Successful completion of an equivalent secondary qualification either interstate or overseas and attainment of the required entrance standard; or
- Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an Australian university that would enable students to gain entry to an Australian university; or
- Satisfactory completion of one year of accredited full-time study at a registered institute of tertiary education at AQF level 4 or above; or
• Admission to candidature for an undergraduate degree at an Australian University.

3.0 Additional entry requirements

In addition to the general admission requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the course. These may include, but are not limited to:

• Specific studies (e.g. English or mathematics at a specified level);
• Attendance at interviews;
• Presentation of folios; and/or
• Submission of supplementary information forms.

Additional requirements shall be published in IBIBS’s Prospectus and on IBIBS’s website for the information of persons seeking to enrol with IBIBS.

4.0 Special / alternative admission arrangements

Applicants who are 21 years of age or over who have not completed Year 12 or its equivalent may gain entry to a course by addressing one of the following entry requirements:

1. Successful completion of a Special Tertiary Admissions Test administered by a tertiary admissions centre; or
2. Submission of a portfolio of prior and current academic and professional work; or
3. Submitting an application for credit that meets the requirements of the Credit for Prior Learning Policy and Procedure.

Applicants applying under special admission categories 1 and 2 will be required to attend an interview with the Course Coordinator to assess the applicant’s capacity for higher education studies. The applicant should submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.

The criteria used by the Course Coordinator when selecting applicants to a course under special / alternative admission arrangements include:

• The capacity to pursue tertiary studies;
• Motivation to pursue tertiary studies in the discipline of the chosen course;
• Demonstrated potential for academic studies based on the applicant’s portfolio;
• Relevant professional and industry experience.

The processes used to monitor the progress of students enrolled under special / alternative arrangements include:
• Monitoring of the student’s progress by the Course Coordinator at the conclusion of each semester in the first year of the student’s enrolment;
• A “Review of Student Progress” meeting between the student and the Course Coordinator at the conclusion of the first year of the student’s enrolment.

5.0  Applications

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form.

6.0  Assessment of applications and verification of evidence

All applications for admission to a course will be assessed by a qualified Admissions Officer.

Applicants who apply to undertake a course of study at IBIBS must submit documentary evidence that demonstrates they meet the published entry requirements of their chosen course. An original or certified copy of documentation must be provided and sighted by the Admissions Officer.

Qualifications submitted in a language other than English must be accompanied by a certified official translation.

Where there is any doubt about the authenticity of any documentation provided, the Admissions Officer may correspond with the issuer of the document and make relevant enquiries.

All applications and their assessment will be validated by the Dean.

The process for assessing applications is attached as Appendix 1.

7.0  Offers

Based on the documentation provided and subject to the application meeting the published entry criteria, a written offer of a place in the course will be made to the applicant via a Letter of Offer. Any conditions of the offer will be clearly specified in the Letter of Offer.

8.0  Acceptance

Applicants accept the offer of a place in the course by signing and returning a copy of the Letter of Offer and Student Agreement as directed. Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published policies and procedures of IBIBS.

Once an offer is accepted, the applicant is enrolled in their chosen course and sent a Confirmation of Enrolment letter with details about the course and arrangements for student orientation.

9.0  Cancellation of enrolment

A student’s enrolment may be cancelled if statements made by the student in their admission application are shown to be false.

A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.
10. Appeals

An applicant may appeal against a decision to refuse admission to a course. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Dean within ten working days of the applicant receiving written notification of the decision to refuse their application. The Dean will respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions made by the Dean in regards to appeals will be reviewed by the Teaching and Learning Committee.

If an applicant remains dissatisfied with the outcome of their appeal against a decision to refuse admission to a course they may utilise IBIBS’s grievance handling procedures which enables prospective students to lodge grievances of a non-academic nature.

11.0 Related documentation

- Application Form
- Letter of Offer
- Student Agreement
- Confirmation of Enrolment

12.0 Version history

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<th>Approval Date</th>
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<td>1.0</td>
<td>Academic Board</td>
<td>6th March 2013</td>
<td>Adoption of new QAF</td>
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<tr>
<td>2.0</td>
<td>Academic Board</td>
<td>20th March 2013</td>
<td>Removal of requirement to be 18 years of age</td>
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