S P Jain School of Global Management

DUBAI · MUMBAI · SINGAPORE · SYDNEY

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

STUDENT COURSE HANDBOOK

CRICOS Provider Code: **03335G**
CRICOS Course (BBA) Code: **077570G**

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Office of the Registrar – September 2025
CRICOS Provider Code: **03335G**
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For more information: https://www.spjain.edu.au/hubfs/1969827/Brochures_and_Handbooks/BBA-handbook.pdf

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Bachelor of Business Administration Handbook

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Policies Related to BBA (Bachelor of Business Administration) Course*

S No	Policy Name
1	Undergraduate (including Diploma) Admission and Selection Policy
2	Deferral Policy
3	Domestic Student Refund Policy
4	International Student Refund Policy
5	Credit Transfer and Articulation Policy
6	Provider Transfer Policy and Processes
7	Statement of Tuition Assurance
8	Housing and Accommodation Policy
9	Student Code of Conduct Policy
10	Academic Integrity Policy and Procedures
11	Bachelor of Business Administration (BBA) Attendance Policy
12	Processes and Guidelines for Plagiarism Control for all Soft Copy Submissions
13	Student Misconduct Policy and Procedures
14	Student Grievance and Mediation Policy and Procedures
15	Assessment Validation, Grading and Moderation Policy and Procedures
16	Student Progression, Exclusion and Course Completion Policy
17	Bachelor of Business Administration (BBA) Rules of Progression and Completion Policy
18	Student at Risk Policy
19	Student Performance Data Policy and Procedures
20	Support for Students Policy
21	Student Consultation Policy and Procedures
22	Student and Staff Feedback Policy
23	Academic Freedom and Free Intellectual Inquiry Policy
24	Library Resources Collection Development Policy
25	Critical Incident Policy
26	Student Equity, Diversity and Fair Treatment Policy
27	Information Technology Policy
28	Student Sexual Assault and Sexual Harassment Policy and Procedures
29	Graduation and Certification Policy
30	Records Management Policy

*For more policies and procedures, please refer to the Annexure of handbook or Governance Policies | SP Jain School of Global Management

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1.Letter from the Dean

Dean Students

Welcome to SP Jain School of Global Management. I'm genuinely delighted you have chosen to study with us and be part of our community.

Our mission is straightforward and ambitious: to help you build the knowledge, skills, and mindset to lead in a fast-changing world. You'll learn to think critically, act ethically, collaborate across cultures, and harness technology with purpose. We keep our curriculum fresh and industry-relevant, so you'll encounter contemporary subjects, evolving specialisation options, and constant links between big ideas and real-world application.

Across our programs, you can expect:

- Digital fluency and data-informed judgment, using analytics and emerging technologies to make sound decisions.

- Learning by doing through live industry projects, simulations, internships, and collaborative problem-solving that build practical confidence.

- Ethical and responsible leadership with an emphasis on integrity, inclusivity, sustainability, and the human impact of business decisions.

- Career readiness with coaching, networking, and portfolio development so you can translate learning into opportunity.

What we ask of you is simple: be curious, be kind, and be courageous. Bring your ideas, your questions, and your whole self to class. Hold yourself to high standards of academic integrity and professionalism and be ready to learn from diverse perspectives.

Whether you're in your first year finding your feet, your second year consolidating your strengths, your third year testing yourself through projects and internships, or your final year polishing your capstone and next step, we're excited to see what you will build, discover, and lead.

Welcome to the SP Jain community. I hope to meet you on campus or online soon.

Warm regards,
Dean, Undergraduate
SP Jain School of Global Management

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2.Bachelor of Business Administration

2.1   Special Features of the Course

Students of BBA at S P Jain are exposed to multinational business environments by:

- Spending four years in three world-class cities: Singapore, Dubai, and Sydney
- Dealing with the different jurisdictional regulatory requirements in each country
- Interacting informally with employees in various business areas
- Engaging in short placements/internships in business and administrative agencies
- Participating in field studies in the area of Business Administration
- Interacting with guest speakers from local businesses, administration and other universities
- Completing one Capstone Project (Action Learning Project or AI Capstone Extended)
- Choose from 3 Specialisations (Finance, Marketing or AI for Business)
- Completing Employability and Practitioner Skills

2.1.1 Employability and Practitioner Skills

There are 4 Units which articulate on the employability and practitioner's skills to prepare the students in broad areas such as:

- Emotional Intelligence
- Leadership, Teamwork, Global Dexterity
- Effective Communication
- Innovation, Creativity, and Agility

 The students on completion of these units are prepared with attributes of emotional intelligence; contributions to workplace efficiency teamwork skills; leadership and global dexterity effective communication strategies and protocols; managing difficult situations; conflict resolution; negotiating for success; methods for generating or recognising ideas; alternatives or possibilities to solve commercial or operational problems; turning creativity into innovation that benefits the customer and the business venture; bringing creativity and innovation into the organisation; lateral thinking, agility are considered and grounded in exemplars from Game of Strategy.

2.1.2 Capstone Project: Action Learning Project (ALP) or an AI Capstone Extended Project

In this capstone subject, students will apply comprehensive skills to initiate, plan, execute, control, and complete a project addressing a specific business problem or entrepreneurship challenge. Working in teams, students will develop essential project management deliverables, including the project charter, project plan, change control process, status reports, and post-project reviews. They will facilitate meetings, update the project plan with actual data and changes, present status updates, justify decisions to key stakeholders, and assess the impact of their actions on the project. For students specialising in the AI major, this project can also encompass developing an AI product that addresses a specific business problem or entrepreneurship challenge.

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The project involves identifying a client's need or problem, conducting research, analyzing findings, and making recommendations. Students will prepare a detailed report and present their project. Their performance will be evaluated based on the proposal plan, mid-review reports, and final output by both professional and academic mentors. Guided by a project professional and an academic supervisor, students will receive direct feedback to help them achieve project goals.

The Capstone Extended unit builds on the AI Capstone co-requisite unit to give students experience applying their learnings in a more comprehensive and practical context. This unit allows students to further develop and refine their AI-driven product ideas by integrating advanced business strategies, AI technologies, and product development methodologies. Students will engage in iterative development cycles, focusing on problem identification, solution design, data-driven decision-making, and product validation. The unit emphasizes ethical and regulatory considerations, ensuring responsible AI development practices. Deliverables include a detailed business report, a functional prototype, and a final pitch to industry stakeholders, with assessments based on innovation, feasibility, technical execution, and commercial viability.

A schedule of "milestones" should be developed and met through the Action Learning Project / AI Capstone Extended. These milestones can be broadly defined as:

- Selection of topic and scope (including type of business to be developed)
- Proposal submission that includes literature review and research methodology
- Finish data collection and analysis
- Formal interim review with the mentor
- Final document submission
- Presentations with formal evaluations

Project reports are to be supplemented with documentation such as quantitative and qualitative investigations, questionnaires and / or statistical analysis. The schedule for the project should be contained within a student diary in which records should be kept of student activity, milestone achievement and reflection on learning outcomes.

2.1.3 Regional Immersion Projects

Regional Immersion Project 1: This subject provides the fundamentals of undertaking a research project, and to understand the context of the project (country, business environment, context, and protocols). Students will be introduced to creating and maintaining a professional portfolio, working in teams, communications with a mentor, and policies around research integrity. Questionnaire designs, and basic analyses will be examined.

Regional Immersion Project 2: This subject builds on the learning in RIP1 (S2) and extends the understanding of research projects, and to understand the context of the project country - business environment, context, and protocols. Students will be introduced to creating and maintaining a professional portfolio, working in teams, communicating with a mentor, and

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policies around research integrity. Questionnaire designs and basic analyses will be re-examined, and the concept of validation through the lens of context and sample space will be investigated.

2.1.4 Faculty

Our community of international faculty are dedicated to creating an engaging, rigorous and practical educational experience for students. Students will learn new knowledge about business, inspiring them to appreciate, accept and adapt to working in rapidly changing business environment. Students will also gain confidence in making decisions. Subjects are relevant, developed with the latest content, and designed to inspire students to find creative and innovative ways to apply the knowledge acquired.

3. BBA Course Information

3.1 Course Overview

S P Jain's Bachelor of Business Administration (BBA) is a 4-year undergraduate course. The course is delivered in Singapore, Dubai, and Sydney. There are 3 Specialisations offered. These are Marketing, Finance, and AI for Business.

Course	Delivery/Study Mode	Location of Study
Bachelor of Business Administration (BBA)	4-Year Full-time face-to-face On campus / Online* *Due to any unforeseen circumstances that occur	Year 1: On-campus in Dubai / Singapore Year 2: On-campus in Dubai Years 3 and 4: On-campus in Sydney

Table 1 Course Overview

The Bachelor of Business Administration (BBA) course aims to produce graduates with sound general knowledge of business principles and practices, as well as a thorough introduction to at least one functional area of business management. The program also attempts to give students an appreciation of the role of business in society, and to encourage creative, innovative, critical thinking and decision-making. Thus, unlike many other business schools, courses at S P Jain have an important liberal arts component.

The experiences gained through the tri-city model provide leverage to students living and learning in three different countries, namely Singapore, Dubai and finally graduating in Sydney. This implies a careful scaffolding of core courses around personal, employability skills, relevant content understanding and applications before completing specialisations in finance, marketing and/or AI for Business. Importantly, although the current BBA is accredited by the Tertiary Education Quality and Standards Agency (TEQSA), parallel scrutiny is placed on the design, delivery, and learning progressions in Singapore (through Skills Future Singapore-SSG) and Dubai (through Knowledge and Human Development Authority-KHDA).

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Instruction is delivered in a face-to-face classroom setting, augmented by online or printed materials distributed in class, out-of-class activities, and interaction with industry participants. Heavy emphasis is placed on case studies and details from actual business situations.

To achieve these outcomes, the program includes a combination of general business, specialist business, practitioner skills and liberal arts subjects. As students' progress, they are increasingly exposed to specialised areas of their choice. They can choose to focus on Finance, Marketing, or AI for Business, or pursue a more general, commerce major. Learning culminates with a capstone project (an Action Learning Project-ALP or an AI Capstone Extended) [which enables students to apply the knowledge and skills, gained during their degree, in a real-world setting.

Successful BBA graduates will be well-equipped for both employment in a range of business enterprises and for graduate studies. Throughout the program, faculty members emphasise global applications of concepts. Lecture material are reinforced by real-life study topics and opportunities provided by S P Jain's multi-campus structure. The overall goal is to foster skills for a global, discovery-driven mind-set, which becomes a lifelong habit.

3.2 Course Learning Outcomes

Bachelor of Business Administration - Course Learning Outcomes
Knowledge
Graduates of a BBA degree will have a: • broad and coherent theoretical and technical knowledge with depth in one or more disciplines or areas of practice.
Skills
Graduates of a BBA degree will: • analyse and evaluate information to complete a range of activities   • analyse, generate and transmit solutions to unpredictable and sometimes complex problems   • transmit knowledge, skills and ideas to others
Application of Knowledge and Skills
Graduates of a BBA degree will: • in contexts that require self-directed work and learning   • within broad parameters to provide specialist advice and functions   • recognise, explain and illustrate the importance of ethical conduct and resolve ethical issues in business

Table 2 Course Learning Outcomes

3.3 Graduate Attributes of S P Jain

- Knowledge of Business, Management
- Research and Business Intelligence
- Problem Solving and Decision Making
- Creativity and Innovation
- Intercultural Competence/Communication
- Teamwork

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- Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)

3.4 Course Completion Requirements

To be eligible to graduate with BBA degree at S P Jain, students must complete 28 Core Units, 6 Employability and Practitioner Skills Units and Foundational Skill Units, 3 Projects (Regional Immersion Projects and Action Learning /AI for Business Extended Project), 6 specialisation Units.

Each student must also complete a major in one of three streams, which consist of specialisations in Finance, Marketing and AI for Business. A major comprises 6 specialisations and a core course which student can opt from across specialisations or other courses.

Units	Required Units	Credits
Core Units	28	28 Units of 3 credit each = 84
Employability and Practitioner Skills Units and Foundational Skill Units	6	6 Units of 1 credit each = 6
Specialisations Units	6	6 Units of 3 credit each = 18
Regional Immersion Projects	2	2 Projects of 3 credit each = 6
Action Learning Project/ AI for Business Capstone extended	1	1 Project of 4 credit = 4
Total	**43**	**118**

Table 3 Units to Complete for BBA

In addition to the above 118 credits, a student will be able to complete one or more minor(s) or a double major. Each minor will consist of 3 or more additional subjects from a stream, and an additional major will require to complete all 6 subjects from that stream. Opting a specific stream as a major (comprising 6 specific subjects) or a minor (which requires students to complete at least 3 of these subjects), students can target their degree to provide the appropriate skills and knowledge needed for a specific role or career in business. Each subject will only count towards one major or one minor. Students are required to apply to a minor or double major before the end of Year 2 and obtain prior permission from the Dean and the Registrar.

3.5 Course Structure

The Course structure provides all the Units to be completed and the required credits, hours (both timetabled and personal study), and Prerequisites.

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Core/Specialisation	Course Codes to be used	(Subject)	Timetabled Hours	Personal Study Hours	Credit	Pre-requisites or co-requisites (
		Semester 1				
Core	BBA MGT 106	Principles of Management	36	36	3	Nil
Core	BBA ECO 104	Microeconomics	36	36	3	Nil
Core	BBA LIB 106	World Cultures	36	36	3	Nil
Core	BBA MAT 102	Digital Readiness in Business	36	36	3	Nil
Core	BBA COM 104	Business Communication	36	36	3	Nil
Core	BBA HRM 103	Foundation Skills 1: Personal & Career Foundations	13.5	13.5	1	Nil
		Semester 2				
Core	BBA ECO 103	Macroeconomics	36	36	3	Nil
Core	BBA LIB 107	Sustainability & Corporate Social Responsibility	36	36	3	Nil
Core	BBA MKT 108	Marketing	36	36	3	Nil
Core	BBA AI 101	Introduction to AI in Business	36	36	3	Nil
Core	BBA PRO 104	Regional Immersion Project 1 (RIP 1)	36	36	3	Nil
Core	BBA LIB 108	Foundation Skills 2: Ethics and Moral Reasoning	13.5	13.5	1	Nil
		Semester 3				
Core	BBA ORG 203	Organisational Behaviour	36	36	3	Nil
Core	BBA QTT 207	Statistics	36	36	3	Nil
Core	BBA OPS 203	Supply Chain, Logistics and Operations Management	36	36	3	Nil
Core	BBA ACC 204	Financial Accounting	36	36	3	Nil
Core	BBA BUS 203	Business Disruptive Technology	36	36	3	Nil
Core	BBA ORG 204	Employability and Practitioner Skills Series 1: Emotional Intelligence	13.5	13.5	1	Foundation Skills 1 and 2
		Semester 4				
Core	BBA FIN 207	Corporate Finance	36	36	3	Nil
Core	BBA QTT 208	Decision Science & Analytics	36	36	3	Introduction to Quantitative Methods
Core	BBA QTT 209	Research Methodology	36	36	3	Nil
Core	BBA DSC 201	Data Science for Business	36	36	3	Introduction to Quantitative Methods
Core	BBA PRO 205	Regional Immersion Project 2 (RIP 2)	36	36	3	Nil

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Core	BBA HRM 204	Employability and Practitioner Skills Series 2: Leadership, Teamwork, Global Dexterity	13.5	13.5	1	Foundation Skills 1 and 2; Employability and Practitioner Skills Series 1: Emotional Intelligence
		Semester 5				
Core	BBA HRM 306	Strategic Human Resources Management	36	36	3	Nil
Core	BBA ACC 306	Strategic Cost Accounting	36	36	3	Nil
Core	BBA ENT 306	Foundations of Entrepreneurship	36	36	3	Business Communication 1
Finance	BBA ACC 306	Financial Statement Analysis	36	36	3	Financial Accounting
Finance	BBA FIN 308	Financial Markets & Institutions	36	36	3	Corporate Finance
Marketing	BBA MKT 310	Client Relationship Management	36	36	3	Marketing
Marketing	BBA MKT 312	AI - Driven Digital Marketing	36	36	3	Marketing
Entrepreneurship	BBA ENT 307	Commercialisation Strategy	36	36	3	Corporate Finance
Entrepreneurship	BBA AI 302	No-Code Programming	36	36	3	Introduction to AI in Business
AI for Business	BBA AI 302	No-Code Programming	36	36	3	Intro to AI in Business
AI for Business	BBA AI 303	AI Applications in Business	36	36	3	Nil
Core	BBA COM 304	Employability and Practitioner Skills Series 3: Communicating Effectively	13.5	13.5	1	Foundation Skills 1 and 2 and Employability and Practitioner Skills Series 1 and 2
		Semester 6				
Core	BBA LAW 302	Business Law	36	36	3	Nil
Core	BBA QTT 310	Decision Making	36	36	3	Decision Science and Analytics
Core	BBA QTT 311	Advanced Quantitative Methods and Modeling	36	36	3	Statistics
Finance	BBA FIN 309	International Finance	36	36	3	Corporate Finance

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Marketing	BBA MKT 311	Sales and Channel Management	36	36	3	Marketing
Entrepreneurship	BBA ENT 308	Entrepreneurial Finance and Fund Raising	36	36	3	Foundations of Entrepreneurship; Commercialisation Strategy
AI for Business	BBA AI 304	Strategic AI Implementation in Business	36	36	3	Nil
Core	BBA PRO 306	Project Management	36	36	3	Nil
Core	BBA BUS 304	Employability and Practitioner Skills Series 4: Innovation, Creativity and Agility	13.5	13.5	1	Foundation Skills 1 and 2; Employability and Practitioner Skills Series 3: Effective Communication
		Semester 7				
Core	BBA MGT 407	Strategic Management	36	36	3	Principles of Management
Core	BBA MGT 408	Australian Business Environment	36	36	3	Macro Economics
Core	BBA AI 401	Advanced AI in Business	36	36	3	Introduction to Ai in Business
Finance	BBA FIN 410	Investment Analysis	36	36	3	Financial Statement Analysis, Corporate Finance
Marketing	BBA MKT 412	Branding and Communications	36	36	3	Marketing
Entrepreneurship	BBA MGT 409	Growing Global	36	36	3	Foundations of Entrepreneurship; Commercialisation Strategy; Entrepreneurial Finance and Fund Raising

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AI for Business	BBA AI 402	AI Product Exploration and Planning	36	36	3	Nil
		Semester 8				
Finance	BBA FIN 411	Financial and Risk Modeling	36	36	3	Financial Markets and Institutions, Corporate Finance
Finance	BBA FIN 412	Trading and Portfolio Management	36	36	3	Investment Analysis
Marketing	BBA MKT 415	Cross - Cultural Marketing	36	36	3	Marketing
Marketing	BBA MKT 414	Retail Management	36	36	3	Marketing
Entrepreneurship	BBA ENT 409	Deal Structuring	36	36	3	Foundations of Entrepreneurship; Commercialisation Strategy; Entrepreneurial Finance and Fund Raising; Growing Global
Entrepreneurship	BBA ENT 410	Social Entrepreneurship	36	36	3	Foundations of Entrepreneurship
AI for Business	BBA AI 403	Ethics and Law of AI	36	36	3	Nil
AI for Business	BBA AI 404	AI Capstone	36	36	3	Nil
Core	BBA CPP 403	Action Learning Project (ALP) OR	49.5	49.5		Research Methodology, Regional Immersion Project 2
Core	BBA AI 405	AI Capstone Extended			4	Research Methodology, Regional Immersion Project 2, AI Capstone
	Total Credits		**118**			

Table 4 Course Structure

Finance Specialisations

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Marketing Specialisations
Entrepreneurship Specialisations*
AI for Business**

*This specialisation will not be available from the September 2025 intake onwards.

*This specialisation will be offered from the September 2025 intake onwards, pending approval from the Governing Board.

For more information on the Academic Calendar for the Singapore, Sydney and Dubai Campuses, the course duration and the holiday breaks, please refer to the link

Link to Academic Calendar
https://www.spjain.org/programs/undergraduate/bba/admissions#AcademicCalendars

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3.6 Unit Learning Outcomes

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CORE UNITS

Principles of Management

a. Explain the fundamental principles and functions of management, integrating AI-driven tools and techniques to optimise business processes.
b. Identify applicable management concepts in various situations involving leadership, motivation, teamwork and effective communication.
c. Discuss the impact of corporate social responsibility of organisations, including ESG principles to ensure sustainable and responsible business practices.
d. Illustrate how business organisations can develop and maintain competitive advantage in a dynamic and technologically driven local, regional and global environments.
e. Provide realistic solutions grounded in management principles to real life organisational problems.

Microeconomics

a. Explain the fundamental concepts and theories of microeconomics and their application as well as ethical implications in contemporary business management.
b. Apply qualitative and quantitative methods to describe market structures and their impact on pricing, output, and economic efficiency.
c. Develop problem-solving and decision-making skills through the review of microeconomic models and real-world scenarios.
d. Identify opportunities for innovation within various market structures and articulate strategies to leverage these opportunities.
e. Communicate microeconomic concepts and their implications effectively in international and cross-cultural business environments.

World Cultures

a. Display an awareness of the world's cultural and religious diversity, as well as its growing interdependence in the 21st century.
b. Compare different cultural norms and question the nature of standard cultural practices.
c. Evaluate the changing cultures and societies in the context of globalisation and AI and emerging technologies.
d. Identify opportunities and challenges that managing across business cultures may present.
e. Communicate key concepts effectively, both independently and within team settings

Digital Readiness in Business

a. Demonstrate the ability to efficiently navigate and utilize Excel
b. Develop the skills to analyse and interpret large datasets using Excel to derive meaningful business insights.

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c. Create financial models and project management tools, such as Gantt charts, using Excel, and apply these models to real-world business scenarios

d. Create interactive dashboards and visualizations, effectively communicating data-driven insights to stakeholders.

e. Communicate data-driven insights that support business decision-making.

Business Communication

a. Describe business communication processes and issues, including the use of AI-driven platforms and digital collaboration tools to enhance both verbal and non-verbal communication skills in business settings.

b. Consider grammar, word choice, audience considerations, and cultural context to produce clear and impactful written communications.

c. Demonstrate proficiency in both oral and written business communication by understanding concepts of active listening, business etiquette, and document design.

d. Apply appropriate interpersonal skills and communication tools effectively in various business situations.

e. Produce effective business documents and presentations, incorporating AI tools for design and feedback.

Foundation Skills 1: Personal & Career Foundations

a. Develop personal goals and values through self-direction, motivation, and monitoring, leveraging AI tools for tracking and self-assessment.

b. Demonstrate ethical principles and moral reasoning in personal, professional, family, and societal contexts.

c. Enhance personal well-being by integrating concepts of positive psychology, holistic development, mental, and physical health.

Macroeconomics

a. Discuss the fundamental principles of macroeconomics.

b. Identify macroeconomic phenomena and principles in action in current world socio-political and economic events.

c. Use AI tools to explain and interpret macroeconomic data.

d. Examine the role of monetary and fiscal policies in achieving national macroeconomic objectives.

e. E Apply relevant macro-economic principles to explain current national, regional and world socio-political and economic events.

Sustainability & Corporate Social Responsibility

a. Explain the importance of sustainability, corporate social responsibility, social entrepreneurship in a global business environment.

b. Work in teams and independently to discuss and address social and environmental problems in the context of business as well as the ethical implications of sustainability.

c. Identify and manage global opportunities and challenges in sustainability, business, and society.

d. Explain the social and environmental impacts of business conduct and innovate evidence-based solutions.

e. Communicate sustainability and CSR concepts effectively in international and cross-cultural business environments.

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Marketing

a. Explain the fundamental concepts of marketing, including the role and functions of marketing within organizations.
b. Discuss how environmental factors, including ethical considerations, affect marketing strategies and the role of marketing research in understanding consumer and business behaviour.
c. Develop and implement marketing plans that evaluate segmentation, targeting, and positioning (STP) strategies to identify and reach target markets effectively.
d. Analyse the impact of digital technologies and artificial intelligence on marketing practices and consumer behaviour.
e. Communicate marketing analysis outcomes and recommendations effectively to diverse audiences using strong communication and teamwork skills.

Introduction to AI in Business

a. Demonstrate a practical understanding of the fundamental concepts and technologies of AI and their relevance to business applications.
b. Apply various AI tools and techniques to analyse and solve real-world business problems.
c. Develop decision-making skills by leveraging AI technologies to create innovative business solutions.
d. Identify and implement AI strategies to optimize business processes and enhance operational efficiency
e. Evaluate and apply ethical considerations in the deployment of AI technologies within business contexts.

Regional Immersion Project 1

a. Create basic questionnaires to conduct surveys and interviews, and discuss the ethical implications of project decisions.
b. Collaborate effectively in teams to complete projects, leveraging diverse perspectives and tools to achieve shared goals.
c. Build confidence in managing projects within a real-world business context.
d. Apply problem-solving and decision-making skills to address real-world business challenges encountered during the project.
e. Present project analysis results and recommendations clearly to varied audiences, leveraging effective communication and collaborative skills.

Foundation Skills 2: Ethics and Moral Reasoning

a. Grasp the basic principles of philosophy, ethics, moral reasoning, and virtues in a global business environment.

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b. Demonstrate teamwork skills in group tasks and activities to examine current practices and emerging trends, supporting the world of work (business and leadership).

c. Develop problem-solving and decision-making skills while discussing ethical dilemmas and moral reasoning.

Organisational Behaviour

a. Explain the concepts, theories and models of organisational behaviour.
b. Examine the factors influencing individual and group behavior within organisations and their impact on business performance.
c. Utilise AI tools to refine organisational behaviour models using predictive analytics and data analysis.
d. Apply various organisational behaviour concepts and models to analyse real-world business challenges and scenarios and present recommendations improve workplace outcomes.
e. Communicate key concepts effectively, both independently and within team settings

Statistics

a. Demonstrate an understanding of the fundamental concepts and techniques of statistics
b. Organise and summarise data by using descriptive statistics and appropriate statistical graphics.
c. Use simple and multiple regression models to analyze the underlying relationships between the variables.
d. Apply AI assisted statistical tools and models to undertake data analysis and inform decision making in different business settings.
e. Communicate key concepts effectively, both independently and within team settings

Supply Chain, Logistics & Operations Management

a. Explain the basic quantitative concepts and tools of Supply Chain, Logistics and Operations Management
b. Explain how incorporating sustainability and ESG principles can drive long term value and promote responsible business practices.
c. Recognise how AI improves operational occupancy, reduce errors, and enhances efficiency in business processes.
d. Apply the appropriate Operations Management tools and techniques including AI-driven solutions, to provide realistic solutions to relevant business situations.
e. Communicate key concepts effectively, both independently and within team settings

Financial Accounting

a. Explain the basic concepts and principles of accounting and accounting terminology in line with the latest accounting standards.

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b. Examine the impact of transactions and time period assumptions on a firm's accounts and financial statements.

c. Record financial transactions and prepare income statements, balance sheet and cash flow statements.

d. Recognise the importance of universal accounting standards, accurate financial reporting and full disclosures.

e. Use various financial statement analysis tools to examine a firm's financial performance and health in comparison to its past performance and with its peers.

Business Disruptive Technology

a. Explain the emerging global technology trends, and their impact on various business sectors.

b. Identify the benefits, challenges and risks associated with adopting emerging technologies.

c. Formulate strategies for using emerging technologies in real world business settings to stay competitive.

d. Propose an innovative and implementable business idea /solution that leverages one or more of the emerging technologies.

e. Communicate key concepts effectively, both independently and within team settings

Employability and Practitioner Skills Series 1: Emotional Intelligence

a. Discuss different personality types and attributes of emotional intelligence and empathy

b. Evaluate emerging trends and technologies to enhance personal development and professional effectiveness in the workplace.

c. Exhibit the skills, knowledge, and self-awareness, including emotional intelligence and empathy, to enhance employability and capability in the corporate world.

Corporate Finance

a. Grasp key principles such as the time value of money, capital budgeting techniques (e.g., NPV, IRR), and cash and working capital management, and apply them in decision-making.

b. Evaluate the relationship between accounting profits and cash flow

c. Assess the impact of capital structure and leverage on market value and returns

d. Work in teams and independently to apply appropriate financial management tools and techniques in decision making for projects, investments and capital structure

e. Analyse financial statements to identify trends, assess financial health, and make informed strategic decisions while considering ethical implications and promoting responsible financial practices.

Decision Science & Analytics

a. Grasp key concepts of decision science, including cognitive processes, decision-making steps, and their importance in business and leadership.

b. Employ interpersonal skills and communication tools in various business contexts, while addressing ethical considerations around data access and confidentiality

c. Utilise various methodologies, including multiple criteria and objective decision-making, to enhance the decision-making process.

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d. Apply simple decision-making models (and strategic thinking processes) to devise innovative solutions to improve individual and team judgement and decisions

e. Evaluate the ethical implications of decision-making processes and outcomes, ensuring responsible and transparent practices in business and leadership contexts.

Research Methodology

a. Assess the suitability of research methodology/tools and recognise the limitations of quantitative and qualitative methods.

b. Interpret research findings to address business needs and derive actionable insights.

c. Develop research questions, create questionnaires, collect data, and communicate findings through well-structured reports that cater to a global business audience.

d. Work in teams and independently to responsibly prepare research proposals.

e. Discuss the ethical considerations in research design and implementation, ensuring integrity, transparency, and respect for participants' rights throughout the research process

Data Science for Business

a. Explore fundamental data science concepts and their applications in a global business context.

b. Analyse data to assess current trends, estimate projections, and communicate insights in various business contexts.

c. Work as a Team or independently to utilise quantitative methods to solve data science challenges and make informed decisions.

d. Evaluate data from multiple perspectives to generate new insights.

e. Assess the ethical implications of data science practices, ensuring responsible use of data and promoting transparency and fairness in analysis and decision-making.

Regional Immersion Project 2

a. Perform advanced primary research and analyse local business environments and how these relate to regional and global industry trends.

b. Through teamwork and independently, develop innovative solutions to business challenges, applying regional knowledge and analytical skills.

c. Apply problem-solving and decision-making skills to address real-world business challenges encountered during the project.

d. Communicate project analysis outcomes and recommendations effectively to diverse audiences using strong communication and teamwork skills.

e. Evaluate the ethical considerations in project implementation, ensuring integrity, transparency, and respect for stakeholders throughout the process.

Employability and Practitioner Skills Series 2: Leadership, Teamwork, Global Dexterity

a. Discuss how team dynamics, personality traits and different leadership styles influence decision-making and business practices in a global context.

b. Work as a team and independently to analyse and discuss the relationship between motivation, type of followers, culture code, and team performance

c. Evaluate ethical decision-making frameworks and their application in leadership scenarios, considering the impact of emerging technologies and global challenges.

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Strategic HRM

   a.   Gain insights of the real-world application of human resources management (HRM) concepts.
   b.   Select appropriate approaches and the use of technology such as AI for employee recruitment, appraisal, development, rewards and retention.
   c.   Assess HRM theories, concepts, and technology in the context of the contemporary and emerging HRM environment
   d.   Examine the impact of cultural differences on the application of HRM both locally and internationally.
   e.   Communicate key concepts effectively, both independently and within team settings

Strategic Cost Accounting

   a.   Explain the principles of cost accounting and the basic cost accounting concepts.
   b.   Effectively prepare a master budget, demonstrating an understanding of responsible accounting principles.
   c.   Recognise the role of cost accounting in management tasks such as planning, controlling and decision-making while understanding key sustainability metrics and frameworks.
   d.   Exhibit deep insight into the application of specialist tools such as Activity-Based Costing and the Balanced Scorecard
   e.   Communicate key concepts effectively, both independently and within team settings

Foundations of Entrepreneurship

   a.   Explain the key drivers behind the creation of new ventures and assess the associated risks.
   b.   Evaluate new venture opportunities and build a compelling business case.
   c.   Describe sources of financing, deal structuring, venture capital, private equity markets, and business valuation.
   d.   Present a business case persuasively to potential investors.
   e.   Communicate key concepts effectively, both independently and within team settings

Employability and Practitioner Skills Series 3: Communicating Effectively

   a.   Demonstrate effective communication skills across various contexts, including presentations, pitches, and meetings, while leveraging emotional intelligence, leadership, and cross-cultural dexterity.
   b.   Use negotiation and conflict resolution techniques suited to different personal styles and cultures and manage difficult situations
   c.   Apply personal selling techniques by identifying individual preferences and adapting strategies to align with diverse customer styles.

Business Law

   a.   Explain the foundational principles of contract law and the legal framework surrounding business entities.
   b.   Examine the implications of applying existing laws, recognising potential legal restrictions and challenges in business contexts.

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c. Evaluate legal issues related to business operations, company law, and commercial transactions.
d. Develop culturally sensitive and legally sound strategies to negotiate and resolve business-related legal disputes.
e. Assess the ethical implications of business decisions and legal strategies, ensuring compliance with laws and promoting fairness and integrity in all business operations.

Decision Making

a. Utilise decision-making techniques and tools to process information effectively.
b. Apply decision-making techniques to complex and routine problems.
c. Assess potential outcomes by weighing relevant factors to determine the best course of action.
d. Extend decision science methods to develop creative solutions for business and leadership challenges.
e. Evaluate the ethical considerations in decision-making processes, ensuring responsible and transparent practices in business and leadership contexts.

Advanced Quantitative Methods

a. Apply advanced quantitative methods and statistical tools in business and leadership.
b. Use data and conceptual models to develop and address complex research questions.
c. Apply quantitative techniques and models to specific business disciplines, providing insights and interpreting findings for various stakeholders.
d. Address conflicts and discrepancies in conceptualisation, methodology, data collection, analysis, and findings.
e. Evaluate the ethical implications of quantitative methods and statistical analyses, ensuring responsible use of data and promoting integrity in research and business practices.

Project Management

a. Identify and apply established methods and tools for effective project management.
b. Evaluate best practices in project conception, planning, and execution.
c. Assess the viability of project proposals by analysing success factors and potential challenges in execution.
d. Communicate project decisions and outcomes effectively to diverse stakeholders.
e. Plan and execute a project successfully as part of a team.

Employability and Practitioner Skills Series 4: Innovation, Creativity and Agility

a. Understand and apply concepts, tools, and frameworks for innovation, creativity, and agility in business.
b. Assess personal creativity and innovation styles and apply them to real-world projects and challenges.
c. Use strategic thinking and problem-solving tools to pitch new business strategies.

Strategic Management

a. Analyse the role of strategic management in the creating sustainable organisations.
b. Use external environmental and internal analysis frameworks and models assisted by AI tools to evaluate the competitive landscape for organisations.
c. Compose business vision, mission and strategic objectives that incorporate sustainability, social responsibility, and ethical governance.
d. Apply the key steps in building a strategy to develop or enhance an existing strategic plan.

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e. Evaluate organisations' strategic performance using established frameworks and permitted AI assistance tools.

Australian Business Environment

a. Evaluate the evolution and growth of the Australian business environment, including economic systems, market structures, and competitive dynamics.
b. Evaluate the effects of globalisation, government policies, and technological advancements on the Australian business environment
c. Analyse the roles and functions of government in the fields of economics, industry, education and social policy and forecast their implications for markets
d. Integrate key aspects of the Australian business landscape to design and develop effective business decision models.
e. Communicate key concepts effectively, both independently and within team settings

Advanced AI in Business

a. Demonstrate a deep understanding of advanced AI theories and technologies.
b. Develop and implement strategic AI solutions to complex business problems.
c. Optimize business processes using advanced AI techniques and tools.
d. Analyse and apply ethical principles and governance frameworks in AI deployment.
e. Innovate and lead AI-driven projects to enhance business performance.

Action Learning Project

a. Identify and evaluate a market need or business opportunity, developing a comprehensive proposal that includes an industry study and research framework.
b. Translate a business opportunity into a viable venture by progressing through key stages such as proposal development, research, and analysis, while adhering to ethical standards.
c. Prepare and present a detailed project report, making evidence-based recommendations and justifying decisions to key stakeholders.
d. Manage key project deliverables, including the project charter, plan, change control process, and status reports.
e. Develop effective strategies to promote the venture, leveraging digital tools and market research insights.

SPECIALIZATION UNITS

FINANCE

Financial Statement Analysis

a. Demonstrate an understanding of the principles and concepts underpinning the basic financial statements.
b. Analyse the different dimensions of financial statements from a managerial standpoint.
c. Critically examine the different aspects of accounting standards.

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d. Identify trends in the real world, including Artificial intelligence and machine learning.
e. Effectively present the findings from the analysis of financial information obtained from financial statements.

Financial Markets and Institutions

a. Explain the functions and structures of capital and money markets, including various financial instruments and institutions.
b. Examine the global investment environment, including current challenges, interest rate behaviour, and the interaction between financial markets, institutions, and the economy.
c. Evaluate local and international events to develop strategies for minimising risk and managing conflicts in financial markets.
d. Assess the impact of financial market dynamics on investment strategies, considering both short-term and long-term instruments.
e. Communicate key concepts effectively, both independently and within team settings

International Finance

a. Discuss the different financial products available in the international market and the related regulatory guidelines
b. Interpret data relevant to managing international finance and trade – including currency, fixed income and balance of payment data.
c. Evaluate techniques and instruments for managing risks in cross-border trade and develop strategies to manage such risks.
d. Examine financial reports and current journal articles to present innovations, trends, and associated challenges in international finance.
e. Evaluate the ethical implications and ESG (Environmental, Social and Governance) considerations in international finance, ensuring responsible investment practices and promoting sustainability in global business operations.

Investment Analysis

a. Explain security analysis and portfolio management to highlight how asset diversification reduces investment risk.
b. Compare high-risk investment options and solve financial challenges in a dynamic market.
c. Explore market trends and formulate strategies to optimise portfolio performance.
d. Utilise investment management models to accurately value various asset classes and portfolios.
e. Communicate key concepts effectively, both independently and within team settings

Financial and Risk Modelling

a. Evaluate investments and model cash flows from a risk management perspective, using tools and techniques for capital investment risk analysis.
b. Conduct real option analysis and utilise financial modelling techniques to assess capital investment decisions and manage risk.
c. Analyse merger and acquisition risks to understand their impact on financial performance.
d. Implement financial modelling techniques to assess and optimise capital structure, security prices, and Value at Risk.

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e. Develop strategies to mitigate financial risks and enhance investment decision-making through comprehensive analysis and forecasting.

Trading and Portfolio Management

a. Develop and recommend portfolio structures and trading strategies suited to various investor profiles.
b. Design Investment Policy Statements (IPS) and portfolios for various investor types, applying professional ethics and standards.
c. Conduct technical analysis to guide trading and portfolio construction in real-world scenarios.
d. Evaluate trading strategy and portfolio performance using performance attribution metrics.
e. Communicate investment strategies and performance evaluations effectively to stakeholders, ensuring clarity and informed decision-making.

MARKETING

AI-Driven Digital Marketing

a. Design and implement ethical, AI-driven digital marketing campaigns that achieve goals while respecting privacy, societal impact, and environmental sustainability.
b. Evaluate AI and consumer insights from social listening and online behaviour analysis to improve digital marketing strategies.
c. Leverage AI and web analytics to manage online brand perception, personalise content, and improve consumer engagement and conversions.
d. Apply AI-powered digital marketing strategies and track key metrics to optimize campaign performance.
e. Communicate key concepts effectively, both independently and within team settings

Client Relationship Management

a. Discuss product portfolio planning and service experience design, including the introduction of new service concepts.
b. Address gaps in the service profit chain by applying targeted strategies to enhance overall performance and profitability.
c. Differentiate between line extension and brand extension strategies.
d. Design a service experience plan to achieve customer satisfaction.
e. Communicate key concepts effectively, both independently and within team settings

Sales and Channel Management

a. Grasp the strategic role and planning process in sales and channel systems.
b. Select effective channel and determine the right mix to enhance reach and effectiveness.
c. Apply strategies for key account and territory management using sales automation tools.
d. Develop sales strategies, ensuring ethical practices and effective team management.
e. Evaluate the ethical implications of sales and channel strategies, ensuring responsible practices and promoting transparency and fairness in customer interactions.

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Branding and Communication

    a. Apply key branding concepts and processes to manage brands across different products, services, and cultures.
    b. Evaluate and apply frameworks and metrics to assess and develop effective communication plans.
    c. Propose innovative communication strategies, including budget formulation and agency briefing.
    d. Present analytical insights and recommendations in both written and verbal formats.
    e. Communicate key concepts effectively, both independently and within team settings

Cross-cultural marketing

    a. Demonstrate an understanding of cultural differences and their impact on consumer behaviour.
    b. Develop and implement marketing strategies tailored to different cultural and ethical contexts.
    c. Conduct research to identify cultural preferences and trends.
    d. Communicate marketing messages effectively across diverse cultural audiences.
    e. Evaluate ethical issues in cross-cultural marketing and apply responsible marketing practices.

Retail Management

    a. Grasp the fundamentals of retailing, including the various types of retailers and the concept of multichannel retailing.
    b. Analyse customer buying behavior and develop effective retail strategies that incorporate market, financial, and site location considerations.
    c. Apply principles of merchandise management, including planning, buying, pricing, and retail communication strategies, to optimize retail operations.
    d. Utilise concepts of store management by designing effective store layouts, implementing visual merchandising techniques, and enhancing customer service.
    e. Evaluate the impact of emerging technologies on retail strategies and operations, ensuring adaptability and innovation in a dynamic market.

ENTREPRENEURSHIP **

No-Code Programming

    a. Understand the basic underlying concepts of computer programming, especially those of variables, data types, control structures, and functions
    b. Apply basic Python syntax such as indentation, assignment, operators, and error handling
    c. Explain the concepts and frameworks of Generative AI and how it is used to build software applications
    d. Apply Generative AI to create, debug and refine Python software using prompts
    e. Develop AI-powered business applications using prompt engineering and no-code platforms

Commercialisation Strategy

    a. Assess new business opportunities through feasibility studies and competitor analysis.
    b. Choose effective business structures to successfully launch and manage new ventures.
    c. Manage teams and stakeholders, and work with service providers and suppliers, to ensure sustainable business growth.

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d. Apply strategies to launch and grow a business, including pricing, protecting intellectual property, managing finances, and complying with regulations.
e. Communicate key concepts effectively, both independently and within team settings

Entrepreneurial Finance and Fund Raising

a. Explain the key steps in financing new ventures, including stages and strategies of entrepreneurial finance and selecting appropriate funding partners at each stage.
b. Examine the different methods of valuating a new venture, including technology- based ventures and AI startups.
c. Evaluate risks from both funders' and entrepreneurs' perspectives and develop strategies to mitigate them.
d. Develop a practical understanding of the mechanics and complexities of crowdfunding campaigns in local and global contexts including equity crowdfunding.
e. Assess the ethical considerations in entrepreneurial finance, ensuring responsible funding practices and promoting integrity and transparency in venture development.

Growing Global

a. Identify the critical factors and global variations affecting the process of expanding and globalising a business.
b. Conduct a financial needs assessment and forecast revenues and cash flows.
c. Utilise innovation strategies to develop plausible solutions for complex challenges and questions.
d. Appraise the cultural and ethical challenges and opportunities when globalising a business.
e. Communicate key concepts effectively, both independently and within team settings

Deal Structuring

a. Identify key considerations in forming business alliances and partnerships.
b. Apply various valuation methods, including DCF, relative value, venture capital methods, and real options, to determine new venture valuations.
c. Design effective deal structures and contracts, focusing on term sheets, valuation-based contracting, and aligning interests through negotiations and simulations.
d. Evaluate financing options and exit strategies for entrepreneurial ventures, including assessing IPOs, pricing, and market timing.
e. Communicate complex valuation analyses and deal structures effectively to stakeholders, promoting transparency and informed decision-making.

Social Entrepreneurship

a. Understand social innovation and entrepreneurship in a global context.
b. Evaluate the role of technologies such as AI and IoT in social innovation and enterprises.
c. Evaluate the different aspects of growth strategies and opportunities with new media.
d. Identify new venture opportunities and develop an implementation plan for a new social venture.
e. Assess the impact of social and environmental factors on social innovation and entrepreneurship, promoting sustainable and ethical practices.

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AI FOR BUSINESS**

No-Code Programming

a. Understand the basic underlying concepts of computer programming, especially those of variables, data types, control structures, and functions
b. Apply basic Python syntax such as indentation, assignment, operators, and error handling
c. Explain the concepts and frameworks of Generative AI and how it is used to build software applications
d. Apply Generative AI to create, debug and refine Python software using prompts
e. Develop AI-powered business applications using prompt engineering and no-code platforms

AI Applications in Business

a. Apply Generative AI concepts and tools to solve common business challenges, with a focus on enhancing operational efficiency and customer engagement
b. Analyse and select appropriate AI solutions for different business functions, demonstrating understanding of their potential impact on organizational performance
c. Apply Retrieval Augmented Generation and LLM agents to improve business functions
d. Evaluate the effectiveness of AI implementations through business case studies, identifying key success factors and potential risks in various industry contexts
e. Develop a strategic framework for AI adoption in business settings, incorporating risk management, ethical considerations, and ROI analysis

Strategic AI Implementation in Business

a. Evaluate the strategic role of Generative AI in enhancing leadership, team dynamics, and innovation, using real-world case studies (e.g., Netflix, Unilever) to assess its transformative potential.
b. Analyse Design AI-augmented workflows for talent development, organizational change, and competitive strategy, leveraging tools like AI-driven SWOT analysis and workforce analytics.
c. Evaluate Formulate ethical frameworks for AI adoption in business, addressing bias, transparency, and governance challenges through debate and scenario analysis.
d. Measure the ROI of AI implementations in operational and strategic contexts, developing KPIs to quantify impact on productivity, innovation, and market positioning.
e. Propose a strategic AI implementation plan for a business challenge, integrating leadership goals, technical feasibility, and change management principles in a capstone project.

AI Product Exploration and Design

a. Evaluate AI applications across industries by synthesizing contemporary research, market trends, and industry insights to identify viable product opportunities.
b. Apply theoretical and practical knowledge of AI, management, and business strategy to conceptualize and develop an innovative AI-driven product proposal aligned with industry needs.
c. Work collaboratively in teams to conduct market research, analyse feasibility, and iteratively refine a product concept into a structured business model with a clear value proposition.
d. Demonstrate ethical reasoning and responsible AI principles in the design and development of AI-based solutions, ensuring alignment with social, legal, and professional considerations.

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e. Communicate project findings effectively through a well-structured report and professional presentation, incorporating data-driven analysis, strategic insights, and actionable recommendations.

Ethics and Law in AI

a. Analyse key ethical principles and legal frameworks governing AI use in business contexts, demonstrating a comprehensive understanding of fairness, accountability, transparency, and privacy issues.

b. Evaluate the impact of AI on business decision-making processes, regulatory compliance, and corporate social responsibility through real-world case studies.

c. Develop strategies for ethical risk assessment and AI governance in various business functions, including marketing, finance, and human resources.

d. Apply ethical and legal considerations to assess AI implementations in different industry contexts, identifying potential risks and proposing mitigation strategies.

e. Create an AI ethics and compliance framework for a specific business scenario, demonstrating the ability to integrate ethical principles and legal requirements in AI adoption.

AI Capstone

a. Demonstrate the ability to integrate AI applications with business strategy by identifying market opportunities, defining business models, and developing AI-driven solutions for real-world problems.

b. Analyse industry challenges, synthesize relevant information, and apply structured problem-solving techniques to design and develop an AI-based product with commercial viability.

c. Work effectively in a team to manage project timelines, allocate responsibilities, and execute a structured development process from ideation to prototype deployment.

d. Evaluate the ethical, legal, and societal implications of AI solutions and ensure responsible AI development practices aligned with industry regulations and business ethics.

e. Develop and present a comprehensive business proposal, technical demonstration, and final pitch to faculty and industry stakeholders, showcasing the product's innovation and business potential.

AI Capstone Extended

a. Integrate advanced business strategies and AI technologies to create an innovative and feasible AI-driven product.

b. Analyse industry challenges, synthesize relevant information, and apply structured problem-solving techniques to design and develop an AI-based product with commercial viability.

c. Work effectively in a team to manage project timelines, allocate responsibilities, and execute a structured development process from ideation to prototype deployment.

d. Evaluate the ethical, legal, and societal implications of AI solutions and ensure responsible AI development practices aligned with industry regulations and business ethics.

e. Produce a final prototype and demonstrate its feasibility and commercial viability to stakeholders

__This specialisation will be offered from the September 2025 intake onwards, pending approval from the Governing Board.

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3.7 Pedagogy

S P Jain emphasises engaged learning, with faculty using a variety of interactive techniques, including Individual and Group Assignments, Exams (Mid Term Examinations and End Term Examination), Quizzes, Class Participation, Simulations, Group Projects etc. Students learn to make decisions, collaborate effectively in teams, communicate professionally, demonstrate innovative and creative solutions, and apply global insights to challenging business situations.

4. Assessments

S P Jain uses a system of continuous student evaluation, rather than a single end-of-semester final examination. At the start of each Unit, the professors provide students with a written document explaining assessment forms and their direct relevance to the learning outcomes for that subject. The Unit outline will be uploaded on the Blackboard. The assessment types include Individual and Group Assignments, Exams (Mid Term Examinations and End Term Examination), Quizzes, Class Participation, Simulations, Group Projects etc.

Each subject at S P Jain is designed to help students achieve the prescribed learning outcomes as well as develop essential academic and professional skills such as writing, editing, research, analysis, listening and teamwork. The overall assessment regime has been approved by and is continuously monitored by the School's Academic Board.

Students will receive timely and constructive feedback on all progressive forms of assessment to assist their learning and preparation for future assessment. All assessment results will be held in the School records system on Peoplesoft.

S P Jain has engaged several quality assurances, moderation and validation measures to ensure its assessment processes are fair and accurate. The Dean / Course Director coordinates references to external committees, including professional industry experts, leading academics from other institutions review these measures, as well as benchmarking against institutions of similar standing to S P Jain and validation through our own Academic Board.

At the end of each semester students will be required to provide feedback on subject content and academic staff performance, and any feedback on the form and effectiveness of subject assessments is welcome at that time.

4.1 Individual and Group Assignments

Consistent feedback from employers confirms their strong expectation that graduates have highly developed teamwork skills. S P Jain recognises this, and students will gain knowledge on the dynamics of good teamwork as well as having many opportunities to practice and refine their skills. The various types of Assignments are as mentioned in the previous sections of Pedagogy and Academic Assignments.

Assignments may be designed for either individuals or groups. Normally, the outcome of an assigned task will be summarised in three or four typewritten pages. If exhibits, project reports or models are constructed, these are to be explained within the page limit. A lecturer will assess

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an assignment more highly where the topic is treated in depth and statements are well documented, as opposed to a superficial treatment and data-free conclusions. When an individual or group selects the topic for the assignment, the choice of topic is an important consideration in the assessment.

The assignment will be expected to include a specific statement concerning the topic, the reason for choosing that topic, as well as an in-depth analysis of the topic. It will end with a set of conclusions drawn from the analysis and the reasons for these conclusions. In most subjects where group work is prescribed, there may be an element of peer evaluation in the overall assessment scheme. This element will be moderated by the lecturer to limit dysfunctionality and bias.

4.2 Examinations (Mid and End Term)

Students usually take written, invigilated individual examinations twice each semester. The first is often held midway through a semester (midterm exam – weighing 20 to 25%), and the second at the end of the semester (final exam weighing 40 to 50%). The exams typically include short essay responses to material covered in lectures or readings.

4.3 Quizzes

Quizzes (weighing 15 to 20%) are impromptu tests comprising short-answer or multiple-choice questions based on material from lectures, readings or discussion groups and will commence early in each semester.

4.4 Class Participation

Communication with a diverse range of people is a fact of daily business life. Therefore, verbal and presentation skills are given a high priority at S P Jain. The classroom is considered a laboratory where students practice persuading their peers and defending their ideas. This style of learning fosters a discovery-driven mindset and builds important analytical and decision-making skills. Most subjects have 15% - 30% of their evaluation based on class contribution. Some characteristics of effective class participation include:

- Points made are helpful in increasing understanding
- Comments consider ideas offered by others
- Comments show evidence of a thorough reading and analysis of the case
- The participant distinguishes among different kinds of data such as, facts, opinions, assumptions, and inferences
- The participant interacts with other members of the class by asking questions and challenging conclusions

4.5 Simulations

Simulation exercises (weighing 25 to 30%) will be conducted in the S P Jain Simulation Lab in which teams will compete against each other in a game that is designed to illustrate principles and concepts that have been introduced in lecture sessions.

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4.6 Group Project and Classroom Presentations

The students will be asked to complete a project and make class presentations (25 to 30% weighing) on a topic of their choice from the material learned during the previous three weeks. The students will be divided into three groups, and group discussions and project work will be held outside class hours. The project report will consist of about 10 pages (1.5 spacing 12 font Times New Roman), supported by a presentation during class hours.

4.7 Assessment Submission

Assignments must be turned in on time. Extensions for deadlines may be granted only in extreme circumstances. The decision to grant or refuse an extension is made by the faculty in coordination with the BBA Course Office. Requesting an extension does not guarantee that it will be granted.

Every assignment, whether as hard or soft copy, must use the appropriate front-page template. Assignments without front page details will not be accepted. Students will receive a soft copy of the template via email from the Course Office.

Processes and Guidelines for Plagiarism control for all soft copy submissions

This policy applies to all electronic submissions e.g. DOCX, DOC, PDF, TXT, ODT, ZIP, RTF, PowerPoint, HTML and HTM (with exception of Excel spreadsheets) files by all students while enrolled at the S P Jain.

All soft copy individual assignments should be submitted using the roll number as the file name. All soft copy group assignments should be submitted using the group number as the file name, for example, group 16.

Every assignment will be verified for originality. For more details, see the section in this handbook on plagiarism. Students should keep a copy of every assignment they submit.

4.8 Release of Academic Results

All grades are posted on Peoplesoft, including progressive assessment results posted by academic faculty. Each student's interim mark for the final assessment by Program Office and overall course grade will be posted on Peoplesoft by the Office of Exams following submission of final assessment marks by academic faculty and subsequent progression through moderation and validation processes and Examination Board review. Final grades are declared after ratification by Academic Board. In the unlikely event of any changes to interim grades, these will be advised to students by the Dean. CGPA is also made available through Peoplesoft.

4.9 Best Assessment Practices

   a. Assessment should reflect subject content.
      Assessment tasks should be matched to desired subject learning outcomes and include the range of concepts, thinking processes, skills and attributes, including attributes as set down in the stated learning outcomes for the subject
   b. Assessment should be appropriate, meaning that there should be a match between each

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assessment task, and
- the nature and extent of concepts, thinking processes, skills and attributes, including graduate attributes being assessed
- the level of the subject and
- the mode of study

c. Assessment should be reliable, meaning that teaching staff and curriculum planners regularly evaluate each assessment task to ensure its reliability in providing accurate and consistent information about student performance

d. Assessment should be fair and equitable, meaning that
- all students will be provided with adequate and appropriate learning opportunities throughout a subject to enable them to demonstrate their knowledge, thinking processes, skills and attributes, including graduate attributes through the set assessment tasks all students will be informed at the start of each course about the assessment tasks associated with a subject, and the assessment criteria for each assessment item
- when marking assessment tasks, all judgments about achievement will be made against stated assessment rubrics
- moderation processes will be an integral part of the assessment system for each subject where multiple markers are involved to ensure fair and equitable marking and grading of assessment tasks and maintenance of standards
- processes and practices that are part of the assessment system for any student will be transparent to teaching staff and the students
- assessment systems will be reviewed as part of regular subject reviews

4.10 Conduct of Examinations

All examination scheduling, communication to students and arrangements are handled directly by the respective Course Office (Program Office) in consultation with the Office of Exams. Formal examination notification giving details of the examination schedule, venue and seating arrangement will be forwarded to the students approximately two weeks before the scheduled date of the exam. Exams may be held during the day, in the evenings or even on weekends, and a student should check the examination schedule carefully.

Students are not permitted to approach the faculty directly to reschedule exams or to make special accommodations. Any rescheduling request needs to be submitted in writing to the respective Course Office, clearly stating the reasons for such a request and detailing any requests for special assistance. Only in the direst circumstances, such as a medical emergency, will students be permitted to reschedule a final exam. In that case, the rescheduled exam will take place the next time along with students taking the retest.

<u>GENERAL EXAM GUIDELINES</u>

Please ensure you follow the instructions outlined below with utmost seriousness. Any instance of non-compliance will be deemed sufficient grounds for imposing a penalty. No excuse for the action being caused by negligence, mistakes, or deliberate intent will be entertained.

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- Students must install the licensed Microsoft Office Suite from the school's IT Department, available free of charge, and use only MS Office applications (Word, Excel, PowerPoint, Outlook etc). Use of other software like WPS Office, Google Docs, or other online office platforms is not allowed.

- Run the Mettl Compatibility Test before each exam

- Disable auto-updates; they may interrupt your exam and can cause unwanted restarts

- On-campus students must connect only to the school Wi-Fi. No other networks are permitted unless explicitly approved by the Exams Department

- Keep the mic and speaker unmuted; turn off Bluetooth and Airdrop.

- Log out of all cloud-based platforms, including OneDrive, Blackboard, WhatsApp, and any social media applications

- Electronic devices such as Bluetooth earphones, mobile phones, headsets, smartwatches or any device that transmits or receives electronic signals is strictly NOT allowed

- Disable camera, mic and speaker permissions for all apps except Mettl.

- Save all e-notes and working files on your Desktop. Do not store them on OneDrive or any cloud-based storage. Do not copy and paste directly from your notes. Write answers in your own words to show understanding.

- You must submit your answer file on the Blackboard link shared by the Program Office while you are visible on Mettl camera. Submissions done after Mettl camera has been switched off can be rejected.

- Do not contact faculty during/after the exam regarding your attempt. Such instances will be considered as academic misconduct.

- Late entry is not permitted beyond the first 30 minutes of the exam, whether on-campus or online. Online students must log in within the first 30 minutes or they will not be allowed for exam(s).

- Please take note that disconnection during the exam is strictly not allowed and will be reported as an act of academic misconduct. Frequent disconnections during the exam may lead to termination of the exam.

- Students are not allowed to leave the exam room/platform during the first 30 mins and last 30 mins of exam. (The last 30 mins will be determined from the scheduled exam start time for all students).

- Bring your own materials and ensure your system / laptop is in good working condition. Students are responsible for all hardware and software issues of their systems.

- No exchange of items, including notes, books, stationery or chargers, is allowed.

- Students cannot seek exclusive advantage due to software and / or hardware issues and this includes internet and / or power outages. Students need to arrange for all such backups. This does not include instances of force majeure.

- Do not argue with proctors. Use of foul language is considered academic misconduct.

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- Remain visible on camera throughout the exam. Any unusual movements during the exam are monitored by AI. It may lead to suspicion and would require explanation.

METTL EXAM GUIDELINES

Read the following guidelines carefully to ensure a smooth and hassle-free examination experience on the Mettl platform.

- Use Google Chrome or Mozilla Firefox only and ensure your browser is up to date. Safari and other browsers are strictly not allowed. Non-compliance will be considered as academic misconduct

- Check emails for Mettl exam links and do the System Compatibility Test beforehand.

- Disable all screen sharing and casting devices before starting the exam

- Click the exam link promptly as per the exam start time and complete your registration to avoid any last-minute issues. Keep your SP Jain ID or Passport handy to capture during registration and keep it on your desk throughout the exam.

- Case studies will be provided via Blackboard (BB) under the exam tab of respective course. In case of shorter cases, it will be directly provided on Mettl as part of the questions.

- All E-notes must be in English only, notes in any other language(s) are not allowed. Save all notes/files (Word / Excel / PPT) in one desktop folder named after the course. Apple Notes are strictly not allowed. Save your answer file in this folder or on desktop.

- Keep a backup of your notes to avoid data loss due to file corruption or access issues.

- Save your answer sheet before you begin writing the answers. While saving use relevant and appropriate file extensions (preferably Microsoft products). This will help you prevent data loss.

- Do not copy, paste or screenshot the questions into notes or answer sheet. It will be considered as an attempt to obtain answers using AI

- Monitor your own exam time using the on-screen timer at the top right corner of Mettl screen. You are solely responsible for your own time management.

- The exam will begin and end at the fixed time communicated by the Exam/Program Office

- If you have any doubt(s) about any of the exam instructions provided on Mettl, ask the In-class Invigilator or seek clarification from the Online Proctor using the Mettl chat. Do not presume or interpret instructions on your own.

- In case of any ambiguity during the exam, kindly state your assumptions clearly in the examination script and proceed to answer the question. In case, you have any exam-related query/issues, please report them via the Candidate Comment Sheet using link https://forms.gle/HjuJQruof8PywQom7

- It is compulsory to upload your answer file at least 5 minutes before the exam concludes to avoid last-minute issues.

- Save your work in answer file (MS Word/Excel) regularly to prevent data loss.

- Verify Microsoft Office recovery settings with the IT Helpdesk before exam day, it can recover the most recently saved versions of files in case of unexpected shutdowns or system issues

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- You are responsible for saving and uploading the correct file before the exam time out. Incorrect file uploads (blank or wrong file) cannot be rectified under any circumstance.

- Save answer file as : RollNo_SubjectName (mandatory). Enter only your Roll No and Subject Name in the table titled TO BE FILLED BY STUDENT on the answer file. Mentioning identity elsewhere can be tantamount to academic misconduct

- All responses must be in a single document (MS Word/Excel), with each answer clearly labeled by question number.

- Upload your answer file on Blackboard (mandatory). Do not reopen the answer file after submission. Submit your answer file on Mettl as well, if instructed to do so.

- Turnitin link will close at scheduled exam time, regardless of when a student joins the exam. No additional time will be granted for late logins. Late submissions will not be accepted under any circumstances.

- Submissions containing plagiarism will be subject to penalties.

- Students will be monitored online throughout the exam, whether taking the exam on campus or remotely.

- No disconnections are allowed during the exam. No extra time will be given regardless of the reason.

GUIDELINES FOR THE CONDUCT OF ONLINE EXAMINATIONS

- You are being proctored live using artificial intelligence. Your eye movements (e.g., looking sideways), your surroundings, and your desktop activity are being monitored. If the proctor misses any undesirable activity you engage in, the software will capture it in a report that will be sent to the Office of Exams. In short: sit straight and avoid looking sideways.

- If the proctor suspects any disturbance or misconduct, he/she will communicate with you via the chat window and may ask you to show your room and under your table using your laptop camera. Your test may be paused, if required. KINDLY COOPERATE. Refusal to co-operate may result in termination of the test session. If you wish to communicate, use the chat box to chat with the proctor.

- Use the washroom before starting the exam. Keep a bottle of drinking water with you.

- Switch off your phone before starting the exam. The proctor will ask to show the phone at any time to confirm if it is switched off.

- Any video or audio evidence indicating the presence of another person in your vicinity will be treated as academic misconduct. SIT ALONE FOR THE EXAM.

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- IF REQUESTED during the exam show the proctor your immediate surroundings (including under the exam table) using your laptop camera. Pan the camera slowly and at the correct angle so that the room can be seen properly. REMOVE ALL ITEMS NOT REQUIRED AS PER EXAM INSTRUCTIONS.

- Your exam will be temporarily paused for the room check process. Your exam time will not be affected.

- Your face must be visible on camera for the entire duration of the exam. Any unexpected movements will be monitored using artificial intelligence. Suspicious activity may require explanation

- In case of doubts while answering, make your own assumptions and proceed. You have the right to request a candidate comment sheet to voice concerns after the exam and send it to your program coordinator.

- Do not argue with the proctor. Foul language will be treated as academic misconduct.

<div align="center">ACADEMIC MISCONDUCTS AND PENALTIES</div>

Below is a partial list of academic misconduct, which is not exhaustive.

The appropriate penalty shall be decided from the list at the end of this page, depending on the severity or repetition of misconduct.

Sr	Category Name	Actions / Examples of Misconduct
1	AI, Plagiarism & Academic Integrity Violations	- High AI index, High RSID ratio, High Similarity - Plagiarism and copy/paste - Use of snipping tools - Use of LLMs and generative AI tools like ChatGPT - Accessing Google or any other unauthorized websites during exams - Usage of Language Assisting Tools (e.g., QuillBot, dictionaries, translators, thesaurus, paraphraser etc.) - Using browser other than Google Chrome or Mozilla Firefox (Safari not allowed) - Suspicious metadata in submitted files (word count, saved/edited time, etc.) - Engaging in contract cheating

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2	Collusion & Unauthorized Collaboration	▪ Document sharing using cloud platforms like OneDrive, iCloud, Google Drive, Google Collab etc. ▪ Screen sharing using apps like AnyDesk, Zoom, TeamViewer etc. ▪ Sharing of notes during exam ▪ Talking to another student in classroom ▪ Sharing online login credentials with malintent ▪ Sharing answer script with another batchmate ▪ Submitting on behalf of another student ▪ Submitting another student's file ▪ Using another student's login credentials (Blackboard, Mettl etc.) ▪ Taking third-party help for exam ▪ Collusion
3	Exam Protocol Violations	▪ Late entry to exam hall ▪ Unexplained delay during restroom breaks ▪ Leaving exam hall or camera view without permission ▪ Taking exam from outside exam hall without permission ▪ Writing answers during final 10 minutes after submission was announced ▪ Not using designated answer sheet provided by exams department/PO ▪ Not carrying student ID ▪ Not sitting as per seating plan or misleading by changing seat number/name label
4	Use of Unauthorized Devices or Tools	▪ Usage of Bluetooth devices / smart gadgets ▪ Using mobile phone(s) ▪ Using multiple monitors ▪ Possession of smartwatches or any other electronic gadgets ▪ Using apps/software/browser extensions to limit the exam software ▪ Disabling laptop mic/camera/speaker to cheat ▪ Taking screenshots ▪ Copying exam questions to notes or answer sheet

Sr	Category Name	Actions / Examples of Misconduct
5	Exam Software/ Environment Misuse	▪ Disconnection from exam software ▪ Using multiple desktop function (especially in Mac) ▪ Not disabling or logging out from social media or messaging apps ▪ Not saving answer sheet and notes on desktop

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6	Submission-Related Misconduct	▪ Submitting blank, tampered, or wrong files ▪ Non-submission ▪ Failure to submit work within the prescribed time / delayed submissions
7	Misconduct with Invigilator, proctor or Authorities	▪ Using inappropriate language with the in-class invigilators or online proctor ▪ Contacting faculty directly during or after an exam

Below penalty list is indicative. Penalties may vary depending on the uniqueness of the misconduct and the decision of the Program Dean.

Sr	Penalty Description
1	Resubmit the specific task
2	Zero mark or reduced marks for any part of the assessment for a subject
3	Requirement to complete an alternative additional assessment for the subject
4	Fail grade and academic progression allowed with paid / unpaid retest and with / without grade capping
5	Fail grade and academic progression allowed with redo with junior batch
6	Fail grade and academic progression allowed with independent study
7	Downgrading (reducing the grade by one or more letter notch)
8	Suspension from a course for up to twelve (12) months
9	Revocation of a recommendation that a student has satisfied all requirements
10	Expulsion
11	Revocation of an academic award conferred by the School (requires approval Board of Directors on the recommendation of the Academic Board)
12	Exam declared null and void. Academic progression to be done with makeup OR paid / unpaid retest with / without grade capping.

5. Orientation

In the week preceding the commencement of classes, S P Jain organises several days of orientation and induction for all new students. This introduces new students to the key personalities of S P Jain and familiarises them with the different services provided and their locations. Students are provided with a detailed overview of the course of study that they are

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about to embark upon. Students are made aware in some detail of the expectations to be met and all the different academic activities in order to fulfil the course requirements.

During the Orientation, students are divided into classes and groups within those classes for tutorial and other purposes. Students are also required to complete all visa, medical and legal formalities as applicable to the campus at which they would be undertaking their studies. All the students should complete the orientation workshops and get their Orientation Passport stamped. It is mandatory for all students to attend orientation.

Year 1 Orientation:

Orientation Activity * Day 1	Speaker/Person-in-charge
Registration	Program Office and Facilities team
Lamp Lighting	Head of Campus
Welcome Address	CEO, Head of Campus, followed by the President and Dean of the Program
Welcome Address and Introduction to Faculty and Staff	Assistant Dean, UG
Introduction Talk	Counselling and Coaching Centre for Wellness and Growth
GL Activity for the students	
Parents Q and A	HOC, Dean, Faculty, Facilities Team, Residence Managers, Counselling and Student Experience Managers
Parents campus Tour	Relevant staff
Orientation Activity * Day 2	
Photograph-taking for RFID and Picture Profile	Photographer
Medical Test	Medical Staff
"Make a Start Activity"	Relevant staff
Student Handbook and Policies	Registrar
Examinations	Director of Examinations
Orientation Activity * Day 3	
All students assemble in the Leadership Hall	Program Office Staff
S P Jain – Our Campus Culture	Assistant Dean, UG
IT Information Session	IT Manager
Introduction to Library, Policies and Workshop	Head Librarian (Online presentation and Face-to-face)
Academic Integrity Workshop, Quiz and Plagiarism Talk	Inhouse Faculty
Information on Facilities	Facilities Team
Global Learning and Club Formation Talk	Manager - Global Learning and Student Life
Blackboard / People Soft VC Talk	Program Coordinator
Talk on Nurturing Culture	Counsellors
SASH Workshop and Quiz	Student Counsellor and Wellbeing Officer
Living in Sydney /Dubai Singapore and Emergency links/contacts	Head of Campus

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Campus Orientation

Year 2

Orientation Activity * Day 1	Speaker/Person-in-charge
Re-registration and re-joining formalities	Program Office
Official Lamp Lighting and Prayer	UG Students
Welcome Address	CEO and Head of the Campus
Student Pledge	Student
S P Jain Policies and Dubai Administration Overview	Vice President – Administration
Enhancing Student Experience	Manager - Student Experience
Cyber roam and IT policies	Head - Information and Technology
Introduction to Counselling and Coaching activities	Director (Cross- Campus) - Counselling and Coaching Center
Global Learning Overview	Senior Manager - Global Learning and Student Life
UAE Visa Information Session	General Manager – HR and Administration
Library Orientation	Asst. Librarian
Introduction: Undergraduate Programs, Dubai	Deputy Director UG Programs- Dubai

Campus Orientation

Year 3

Orientation Activity * Day 1	Speaker/Person-in-charge
Registration, Biometrics	Reception in charge
Orientation Opening Speech	CEO and Head of Campus
Welcome	Dean - Undergraduate Program
Academic Integrity Session	Associate Professor of Business Technology
Health and Wellbeing Session	Student Counsellor
EPSS and Internships Session	Director, Professional Readiness Programs and Internship and Project Manager
Global Learning Session	Events Manager - Student Life and Global Learning
Lets go Surfing Session	Events Manager - Student Life and Global Learning
DIRAMU ABORIGINAL DANCE AND DIDGERIDOO	
Blackboard and Learning management System - Workshop	IT Executive / Program Coordinators
IT Resources and Access Workshop	IT Executive
People Soft and Student Management System	IT Executive
Library Workshop and E-learning Resources	Head Librarian
Academic Integrity Workshop and Quiz	Director - Quality Assurance / Designated Staff (Online presentation / Face-to-face)
SASH Workshop and Quiz	Student Counsellor and Wellbeing Officer
Student Support Workshop	Student Experience Manager
Student Well-being Workshop	Student Counsellor and Wellbeing Officer

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*More on the Orientation activities and schedule will be sent in the welcome letter. The activities are subjected to change if required.

6. Attendance Requirements

1. Attendance requirements for BBA Course

a. Students are expected to attend all lectures, tutorials, group activities and turn on their cameras (applicable to Virtual sessions). Attendance is taken during each class session (Face to face or Virtual). Students should be seated in the classroom / signed into the virtual platform at least five minutes before the session starts, and latecomers may not be admitted. Students may not enter or exit the classroom (Face to face or Virtual) while a session is in progress.

b. Leaving the class session mid-way (Face to face / virtual) not turning on camera (virtual) will be treated as absent.

c. A lecturer is not required to provide substitute tests, nor arrange repeat trips or other out-of-session experiences when a student is absent.

2. Excused attendance

a. A student who cannot attend a session/s due to a medical illness must produce a medical certificate to have absences excused. Where applicable, the student should also enclose photocopies of hospitalisation records of physician's orders, if appropriate (only certificates issued by a local physician will be accepted where the student is studying i.e. Singapore, Dubai or Sydney as applicable).

b. In the event of a serious illness or death in the immediate family, the student should notify the course office and provide supporting documents to obtain an excused absence and take necessary permission.

c. A student with infectious diseases should report their condition immediately and take all precaution to avoid spreading the infection and as per documented advise of the physician or program office not attend the class/class sessions. Such absences will be treated as excused absences.

3. Unexcused absences

a. If a student is absent without approval for more than four class sessions in one unit of study, they will be downgraded by a letter notch. For example, if the original grade is 'A', it will be downgraded to 'A-'.

b. For each unexcused absence from class session thereafter (for the same unit of study) the student will be further downgraded by a letter notch for each unexcused absence.

c. The students who have been downgraded due to attendance are not eligible for retest and will have to repeat the unit with the next cohort. If the Dean and Registrar approves, an Independent Study (IS) may be approved.

d. Attendance Marking and Monitoring

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a. If a student has been marked absent wrongly, he/she needs to inform the Course Office immediately so that the Course Coordinator can double-check the absence with the faculty.

b. Attendance cannot be reviewed more than one day after the date in question.

c. Random spot checks will be conducted by the Course Office. If a student has been found not to be in class (Face to face or Virtual) , he/she will be marked absent.

4. Excused absences which result in inability to attend the Class

a. In instances of excused instances where a student is unable to attend the majority or all of the class sessions the student will need to register for the unit of study again

b. If the unit of study is not available as needed the student will be provided an opportunity to undertake an independent study. These will be at extra cost to the student and not included in the regular tuition fees.

6. Monitoring of students with low attendance

a. Student/s failing to meet the attendance requirements   for a unit of study or perceived by the Course (Program) Manager as having a low attendance record in general for the course, will be reported to the relevant Assistant Dean/Dean, Registrar, Assigned Faculty and the Student Experience Manager. Students who are having low attendance may have potential impact on Student Visas.

(Refer this Handbook for Progression Rules and Graduation eligibility)

7. Important Contacts and Links

7.1 Immigration and Important Australian Contacts/ Links

1. Your Responsibilities as Overseas Students Education Services for Overseas Students - Responsibilities
2. ESOS Framework Education Services for Overseas Students
3. Home affairs : Student Visa Requirements Student Visa Requirements
4. Study Sydney (Stakeholder Toolkit) Study Sydney Toolkit
5. Grievances and external resolution Study Assist
6. Accommodation and welfare-Sydney Accommodation
7. Learn, Live and Work Learn and live in Sydney

7.2 Immigration and Important Singapore Contacts/ Links

1. Your Responsibilities as Overseas Students A Concise Guide for International Students Enrolling in Private Education Institutions in Singapore
2. Education Service Centre in Singapore Education Service Centre for Overseas students
3. Home Affairs: Student Visa Requirements Student Visa requirements
4. Grievances and external resolution Study Assist
5. Learn and Live Living in Singapore

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6. Working in Singapore [Work in Singapore](#)

7.3 Immigration and Important Dubai Contacts/ Links

1. Your Responsibilities as Overseas Students [Your responsibilities as Overseas students](#)
2. Education Service Centre in Dubai [Service Catalog](#)
3. Home Affairs: Student Visa Requirements [Student Visa requirements](#)
4. Grievances and external resolution [Grievance Procedure](#)
5. Learn and Live [Student Related Services](#)
6. Working in Dubai [Work in Dubai](#)

8. Living in 3 cities

8a. Living in Australia

8a.1. Health Cover in Australia

Australia has a special health insurance coverage for international students called Overseas Student Health Cover (OSHC). OSHC is insurance designed to help international students cover the costs of medical and hospital care that they may need while in Australia. Because of these requirements, it is important that international students purchase their Australian international student health insurance prior to departing their home country. Overseas Student Health Cover (OSHC) from Bupa provides cover for hospital and medical treatment if you get sick, helps meet student entry requirements and ensures you get your visa letter instantly. https://www.bupa.com.au/health-insurance/oshc

8a.2. Work Rights while Studying

Most Australian student visas allow you to work for up to 40 hours every two weeks while your course is in session, and unrestricted hours during any scheduled course break, but before you undertake any paid work you need to make sure your visa allows you to work. Find out more at the Department of Home Affairs website. Students found to have breached their work conditions may be subject to cancellation of their visa. Students who earn income in Australia may be liable to pay Australian taxation. Employers normally ask for your Tax File Number, which can be obtained at no charge from the Australian Taxation Office.

https://www.internationalstudent.com/study_australia/working/

8a.3. Living and Studying in Australia

Live in Australia: Learn about planning your departure, finding work and accommodation, and staying safe while studying. Visa and related information: https://www.homeaffairs.gov.au/ , https://www.studyinaustralia.gov.au/English/Live-in-Australia. Home affairs : Student Visa Requirements [Student Visa Requirements](#), Study Sydney (Stakeholder Toolkit) [Study Sydney Toolkit](#)

Sydney Campus Emergency Contacts

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1. Lifeline Crisis Counselling 131114 (https://www.lifeline.org.au/)
2. Acute Mental Health Situation 1800011511 Mental Health Help
3. MensLine for support, information, referral 1300789978 (https://mensline.org.au/)
4. Sexual Assault and Domestic Violence 24/7 line 1800737732 (nswrapecrisis.com.au) (https://www.1800respect.org.au/)
5. If you are in Danger: POLICE/ FIRE/ AMBULANCE 000
6. Campus 24/7 Contact: **+61 490 014 612**

8b. Living in Singapore

8b. 1. Health Cover in Singapore

International students need help to cover the costs of medical and hospital care while in Singapore. Because of these requirements, it is important that international students purchase their international student health insurance prior to departing their home country. So, if you're studying abroad, make sure you've thought about international student health insurance. It covers you when you're studying overseas or if you want health insurance that covers you in more than one country.

https://www.axaglobalhealthcare.com/en/international-health-insurance/students-health-insurance/

8b. 2. Work Rights while studying

If you are holding a Student Pass in Singapore, you are only allowed to work if you meet specific requirement. Students on exchange programs and those who are not a student of approved institutions are not allowed to work. So, it is necessary to find out if you are eligible. You can find out more from the Ministry of manpower website. Students found to have breached their work conditions may be subject to cancellation of their visa.

https://www.mom.gov.sg/passes-and-permits/work-pass-exemption-for-foreign-students

8b. 3. Living and Studying in Singapore

Singapore has one of the highest living standards in the South East Asia. Daily necessities and luxuries are readily available. Budget required during your stay in Singapore do not include tuition fees and travel expenses from your home country to Singapore. Learn about planning your departure, finding work and accommodation, and staying safe while studying

https://www.eduopinions.com/blog/where-to-study/pros-cons-studying-singapore/

Singapore Campus Emergency Contacts
1. Lifeline Crisis Counselling 1800-221 4444 (https://www.sos.org.sg/)
2. Acute Mental Health Situation 1800-283-7019 (https://www.samhealth.org.sg/)
3. Sexual Assault and Domestic Violence +65 6779 0282 (http://sacc.aware.org.sg/)
4. If you are in Danger:
   POLICE 999
   FIRE 995
   AMBULANCE 995
   Non-Emergency Ambulance 1777
5. Campus 24/7 Contact: **+65 9168 6165**

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8c. Living in Dubai

8c. 1. Health Cover in Dubai

International students need help to cover the costs of medical and hospital care while in Dubai. Because of these requirements, it is important that international students purchase their international student health insurance prior to departing their home country. So, if you're studying abroad, make sure you've thought about international student health insurance as it covers you when you're studying overseas. https://www.dha.gov.ae/en/Aboutus/Pages/Vision.aspx

8c. 2. Work Rights while studying

Working while you study allows you to gain valuable experience of the workplace at the same time as being enrolled at University, helping you to make informed decisions about the career path you hope to follow once you graduate.

If you are holding a Student Visa in Dubai, you are only allowed to work if you meet specific requirement. So, it is necessary to find out if you are eligible. You can find out more from the Dubai Development Authority website. Students found to have breached their work conditions may be subject to cancellation of their visa. https://dda.gov.ae/earn-while-you-learn/earn/academic-institutions/

8c. 3. Living and Studying in Dubai

Rapid development in Dubai's education system in recent years means it now competes with the best places to study, whether as an undergraduate or graduate. Higher education in the UAE has also made significant progress, thanks to strategic partnerships with Western institutions, with notable universities opening campuses in this vibrant, fast-growing country. Learn about planning your departure, finding work and accommodation, and staying safe while studying.

https://www.bayut.com/mybayut/popular-areas-students-live-dubai/

Dubai Campus Emergency Contacts

1. Lifeline Crisis Counselling 80078839 (https://www.idp.com/)
2. Acute Mental Health Situation 800342 (800 DHA) (https://www.dha.gov.ae/)
3. If you are in Danger:
   POLICE 999
   FIRE 997
   AMBULANCE 998
4. Campus 24/7 Contact: **+971509085972**

9. Student Support

As a higher education provider, SP Jain is committed to the provision of timely and targeted student support for all students to enable a positive learning experience, the development of knowledge and skills, and to ensure their personal well-being. These support services are designed in line with the student's lifecycle, right from admission through graduation, and includes academic, cultural, personal, technical and language support.

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The online students receive ongoing support from the assigned Course Coordinators for matters such as unit enrolment, reading materials, submissions, communication regarding exams, retests, and results. The planners and class schedules will be made available in advance for students. All the sessions will be recorded and are made available to students through the LMS. Students can contact the Course Coordinators via emails. Student attendance is monitored remotely on sessional basis by the Course Office and any shortfall is communicated to students through email. The students have access to the centralised online support to escalate and resolve any academic and administrative matters. Through the Course Office students receive support from all concerned departments e.g. Registrar's Office and Examinations Office.

https://www.spjain.sg/student-support

9.1 Student Experience and Support

At Student Experience our motto is "Journey is the reward".

Student Experience and Enhancement is a student centric team which provides support and guidance to the students throughout their Student Life Cycle. Each of the 4 campus has a Student Experience Manager who are aptly guided by the Team Leader.

Specific strategies of the team towards support transition includes, assessing the needs and preparedness of individual student and cohorts and undertaking early assessment or review the formative feedback on academic progress and identify needs for additional support.

All the Student feedbacks are analysed and discussed with all stakeholders to address gaps or unresolved issues, both academic and non-academic. Apart from the various SE initiatives and activities like focussed group feedback sessions, chat sessions, coffee or lunches with student groups, buddy programs, the team also engages with them continuously targeting improvement measures, share best practises, all to obtain a favourable learning environment. Alongside this, the student also receives support from the team using online and offline mechanisms. Student progression is tracked, and alerts of risk are raised well before time and help is provided to them to change gears and obtain success.

Every student is encouraged to optimise on each of these opportunities provided by the school and hone their skills to excel not only within the campus but also outside in the larger community.

9.2 Counselling

S P Jain has a counselling and coaching team on its campuses, staffed with a full-time and professionally qualified Student Counsellor and support staff. Students are encouraged to seek advice and support on a personal and individual basis as required during their time on campus. The team cooperates closely with academic faculty, administrative and support staff, and relevant department heads to help resolve any issues that might be impeding student progression or the enjoyment of the overall S P Jain learning experience.

The Student Counsellor will also manage a 'buddy' system where students new to the campuses and cities will be matched with an existing student from the prior batch to share lifestyle and

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study experiences. In addition, the School may contract with an external counsellor for any student needing additional services. Students needing the help of a counsellor should contact the office of the S P Jain Student Counsellor/Student Life to make an appointment. In some situations, a member of the faculty or staff may recommend that a student consult a counsellor and, with the student's agreement, make necessary arrangements.

9.3 Library

The library is vital component of academic life at S P Jain. Apart from the conventional books, periodicals, magazines, newspapers and journals the library has a range of learning materials that cater to various learning needs and preferences. The library offers an e-library that includes business-relevant e-databases, online journals and newswires.

The library aims to:

- Develop and deliver customer-focused services, support learning and teaching, in a rapidly changing environment
- Provide access to local and external sources of information for all users
- Move towards a predominantly electronic library while maintaining appropriate print collections
- Widen and facilitate access to information by developing and strengthening partnerships within and beyond the School

Library Schedule

Monday to Friday	10:00 am to 6.00 pm
Closed on Saturday and Sunday	

Circulation

Resource	Quantity	Duration	Renewal
Books	3	14 days	twice
Periodicals	2	7 days	-
AV Resources	2	2 days	-
Reports	3	14 days	twice

Reference books, rare books, bound journals, periodicals and newspapers may not be taken out of the library. Borrowers may renew a loan in person or by email. A resource may be renewed twice unless requested by another borrower. After being renewed twice, the resource must be returned to the library before it can be checked out again.

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Overdue library resources incur a fine of AU $1.00 per day (equivalent amount payable as per local currency) per item. Items that must be recalled incur a double fine. Lost or damaged books must be replaced at the user's cost. Students who mutilate or lose a library resource must replace it at their own cost within 30 days. If not, the library will buy the resource and charge the user the actual cost-plus 25 percent for freight and handling, depending on the type of resource being replaced.

As with other outstanding financial commitments, students will need to clear any library fines prior to graduation.

Basic Library Decorum

Students are expected to:

- Maintain silence and not indulge in loud group discussion activities
- Switch off their mobile phones or keep them on silent mode
- Not place their feet on tables and chairs, and not consume food and beverages
- Switch off the lights and air conditioners when not required
- Not switch on any audio/video CD (academic or entertainment) without using headphones
- Replace newspapers, periodicals, books etc. in their original place after reading – and not carry them outside the library premises
- Students should leave their baggage, personal belongings at the space provided in the library at their own risk

9.4 Information Technology Centre

The IT Centre provides a robust, reliable, and secure IT infrastructure to the S P Jain student community. The IT Centre recognises the privacy of students' files and communications, but also reserves the right to examine files and directories when necessary, especially when there is evidence of compromised security or prohibited activities.

The IT Centre hours of operation are from 10:00 to 6:00 p.m. Students are discouraged from bringing food or beverages inside the IT Centre.

Wi-Fi Internet access is available throughout the campuses. Students are expected to use the Internet for academic purposes only, and are not permitted to download music, videos, games, movies or illegal/unethical material. Each student will be given free access to 500 MB usage every month. On exceeding this limit, for every 25 MB download of data, it will be charged, as applicable. Students are provided with an e-mail account under the S P Jain domain name. Charges for printing and photocopying will be deducted from the student's deposit as per the IT guidelines

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9.5 Career Advice

S P Jain helps students obtain information about specific careers and post-study professional opportunities. The Passport to Excellence and Corporate Relations teams work with students to aid with career planning, resume writing, interview techniques, on-campus recruiting, and local advice on contacts to assist students in making career connections.

9.6 Campus Life

Studying at the S P Jain campus is stimulating, comfortable, and most of all, fun!

Singapore: S P Jain's seven-acre Singapore campus is located close to downtown and is easily accessible by car or public transport. The campus' renovated heritage building house houses the Faculty offices, Accommodation, Marketing and Admission offices, classrooms, lounge, banquet hall and cafeteria. The non-heritage building houses the student hostel, classrooms, Faculty offices and Leadership hall. The cafeteria offers a variety of multinational cuisine to cater to the diverse student community.

Dubai: S P Jain's Dubai campus is located in the Dubai International Academic City (DIAC), a city that was purpose-built for colleges and universities. SP Jain's campus occupies an entire stand-alone building covering approximately 60,000 square feet, spread over three floors. It has hi-tech learning centres, mock trading rooms, a library, video conferencing facility, a Reuters terminal and more. The DIAC's food court offers multinational cuisine to the students. Students are encouraged to participate in the numerous festivals and events hosted by SP Jain and other schools in DIAC.

Sydney: The campus is within the precinct that hosted the 2000 Sydney Olympic Games and is in walking distance of the city's more famous sporting arenas and facilities. As a distinct sporting and education precinct, Sydney Olympic Park is a destination. The precinct is located some 45 minutes from Sydney's Central Business District and 20 minutes from Parramatta, a major suburban centre. Both destinations offer all the exciting social and lifestyle options that one can expect in metropolitan Australia, and they are both accessible by public bus, train and river ferry from Sydney Olympic Park. A full range of entertainment venues, landmarks, artistic venues, dining experiences, transport options and weather is listed on the NSW government's website at www.living-in-sydney.com.au, Learn and live in Sydney.

9.7 Accommodation

Singapore: The Student Hostel is located on campus, within HortPark. Girls and boys are housed separately for privacy. Security guards patrol the premises at night to ensure the safety of all students living there. The Hostel is air-conditioned, and students have access to common areas like a TV lounge and group work areas.

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Dubai: SP Jain's student accommodation is in the International City, one of Dubai's largest residential areas. We provide a bus service to transfer students to and from campus, which is about 15 minutes away.

Sydney: **Sydney**: While it is not mandatory for students to avail S P Jain's housing, students have an option to do so if required in **Sydney**. However, students who wish to opt for the School's housing option would be accommodated in rented apartments and town house in and around the Sydney Olympic Park where the campus is located. For more information please refer https://www.spjain.edu.au/global-campus/sydney

9.8 Sports Facilities

Students can stay healthy by exercising in the gym or playing sports, such as basketball or table tennis. They can also take long walks around the campus or outside the campus.

9.9 Student Council

Student council help to integrate the working of S P Jain students and management. These working groups act as facilitators or student bodies for the different areas that they represent. Brief details are given below:

President

The President shall serve as the primary representative and channel of communication for the Student Body of S P Jain. This responsibility includes preparing agendas for each council meeting, following- up on initiatives and communicating with all co-officers. The President shall keep frequent contact with the administration, faculty, alumni, and other student bodies of the college campus. The President shall maintain, promote and execute this constitution.

Vice President / Secretary

The Vice President/Secretary is responsible for assisting the President and to ensure that the President's decisions are carried out. The Vice President/ Secretary should also keep track of committee undertakings and tasks delegated. As well as fulfilling their role in the SC, the Vice President/ Secretary must be approachable by individuals in the Student Body who wish to raise issues to the council.

Responsibilities of SC Secretaries

The secretaries include a Sports Secretary and Cultural Secretary.Each of these will be responsible for coordinating certain extracurricular activities and keeping the Student Body motivated. Furthermore, they will be expected to act as the bridge between the council and the Student Body, working in close coordination with the SEM/SL-GL Team, heads of their respective clubs, committees and other student organizations.

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Secretary of Events

The main function of the Events Secretary is to coordinate events organized both internal and external to S P Jain. Events happening on campus or planned by student organizations within S P Jain will be coordinated by the Events Secretary through the use of an event calendar and the communication of

The following are the Secretary of Events for Undergraduate:
- Secretary of Sports
- Secretary of Culture

In addition, the council members are also responsible for Academic committee:

Academic Committee

This Committee helps the Institute review courses and academic policies. Student suggestions and feedback on faculty, courses, assignments, exams, grievances or grades can be routed through the Academic Committee. Members are also proactive and take informal feedback from all students about every course. They meet regularly with the Course Manager to share feedback. Members are selected by the Course Manager based on students' performance records. Special care is taken to ensure that every specialisation or division is well represented in the Committee.

9.10 Cafeteria / food courts

Students have access to a cafeteria and vending machines that serve a variety of snack meals, a range of juices and drinks, confectionery, and other requisites inside and outside the campus. The cafeterias/food courts offer a wide variety of options ranging from vegetarian and traditional Indian cuisine to Continental and International fare.

10. Tuition and Non-Tuition Fees

Tuition Fees: Please refer to the Signed Offer Letter/ Website[1] for more details

Non-Tuition Fees

	For UG Program (BBA)	
Sr. No.	Components	Charges in AUD
1	Re-evaluations (per unit)	30
2	Re-test (per unit)	300

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[1] Refer to Tuition and Non-Tuition Fee

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3	Independent Study (per unit)	2000
4	Duplicate Degree	100
5	Duplicate Graduation Statement	30
6	Duplicate Record of Result	30
7	Postal / Courier Charges (per package) within India *	20
8	Postal / Courier Charges (per package) outside India *	30
	*Minimum charges.	

11. Policies and Procedures

For more policies and procedures please refer to the School website and the **Annexure to the Handbook.** School Website

Undergraduate Admission and Selection Policy

This policy applies to all applications for admission to postgraduate courses at S P Jain School of Global Management (S P Jain) for prospective domestic and international students.

Deferral Policy

This policy describes the deferral procedures before students enrols into a course, after the students enrols into a course / commences course of study.

Domestic Student Refund Policy

The purpose of this Policy is to provide clear information and guidance about the fee refund process applicable to domestic students, the process for applying for refunds and the circumstances under which refunds will be provided to current and prospective domestic students. This policy applies to domestic students studying in Australia only. This policy aligns with the requirements set out in the TEQSA Act (2011) and the Higher Education Standards Framework (the Threshold Standards) 2015.

International Student Refund Policy

The purpose of this Policy is to provide clear guidance and information about the fee refunds process which are applicable to international students, the process for application of refunds and circumstances under which refunds are to be provided to current and prospective students studying as international students in Australia and on other campuses on a student visa.

Credit Transfer and Articulation Policy

This Policy provides students the broad policy and framework for articulation, recognition of prior learning (RPL) and credit transfer for all the courses offered. Provide due credit for demonstrated prior learning and outcomes in line with the requirements of each course of study, assist mobility

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of students eligible to transfer between courses within the School and to other institutions, institute clear guidelines and processes for determining credit transfer and articulation to and from the courses without compromising the integrity of each course and ensure standards and integrity of the credit transfer arrangements.

Provider Transfer Policy

This policy applies to international students studying at S P Jain School of Global Management (S P Jain) in Australia under the Australian student visa system administered by the Department of Home Affairs and regulated under the ESOS Framework. This policy sets out the process for international students in Australia seeking to transfer to or from another registered provider. This policy does not apply to students studying at S P Jain campuses outside Australia.

Statement of Tuition Assurance

This statement outlines how domestic and international students are protected in case S P Jain School of Global Management (S P Jain / the School) ceases to provide a course for which a student is enrolled. b. The Statement of Tuition Assurance applies to all accredited courses delivered by S P Jain for domestic and international students

Student Code of Conduct Policy

This Code of Conduct outlines the expectations and responsibilities of all students enrolled at S P Jain and should be read in conjunction with the approved policies of the School, and in the context of the student's letter of offer of enrolment. This Code applies to all students enrolled with S P Jain regardless of the mode of study or location.

Academic Integrity Policy and Procedures

This Policy promotes academic integrity; defines the actions that constitute a breach of academic integrity i.e. cheating, contract cheating and plagiarism; and, describes the School's processes for investigating and hearing allegations of cheating and plagiarism. It also describes the penalties that will apply, where allegations are proven.

Processes and Guidelines for Plagiarism control for all soft copy submissions

Academic integrity will be upheld and protected by providing clear information to students and staff and implementing educative strategies. Appropriate steps will be taken to detect plagiarism including electronic plagiarism devices. S P Jain uses Turnitin, an integrated tool to Blackboard to detect plagiarism.

Student Misconduct Policy and Procedures

his Policy defines the actions that constitute non-academic student misconduct; describes the School's processes for investigating and hearing allegations of student misconduct; and, describes the penalties that will apply, where allegations are proven.

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Student Grievance and Mediation Policy and Procedures

This policy describes the procedures for student grievance mediation; S P Jain has individual academic, administrative, and supervisory avenues for mediation. Should other avenues come into conflict with the Student Grievance and Mediation Policy, this policy overrides all other avenues for meditation. This policy is dedicated to the fair hearing and resolution of all grievances and will discuss with students and staff their familiarity with procedures for dealing with complaints, grievances, and appeals.

Assessment Validation, Grading and Moderation Policy and Procedures

The purpose of this Policy is to ensure that assessment tasks and marking is valid and reliable and that they ensure the quality of student learning outcomes. The School is committed to effective assessment validation and moderation as an integral part of its assessment procedures and has designed its procedures to ensure common interpretation of Threshold Standards 2015 in relation to student performance across all programs. The Examination Board moderates the design of assessments and students' performance internally and externally. This is to ensure the validity and reliability of its assessment practices and awarding of grades. Moderation is undertaken each term / semester as part of a continual improvement cycle, as detailed in Assessment Validation, Grading and Moderation Policy.

Students at Risk

Student performance will be monitored regularly and "students at risk" will be identified early and supported for early intervention to aim at good progress rates thus increase the completion rates as detailed in the School Policy of "Student at Risk Policy". This also sets out the School's mechanisms for timely identifying students who may be at risk of not progressing satisfactorily in a course of study and the processes used to provide targeted and timely support.

Student Progression, Exclusion and Course Completion Policy
The Policy provides broad guidelines and framework for all courses on the rules of progression, and course completion. This policy informs the students of the importance of achieving satisfactory course progression   and the possible consequences of unsatisfactory course progress.

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BBA Rules of Progression and Completion Policy

1. Guidelines:

As the keeper of the official academic records of the School, the Registrar shall be responsible for maintaining individual records for each student. As part of that responsibility, the Registrar shall administer the progression and exclusion rules.

2. Progression:

a. To **progress from one semester to the next semester** a student must meet all the following conditions:

   i. a student's Cumulative Grade Point Average (CGPA) **should not be less than 2.0**

   ii. **in a semester a student should not have** received more than:
- **1 F grade (3 credit points) and 1 D grade (3 credit points)**
- **OR 2 D grades (6 credit points) and no F grade**

   iii. a student needs to successfully complete all the identified pre-requisites in a current semester which are required as prerequisites for subjects to be undertaken by the student in the next semesters **(Student must clear F grade by applying a retest).**

b. All students will be allowed to progress to the next semester on a conditional basis until the results of the previous semesters are declared. Once the grades are declared students who fail to meet the progression requirements, will be provided retest opportunities in the subjects where they have obtained a D or F grades.

c. Student performance will be monitored regularly and "students at risk" will be identified and supported as detailed in the Student at Risk Policy.

d. On occasions where students are unable to meet the required criteria mentioned above, and if considered appropriate by the Course Director (Dean) and Registrar students will be allowed to progress to the next semester under probation.

e. In exceptional cases, where in the judgment of the faculty, the student has not satisfied all the specified requirements for the subject a student may be awarded an incomplete grade (I). Student/s who has been awarded an 'I' grade in a subject shall be deemed to be not eligible to be awarded the degree until all requirements for the subject have been completed by a specified time.

3. Degree Requirements

a. **The period of candidature for a full-time student candidate shall be a minimum of 48 months (4 years) and maximum of 72 months (6 years).**

b. **To fulfil the requirements for the award of the Bachelor of Business Administration (BBA) degree:**

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i. **a student's cumulative grade point average (CGPA) at the end of Semester 8 (last study period) should be at least 2.0;**

ii. **a student should not have more than 4 D grades (12 credits points), 2 PC grades (6 credit points) and no F grade**

4. Grievances and Appeals

a. Applicants who for any reason are dissatisfied with an administrative decision of the Course Director (Dean), Registrar or delegate may lodge an appeal against that decision pursuant to the "Student Grievance and Mediation Policy and Procedures".

5. Other Matters

a. The following are covered in the overarching institutional level Student Progression, Exclusion and Course Completion Policy:
   i. Unsatisfactory Course Progress Reporting – Section 4
   ii. Cancellation or Suspension – Section 5
   iii. Support for Completion requirements - Section 7

6. Related Documents

a. Deferral Policy

b. Student Progression, Exclusion and Course Completion Policy

c. Students at Risk Policy
d. Student Grievance and Mediation Policy and Procedures

Student Performance Data Policy and Procedures

This policy outlines the student performance data for all the courses offered by S P Jain School of Global Management (S P Jain) so as to ensure that there is sufficient oversight of the collection, timing, accuracy, consistency and effective use of student performance data for each course and across each delivery site. Information relating to student attendance, grades, student performance including progression, outcomes including completion, feedback including complaints and breaches of academic integrity. This policy also enables the monitoring and mitigation of academic risk at the School through analysis of student performance data identification of at-risk students, subject pass rates, semester/term progression and course completion and attrition.

Student Support Policy

The purpose of the Student Support Policy is to set out the nature and scope of support services available to all S P Jain School of Global Management (S P Jain) students. This policy outlines S P Jain's obligations to all higher education students as a registered higher education provider.

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It details the support processes, mechanisms and services designed for a diverse cohort of students to enable student progression, student achievement of learning outcomes and ultimately enable student success.

Student Consultation Policy and Procedures

The policy sets out provisions for access to teaching staff and academic members of the Faculty. This includes all staff with teaching responsibilities regardless of their position within the School or location. This policy does not apply to dedicated student support staff noting that students have access to support and services staff at each of the School's campuses and are able seek support in relation at any time.

Student and Staff Feedback Policy

This Policy relates to all S P Jain's students enrolled in degree courses leading to an AQF qualification and related academic and administration staff. This Policy provides a framework for seeking and reporting feedback from academic staff and students on their perceptions of the quality of S P Jain School of Global Management's (S P Jain) operations.

Academic Freedom and Free Intellectual Inquiry Policy

This policy articulates S P Jain's commitment to the protection and promotion of academic freedom and free intellectual inquiry within the School. This policy applies across the School, all students and staff, visitors and campuses. The protection of academic freedom and free intellectual inquiry and the responsibilities associated with these academic rights apply to everyone in the S P Jain community.

Library Resources Collection Development Policy

The Library Resources Collection Development Policy is intended to guide the library's collection development activity in order to ensure that staff and students have access to the necessary academic resources to support their learning, development and scholarly endeavours. The policy ensures that the library develops and maintains a range of relevant, current and appropriate scholarly information to support staff and students.

Critical Incident Policy

S P Jain's Critical Incident Policy lays out the procedures and actions to be taken in the event of a serious incident that involves S P Jain students, faculty, staff members and visitors. A critical incident is a traumatic event, or the threat of such which causes extreme stress, fear or injury and has the potential to affect the safety and well-being of S P Jain students, staff, faculty or visitors in a dangerous or tragic way.

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Student Equity, Diversity and Fair Treatment Policy

The purpose of the Student Equity and Diversity and Fair Treatment Policy is to articulate S P Jain School of Global Management's (S P Jain) commitment to promote and support an environment which values and affirms equal opportunity, diversity and inclusivity in accordance with universal principles of equity, fairness and social justice, whilst ensuring that the School complies with its legal responsibilities in accordance with relevant legislation.

Student Information Provision Policy

This Policy establishes a framework for the management and handling of student information and records which protects the privacy of students and promotes the responsible handling of student information by staff. This Policy also establishes procedures through which a student may access his or her personal information, or make a complaint in respect to the loss, misuse or unauthorised disclosure of, or unauthorised access to, information about them. This Policy applies to student records and information relating to applicants, current and former students.

Student Sexual Assault and Sexual Harassment Policy

This Policy outlines S P Jain's stance and general approach to matters of sexual misconduct applies to S P Jain students at all campuses. It is not limited to S P Jain campuses or teaching or study hours. It also extends to all functions and places where students interact.

Graduation and Certification Policy

This Policy sets out the principles and procedures for the issuance, certification and conferral of awards and units of study at the School. The School is committed to ensuring the integrity, accuracy and authenticity of all authorised documents and certification that attest to a students' academic achievement in fulfilling all requirements of the School's higher education awards within the Australian Qualifications Framework (AQF). This Policy sets out the principles and procedures for the issuance, certification and conferral of awards and units of study at the School, as detailed in Graduation and Certification Policy.

Record Management Policy

In accordance with regulatory requirements, S P Jain will maintain a strong policy on accurate and current records collection and keeping. Students will be required to update their personal contact details via Peoplesoft or otherwise as advised by the Course Manager as part of their re-enrolment process every term (or at 6 monthly intervals – whichever is the shorter). These details include residential address, mobile phone number and email addresses.

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12. Campus Locations

SYDNEY CAMPUS

SP Jain School of Global Management, Sydney Campus, 15 Carter Street, Lidcombe, NSW, 2141, Australia, Call: +61 28970 6800

DUBAI CAMPUS

SP Jain School of Global Management, Dubai Campus, Block 5, Dubai International Academic City, P. O. Box 502345, Dubai, UAE, Call: +971 4 5616 700

SINGAPORE CAMPUS

SP Jain School of Global Management, Singapore Campus, 10 Hyderabad Road, Next to HortPark, off Alexandra Road, Singapore, 119579, Call: +65 6270 4748

www.spjain.edu.au

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For details on Policies, please refer to the Annexure to the Bachelor of Business Administration Handbook

POLICIES Governance Policies | SP Jain School of Global Management

The SP Jain Policy Document Library is an online database containing institution-wide rules, policies, procedures and guidelines that have been formally approved by the School's Board of Directors, the Academic Board and/or other relevant authorities. To access the policies; click on hyper link appended in the annexure table. Due to any technical difficulty, if any hyperlink is not active or not functional, you are requested to visit. If any doubt please write to registrar@spjain.org

S No	Annexure to the Bachelor of Business Administration Handbook	
1	Undergraduate (including Diploma) Admission and Selection Policy	
2	Deferral Policy	
3	Domestic Student Refund Policy	
4	International Student Refund Policy	
5	Credit Transfer and Articulation Policy	
6	Provider Transfer Policy and Processes	
7	Statement of Tuition Assurance	
8	Housing and Accommodation Policy	
9	Student Code of Conduct Policy	
10	Academic Integrity Policy and Procedures	
11	Bachelor of Business Administration (BBA) Attendance Policy	
12	Processes and Guidelines for Plagiarism Control for all Soft Copy Submissions	
13	Student Misconduct Policy and Procedures	
14	Student Grievance and Mediation Policy and Procedures	
15	Assessment Validation, Grading and Moderation Policy and Procedures	
16	Student Progression, Exclusion and Course Completion Policy	
17	Bachelor of Business Administration (BBA) Rules of Progression and Completion Policy	
18	Student at Risk Policy	
19	Student Performance Data Policy and Procedures	
20	Support for Students Policy	
21	Student Consultation Policy and Procedures	
22	Student and Staff Feedback Policy	
23	Academic Freedom and Free Intellectual Inquiry Policy	
24	Library Resources Collection Development Policy	
25	Critical Incident Policy	
26	Student Equity, Diversity and Fair Treatment Policy	
27	Information Technology Policy	
28	Student Sexual Assault and Sexual Harassment Policy and Procedures	
29	Graduation and Certification Policy	
30	Records Management Policy	

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	Bachelor of Business Administration (BBA) Rules of Progression and Completion Policy
Document Type	Policy and Procedures
Administering Entity	Dean – Undergraduate, BBA Deputy Directors (Assistant Deans), Registrar, Director of Examinations
Latest **Approval** or Amendment Date	December 21, 2020 (to be implemented from the next commencing cohort)
Last Approval or Amendment Date	November 11, 2019
Approval Authority	Academic Board
Indicative Time of Review	December 20, 2028

1. Purpose and Scope:

a. This Policy is under the overarching institutional level 'Student Progression, Exclusion and Course Completion Policy' which is applicable to all the accredited degree courses offered by S P Jain School of Global Management (S P Jain).

b. This Policy details the rules of progression and course completion requirements for the successful completion of the BBA course and should be read in conjunction with the overarching policy.

2. Progression:

a. To progress from one semester to the next semester a student must meet all the following conditions:

    i. a student's Cumulative Grade Point Average (CGPA) should not be less than 2.0

    ii. in a semester a student should **not have received more than**:

        a. 1 F grade (3 credit points) and 1 D grade (3 credit points)

        b. **OR** 2 D grades (6 credit points) and **no F grade**

    iii. a student needs to successfully complete all the identified pre-requisites in a current semester which are required as prerequisites for subjects to be undertaken by the student in the next semesters **(Student must clear F grade by appearing retest).**

b. All students will be allowed to **progress to the next semester on a conditional basis**

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until the results of the previous semesters are declared. Once the grades are declared students who fail to meet the progression requirements, will be provided retest opportunities in the subjects where they have obtained a D or F grades.

c. Student performance will be monitored regularly and "students at risk" will be identified and supported as detailed in the Student at Risk Policy.

d. On occasions where students are unable to meet the required criteria mentioned above, and if considered appropriate by the Course Director (Dean) and Registrar students will be allowed to progress to the next semester under probation.

e. In exceptional cases, where in the judgment of the faculty, the student has not satisfied all the specified requirements for the subject a student may be awarded an incomplete grade (I). Student/s who has been awarded an 'I' grade in a subject shall be deemed to be not eligible to be awarded the degree until all requirements for the subject have been completed by a specified time.

3. Degree Requirements:

a) The period of candidature for a full-time student candidate shall be a minimum of 48 months (4 years) and maximum of 72 months (6 years).

b) To fulfil the requirements for the award of the Bachelor of Business Administration (BBA) degree:

    a. a student's cumulative grade point average (CGPA) at the end of Semester 8 (last study period) should be at least 2.0;

    b. a student should **not have more** than 4 D grades (12 credits points), 2 PC grades (6 credit points) and **no F grade**

4. Grievances and Appeals:

Applicants who for any reason are dissatisfied with an administrative decision of the Course Director (Dean), Registrar or delegate may lodge an appeal against that decision pursuant to the "Student Grievance and Mediation Policy and Procedures".

5. Other Matters:

a. The following are covered in the overarching institutional level Student Progression, Exclusion and Course Completion Policy:

    i. Unsatisfactory Course Progress Reporting – Section 4

    ii. Cancellation or Suspension – Section 5

    iii. Support for Completion requirements - Section 7

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6. Related Policies:

a) Deferral Policy

b) Student Progression, Exclusion and Course Completion Policy

c) Students at Risk Policy

d) Student Grievance and Mediation Policy and Procedures

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	Bachelor of Business Administration (BBA) **Attendance Policy**
Document Type	Policy and Procedures
Administering Entity	Course Managers, Registrar
Latest Approval or Amendment Date	June 27, 2019
Last Approval or Amendment Date	New Policy (not applicable)
Approval Authority	Academic Board
Indicative Time of Review	June 26, 2028

1. Attendance expectations

a. A student's successful completion of a unit of study (subject) is significantly dependent upon regular class session attendance and attentiveness in class. Daily class attendance is therefore required of all students.

2. Attendance requirements for BBA Course

a. Students are expected to attend all lectures, tutorials, group activities and turn on their cameras (applicable to Virtual sessions). Attendance is taken during each class session (Face to face or Virtual). Students should be seated in the classroom / signed into the virtual platform at least five minutes before the session starts, and latecomers may not be admitted. Students may not enter or exit the classroom (Face to face or Virtual) while a session is in progress.

b. Leaving the class session mid-way (Face to face / virtual) not turning on camera (virtual) will be treated as absent.

c. A lecturer is not required to provide substitute tests, nor arrange repeat trips or other out-of-session experiences when a student is absent.

3. Excused attendance

a) A student who cannot attend a session/s due to a medical illness must produce a medical certificate to have absences excused. Where applicable, the student should also enclose photocopies of hospitalisation records of physician's orders, if

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appropriate (only certificates issued by a local physician will be accepted where the student is studying ie. Duabi, Singapore and Sydney as applicable).

b) In the event of a serious illness or death in the immediate family, the student should notify the course office and provide supporting documents to obtain an excused absence

c) A student with infectious diseases should report their condition immediately and take all precaution to avoid spreading the infection and as per documented advise of the physician or program office not attend the class/class sessions. Such absences will be treated as excused absences.

4. Unexcused absences

a) If a student is absent without approval for more than four class sessions in one unit of study, they will be downgraded by a letter notch. For example, if the original grade is 'A', it will be downgraded to 'A-'.

b) For each unexcused absence from class session thereafter (for the same unit of study) the student will be further downgraded by a letter notch for each unexcused absence.

c) The students who have been downgraded due to attendance are not eligible for retest.

Attendance Marking and Monitoring

a) If a student has been marked absent wrongly, he/she needs to inform the Course Office immediately so that the Course Coordinator can double-check the absence with the faculty.

b) Attendance cannot be reviewed more than one day after the date in question.

c) Random spot checks will be conducted by the Course Office. If a student has been found not to be in class (Face to face or Virtual) , he/she will be marked absent.

5. Excused absences which result in inability to attend the Class

a) In instances of excused instances where a student is unable to attend the majority or all of the class sessions the student will need to register for the unit of study again

b) If the unit of study is not available as needed the student will be provided an opportunity to undertake an independent study. These will be at extra cost to the student and not included in the regular tuition fees.

6. Monitoring of students with low attendance

Student/s failing to meet the attendance requirements   for a unit of study or perceived by the Course (Program) Manager as having a low attendance record in general for the course, will be reported to the relevant Assistant Dean/Dean, Registrar, Assigned Faculty and the Student Experience Manager. Students who are having low attendance may have potential impact on Student Visas.

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