

DOCTOR OF BUSINESS ADMINISTRATION (DBA) Terms & Conditions

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 Candidate 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 HDR 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 HDR 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 engaging with your Supervisors.
- 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 "2. 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 Course requirements, you will be conferred with the award of Doctor of Business Administration 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 Higher Degrees by Research Policy and Procedure.
- r. You accept that any breach of a term or condition in this Application Form, AIB's rules and regulations, policies and procedures, or of the AIB HDR Candidate 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.
- v. 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).
- w. 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.
- x. 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.
- y. 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.
- z. 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.
- aa. You agree that you will not require a visa while doing this Course and if for any reason you do require a visa, you agree that you are bound by the refund policy relating to international students.
- bb. You agree that AIB will automatically re-enrol you for each new session once you commence work on your thesis, giving you notice of this enrolment and allowing a period of time in which to withdraw before the commencement of each new session.
- cc. 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.
- dd. You agree to comply with the computer requirements outlined here: <https://www.aib.edu.au/courses/aib-mba/computer-requirements/>.
- ee. 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.
- ff. 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

Workplace Access

It is desirable that applicants have access to a workplace for their assignments and research.

Commencement Dates

As this is a research degree programme, you may start reading about your area of research after enrolment. You will be advised of your formal course commencement date in the Letter of Offer.

Course Duration

The maximum duration of Candidature for doctoral Candidates is four years (full time) or eight years (part time).

Course Structure

To qualify for the award of the Degree of Doctor of Business Administration, a candidate shall accrue 240 credit points with the breakdown

presented below:

Subject Type	Subject Title	Subject Code	AQF Level	Credit Points
Coursework:				
Core coursework subject	Advanced Applied Research	9917AAR	Level 9	10
Core coursework subject	Research Methodologies	9915RM	Level 9	10
Core coursework subject	Literature Review and Critique	9911LRC	Level 9	10
One of the following:				
Core coursework subject	Qualitative Case Study Research	9901CSR	Level 9	10
Core coursework subject	Action Research Action Learning	9912ARAL	Level 9	10
Core coursework subject	Mixed Methods Research	9913MMR	Level 9	10
Core coursework subject	Quantitative Methods	9916QM	Level 9	10
Research:				
Core Research Subject	Research Proposal (DBA)	9920RPRDBA	Level 9	40
Core Research Subject	Research Thesis (DBA)	1002TDBA	Level 10	160

Proportion of Research: 200 of 240 Credit Points = 83%

Nature of Research: Complete 9920RPRDBA Research Proposal (DBA), conduct Research and write a substantial Research Thesis (DBA) 1002TDBA.

The following pre-requisites apply:

- The coursework component must be completed before a candidate can enrol in the Research Proposal (DBA) subject.
- Research Proposal (DBA) subject must be completed before attempting Research Thesis (DBA).

The following Course rules apply:

- The AIB Research Orientation Module is mandatory and must be completed within 4 weeks from the commencement of the course.
- All subjects in the course are compulsory, that is 'core'.
- The Research Thesis (DBA) will be 50,000 to 80,000 words in length (excluding references and appendices).
- The Research Thesis (DBA) will present an original contribution to knowledge in a business, commerce or management-related field – particularly in relation to professional or management practice.
- As an important, pivotal milestone, candidates will prepare a research proposal as part of their 9920RPRDBA Research Proposal (DBA) subject, in close consultation with the Research Supervisory Panel. The Research Proposal will be submitted prior to an interactive live oral presentation and questions and answer session with the Proposal Assessment Panel.
- Candidates are required to give an oral presentation of their Research-in- Progress to the AIB academic community at least once a year for the duration of their candidature.
- Candidates are required to conduct the research project ethically and responsibly under the guidance of a Research Supervisory Panel and to make satisfactory progress with their research as assessed on a regular basis by the Principal Supervisor and according to AIB research policies and procedures.
- The 1002TDBA Research Thesis (DBA) contains subcodes used to operationally represent administrative, financial and academic progression milestones within this subject [1002TDBA_A, 1002TDBA_B, 1002TDBA_C, 1002TDBA_D]; further details are provided for Candidates in the Research Candidate Handbook.

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 polices 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.

HDR Processes

Candidate's responsibilities and key HDR processes are outlined in the Higher Degrees by Research Policy and Procedures located on [AIB website](#).

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 of Doctor of Business Administration will be awarded to candidates who have completed the thesis satisfactorily as determined by at least two independent examiners external to AIB and conferred by the Academic Board.

Accreditation Status and Recognition

The Doctor of Business Administration 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

The Supervisory Panel will provide you with regular feedback and guidance regarding your studies. 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 on 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 Coordinator, prior to raising the matter with the Associate Dean (Research). If they are 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 <https://www.aib.edu.au/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.

Continued provision of supervisory support depends on maintaining satisfactory progress. This is determined by achieving milestones in a timely fashion. Where satisfactory progress has not been made or where it seems likely that timeliness of milestones are at risk, the Associate Dean (Research) will consult with the candidate and their panel before determining a course of action with regard to continuation or termination of candidature.

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.