

## INTERNATIONAL BUSINESS UNIVERSITY (IBU)

### POLICY CONTROL

<b>Policy Number</b>	3019 (previously 101 (A))
<b>Policy Title</b>	Admission Policy to Graduate Studies
<b>Policy Owner / Responsible Offices</b>	Office of the Registrar
<b>Approval Authority</b>	Academic Council
<b>Applies To</b>	Domestic and international applicants to graduate programs at IBU
<b>Approval Date</b>	March 2023
<b>Effective Date</b>	April 2023
<b>Review Date/s</b>	August 28, 2025 (1 <sup>st</sup> review)
<b>Revision Date/s</b>	–
<b>Revision Implementation Date/s</b>	–

### 1. INTRODUCTION AND BACKGROUND

International Business University admits graduate students through a competitive process designed to ensure academic readiness, professional capacity, and language proficiency appropriate for graduate-level study. Clear admission requirements support transparency, equity, and institutional quality standards.

### 2. PURPOSE

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

### 3. POLICY STATEMENT

Admission to graduate studies at International Business University is competitive and subject to minimum academic, professional, and language proficiency requirements as set out in this policy.

#### 4. APPLICABILITY

This policy applies to all domestic and international students registered in a program at IBU. This policy is available to all past, current and prospective domestic and international students of IBU.

#### 5. DEFINITIONS

**Applicant**

An individual who has submitted an application for admission to a graduate program at International Business University.

**Direct Entry**

Admission to graduate studies based on completion of an undergraduate degree meeting the academic and experiential requirements specified in this policy.

**Mature Student**

An applicant who does not meet standard academic entry requirements but is considered for admission based on professional experience and supporting documentation.

**Transfer Student**

An applicant seeking admission based on prior graduate or undergraduate studies completed at another accredited institution.

**Bridging Courses**

Non-degree courses required to address foundational knowledge gaps for applicants from non-business academic backgrounds.

**English Language Proficiency**

Demonstrated ability to read, write, speak, and comprehend English at a level sufficient for graduate study, as evidenced by approved tests or credentials.

#### 6. POLICY

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

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## ADMISSION REQUIREMENTS:

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### DIRECT ENTRY:

Honours Undergraduate Degree (4 years)

- o 2 years work experience
- o B+ GPA or equivalent
- o Additional courses may be required\*\*

Other Undergraduate degree (3 Years)

- o 2 years work experience
- o B+ GPA
- o Additional courses may be required\*\*

\*\* Students coming from non-business undergraduate degrees will be required to complete 2 bridging courses.

- Introduction to Business
- Quantitative Methods

Mature Students: (official transcripts from all eligible courses required for consideration)

- o Work Experience over 4 Years
- o Letter of Intent
- o Reference Letters

Transfer Students: (official transcripts from all eligible courses required for consideration)

- o Proof of previous studies completed in good standing at an accredited university.
- o Submission of official transcripts from the transferring program and university.
- o Proof of English Proficiency (if required)

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## ENGLISH LANGUAGE PROFICIENCY ADMISSION REQUIREMENTS

All courses offered by International Business University (IBU) are conducted in English. To ensure the success of all admitted students, applicants are required to provide evidence of strong English language written, oral and comprehension skills.

Test 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)**
  - o Required score: minimum 6.5 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)**
  - 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

### APPLICANTS

- Submit complete and accurate application materials.
- Provide required academic, professional, and language documentation.

### OFFICE OF THE REGISTRAR

- Administer admission processes.
- Verify documentation and eligibility.
- Apply admission requirements consistently.

## 8. REVIEW

This policy is subject to periodic review to ensure alignment with institutional priorities, regulatory expectations, and graduate education standards.

## 9. COMPLIANCE PROCEDURES

Admission decisions are made in accordance with this policy. Failure to meet stated requirements may result in refusal of admission.

## 10. EVALUATION AND QUALITY ASSURANCE

This policy supports institutional quality assurance, student success, and alignment with provincial and accreditation expectations for graduate admissions.

## 11. RELATED DOCUMENTS

[Mature Student Admission Guidelines.pdf](#)

## **International Business University**

### **MBA Program – Mature Student Admission Guidelines**

#### **Purpose**

This policy outlines the admission framework for applicants seeking entry into the MBA program who do not hold an undergraduate degree but demonstrate significant professional achievement and potential for success in graduate-level studies.

International Business University (IBU) recognizes that leadership, innovation, and executive capacity may be developed through substantial professional experience. This pathway ensures access while maintaining academic integrity and program rigor.

#### **Definition of a Mature Student Applicant**

Mature Student means an applicant aged twenty five (25) years or older on or before the commencement of the program, who has not achieved an undergraduate degree or its equivalent and has not engaged in formal education for at least two (2) years prior to applying.

For the purposes of MBA admissions at IBU, a Mature Student applicant is an individual who:

- Does not hold a recognized undergraduate degree; and
- Possesses significant professional experience at a managerial, supervisory, entrepreneurial, or executive level; and
- Demonstrates readiness and potential for success in graduate-level academic work.

#### **Enrolment Cap**

To preserve academic standards and cohort integrity:

- At no time shall more than **1% of the total MBA student population** consist of students admitted without an undergraduate degree.
- This limit applies to **the total number of students enrolled in the MBA program at any given time**, rather than to admissions within a specific academic year or intake.
- The institution will track and report on the number and relative academic progression of students admitted under the 1% exception pathway.

- The Registrar's Office will monitor overall MBA enrolment on an ongoing basis to ensure continued compliance with the established 1% cap.

No exceptions to this cap will be granted.

### **Minimum Requirements**

Applicants must:

1. Meet IBU's standard English language proficiency requirements, if required.
2. Submit all required application materials.
3. Provide detailed documentation of professional experience.
4. Demonstrate substantial managerial-level work experience (typically 5+ years preferred, with significant leadership responsibility).
5. Submit a 3–5 page academic essay outlining:
  - Motivation for pursuing the MBA;
  - Professional accomplishments;
  - Evidence of leadership and decision-making responsibility;
  - Academic readiness;
  - Long-term career objectives.

Extensive work experience and volunteer leadership experience are expected.

### **Academic Readiness Assessment**

Applicants may be assessed through:

- Review of professional certifications or executive education;
- Evaluation of prior post-secondary coursework or training;
- Assessment of quantitative and analytical preparedness;
- Additional documentation as required.

## **Bridging Requirements**

Where appropriate, applicants may be required to complete up to two Bridging Courses prior to or during the early stages of the MBA program.

Successful completion of Bridging Courses may be required as a condition of continued enrolment.

## **Approval Process**

Applications submitted under the Mature Student pathway will:

- Be reviewed by the Admissions Committee.
- Require formal approval prior to an offer of admission.

The Registrar's Office will monitor compliance with the 1% enrolment cap.

## **Academic Standards**

Students admitted under this pathway:

- Are subject to the same academic standards, progression requirements, and graduation criteria as all MBA students.
- Must maintain good academic standing.
- May be subject to additional academic support requirements if necessary.

## **Policy Oversight and Review**

This policy is governed by IBU's Admission to Graduate Studies Policy and is subject to periodic review to ensure continued alignment with institutional standards, regulatory requirements, and academic quality assurance.