



S P Jain  
School of Global  
Management  
DUBAI • MUMBAI • SINGAPORE • SYDNEY

## Doctor of Business Administration (DBA) Admission and Selection Policy

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### 1. Purpose and Scope

This policy sets out the requirements and procedures for admission to the Doctor of Business Administration (DBA) course at the S P Jain School of Global Management (S P Jain) for prospective domestic and international students.

### 2. Admission Selection Process

- a. The process for admission and selection of students into S P Jain's DBA course includes the following procedures:
  - i. Meeting Eligibility Requirements
    - Academic eligibility requirements
    - English language eligibility requirements
  - ii. Additional Requirements for eligible applicants:
    - Evaluation of shortlisted applicants
    - Interview
  - iii. Notification and Offer
- b. The specific admission requirements of the DBA course offered by S P Jain are published on the S P Jain website and/or in current course brochures.
- c. All admission decisions are made by the Admission's Office in consultation with academic staff at S P Jain.

### 3. Meeting Eligibility Requirements

#### a. Academic Eligibility Requirements

Applicants for admission are required to fulfil the following academic eligibility requirements:

- i. Have a postgraduate degree (by Research) in the field of "Business" or related discipline from a recognised university or other approved tertiary institution, or:
- ii. Have a postgraduate degree (by Coursework) in the field of "Business" or

related discipline from a recognised university or other approved tertiary institution, and at least 5 years of managerial level professional work experience.

The applicants will need to produce evidence of having worked on a full-time basis in a managerial role for a minimum of 5 years.

**b. Meeting English Language Eligibility Requirements**

- i. All applicants must have completed their education as detailed above in English and must provide certified evidence to the School.
- ii. Applicants who have not completed their most recent education qualifications in English are required to take any of the following recognised formal English language test and obtain currently valid **minimum** scores as below:
  - IELTS (Academic version) 6.5 overall score, minimum 6.0 in each subtest
  - TOEFL internet-based: Total 89 score, writing 22 and all other subtests 18
  - Pearson Test of English: 60 (minimum) with no section score less than 50.

**4. Additional Requirements for Eligible Applicants:**

**a. Evaluation of shortlisted applicants**

- i. The School establishes a shortlist of potential applicants based on:
  - Past academic performance and other achievements;
  - Past work experience; and
  - English language proficiency to ensure successful participation.
- ii. The School also gives consideration to other factors including:
  - Applications for credit and recognition of prior learning (as set out in section 6); and
  - Equity and Diversity considerations (as set out in section 6)
- iii. Applicants who have not been shortlisted will be notified in writing by the School.

**b. Interview with shortlisted applicants**

- i. All shortlisted applicants will be notified in writing by the School that their application has proceeded to the shortlist for admission into the relevant course.
- ii. As part of the final stage of applicant evaluation, all shortlisted applicants will be required to take an interview with a selection panel. The interview is designed to assess subject knowledge, verbal and written communication skills, analytical skills and ability, tenacity to undertake substantial research and contribute to body of knowledge in the field of business and management.

## **5. Notification and Offer**

- a. Approximately a week after the evaluation interviews, shortlisted applicants are notified in writing by the Admission's Office as to three potential outcomes:
  - i. the applicant has been successful and is offered a place for admission;
  - ii. the applicant has been placed on a 'second-round' offer waitlist with indicative timelines for potentially receiving a later offer of admission
  - iii. the applicant has been unsuccessful and will not be offered a place.

An official letter of offer from the School will be issued to successful applicants and will include information relating to orientation, study periods, fees, fee refund, visa information where relevant, commencement date, code of conduct and for international students any other relevant information required by National Code 2018.

- b. Students who have applied for credit will be notified at the time of offer whether their application for credit has been approved and what impact on their course duration and student visa (if applicable) the credit decision will have.

## **6. Credit and Recognition of Prior Learning**

- a. In exceptional cases, S P Jain considers applications for credit or recognition of prior learning (RPL) for advanced course work subjects of DBA courses as details in the School's Credit Transfer and Articulation Policy and DBA Regulations and Thesis Work.

## **7. Alternative Entry Schemes**

- a. As set out in S P Jain's Student Equity, Diversity and Fair Treatment Policy, admission criteria and processes will take into account equity and access considerations through the provision of alternative entry admission schemes with specific reference to Part A Section 2.2 of the Higher Education Standards Framework (Threshold Standards) 2015.
- b. The School will give specific consideration to:
  - i. applications for admission from Aboriginal and Torres Strait Islander peoples;
  - ii. providing access to the educationally or socially disadvantaged; and
  - iii. addressing the under-representation of designated groups.
- c. S P Jain will monitor academic progress and provide appropriate learning support and reasonable adjustment to students admitted under any alternative entry scheme which is based on equity and diversity. This could include the use of adaptive technology or other tailored support investigated, developed and approved through an individualised Access Plan as approved by the School's Registrar in consultation with the student and other relevant stakeholders.

## **7. Deferral of Studies**

- a. All applicants who have been issued a Letter of Offer confirming admission into a course are able to defer admission for one study period only by completing out the Deferral Form.
- b. Should an applicant require a longer period of deferral, an application to the School through the Registrar will need to be made.
- c. All decisions on deferral beyond one study period will be made by the School at its discretion.
- d. All applicants who have deferred their studies will be issued a written confirmation of the date of deferral.
- e. All information about refunds can be found in the School's Refund Policy

## **8. Appeal of Decisions**

- a. Students and prospective students have the right to appeal an admission decision in accordance with S P Jain's Student Grievance and Mediation Policy and Procedures.

## **9. Review**

- a. The admissions criteria will be reviewed annually by the Director - Admissions or an Advisory Group set up by the Registrar. Any recommendations for changes to the policy will be submitted to the Registrar for consideration. The Registrar will then recommend to the Academic Board (through ARCDC) any changes to the criteria for approval.

## **10. Related Documents**

- a. Credit Transfer and Articulation Policy
- b. DBA Regulations and Thesis Work
- c. Student Equity, Diversity and Fair Treatment Policy
- d. Student Grievance and Mediation Policy and Procedures