



Business
School

AIM Business School

Student Handbook



Australian
Institute of
Management

Australian Institute of Management Education and Training Pty Limited (ABN 40 009 658 553);
RTO code 0049 (AIMET); Ground Floor, 7 Macquarie Place, Sydney, NSW, 2000.
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WELCOME

From the Academic Dean

Nowadays businesses operate in a world of constant change and increasing competition. This is why professionals at all levels and in all fields of business are increasingly relying upon management education to maintain their professional edge in business. A postgraduate qualification at AIM Business School will assist you to achieve this edge and validate years of invaluable workplace experience with an industry-based MBA.

With today's time constraints and many mature age students are having to juggle full-time work and family commitments, we understand the need for a flexible approach to learning. This is why our postgraduate programs are designed to support work-life balance, and are fully online so that you can study anywhere at any time and every unit follows the same uniform 7-week layout, allowing you to consistently fit study into your life.

When choosing between education providers, we know that you want more than just a quality program and knowledgeable educators; you want an entire culture and environment that facilitates your learning experience.

The AIM Business School offers a unique, inspiring, educational journey through focussed, real-world and innovative courses for practising professionals and aspiring leaders. We provide postgraduate education that is immediately applicable to the workplaces of our students, grounded in the scholarship and values of high-quality learning and teaching. Our approach is inspired by a strong commitment to and support of every student as an individual, with a shared passionate belief that in taking the AIM ABS educational journey together we can make a positive difference to individuals, their professions and organisations, and broader local and global society.

I take this opportunity to welcome you to AIM Business School. I am thrilled that you have chosen to become part of our community and I wish you success in your studies.

Welcome on board!



**Associate Professor Sabina Cerimagic,
ABS Academic Dean**

GENERAL INFORMATION

Key Contacts

AIM Website

<https://www.aimbusinessschool.edu.au>

**MyABS -
Student Portal**

<https://my.aimbusinessschool.edu.au/PortalLogin>

**The Student Support
Team**

Email: absstudentsupport@aim.com.au
Phone: 1300 221 517

The Academic Team

ABS Student Support

Student Support provides non-academic support to students throughout their journey with ABS.

Responsibilities:

- Welcome and induct all new students on how to navigate the online student platform and access course content, set texts, webinars (online), workshops (blended) and assessments
- Manage student records and maintain student information
- Processing of all student enquiries, including deferrals, extension requests, access issues and general feedback.

Facilitators

AIM Business School employs a number of highly experienced and qualified academics as facilitators, who lead the Teaching and Learning experience in their areas of specialisation.

The facilitator is a student's first point of contact for any academic matter in the unit of study, including learning expectations and assessments.

Success Coaches

AIM Business School employs a number of highly experienced and qualified academic Success Coaches, who look after 1:1 academic queries and support for ABS students. The service is offered free of charge and students can have online appointments with their assigned Success Coach at a designated time within a study period. Success Coach responsibilities:

- On-board students and explain the learning environment.
- Provide 1:1 support on subject content, academic study skills and academic queries.
- Initiate and maintain and enhance student engagement.
- Liaise with the facilitators to coordinate student expectations, intervention and engagement.
- Coordinate with the facilitators to manage student queries, student communication, academic advice and academic support.

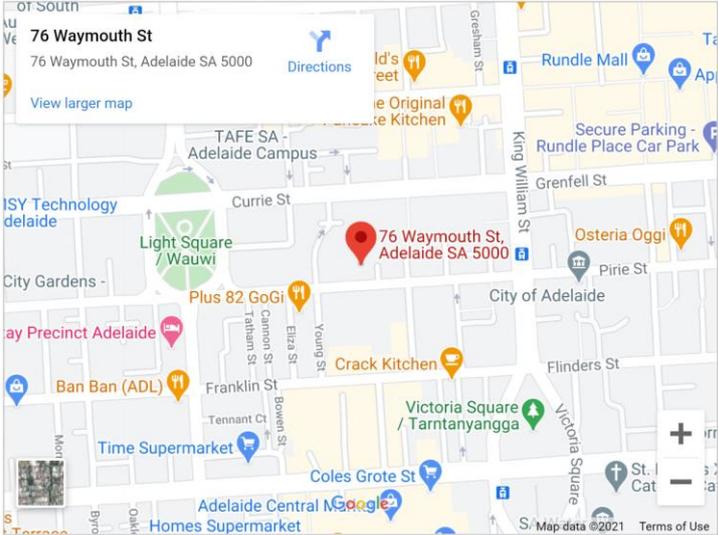
Retention and Progression Team

Responsibilities:

- Directly liaises with students to provide support through their journey and to ensure their ongoing engagement and success in AIM Business School's program of study.
- Contact new students and walk them through the learning platform as well as available support services.
- Monitor students on the Academic Boost plan and ensure that students are able to manage their plan's requirements.
- Identify non-participating students and reach out to them.

AIM Business School Campuses

AIM ADELAIDE CAMPUS



Address:
[Level 6, 76 Waymouth Street,](#)
[Adelaide SA 5000](#)

AIM BRISBANE CAMPUS



Address:
[Level 9, 295 Ann St](#)
[Brisbane, QLD 4000](#)

AIM MELBOURNE CAMPUS



Address:

[Level 15, 120 Spencer Street, Melbourne, VIC 3000](#)

AIM SYDNEY CAMPUS



Address:

Ground Floor, [7 Macquarie Place, Sydney NSW 2000](#)

Postal Address:

Ground Floor, 7 Macquarie Place, Sydney NSW 2000 **Secure**

Parking:

37-49 Pitt St, Sydney 2000

Wilson's Parking:

1 O'Connell St, Sydney 2000

Secure Parking:

22 George St, Sydney 2000

POSTGRADUATE STUDY WITH AIM

Programs

The philosophy of the AIM Business School postgraduate education is to ensure that the management education delivered to students is applicable and relevant to the workplace. The programs are made up of a broad spectrum of courseware that can be used to deliver practical leadership skills in areas such as communication, marketing, team building, finance, leadership, problem solving and management.

The AIM Business School offers the following three main programs:

- **Graduate Certificate of Management (Grad Cert)**
- **Graduate Diploma of Management (Grad Dip)**
- **Master of Business Administration (MBA)**

The following specialised Graduate Certificates are also available:

- Graduate Certificate in Business
- Graduate Certificate in Business Transformation
- Graduate Certificate in Entrepreneurship
- Graduate Certificate in Human Resources Leadership
- Graduate Certificate in Leadership and Strategy
- Graduate Certificate in Marketing Management
- Graduate Certificate in Operational Excellence
- Graduate Certificate in Project Management

As an ABS student you will develop a comprehensive scientific approach to deal with the complex contexts that surround management and leadership today in a rapidly changing organisational environment.

ABS Postgraduate Programs emphasise:

- Strong leadership abilities
- Practical application of knowledge in the workplace
- Evaluation of current management practices and development of new practices
- Evaluation and application of the organisation's financial: human resource; marketing and operational objectives
- Evaluation and application of an organisation's sectors and their relationship to the greater environment
- Recognition and dealing with threats and opportunities confronting an organisation
- Effective internal and external communication

Students who attend the AIM Business School come from a diverse range of professional backgrounds: it is important for us to provide a relevant management education that assists in the awareness of current problems facing today's manager and leader.

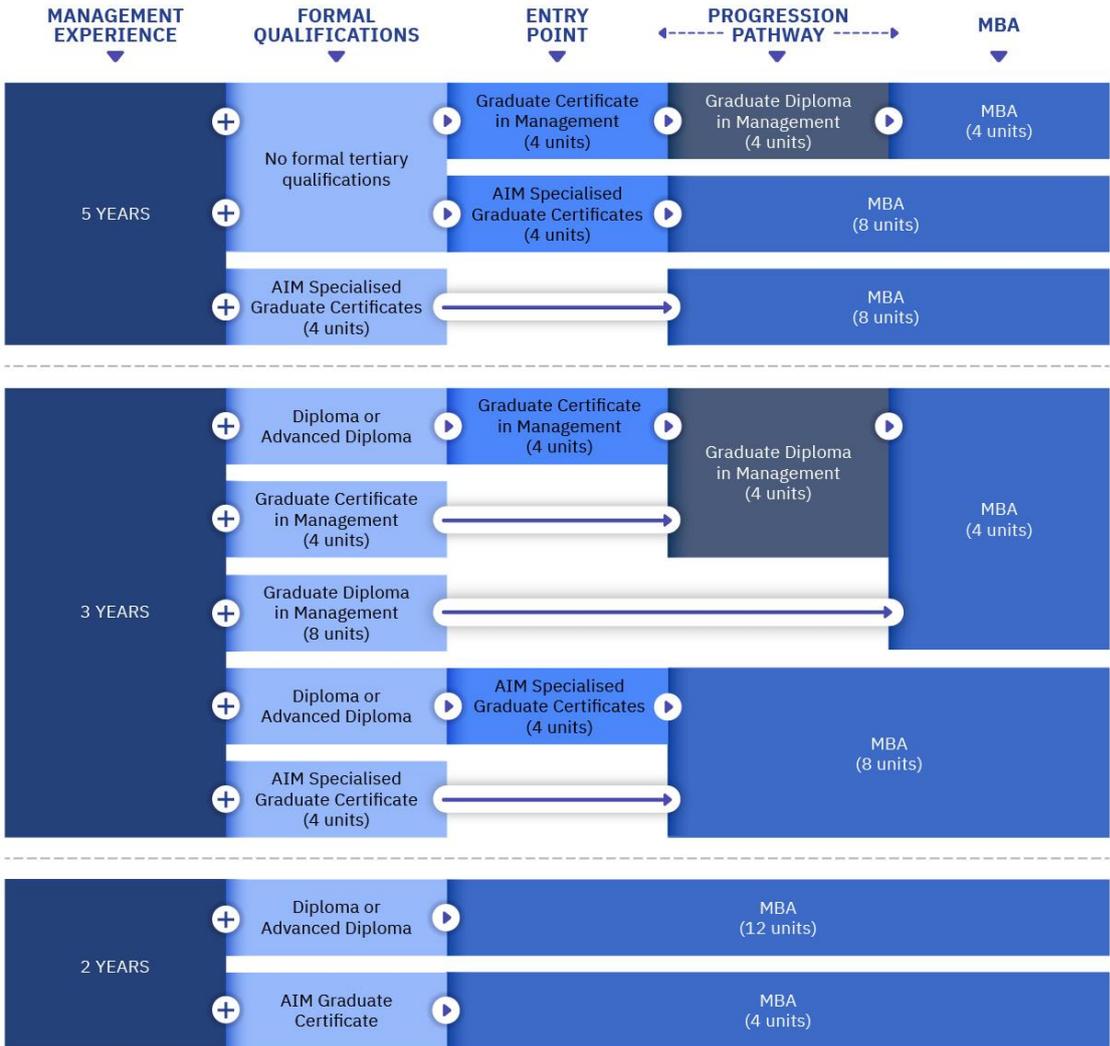
Our programs provide students with:

- The combination of new concepts, group discussions, bite size learning, innovative and online delivery and work-related assessments which will enable them to participate more effectively in organisational planning and decision making.
- The opportunity to explore a wide range of business contexts relevant to their organisations, which will assist their company executives to better understand their organisational capabilities and business opportunities.
- The opportunity to enhance their understanding of and ability to apply analytical management practices through interactive learning techniques.
- Access to a professional postgraduate qualification.
- The potential to follow an articulation pathway from Graduate Certificate in Management through to the Master of Business Administration.

Entry Requirements

Entry to the AIM Business School courses is dependent on your workplace experience and your previous qualifications. Some combinations of experience and qualifications allow direct entry to the MBA course; other combinations require progression through the Graduate Certificate or Graduate Diploma with satisfactory grade averages.

Please see the table below for experience and educational requirements.



Note:

All applications for admission that do not clearly meet the criteria may be assessed on an individual basis by the Academic Dean and Registrar.

Program Structure

Graduate Certificate of Management

The first step towards an MBA, or a one-off qualification in its own right. Either way, you will learn key foundations and strategies that will enrich your management skills.



Structure: 4 core units

Time: Equivalent to 1 year part-time

Completion: Up to 3 years

4 core units:

- Leading, Managing & Developing People
- Managing Financial Resources
- Marketing for Managers
- Managing Operational Improvement

Graduate Diploma in Management

The Graduate Diploma in Management is the next step up from the Graduate Certificate in Management. Concepts are explored further, and more units are offered to give you a broader experience and greater options to customise your learning.



Structure: 8 core units

Time: Equivalent to 2 years part-time

Completion: Up to 5 years

8 core units:

- Leading, Managing & Developing People
- Managing Financial Resources
- Marketing for Managers
- Managing Operational Improvement
- Managing Developing and Implementing Strategy
- Economics for Managers
- Business Research Methods
- Business Decision Making and Analysis

Master of Business Administration (MBA)

The flagship qualification through the AIM Business School. The MBA prepares you for a business environment where innovation, sustainability, ethics and challenging financial conditions are a significant part of doing business. The MBA will challenge you, enrich you and provide you with the frameworks and skills to be an exceptional manager and leader.



Structure: 9 core units and 3 elective units

Time: Equivalent to 3 years part-time

Completion: Up to 7 years

9 core units:

- Leading, Managing & Developing People
- Managing Financial Resources
- Marketing for Managers
- Managing Operational Improvement
- Managing Developing and Implementing Strategy
- Economics for Managers
- Business Research Methods
- Business Decision Making and Analysis
- Corporate Strategy and Responsibility

Plus

3 elective units*

- Human Resource Management
- Managing Project Based Organisation
- Contract Law for Managers

- Entrepreneurship
- International Business
- Leading for Innovation and Sustainability
- The Agile Business Future
- Cyber Security and the Cloud
- Emerging Technologies and Digital Leadership

* Not all electives are offered each year.

Mode of study

The Units of Study in the programs at ABS are all offered completely online.

This includes a fully online experience with interactive real-time online webinars and tutorial support. The duration of each online unit is 7 weeks. Students will work through recorded lectures, readings and activities and self-assessment questions. Each online unit offers 4 consultation webinars with a highly experienced AIM facilitators.

Each webinar runs for approximately two hours, in weeks 1,3,5 and 7.

How to Enrol

Students can enrol into units by logging in to myABS, and clicking on the myCourse tab, followed by the “Add Unit” Button on the top right-hand side of the page.

This will show a list of units that are available for you to enrol in (depending on the program you are studying). Clicking on each specific unit will then drop down a list of schedules for that unit. Once you have chosen the date of study for that unit, you will then be prompted to select a method of payment (either FEE-HELP, Invoice or Upfront Payment) in order to finalise your enrolment.

Please contact Student Support if you need assistance with the enrolment process.

Attendance Expectations and Requirements

Students are expected to attend all online webinar sessions of each unit in which they are enrolled. If for some genuine reason a student is unable to attend, they are still expected to watch the recording of the webinar.

In addition to that, students are expected to engage with the MyABS, your online learning portal, and contribute to discussion forums on a regular basis.

BEING AN ABS STUDENT

Student Code of Conduct

AIM Business School is committed to the pursuit of excellence in all aspects of teaching and learning. Excellence in teaching and learning involves students as active participants in their educational experience. In addition to the ABS's role of awarding formal academic qualifications to students who successfully complete their studies, ABS seeks to instil in all students independent scholarly learning, critical judgment, academic integrity and ethical sensitivity. These are in alignment with the Graduate Attributes outlined below.

The [Student Code of Conduct Policy](#) sets out the expectations students can properly hold as they receive their education. It recognises that academic integrity, ethical and honest behaviour, and respect for academic and administrative staff as well as fellow students, underpins the values of the organisation.

Students can expect:

1. To be treated with courtesy and respect.
2. To be treated equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation;
3. To freely voice alternative points of view and perspectives in rational debate.
4. To have access to grievance and appeal processes.
5. To rely on the privacy of their personal information.
6. To receive information regarding their study and assessments throughout their enrolment.
7. To have reasonable access to environments, facilities and equipment which comply with Workplace Health and Safety requirements.

Student Responsibilities

As an AIM Business School student you are expected to:

1. acknowledge the rights of others, by treating everyone with respect, dignity and courtesy;
2. treat everyone equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation;
3. show consideration for the opinions and views of peers, staff and faculty;
4. avoid all forms of bullying, intimidation and harassment;
5. respect the rights of staff to manage their time;
6. respect intellectual property rights, and ensure the proper use of copyright material;
7. respect the privacy of other students, staff, work placement partners (where relevant) and their clients;
8. ensure academic integrity is maintained in all their academic activity;
9. engage cooperatively and collaboratively in their course of study;
10. become familiar with student policies and procedures, and information about their course, assessments and support services;
11. attend information sessions, including orientation;
12. prepare for classes by completing pre-reading and any other required activity;
13. constructively accept and act on any feedback;
14. avoid behaviour that results in physical damage to people or property; and
15. understand their Health and Safety responsibilities and comply with these.

Please refer to the [Student Information](#) page should you require additional information.

Graduate Attributes

AIM Business School (ABS) has identified a set of global attributes that have been shown to positively impact graduate success in business and as a manager and leader.

Graduate Attributes are:

1. Strives for intellectual rigour

- 1.1. Has a strong sense of intellectual integrity and the ethics of scholarship.
- 1.2. Reaches a high level of achievement in writing, generic research, problem solving and communication.
- 1.3. Is a critical and creative thinker.
- 1.4. Uses applied research findings to support decision making.

2. Understands the changing global context

- 2.1. Develops a sustainable vision of the future for their organisation within a global context.
- 2.2. Has the ability to analyse new scenarios in terms of strategic options.
- 2.3. Has the ability to plan organisational responses to opportunity through value creation, organisational design, strategy development and leadership.
- 2.4. Demonstrates social, environmental and civic responsibilities.

3. Manages for success

- 3.1. Can apply knowledge and insights in innovative ways to meet organisational challenges.
- 3.2. Can lead in developing strategic solutions to newly emerging internal (corporate) and marketplace (external) challenges.
- 3.3. Recognises the changing place and value of intellectual property and human capital in organisations.
- 3.4. Values and respects different cultures.
- 3.5. Applies the highest standards of business ethics.

4. Demonstrates effective communication and interpersonal skills

- 4.1. Communicates effectively and appropriately in a range of organisational contexts.
- 4.2. Communicates cross culturally with a diverse range of people.
- 4.3. Demonstrates strong writing skills that communicate effectively and appropriately.
- 4.4. Develops forms and systems of communication to contribute to organisational learning and knowledge management.
- 4.5. Builds relationships by working collaboratively and productively using highly developed communication and interpersonal skills.
- 4.6. Is a competent manager of self.

5. Develops mastery of business and management disciplines

- 5.1. Develops the knowledge and skills of an informed practitioner in the disciplines of business and management, integrating theories and practical applications.
- 5.2. Develops skills in the field of strategy development, skills characterised by flexibility and innovative thinking.
- 5.3. Uses business tools and models to manage people and other resources for continuous improvement.

6. Strives to be a continuous adult learner

- 6.1. Reflects on experiences and communicates learning.
- 6.2. Learns in a range of ways, including through information and communication technologies.
- 6.3. Translates own learning needs into purposeful actions.
- 6.4. Identifies the learning needs of others and supports the search for relevant learning activities.
- 6.5. Practices life-long learning through professional development.

YOUR ONLINE LEARNING COMMUNITY

All ABS students are enrolled in a virtual learning community space called “myABS”.

This platform provides students with information about timetables, enrolment, progression, information management, communication with others and all aspects of academic delivery.



We recommend you bookmark the URL link to access myABS.

<https://my.aimbusinessschool.edu.au/PortalLogin>

Your username and password will have been sent to you in your “Welcome” email.

Please call or email our Student Support Team if you require any assistance.

Unit Course Materials (e-books)

AIM Business School is pleased to offer students the ease of electronic course materials (e-books).

All students will have access to all the required and recommended e-books via myABS. Students will simply click on the embedded link(s) within their unit courseware to gain direct access to the course materials or prescribed e-book via their ‘Bookshelf’. Students have both online and offline access to these course materials by downloading the Bookshelf app. The cost of the prescribed course material is included in the enrolment fee. Students also have the benefit of accessing recommended readings, journals, Company reports via the ABS library: where they are also able to borrow books electronically.

Please note that the reproduction, distribution or illegal copying of e-content is prohibited in accordance with Australian Copyright Law. Prescribed text books at ABS are distributed and managed by third-party providers.

Learning Etiquette

ABS recognises the value of interactive learning and teaching. The myABS learning platform provides the opportunity to learn through collaboration and peer feedback. Please keep in mind the following points both when contributing to a discussion and when interacting with others:

1. Respect others and their opinions.
2. Consider others' privacy.
3. Avoid inappropriate material.
4. Think before you submit and remember to check grammar and spelling.
5. Do not type in all caps. Typing in caps is considered shouting or screaming.

ABS recommends that all students and the broader ABS community become familiar with the Student Code of Conduct Policy, available here: www.aimbusinessschool.edu.au/information

If you have any additional questions or concerns, you please contact the Student Support Team.

SUPPORT FOR STUDENTS

Preparing for Academic Study (PAS) Unit

ABS Students have instant and free access to the PAS unit for the entire duration of their program. This unit is particularly helpful for those who are returning to study after an extended absence or those who do not hold an undergraduate degree.

The unit contains useful study techniques and student success tips and provides information on such topics as academic reading, research and referencing skills, writing and language skills and studying effectively in an online environment.

Success Coaches

Each eligible ABS student is assigned a dedicated Success Coach for the duration of their learning cycle.

Students are able to book several online appointments with their Success Coach to ask questions and discuss concerns. Some topics a Coach can help with are:

- Time management
- Building motivation and confidence
- Academic study skills
- Academic queries
- Understanding assessment tasks
- Putting subject matter into context
- Integrating theory with professional practice

Online Study Support

ABS Students have access to a number of online services, throughout the duration of their program:

Academic Writing Support: Students can submit their draft assignment to an expert from Studiosity and receive feedback on referencing, syntax and assignment structure, usually within 24 hours. Students are able to access this service throughout their course of study. This service can be accessed via mySupport.

Student Counselling

ABS have a partnership with a Student Assistance Program called Access-EAP which provides students with a confidential and professional counselling service,

Students who are feeling overwhelmed with their study load, facing procrastination and/ or finding it difficult to maintain a healthy work/life/study balance, may benefit from this service.

Students can access the Student Assistance Program through [myABS](#).

Online Library Resources

AIM provides a breadth of resources to engage, entice and enhance the student learning experience. Our online Library provides access to a wealth of databases, journals and e-books all of which are accessible via [myABS](#).

Unit and Course Evaluation

At ABS, feedback from our students is highly valued. At the end of each unit of study students will be invited to participate in an evaluation survey available. On an annual basis, students will have the opportunity to provide feedback on their overall course experience. Both surveys are anonymous and students are requested to fill out the form thoughtfully and honestly.

POLICIES AND PROCEDURES

Students are strongly advised to be aware of the ABS Policies and Procedures. All our Policies and Procedures are available on the ABS website.

www.aimbusinessschool.edu.au/information

Academic Integrity

Academic Integrity is one of the core values of AIM Business School, and is central to all that occurs in learning, teaching, research and administration within the organisation. Please refer to the Academic Integrity and Honesty Policy and the Managing Student Academic Misconduct Procedure available on the [Student Information](#) website.

Plagiarism

An expectation of post-graduate students is that they will correctly acknowledge the sources of all information, ideas and constructs that they use in their academic writing and presentations.

Plagiarism is the term used to describe the situation where a student has used the words of authors, corporate writers, journalists or other students without acknowledgement. It is the practice of passing off other people's work as one's own. It is a form of academic dishonesty and constitutes academic misconduct.

AIM Business School uses Turnitin, an online text-matching tool that scans the text of all assessment submissions to check for originality. For each submission, Turnitin produces an originality report which contains a similarity score. High similarity scores, indicate that there are sections of the submission where referencing has either been omitted, or not used correctly.

As a developmental tool, you can use Turnitin before submitting an assessment task to ensure that your similarity scores are below the level advised by your facilitator. ABS allows multiple draft submissions via Turnitin before the assessment due date. However, after the assessment due date has passed, whatever has been submitted will count as the final submission and will be assessed as is.

Turnitin privacy statement

Turnitin stores all submissions on its servers. Turnitin archives all student papers for textual comparison only. Students retain the copyright of papers submitted to the Turnitin service. The Turnitin user agreement entitles Turnitin to use the works as part of the plagiarism prevention system under the principles of fair use.

For more information, please refer to the [Turnitin Privacy Policy](#)

Determining academic misconduct

Submitted assessments which have a high similarity score using Turnitin will prompt the assessor to determine whether the student has engaged in academic misconduct. This will be done in consultation with the student concerned.

If a student is suspected to have deliberately acted with intention to deceive, this will be reported to the Academic Dean, who will initiate an investigation. The affected student will have the assessment mark withheld until the investigation is completed. The outcome of the investigation including any applicable penalties for academic misconduct will be communicated to the student in writing including the process to lodge an appeal. Penalties will vary depending on the level of academic misconduct. Level 3/serious misconduct cases or repeated offences may result in exclusion from the course and expulsion from ABS. Further detail can be accessed in the ABS Managing Student Academic Misconduct Procedure available on the [Student Information](#) website.

Avoiding plagiarism

Plagiarism is best avoided by:

- Careful planning and allowing adequate time for any writing tasks
- Carefully noting sources of information during the research phase of your writing task and correctly identifying authorship details
- Stringently ensuring that the author of each idea, concept or piece of information used in the framework and argument of your written document is correctly cited in text and in your References List.
- Being familiar with the AIM system of academic referencing.

Please refer to the *Preparing for Academic Study* (PAS) unit for further information about referencing.

Copyright

Students must be mindful of copyright laws when copying material for personal use. The following copyright guidelines should be adhered to:

- Books – Please note that under Australian Copyright law students may copy 10 per cent, or one chapter of a book, whichever is greater. It is the student's responsibility to ensure that this is adhered to. Please note that all e-books will nominate the number of text pages that can be printed in one sitting.
- Periodicals – students may copy one article in each issue of a periodical, or two or more articles in an issue of a periodical, provided the articles relate to the same subject matter.

Privacy and Confidentiality

When you post comments in the Forum sections of myABS they are in public view to other students also enrolled in the course. Please ensure that you abide by both your organisation's and ABS's privacy and/or confidentiality policies prior to posting any comments.

ASSESSMENT AND GRADING

AIM has a philosophical commitment to designing assessment tasks that draw upon students' workplace experiences. In addition to developing new academic skills, students are challenged to explore new ideas, examine existing attitudes, and through reflective practice investigate new ways of managing and leading. Similarly, students learn the social and interpersonal skills that will enable them to explore future career options.

An assessment grade is a measure of the extent to which unit outcomes and learning objectives have been achieved. The standard of achievement that is required for the award of a particular grade, is a judgment based on the professional expertise of faculty, who contribute to the creation, monitoring and evaluation of assessment tasks. Faculty are further informed by experience with accepted standards, including standards of assessment at the same level in the higher-education sector.

In order to be considered for a grade in a Unit, students are required to complete and submit all assessment tasks relating to a Unit.

Unit assessments must be prepared and submitted in accordance with the details provided in the Unit Guide (available on myABS).

Assessment Tasks

There are generally three assessment tasks in each unit of study. Details for these tasks can be found within the Unit Guide.

Assessment Task Format

Assessment format will be indicated in the Unit Guide provided to students at the commencement of each study period. More information about each of these forms of assessments tasks can be found in the ABS Style and Formatting Guide and in the *Preparing for Academic Study* unit, available on myABS.

Assessment format may include:

- Action oriented projects
- Briefs
- Case studies
- Critical analysis
- Online forums (via MyABS): blogs and discussion posts
- Oral presentations
- Portfolios
- Reflective journals
- Written assignments – e.g. essay, proposal, report
- Short answer question
- Multiple choice question

Assessment Marking Criteria/ Rubric

A copy of the marking criteria for each assessment task can be found in the Unit Guide.

Previewing of Student Work

In certain circumstances, some previewing of assessment tasks might be permissible, for elective units only. Students are first encouraged to submit assessment drafts to Studiosity.

If, following the feedback received from Studiosity, a student still would like additional support, they may request a preliminary viewing of their work by their Success Coach (where applicable) or facilitator.

A preliminary viewing may amount to, and is only permitted in the following circumstances:

- Where the previewing is made known and is offered to all students.
- Where the feedback offered does not amount to editing or re-drafting.
- Where the work to be previewed is submitted no later than one week before the assessment task is due, irrespective of whether an assignment extension request has been granted.

- Where the feedback offered provides general assistance to the student on the approach they have taken.
- Where no specific advice is offered that could advantage an individual student.
- Where the feedback offered does not impinge on the facilitator's ability to objectively mark the assessment task when it is submitted in its final form.

Facilitators may specify the form in which the material to be previewed should be presented, for example an outline of the assessment task. Should the facilitator believe that the student requires further support in the area of assessment construction, spelling or grammar, that opinion should be communicated to the student, along with the sources of general assistance.

Submitting your Assessment

All students are expected to submit their assessment by the due date and time specified on myABS and in the Unit Guide.

The assessment tasks use Turnitin, an electronic text-matching system that compares the text in a student's assignment against a database of sources. Students can use this program as a training tool as well as a plagiarism-prevention tool by submitting their assessment as many times as possible before the due date, to avail a Turnitin similarity check. The last submission attempt before the due date will be considered the final submitted version for that assessment task.

All assessment tasks **MUST** be submitted in Microsoft Word format. Other formats (e.g. PDF) may not be readable by markers. Any assignment submitted in other formats will be considered LATE and will lose marks until it is presented Microsoft Word Format.

No hardcopy submission will be accepted.

Students are required to retain a copy of their work in case the submitted assessment is misplaced or cannot be retrieved electronically.

Extension of Assessment

Students can apply for assessment extension via special consideration under extenuating and unanticipated circumstances. Extensions to assessment must be applied for before the assessment due date, and any extensions requests lodged after the due date will be rejected unless exceptional circumstances apply.

Extenuating circumstances are circumstances outside of the student's control that have had an adverse effect on the student's work or ability to work.

This may include but is not limited to:

- Medical circumstances, such as illness
- Compassionate circumstances including hardship or trauma, such as a death in the family
- Unexpected or exception circumstances such as unexpected changes in the work situation

More information on assessment extension, and further examples on circumstances that warrant special consideration can be found in our Assessment and Reassessment Policy and Procedure document on the [Student Information](#) page.

Late Submission Penalty

An assessment item submitted after the assessment due date specified in myABS without an approved extension or without approved special consideration, will receive a penalty of the total available marks deducted per business day that the item is late.

An assessment item will not be accepted without an approved extension or without approved extenuating circumstances after the assessment due date. In such an instance, the assessment will be awarded zero marks.

More information can be found in the Assessment and Reassessment Policy and Procedure document.

Turn Around Time

After the submission of the assessment task in myABS, the facilitator will mark the assessments. Assessment tasks submitted by the deadline will be marked and returned to the students, together with appropriate feedback, by the facilitators normally within ten (10) calendar days of the deadline.

Should special circumstances preclude a facilitator from marking an assessment task within the two week time frame, this will be communicated to students, along with an estimated time for the return of the marked assessment task. ABS engage in frequent assessment moderation as a quality assurance mechanism and to ensure marking consistency. In rare occasions, assessment moderation can result in a delay of the results release and if that is the case, students will be notified accordingly.

Assessments will not be held for marking awaiting the receipt of late submissions from students, unless there are exceptional circumstances for doing so. These exceptional circumstances should be communicated to students along with a timeframe for the return of the marked assessment tasks.

Notification of Results

Results for individual assessment tasks will be posted on the student's myABS grades area.

The final result for the unit will be available in myABS for student view.

Grading System

For each unit of study, students will be provided with an evaluation of their overall performance, in keeping with the following grading system:

Grade	Description	Percentage	Remark
HD	High Distinction	85 – 100%	Exceptional. Showing outstanding originality and insight above and beyond the scope of the criteria.
D	Distinction	75 – 84%	Excellent. Showing full understanding and demonstrating originality and creativity.
C	Credit	65 – 74%	A creditable piece of work, over and above normal expectations. Good performance overall. Substantially exceeds minimum criteria. Shows significant understanding and insight.
P	Pass	50 – 64%	Meets the minimum criteria with some additional insights.
F	Fail	49% or less	Does not meet the minimum criteria of the assignment.
AF	Absent Fail	49% or less	Student has not submitted one or more assessment task/s, and has not formally withdrawn from the unit of study, and the total mark is below 50%
W	Withdrawn	NA	Administrative Grade. Student has formally withdrawn from the unit of study before the census date. This grade is not recorded on the academic transcript.
WF	Withdrawn with Failure	NA	Student has formally withdrawn from the unit of study after the census date. WF is equivalent to a Fail (F) grade and will be recorded in student's academic transcript and is calculated towards GPA
I	Incomplete	NA	Student has formally applied for an assessment extension and has an approved revised date of submission. In case of non-submission of the assessment or further approved extension, the Incomplete (I) grade would be changed to a Fail (F) grade after the extended submission due date.
AS	Advanced Standing	NA	Course Credit has been granted for the unit/s of study following an application with evidence of meeting learning objectives of unit/s and its approval for recognition of credit transfer or prior learning (RPL) and/or equivalent industry experience.

WX	Withdrawn Without Academic and Financial Penalty	NA	This Grade is used to indicate withdrawal after the Census Date without academic and financial penalty and will be recorded in student's academic transcript. This will not be calculated towards GPA.
WAP	Withdrawn Without Academic Penalty		This grade is used to indicate withdrawal without academic penalty after the Census date and will be recorded in student's academic transcript. This will not be calculated towards GPA.

Calculating Grade Point Average

The grade point average (GPA) is a calculation that summarises academic performance during a single study period. AIM Business School follows a standard four (4) point grading system.

Grade	Grade Point
High Distinction	7
Distinction	6
Credit	5
Pass	4
Fail (inc Absent Fail and Withdrawn Fail)	0

Grades for **all** enrolled units within a program will be included in the GPA calculation, including fail results, except where the grade type is ungraded. GPA is calculated on finalised units only, therefore students who have unresolved or withheld grades will not have a GPA reflected on their academic record. Units where you have exemptions or any form of credit recognition of prior learning are not included in the calculation.

The GPA is calculated using the following formula:

$$\mathbf{GPA} = [(\text{Unit1 GP}) + (\text{Unit2 GP}) + \dots (\text{UnitN GP})] / (\text{Total Number of Units enrolled})$$

Where: **Unit GP** = the subject's grade point value.

Resubmission of Assessment Tasks

If students are graded between 44-49%, subject to the approval of the Academic Dean or Nominee, they may resubmit the assessment task within a specified time frame.

The highest possible achievable grade after resubmission will be a Pass (50%).

Request for Review of an Assessment Decision

If a student is unsatisfied with their assessment decision, they should first discuss the matter with the unit Facilitator. If they are still dissatisfied with their grade after the discussion, they may wish to apply in writing to the Academic Dean within five (5) working days of the assessment result.

Only a single re-mark will be permitted, and the result of the re-mark will be recorded as the final mark for that assessment task, irrespective of its position relative to the original mark.

Academic Appeal Process

Students who remain dissatisfied with their grade, and wish to appeal, should refer to the Student Grievances and Complaints policy listed on the [Student Information](#) site.

Academic Progression Risk

At ABS we closely monitor the academic progress of our students.

All new students, regardless of their educational background and basis of admission, are encouraged to complete the ABS Preparing for Academic Study (PAS) unit at the commencement of their course. It is recommended that it is completed within 1 week of their start date and within the first study period.

Students who make unsatisfactory course progress will be placed on the ABS academic risk register and given extra academic assistance in the form of a support plan (Academic Boost) in accordance with the Domestic Student Progression and Support Policy and Procedure.

CREDIT AND RECOGNITION OF PRIOR LEARNING

Students who can provide evidence that they meet the learning outcomes of units offered by ABS, may be provided with recognition of learning (RPL) up to 50% of the appropriate qualification.

Students can obtain RPL in two different ways:

- **Credit Transfer of Formal Learning** – Students can receive a Credit for a postgraduate unit that was previously completed at ABS or a unit of equivalence that was completed at another recognised education provider. Certified evidence is required.
- **Recognition of Prior Work Experience or informal Learning** – Students can receive course credit for one or more units based on relevant work experiences. Review of prior work experiences is a process that involves assessment of an individual's relevant prior working experience (including informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

To apply for RPL, students must complete the RPL form which can be found in myABS, under Student Administration.

Applicable fees

Recognition of work experience applications have an administration fee of \$500 (five hundred dollars) per unit, irrespective of the outcome of the RPL assessment.

The Credit Transfer process does not incur any fee.

For further information students can refer to the ABS Credit and Recognition of Prior Learning Policy and Procedure available on the [Student Information](#) page on the ABS website.

UNIT WITHDRAWALS

Census date

The census date is the last date within a study period on which a student can withdraw from a unit of study without incurring financial liability and academic penalty.

The census date is calculated at no less than 20% of the study period. For example, if the program is delivered over a 7-weeks study period then the census date is no earlier than the 10th day.

Withdrawals and Refunds

1. Students who wish to withdraw from a unit they are enrolled in must fill in a withdrawal form and send this to Student Support at absstudentsupport@aim.com.au. The withdrawal form can be found in myABS, on the Home Page, under Student Administration.
2. Students who submit their withdrawal form on or by the census date will receive a full refund or credit towards their next units of study. The withdrawn unit will not appear on the academic transcript.
3. A FEE-HELP student who withdraws on or before the census date will not incur a FEE-HELP liability.
4. Unit withdrawal made after the census date will incur a financial/ FEE-HELP and academic penalty for each applicable unit, unless the student has applied for special consideration and this has been approved by the Academic Dean or their nominee.
5. Students applying Special Consideration (after the census date) must still fill in a withdrawal form, and send this through to absstudentsupport@aim.com.au, **along with supporting documentation.**
 - **For Medical Circumstances:** Please provide documentation from a medical health professional. The documentation must contain:
 - i. the health professional's provider number;
 - ii. the date of consultation(s);
 - iii. the impact that the circumstances may have had on the student's ability to continue in study;

- iv. the severity (serious / not serious) of the condition; and
 - v. the duration of the condition including the date it first became evident.
- **For Non-medical Circumstances:** Please provide documentation with as much detail as possible that indicate:
 - i. the date these circumstances first became evident and made their impact;
 - ii. the type of and impact that the circumstances may have had on the student's ability to continue study; and
 - iii. the duration of the change in circumstances.
6. All unit withdrawals after the Census date will be considered Withdrawal Fail (WF), unless exceptional circumstances are notified and accepted by the Academic Dean or Nominee. WF is equivalent to a Fail (F) grade and will be recorded in student's academic transcript.

For more information you should refer to the ABS Domestic Enrolment, Deferral, Withdrawal and Refund Policy and Procedure available on the [Student Information](#) page on the ABS website.

COURSE DEFERRAL

Students may seek to defer their course for a period of up to 12 months.

To do this, a Deferral Form must be completed and submitted to Student Support. This form can be found on myABS, under Student Administration.

If the student seeking a course deferral is enrolled in one or more unit of study that commences within the deferral period, the student will also be required to fill out a withdrawal form for these units, as per the ABS Domestic Enrolment, Deferral, Withdrawal and Refund Policy and Procedure.

If the application for deferral is received by or on the Census date, there will be no academic penalty, and if the student was enrolled in a unit at the time, the unit fees will be held in credit for up to 12 months. It should be noted that if a unit fee increases while a student is deferred, the new unit fee will apply on the student's return to their studies.

A student who seeks to defer their course after the census date, will forfeit the unit fee (if enrolled in any unit at the time), and will have a Withdraw Fail (WF) status recorded on their academic record, unless there is sufficient documentary evidence to support Special Consideration.

Students who are absent from study for more than 12 months will be required to re-apply for admission, if they wish to resume study.

Should you require any additional information please refer to our dedicated page on [Student Information](#).

FINANCIAL AND PAYMENT OPTIONS

Payment of Fees (Including FEE-HELP)

At ABS, there are several payment options available. You can find the options below:

- 1) Fee Help: If you are an AU citizen or AU Humanitarian Visa holder, you may be eligible for fee help. This depends on your location. In order to access Fee help, you are required to be in AU during the time of the unit you are enrolled in.
- 2) Fee for Service: You can choose to self-fund your own study. You can receive an invoice or pay the tuition fees by your credit card once you enrol yourself in the unit. If you wish to learn of other payment methods, please contact our student support or our accounts team.

AIM Business School is an approved FEE-HELP provider. To find out more about FEE-HELP you can visit our website at <https://www.aimbusinessschool.edu.au/information/fees-and-fee-help> or contact our Student Support team on 1300 658 337. You can also find more information about Fee Help on www.studyassist.gov.au

If any fees are not paid by the invoice date, AIM may charge a late payment fee. If AIM deems it necessary to engage a debt collection agency to collect the outstanding amount, all costs associated with debt recovery will be added onto the outstanding debt.

For information on refunds, you should refer to the ABS Domestic Enrolment Deferral Withdrawal and Refund Policy and Procedure available here: <https://www.aimbusinessschool.edu.au/information>.

Third Party Partner's Students

Where a student has enrolled with an approved third-party education partner delivering courses on behalf of AIM Business School, the student agrees to the payment, fees, terms and refund conditions as published by the partner at the time of enrolment. Fees must be paid prior to the commencement of study.

AIM BUSINESS SCHOOL - CODE OF PRACTICE

1. Introduction

This Code of Practice provides the basis for good practice in the marketing, operation, financing and administration of higher education services provided by AIM.

2. Provision of Higher Education

AIM Business School:

- 2.1 Has policies and procedures which maintain high professional standards in the delivery of higher education services, and which safeguard the interests and welfare of students;
- 2.2 Maintains a learning environment that is conducive to the success of students;
- 2.3 Has the capacity to deliver and assess the qualifications for which it has been registered, provides adequate facilities, and uses methods and materials appropriate to the learning and assessment needs of students;
- 2.4 Monitors and assesses the performance and progress of its students;
- 2.5 Ensures that facilitators are suitably qualified with credentials from recognised institutions that have demonstrated their bona-fide as qualifications issuing bodies;
- 2.6 Ensures that facilitators are sensitive to the cultural and learning needs of students, and it provides professional development for all staff as required;
- 2.7 Ensures that assessments are conducted in a manner which meets the specifications of accredited courses;
- 2.8 Is committed to access and equity principles and processes in the delivery of its services.

3. Issuance of Qualifications

AIM Business School:

- 3.1 Issues qualifications and Academic Transcripts to students who meet the required outcomes of a qualification or course/unit, in accordance with the AQF Qualifications Issuance Policy and the ABS Graduation and Award Certification Policy and Procedure;

4. Marketing of Education and Training Services

AIM Business School and its approved third party education partners:

- 4.1 Markets and advertises its products and services in an ethical manner;
- 4.2 Gains written permission from a student or client before using information about that individual or organisation in any marketing materials;
- 4.3 Accurately represents its recognised courses and services to prospective students;
- 4.4 Ensures students are provided with full details of conditions in any contractual arrangements with the organisation;
- 4.5 Draws no false or misleading comparisons with any other education and training organisation or qualification.

5. Provision of Information

AIM Business School:

- 5.1 Prior to enrolment, supplies accurate, relevant and up-to-date information to prospective students covering, but not limited to:
 - Student selection including status and credit transfer or credit arrangements, language, literacy and numeracy assessment;
 - Course information, including content and outcomes;
 - Fees and charges, including refund policy and exemptions (where applicable);

- Learning and assessment procedures;
- Support services;
- Appeals and complaints procedures;

5.2 Regularly reviews all information provided to ensure its accuracy and relevance.

FAQs

1. Do I need any special software or downloads to access my courses?

Some of the resources are Adobe PDF documents. If you do not have Adobe Reader already installed on your computer, you can download it from the [Adobe Reader website](#).

2. Can I access my courses using a Mac?

Yes, our courses are available for use on both PC and Mac computers.

3. Are there any restrictions on the Browser I can use?

AIM courses are compatible with common browsers such as Internet Explorer (version 9 or later), Google Chrome (version 32 or later), and Firefox (version 27 or later).

It is recommended you use at least Windows 7 (with all updates) or above.

4. Can I use my smart phone to access my course?

Yes, you can access the course material using a smart phone or tablet, however desktop is preferable as you may encounter some issues with navigating through the course materials on other devices. It is always recommended that you use the most up to date software on your devices.

5. Can I change my password and email address?

Yes, you can change your password, email address and personal details anytime by logging into myABS.

6. I have forgotten my password. What can I do?

Click on the small Key icon next to the log in box and a new password will be emailed to you.

7. I have received my AU citizenship. Can I access Fee Help?

Yes, please provide us your certified AU Citizenship Certificate and you will be asked to complete the Electronic Commonwealth Assistance Form (eCAF).

8. Can I change my payment type from upfront to fee help?

If you are eligible to access Fee Help, you can request this by providing your certified document. You will be asked to complete the Electronic Commonwealth Assistance Form (eCAF). You will need to complete the eCAF on or before the relevant CENSUS date.

On behalf of AIM Business School:

Congratulations on taking the first steps to achieving a qualification that will ensure your future career is successful. We are excited and proud to be a part of your learning journey.

We wish you all the very best.

Warm regards,



**Associate Professor Sabina Cerimagic,
ABS Academic Dean**