



APPLICATION FORM FOR ENROLMENT AND EXAMINATION

Revision 5 as at 1/4/07

1. COURSE (PLEASE TICK ONE)

Bachelor of Business Administration (Marketing Management) (“BBA Course”)

ATTACH
2 PASSPORT
SIZED
PHOTOS
HERE

2. PERSONAL DETAILS

Please circle one (or specify other): Mr/Mrs/Miss/Ms/Other: _____

Family/Surname Given/First Names (as in ID/Passport)

Residential address (Unit, Street, City, State or Region, Country)

Home Phone Home Fax Mobile Phone Email Address

Date of Birth DD / MM / YYYY Age Gender M/F Nationality Marital Status (Married/Single)

3. ACADEMIC QUALIFICATIONS

List your school leaving, tertiary qualifications and professional qualifications.

Qualification	Institution/Examining Body	Language of Instruction	Period Attended (Months/Years)

Please **attach** a certified copy of your parchments and your academic transcripts (as well as an explanation of the grading system). **If originals are not in English, certified copies of English translations are required.**

Please also **attach** any other evidence of your eligibility for acceptance into the Course you have applied for (eg a letter of acceptance from a recognised University).

4. EXEMPTIONS

You may be granted an exemption from undertaking certain subjects in the Course if you have previously passed equivalent subjects. If you wish to apply for an exemption you must obtain an Application Form for Subject Exemption from London College of Management Studies (“LCMS”). Please tick one of the following:

- I intend to apply for exemption from studying one or more subjects in the Course
- I do not intend to apply for any exemptions in the Course

5. ENGLISH LANGUAGE PROFICIENCY

Please tick at least one of the following (although ticking two or more boxes may help borderline applications) and **attach** the required information.

- English was the language of instruction in tertiary studies completed → **Attach** a certified copy of your parchments and your academic transcripts (as well as an explanation of the grading system)
- GCE 'O' or 'A' Level English or equivalent → **Attach** test results
- TOEFL Score (≥ 525) → **Attach** test results
- IELTS Overall Band Score (≥ 5.5) → **Attach** test results
- Other → **Attach** test results or relevant evidence

6. EMPLOYMENT

Please give details of your present position below. Please also **attach** a certified copy of your current resumé listing your previous positions.

Current Employer

Employer Address (Unit, Street, City, State/Region, Country, ZIP Code) Annual Income

Home Phone Office Fax Office email

Please direct all correspondence to: Residence Office

Please direct all emails to: Personal email Office email

7. FINANCIAL SUPPORT

Please indicate your source of financial support:

- I am fully sponsored by my employer (please **attach** written confirmation from your employer)
- I am a private student supported by myself / my family

Name of person or organisation paying fee (for invoice purposes)

Address of person or organisation paying fee (for invoice purposes)

Telephone Fax Mobile

8. REFEREES

Give the names and addresses of two referees (excluding family members) to comment confidentially on your professional and/or academic background.

Title (Prof, Dr, Mrs, etc) Name Job Title

Telephone No Email

Address

Title (Prof, Dr, Mrs, etc) Name Job Title

Telephone No Email

Address

9. SURVEY

How did you hear about Australian Institute of Business Administration (“AIBA”)?

Press Advertisement Personal Contact Brochure Website Other (please specify) _____

10. CHECKLIST

- Have you attached certified copies of your relevant parchments and academic transcripts (as well as an explanation of grading system and English translation of the awards, if applicable)?
- Have you attached any other evidence of your eligibility for acceptance into the Course you have applied for, if applicable?
- Have you attached certified copies of your GCE ‘O’, ‘A’ Levels/TOEFL/IELTS or other results or evidence, if applicable?
- Have you attached a copy of your current resumé?
- Have you attached a copy of your employer’s written confirmation agreeing to sponsor you, if necessary?
- Have you obtained the consent of two referees and included their contact details in this application form?
- Have you completed all relevant sections of this form?
- Have you attached 2 passport-sized photographs?
- Have you read all sections of this form and signed the Declaration in section 12 of this form?
- Have you read and signed the Examiner’s Ruling attached to this form?

11. TERMS AND CONDITIONS

- a. Students must pay the prescribed registration fees, tuition fees, charges and any additional fees (“Fees and Charges”) to LCMS.
- b. Fees and Charges must be paid to “London College of Management Studies” in British pounds. Students will not be permitted to commence any programme or any term / semester until Fees and Charges are fully paid.
- c. LCMS and AIBA reserve the right and discretion for any reason whatsoever to modify, alter or withdraw any programme prior to its commencement and/or to make modifications to the programme delivery and class schedule without prior notice.
- d. Fees and Charges paid to LCMS or AIBA by a student shall not be assignable or transferable towards the credit or benefit of another student or for any other matter.
- e. Fees and Charges are payable immediately upon issue of invoice. LCMS and AIBA reserve the right to bar or preclude defaulting students from attending lessons, classes, tests and examinations and/or receiving results of the same.
- f. The student must attend all lessons, classes, tests and examinations during the programme and abide by LCMS’s rules and regulations and AIBA’s Student Handbook (as amended by AIBA from time to time). If there is any inconsistency between any term in LCMS’s rules and regulations and any provision in AIBA’s Student Handbook, the provision in AIBA’s Student Handbook shall prevail to the extent of that inconsistency.
- g. Any fees that any person has paid or caused to be paid to LCMS are non-refundable.

12. DECLARATION

By completing this form, I acknowledge and agree as follows:

- a. LCMS is an approved delivery centre of AIBA and has been approved by the Department for Education and Skills (Dfes) and any other relevant authority to conduct tertiary education programs.
- b. If I satisfy the entry criteria for the Course, I will be given a letter of offer or conditional offer directly from AIBA for enrolment into the Course.
- c. I shall pay the Course fee to LCMS as directed by LCMS. I acknowledge that LCMS will pay to AIBA a portion of the Course fee, being the examination fee for each subject in the Course (and the examination fee shall be held by LCMS on trust for AIBA until paid to AIBA). I acknowledge that AIBA is not obliged to and will not refund to me any examination fees or any other amounts that I have paid or cause to have been paid in relation to the subjects in the Course or otherwise.
- d. On payment of the Course fee to LCMS, I will be enrolled as an LCMS student for tuition purposes for the Course. I will attend seminars on the Course subjects; comply with LCMS's regulations regarding the delivery of the seminars; and liaise with LCMS regarding all academic issues including queries, grievances and appeals.
- e. On payment of the examination fee by LCMS to AIBA, I will be registered as an examination student of AIBA for the purpose of sitting for the examinations on the respective Course subjects. I will be advised by LCMS of my results.
- f. As an examination student of AIBA, I will comply with AIBA's Student Handbook (as amended by AIBA from time to time) and any of AIBA's regulations, as advised by LCMS, regarding the examinations on the Course subjects. I will contact LCMS regarding any queries, grievances and appeals regarding the examinations.
- g. On completing all of the BBA Course requirements the award of Bachelor of Business Administration (with the appropriate specialisation if appropriate) will be conferred by AIBA. However, only the award of Associate Degree in Management will be conferred if I only complete all of the requirements for the Associate Degree in Management Course, and only the award of Diploma of Management will be conferred if I complete all of the requirements for the Diploma of Management Course. If I exit before being eligible for any award, I will be given a Statement of Attainment which will record the subjects I have passed.
- h. If LCMS no longer acts as an approved delivery centre of AIBA, I will be notified of the alternative centre at which I can attend the seminars on the Course subjects and sit for the examinations. If, due to unforeseen circumstances, there is no alternative centre available, I could then register as a AIBA distance learning/on-line student (upon appropriate payment being made to AIBA) and sit for the examinations at a location that will be advised to me.
- i. I declare that, to the best of my knowledge, the information provided by me in this application form (and all documentation attached to or accompanying this application form) is true and complete in every particular. I acknowledge that AIBA and/or LCMS may vary or reverse the decision regarding admission, enrolment or registration made on the basis of incorrect or incomplete information provided by me. I authorise AIBA and/or LCMS to make enquiries about the details associated with this application.
- j. I understand the above conditions including the refund policies set out in this form and am prepared to accept them in full. In particular, I understand that I, or my sponsor (if applicable), will be responsible for full costs of the Course.
- k. I undertake to obtain any relevant consent from the management of the organisation(s) on which I will base my assessments.
- l. I accept the terms and conditions in this application form. I also accept that a breach of any term or condition hereof will render me liable to disciplinary action which may result in expulsion from LCMS. I agree to abide by all LCMS rules and regulations governing conduct of students and accept that a breach of the same will render me liable to disciplinary action which may result in my expulsion from LCMS. I acknowledge that AIBA is entitled to expel me and de-register me so that I am no longer an examination student due to any breach of a term or condition of this application form or because of any misrepresentation I have made in this application form or the attached documents or any breach of the AIBA Student Handbook.
- m. I consent to the appropriate Australian authorities having access to my academic records as part of any audit of AIBA in accordance with relevant Australian legislation.
- n. Notwithstanding anything else contained herein, if I receive a letter of acceptance from AIBA stating that I am a distance learning examination student I acknowledge the following: I acknowledge that I will be registered as a distance learning examination student of AIBA (subject to the terms and conditions in that letter or otherwise imposed by AIBA). I agree to obtain all distance learning materials for each subject in the Course from LCMS and if I am not provided with such distance learning materials I will immediately inform AIBA. I acknowledge that the distance learning materials is subject to the Gibaran Learning Group's copyright and if I photocopy or distribute the distance learning materials to any persons or otherwise breach that copyright, I acknowledge that I will be liable for serious penalties.
- o. I consent to LCMS or AIBA making any enquiries at any institutions (including but not limited to Universities or colleges) to confirm the qualifications that I have obtained and I consent to them providing this Application Form to those institutions as proof of my consent.

Dated the _____ day of _____, 20____.

Signature of Student: _____

Name: _____

Date: _____

Signature of Witness (Local Office Agent): _____

Name: _____

Date: _____

Return this form with supporting documentation to:

The Registrar

London College of Management Studies

214 Kenton Road

Harrow

Middlesex HA3 8BT

EXAMINER'S RULING

AVOIDING PLAGIARISM AT AUSTRALIAN INSTITUTE OF BUSINESS ADMINISTRATION

Do not plagiarise other people's work in your answers/assignments. Plagiarism is a form of dishonesty and can be defined as submitting another person's words or ideas as your own. This means that *unacknowledged use* of **quotations** or **ideas** from books, articles, the internet, or another student's work is plagiarism. Plagiarism can be defined as use of ideas, sentences, paragraphs, or other extracts from books, articles, and other published or unpublished work, without acknowledging their sources.

Quotations. Consider plagiarism of quotations first. When you are *copying word-for-word* from your textbook or from another source, you must acknowledge where those sentences, paragraphs or extracts came from. To make this acknowledgment, you must do three things:

- put *quotation marks* around the quote from your source,
- cite in brackets what the *source* is and *the page number*; after the quotation marks, cite a reference in the Harvard style, for example, (Smith 1998, p. 3) - note that there is no comma between the name and the year, and there is a comma after the year; and
- provide complete details of the reference at the end of your question.

You should provide a complete **reference list** at the end of your answers/assignments. Three examples of how to provide the details of a book or journal article at the end of your exam follow. Of course, you will not be able to provide all the details in the examination room because you will not have the references in the examination room apart from the textbook; but try to provide as many of the details below as you can in your list of references at the end of each question.

Bradley, F 1991, *International Marketing Strategy*, Prentice Hall, London.

Minor, M, Wu, WY & Choi, MK 1991, 'A proposition-based approach to international entry strategy contingencies', *Journal of Global Marketing*, vol. 4, no. 3, pp. 69-87.

Thorelli, HB & Cavusgil, ST (eds) 1990, *International Marketing Strategy*, Pergamon Press, Oxford.

Do not use quotations that are *longer than about 30 words*. Instead, paraphrase the author by putting his or her *ideas* in the quotation into *your own words*, to show the examiner that you have understood what the author was saying.

Ideas. Just as you cite and reference all quotations in the ways described above, you must acknowledge the sources of ideas in an answer/assignment by referencing the author or organisation and the date; for example, you could refer to a textbook as (Sherman 1999). These ideas are not copied word for word from your textbook or another source, but are expressed in *your own words*. That is, even if the ideas are expressed in your own words, you should say where the idea first came from before you express it in your own words. ***There is nothing wrong with expressing other people's ideas in your own words, as long as you say where the idea came from in the first place.*** Indeed, you should have several references like this in your answers/assignments, to show that you have read and understood the textbook and other sources.

In summary, you may be accused of plagiarism if you:

- write about someone's words or ideas without citing and referencing that person, including ideas which are quoted or paraphrased in your own words.
- present your own version of other people's ideas which you have collected from a number of sources that you have not recorded adequately to be able to cite and reference;
- copy another student's work and submit it as your own. Indeed, if you lend an assignment to another student and your assignment is copied and handed in by that student, both of you can be penalised because the Academic Committee may not be able to find out who originally wrote the assignment; or
- submit work written for you by someone else.

If you are suspected of deliberate rather than inadvertent plagiarism, a formal inquiry will be undertaken by the Academic Committee. Where you are found to be guilty of deliberate plagiarism, you will be awarded a fail mark for the work submitted (for example, a whole examination or an assignment). If you have been found guilty of plagiarism previously, you will receive a fail mark for the whole subject.

STUDENT'S ACKNOWLEDGEMENT

I have read and acknowledge the above ruling.

FULL NAME (in block print): _____

SIGNATURE: _____

DATE: ____/____/____