



## ADMISSIONS POLICY

### Purpose

To establish the admissions criteria for all AIB courses and the administrative processes. The principles guiding admission at AIB are that: (a) AIB will only admit person(s) to a degree if they believe that person has the potential to complete the degree successfully; and (b) AIB will take all necessary measures to facilitate the progress towards the successful completion of the award.

### Scope

This policy applies to all applications for admissions to AIB courses in all modes of delivery.

### Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

### Details

#### 1. Admission criteria

- 1.1 AIB admits and registers students into its courses based upon entry criteria approved by Academic Board. The entry criteria are published on AIB's website.
- 1.2 AIB will ensure that the entry criteria are current and suitable by regularly reviewing and benchmarking them; all amendments must be approved by the Academic Board.
- 1.3 Entry criteria comprise a combination of academic, work experience and English language requirements specified for each course to ensure that applicants are appropriately prepared for and can progress through the relevant course without any known limitations.
- 1.4 AIB requires certified true copies of documents or photographs/colour scans of documents detailing academic qualifications and results. Where appropriate, official certified translations of documents may also be required.
- 1.5 Authenticity of documentation will be verified by the Admissions Department.

#### 2. Admission process

- 2.1 AIB focuses on assessing applications promptly and in a consistent and fair manner.
- 2.2 Prior to enrolment and payment of fees, the AIB admission process will ensure that applicants are informed of or referred to information regarding their rights and obligations including all fees and charges payment during the course(s); policies, particularly with respect to enrolment, consequences of variation of enrolment, tuition protection and refunds; arrangements for credit and recognition of prior learning.

- 2.3 AIB will conduct assessments of prior learning when requested and approve credit or RPL where documented evidence demonstrates learning outcomes have been achieved prior to enrolment with AIB and the integrity of AIB's qualification is preserved.
- 2.4 AIB will not discriminate on any grounds in admitting a student to any course. However, AIB reserves the right to restrict entry to ensure appropriate and quality resource allocation and/or student experience.
- 2.5 Applicants with special needs must indicate any additional requirements for undertaking studies with AIB in the relevant section of their application form and may be asked for further details to enable AIB to assess study requirements; AIB seeks such information to ensure that students can progress without known limitations.
- 2.6 Application approval for the coursework degree courses is determined by Head of the Admissions Department and for the research degree courses, it is determined by the Head of the Research Department; such approvals are under delegated authority.
- 2.7 Each formal offer to register a student in a course is made through a Letter of Offer from AIB.
- 2.8 Where legally required, AIB will conduct admissions processes in liaison with an applicant's parent(s) or guardian.
- 2.9 Students who provide fraudulent documentation or false, misleading or incomplete information on application forms may have their offer of admission and/or enrolment and registration cancelled. Where applicants have provided fraudulent, false, misleading or incomplete documents AIB reserves the right to rescind application.

**Related Forms:**

Student Application Forms  
Pre-Assessment Forms  
Admissions Checklists

**Related Policies:**

Credit Transfer Policy  
Assessment of Academic Qualifications  
Recognition of Prior Learning Policy  
Research Degrees Procedure

**Responsibility:**

Academic Director

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