

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

Policy Number	3013 (previously 101)
Policy Title	Admission Policy to Undergraduate Studies
Policy Owner / Responsible Offices	Office of the Registrar
Approval Authority	Academic Council
Applies To	All domestic and international students registered in a program at IBU
Approval Date	June 7, 2021
Effective Date	June 2021
Review Date/s	August 30, 2023 (1st review) August 28, 2025 (2nd review)
Revision Date/s	-
Revision Implementation Date/s	-

1. INTRODUCTION AND BACKGROUND

International Business University (IBU) admits undergraduate students in accordance with approved academic standards that support student success, academic quality, and institutional integrity. Admission to undergraduate studies is competitive and based on an applicant's academic background, preparedness, and alignment with program requirements.

2. PURPOSE

The Admission to Undergraduate Studies policy defines the minimum requirements an applicant must fulfill to be considered for admission to undergraduate studies at International Business University. Admission is competitive and eligibility to apply does not guarantee admission.

3. POLICY STATEMENT

International Business University is committed to fair, transparent, and consistent admission practices. Admission decisions are made in accordance with standards approved by Academic Council and are designed to ensure that admitted students are academically prepared to succeed in their chosen programs.

4. APPLICABILITY

This policy applies to all past, current, and prospective domestic and international students seeking admission to undergraduate programs at International Business University.

5. DEFINITIONS

Mature Student:

An applicant aged nineteen (19) years or older on or before the commencement of the program, who has not achieved an Ontario Secondary School Diploma (OSSD) or its equivalent and has not engaged in formal education for at least two (2) years prior to applying.

6. POLICY

Applicants to undergraduate degree programs must meet the minimum conditions for admission outlined in one of the following categories.

HIGH SCHOOL

Students entering from high school are required to have an Ontario Secondary School Diploma or equivalent with a recommended minimum average of seventy percent (70%) in six courses at the 4U or 4M level or equivalent, including:

- Grade 12 English (ENG4U level or equivalent)
- Grade 12 Mathematics (U/M level)*
- Four (4) additional Grade 12 courses at the U/M level

Students entering from high school must provide:

- Official high school transcripts
- Proof of English proficiency (if required)**
- A completed online application form

MATURE STUDENTS

Mature students are evaluated based on successful completion of post-secondary coursework or proficiency assessments and must provide:

- Official transcripts from all institutions attended*
- Proof of English proficiency (if required)**
- A completed online application form
- A resume

OTHER POST-SECONDARY INSTITUTIONS

Applicants who have completed a two- or three-year college or university program may be considered for admission on a case-by-case basis. Transfer credit may be granted where appropriate.

Applicants must provide:

- Official transcripts from all institutions attended*
- Detailed course descriptions if applying for transfer credit
- A completed online application form

*Waivers can be applied.

** Applicants whose native language is not English and who have completed fewer than four (4) years of full-time study in an English-language secondary school system must provide proof of English proficiency.

Tests accepted by IBU and their required minimum scores are:

- Cambridge Assessment English C1: Advanced and/or C2: Proficiency
 - o Required score: minimum 175 overall with no component below 170.
- Canadian Academic English Language Assessment (CAEL)
 - o Required score: minimum 70 overall with no band below 60.
- International English Language Testing System Academic (IELTS) (not general test)
 - o Required score: minimum 6 overall with no band below 6.
- Pearson Test of English (PTE)
 - o Required score: Overall 60 for the explanation of Pearson Test of English (PTE).
- Test of English as a Foreign Language, internet based (TOEFL iBT) (not Super Score Test and not Home iBT test)
 - o Required score: minimum 83 overall with no individual scaled score (writing, speaking, reading, listening) below 20.
- Canadian Language Benchmarks score
 - o Required Score: minimum score of 7
- Post-secondary level English for Academic Purposes program accredited by Languages Canada
 - o Required Level: minimum equivalent of B Standing
- Common European Framework of Reference for Languages (CEFR)
 - o Required Score: Level C1 or higher
- Michigan English Language Reading Battery (MELAB)
 - o Required Score: Minimum 76
- Canadian Test of English for Scholars and Trainees (CanTEST)
 - o Required Score 4.5 in Reading and Listening and 4.0 in Writing
- Canadian Language Proficiency Index Program (CELPIP)
 - o Required Score: Over All 7, with no band less than 7

7. ROLES AND RESPONSIBILITIES

Office of the Registrar

- Administers undergraduate admissions in accordance with this policy
- Verifies applicant documentation and eligibility
- Issues offer of admission

Academic Council

- Approves admission standards and policy revisions

8. REVIEW

This policy is reviewed periodically to ensure continued alignment with institutional academic standards, regulatory requirements, and admission practices.

9. COMPLIANCE PROCEDURES

Applicants are required to submit complete, accurate, and authentic documentation. Submission of false or misleading information may result in denial of admission, withdrawal of an offer, or subsequent academic action.

10. EVALUATION AND QUALITY ASSURANCE

Admission requirements and outcomes are monitored to ensure consistency, fairness, and alignment with academic quality standards and institutional objectives.

11. RELATED DOCUMENTS

None