

1. Terms and Conditions

- a. By completing and submitting this Application Form to AIB, you are inviting AIB to offer you a place in the relevant Course. You agree that if AIB issues you with a letter of offer (which is entirely at AIB's discretion), this will be an offer which is capable of your acceptance, by paying to AIB any part of the Course fees or completing a Commonwealth Assistance Form (eCAF) in connection with the Course (irrespective of whether it is later cancelled or modified). Our offer is subject to the terms and conditions set out in the letter of offer, Application Form and our HDR Student Handbook (as amended from time to time). You agree to the terms and conditions in this Application Form.
- b. You agree that you will obtain and read a copy of the Research Candidate Handbook prior to paying any part of the Course fees (or completing a Commonwealth Assistance Form (eCAF)) and accepting any offer to undertake any Course. You agree to abide by AIB's rules and regulations and AIB's Research Candidate Handbook (as amended by AIB from time to time).
- c. You agree that you have read the "2. Course Information and Fees" section below. Also, if you are applying for FEE HELP loan, you confirm that you have read and understood the information contained in the FEE HELP Information Booklet.
- d. You agree that you understand the requirement for all domestic and onshore international students to have a Unique Student Identifier to study and graduate from an Australian higher education provider. Unique Student Identifier is also required for students to be able to access FEE HELP loan.
- e. You declare that, to the best of your knowledge, the information provided by you in this application form (and all documentation attached to, accompanying or sent in relation to this application form) is true and complete, and that your student details (including full name, date of birth, residential address, Tax File Number and Unique Student Identifier) are the same as the details held by the Australian Taxation Office and the Unique Student Identifier Registry. You acknowledge that AIB may vary or reverse the decision regarding admission, enrolment or registration made on the basis of any misrepresentations or incorrect or incomplete information provided by you, and you will not get credit for any subjects or assessments.
- f. If you are a FEE HELP eligible student, you agree that if you do not have sufficient HELP balance to pay for any subject using FEE HELP loan, you will be personally liable for the Course fees for that subject.
- g. You declare that you are a genuine student, namely demonstrating high levels of participation in the subject, such as attending the webinars and engaging with the subject content online.
- h. You agree that if you accept our offer to undertake the Course, if invoiced you will pay all fees required to be paid to AIB when required by AIB. All amounts are payable to "Australian Institute of Business Pty Ltd".
- i. All amounts are payable immediately upon issue of an invoice. You acknowledge that you will not be permitted to commence any relevant subject in any Course until all amounts outstanding are fully paid and all conditions in the Letter of Offer are satisfied. AIB reserves the right to bar or preclude defaulting students from attending tutorials and/or submitting assessments and/or receiving results of the same and/or being conferred with any award. Fees may change from time to time and shall apply to all students notwithstanding when students join the Course.
- j. AIB reserves the right to modify, alter or withdraw any subjects or any Course and/or to make modifications to the Course delivery and tutorial or assessment schedule without prior notice. Some students may be merged into different intakes or be moved from intake to intake, as approved by AIB, so class sizes may vary.
- k. Amounts payable by you to AIB shall not be assignable or transferable towards the credit or benefit of another student or for any other matter.
- l. Students may, in extenuating circumstances, apply to AIB to request a refund of Course fees paid or re-credit of FEE HELP. All requests for refund or re-credit must be made in accordance with AIB's policies and procedures.
- m. 'Course fees', sometimes referred to as tuition fees, as referred to in the "Course Information and Fees" section below, refers only to Course fees and does not include re-enrolment fees, re-marking fees, or any other type of fees.
- n. In the event that an offer of a place is withdrawn or AIB is unable to provide the Course, all Course fees are fully refundable if you have not commenced the Course. However, if the offer was made on the basis of incorrect or incomplete information provided by you, AIB reserves the right to retain 10% of the Course fee.
- o. Same as provided in (l) and (n) herein, all amounts paid/payable to AIB are non-refundable. For the avoidance of doubt, there shall be no refund for:
 - i. course/subject deferment due to public holidays;
 - ii. compulsory attendance or other deadlines missed by the student as a result of illness or any reason whatsoever, subject to the policy regarding medical compassionate or special circumstances;
 - iii. fees and charges attributable to services or goods provided by parties other than AIB (e.g. books purchased etc.); or
 - iv. expenses incurred by AIB on behalf of student in respect of services or goods provided by third parties.
- p. On completion of the all Course requirements, you will be conferred with the award of Graduate Certificate in Research Methodologies by AIB. Conferral of the aforementioned award is subject to payment of all outstanding fees. If you exit before being eligible for any award, you may obtain an Academic Transcript recording the subjects you have passed.
- q. You accept that if your Course is not completed within the Maximum Course Duration, your enrolment in the Course will be cancelled in accordance with the AIB Academic Progress Policy and Procedure.

- r. You accept that any breach of a term or condition in this Application Form, AIB's rules and regulations, policies or procedures, or of the AIB HDR Student Handbook (as amended from time to time) will render you liable to potential disciplinary action, expulsion or de-registration from AIB.
- s. You agree that you understand the terms and conditions, including the refund or re-credit policy, set out in this Application Form and on the AIB website and you are prepared to accept them in full. In particular, you understand that you, or your sponsor (if applicable), will be responsible for full costs of the Course.
- t. You undertake to obtain any relevant consent from the management of the organisation(s) on which you will base your assessments.
- u. You consent to the appropriate Australian authorities having access to your academic records as part of any audit of AIB in accordance with relevant Australian legislation.
- c. You acknowledge that the learning and teaching materials and resources (such as content on the Learning Portal, readings, webinar recordings, videos etc) that AIB provides you are protected by copyright. The copyright in all AIB teaching materials either belongs to AIB or is licensed to AIB (other than by you) for AIB to use for limited purposes (such as for AIB and its students to use for educational and research purposes). You acknowledge that all learning materials and resources are offered for your own research or study only and that you must not use, reproduce, copy, adapt, distribute, transmit, communicate or otherwise share those materials. You acknowledge that any unauthorised use of teaching materials may lead to disciplinary action and proceedings against you for copyright infringement. For example, you must not upload subject materials to document sharing websites, and if you use any materials in your assignment, you must acknowledge these per the AIB Style Guide. For more information, please see The [Australian Copyright Council's Fact Sheet on Copying for Research or Study](#), AIB's [Copyright](#) statement and direct any queries to AIB's Copyright officer (email aibcopyright@aib.edu.au).
- d. You consent to AIB making any enquiries at any institution (including but not limited to Universities or colleges), business or person to confirm the qualifications and/or work experience and/or English language proficiency that you have obtained and you consent to AIB providing this Application Form to those institutions, businesses or persons as proof of your consent.
- e. AIB will collect personal information about you in order to provide you with the Course, and for the other purposes set out in AIB Privacy Policy and Procedure.
- f. We may disclose your personal information to third parties that help us to deliver the Course and other third parties who provide products and services to us, and as otherwise required or permitted by law. If you do not provide us with the personal information that we request about you, then we may be unable to provide the Course or our other products and services to you.
- a. You acknowledge the processing activities outlined in AIB Privacy Policy and Procedure confirm that you have read, agree that subject to AIB's Privacy Policy and Procedure, AIB may use or disclose your information for marketing or other purposes but only to the extent permitted by the relevant privacy legislation. In particular, you acknowledge that:
 - (i) you have reviewed and accepted AIB's Privacy Policy and Procedure;
 - (ii) AIB may collect your personal information from a third party;
 - (iii) AIB may disclose your personal information to third parties consistent with the provisions of the privacy policy; and
 - (iv) AIB may send you marketing material from AIB where you have provided AIB with your consent, unless you expressly unsubscribe.
- v. You agree to release AIB to the full extent permitted by law from any action, suit, claim, demand or damage if AIB is required to change its rules or fees in order to comply with any legislation or requirements of Government or any accrediting or regulatory body.
- w. While AIB qualifications are accredited in Australia within the Australian Qualifications Framework and recognised in many other countries, you:
 - i. acknowledge that the accrediting authorities and regulators of some countries may have different criteria and requirements for equivalent courses and qualifications or accreditation of educational organisations to criteria and requirements applied in Australia or by AIB;
 - ii. agree that it is your responsibility to determine whether or not AIB qualifications will meet the requirements of and be recognised by any accrediting authority or regulator of any country outside of Australia; and
 - iii. release AIB to the full extent permitted by law from any action, suit, claim, demand or damage arising from or related to AIB qualifications not meeting the requirements of or non-recognition by any accrediting authority or regulator of any country outside of Australia.
- x. You agree to comply with the computer requirements outlined here: <https://www.aib.edu.au/courses/aib-mba/computer-requirements/>.
- y. You agree that if you are not adequately progressing, as determined by AIB, in any subject AIB may withdraw you from that subject or the entire course.
- z. You agree that the laws in force in South Australia govern your agreement with AIB and the parties submit to the exclusive jurisdiction of the Courts of South Australia and the Federal Court of Australia (Adelaide Registry).

2. Course Information and Fees

Commencement Dates

You will be advised of your formal course commencement date in the Letter of Offer.

Course Duration

Standard Full time 6 months (for candidates eligible to study concurrent subjects)

Standard Part time 8 months

The Academic Dean of AIB or nominee will consider written applications with relevant supporting documentation for extension of time beyond the standard course duration and, in the event of extenuating circumstances, may, in their sole discretion, grant an extension of time for such period as deemed appropriate. The course must be completed within a maximum of ten years from enrolment date.

Course Structure

The Graduate Certificate in Research Methodologies comprises 4 subjects (equivalent to 40 credit points), 2 subjects at AQF Level 8 and 2 subjects at AQF Level 9.

The course content is detailed in the three tables below.

Subject Type	Subject Title	Subject Code	AQF Level	Credit Points
Core Subject	Introduction to Applied Research (First Core subject)	8901IAR	Level 8	10
Core Subject	Research Methodologies	9915RM	Level 9	10

Subject Type	Subject Title	Subject Code	AQF Level	Credit Points
Elective Subject	One of the following subjects: 1. Action Research Action Learning 2. Qualitative Case Study Research 3. Mixed Methods Research 4. Quantitative Methods	9912ARAL 9901CSR 9913MMR 9916QM	Level 9 Level 9 Level 9 Level 9	10 10 10 10

Students must choose one of the following elective subjects at Level 8.

Subject Type	Subject Title	Subject Code	AQF Level	Credit Points
Elective Subject	1. Leadership 2. Strategic Management 3. Marketing Management 4. Strategic Human Resource Management 5. Operations Management 6. Financial Management	8001LEAD 8007SMGT 8002MMG 8003SHRM 8004OMGT 8006FMGT	Level 8 Level 8 Level 8 Level 8 Level 8 Level 8	10 10 10 10 10 10

*Details of pre-requisites are outlined in the [GCRM Course Brief](#) available on AIB Website.

Other Protocols:

- The AIB Research Orientation Module is mandatory and must be completed within 4 weeks from the commencement of the course.

Course Fees

All AIB Higher Degree by Research and Research Pathways Course (Tuition) fees are listed on the [AIB Master List of Tuition and Non-Tuition Fees for Research Degree Students](#). The most up to date Subject fees are published on AIB website in the [HDR and Research Pathways Timetable and Price Guide](#). Information can be found in the HDR Candidate Handbook also. Payments are made in instalments depending on subjects or units enrolled. Additional fees will be charged if additional time is taken to complete the degree. Strict refund policies apply so please read the above “[1. Terms and Conditions](#)” as well as the refund information below carefully. AIB’s tuition protection arrangements are outlined in the [Tuition Assurance Statement](#) on the AIB policies webpage.

Course fees do not include other incidental fees, including, but not limited to, the following:

- A surcharge will apply for payments made via Credit Card (Mastercard/Visa/American Express)
- Re-issuance of academic transcript or parchment, or for stage parchments
- Graduation gown hire – cost varies depending on the qualification
- Textbook fee – borne by student
- Travel fee to Adelaide and accommodation (if required) – borne by student.

AIB may increase the fees or introduce additional fees from time to time and these fees shall apply to all students notwithstanding when they joined the course.

Refunds, Withdrawals, Medical/Compassionate or Special Circumstances, and Leave of Absence

For more information, refer to the above terms and conditions and the following AIB policies and procedures which are located at <https://www.aib.edu.au/policies-and-procedures/>:

- Student Refund Policy and Procedure
- Special Circumstances Applications Procedure
- Withdrawal and Deferral Policy and Procedure
- Higher Degrees by Research Policy and Procedure.

Enrolment, Administrative Dates and Census Dates

Please refer to the Course Fees and Key Dates on [AIB website](#) for current enrolment, administrative and census dates.

Assessment

Coursework subjects are assessed in accordance with the Assessment Policy and Procedure, whilst research subjects will be examined in accordance with the Higher Degrees by Research Policy and Procedures located on [AIB website](#).

Qualification

The qualification Graduate Certificate in Research Methodologies will be awarded to students who have successfully completed the course requirements.

Accreditation Status and Recognition

The Graduate Certificate in Research Methodologies is accredited within the Australian Qualifications Framework.

Credit and Recognition of Prior Learning

For information, refer to the Articulation, Credit Transfer and Recognition of Prior Learning Policy and Procedure which are located at <https://www.aib.edu.au/policies-and-procedures/>.

Welfare and Guidance

In the event you have learning difficulties, we may refer you to a learning specialist, at your cost.

All AIB students have access to a confidential well-being support service (EAP – Employee Assistance Program). Through this service, you'll receive counselling support, strategies and resources to help you to manage your life at home, study and work. Further information is available through the Student Learning Portal for current students. AIB may offer further resources to students as identified in the Student Support Policy and Procedure, located in the [AIB policies webpage](#) and as available via the Student Learning Portal.

Facilities

AIB provides access to credible and scholarly academic journals, articles and industry reports across a wide range of online platforms.

Appeals, Complaints and Grievance Procedures

If you have grievances about academic or non-academic matters, you should first approach the Research Program Coordinator. If he/she is unable to resolve the matter informally, you will be referred to the Student Complaints, Grievances and Appeals Policy and Procedure on [AIB's website](#). You should know that the National Student Ombudsman (NSO) has stated that students may contact them directly where they are not satisfied that providers (such as AIB) have followed their processes appropriately, or where a student is not comfortable in discussing matters with the provider directly. Please see the NSO website ([Making a complaint | National Student Ombudsman \(NSO\)](#)) for more information.

Equity and Access

AIB has developed policies regarding access, equity, anti-discrimination and other issues. For further information, please refer to the Student Equity and Diversity Policy and Procedure located at <http://www.aib.edu.au/home/policies-and-procedures/>.

Termination

AIB reserves the right to terminate tuition in certain circumstances, for example, where a participant breaches AIB's rule or regulation or policy or procedure and does not improve after repeated warnings.

Graduation

The award will be conferred to successful students by AIB at an official graduation ceremony. However, if you are unable to attend the graduation ceremony for whatever reason, the award will be mailed to you.
