



**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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## 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	Student Tuition Fee Protection Policy
8	Tuition Fee Protection Procedure
9	Student Code of Conduct Policy
10	Academic Integrity Policy and Procedures
11	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	BBA Rules of Progression and Course Completion Policy
18	Students at Risk Policy
19	Student Performance Data Policy and Procedures
20	Student Support 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	Student Information Provision Policy
28	Student Sexual Assault and Sexual Harassment Policy
29	Graduation and Certification Policy
30	Record Management Policy

\*For more policies and procedures please refer to the Annexure of handbook or [School website](#)

## 1. Letter from the Dean

Dear BBA Student,

On behalf of the leadership team and S P Jain School of Global Management, a very warm welcome to the S P Jain community! We are delighted to having you join our School.

We live in exciting times where innovation and technology have made the world more integrated. The increasing globalisation of our economies has created a high demand for talented global leaders with the knowledge, flexibility, and skills to succeed in the real world. Organisations and entrepreneurs across the world need to recruit high performing managers who work efficiently in multi-cultural environments, whilst harnessing their global awareness and presence to promote creativity, innovation, and learning. S P Jain aims to build an educational experience that is dynamic, cutting-edge, and relevant. We strive to create a learning environment that is both competitive and nurturing. We encourage you to question, be curious, and freely express your viewpoints.

We believe that learning is a personal responsibility. Thus, your ability to deliver on the high expectations of your future success will depend on your achievements and performance amidst a stimulating environment. You will be stretched and challenged by both the talented and experienced faculty and a vibrant peer group. S P Jain promises a rigorous education that will empower you to go out into the world to enjoy both professional success and personal fulfilment.

We trust that over time, education and hard work lead to maturity and the ability to accept personal responsibility. Good moral character; high ethical values; mutual respect for your peers and colleagues; and sensitivity to social issues are values we emphasise at S P Jain. We focus on holistic growth that balances learning with the moulding of personality, character and attitudes. Above all, learning should be an enjoyable experience. It is our expectation that during your period with us you will form strong friendships and make important contacts that will endure through the whole of your professional life. This is a truly fantastic opportunity that you will share with an amazing group of fellow global pioneers. We urge you to embrace this and be open to new ideas and experiences. We look forward to seeing you in Singapore, Mumbai, Dubai and Sydney.

This handbook brings together information that you will find helpful throughout your period at S P Jain. It should be read in conjunction with other information provided through the different official outlets

**Dean – Undergraduate Programs**

## 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: Mumbai/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 Entrepreneurship project)
- Choose from 3 Specialisations (Finance, Marketing or Entrepreneurship)
- Completing Employability and Practitioner Skills

#### 2.1.1 Employability and Practitioner Skills

There are 4 Units which articulates 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 Entrepreneurship Project

BBA students are required to submit a project report. The topic is to be finalised in consultation with a faculty mentor who will be nominated upon commencement of the project. Projects could be undertaken individually or in a group depending on the nature of the project. The project requires collection of primary and/or secondary data, literature review, data analysis and report writing.

An Action Learning Project report is to be "issue based", i.e., it addresses a shortcoming or gap discovered by the student during a literature review. Alternatively, it may address some "live" issue being faced by the corporate sector or a particular company (for example: What is it that we don't know?)

Where does ambiguity exist?). Once identified, the “issue” can be refined by an examination of the empirical data, refined analysis and / or creative thinking.

An Entrepreneurship Project report will identify a market need, business opportunity or potential new social venture. Using the concepts, knowledge and skills acquired during the study of the BBA course, the student would prepare a proposal and framework to address a new business opportunity and apply knowledge and skills to develop a detailed research framework using appropriate business management and research tools, qualitative and / or quantitative methods. The student would conduct research for the project and collate findings and demonstrate learning across the curriculum, through analysis and recommendations detailed in a written report and in a presentation to potential investors.

A schedule of “milestones” should be developed and met through the Action Learning Project / Entrepreneurship Capstone Project. 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, communications with a mentor, and 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/Mumbai, Dubai and Sydney. There are 3 Specialisations offered. These are Marketing, Finance and Entrepreneurship.

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

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/Mumbai, 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 entrepreneurship. Importantly, although the current BBA is accredited by Tertiary Education Quality and Standards Agency (TEQSA), parallel scrutiny is placed on the design, delivery, and learning progressions in Singapore (through Committee for Private Education-CPE) and Dubai (through Knowledge and Human Development Authority-KHDA).

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 entrepreneurship, or pursue a more general, commerce major.

Learning culminates with a capstone project (an Action Learning Project [ALP] or an Entrepreneurship Project [ELP]) which enables students to apply the knowledge and skills, gained during their degree, in a real-world setting. During the ALP, students' partner with a company to complete a project and deliver a detailed written and oral report. The ALP gives students an opportunity to engage in self-directed learning, illustrating their skills in reading, discussion, problem identification, evaluation and research, and professional writing. During the Entrepreneurship Project, students use the same skills in preparation to potentially launch their own business.

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

<b>Bachelor of Business Administration - Course Learning Outcomes</b>
<b>Knowledge</b>
Graduates of a BBA degree will have a: <ul style="list-style-type: none"> <li>• broad body of knowledge in business management concepts, current practices in a global business environment and emerging technologies to support, sustain and innovate business</li> </ul>
<b>Skills</b>
Graduates of a BBA degree will: <ul style="list-style-type: none"> <li>• Research and Business Intelligence acquire qualitative and quantitative skills to consolidate, synthesise and analyse business information</li> <li>• Problem Solving and Decision Making attain problem solving, decision making and critical thinking skills to provide viable solutions for business problems</li> <li>• Creativity and Innovation: able to explain the nature of creativity, innovations, and to translate insights into opportunities and action</li> <li>• Intercultural Competence and Communication appreciate diversity to communicate effectively in international and cross-cultural contexts, and facilitate collaborative professional partnerships</li> <li>• Teamwork: gain ability to work and collaborate as a team member and contribute to achieve team goals</li> <li>• Global Citizenship / Ethics define, explain and illustrate the foundations of business ethics, and in preparing for citizenship, both local and global</li> </ul>
<b>Application of Knowledge and Skills</b>
Graduates of a BBA degree will:

- apply theoretical and technical knowledge and skills to provide socially and ethically responsible evidence-based business solutions
- demonstrate how creativity and innovations are initiated, included and managed in an organisation
- demonstrate ability to responsibly collaborate with others to effectively disseminate learning/project/research outcomes to a variety of audiences using highly developed communication skills and work productively within a team of experts in the field
- 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
- 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 27 Core Units, 6 Employability and Practitioner Skills Units and Foundational Skill Units, 3 Projects (Regional Immersion Projects and Action Learning /Entrepreneurship Project), 6 specialisation Units and 1 Extended Elective Unit.

Each student must also complete a major in one of three streams, which consist of specialisations in Finance, Marketing and Entrepreneurship. A major comprises 6 specialisations and an 'Extended Elective' which student can opt from across specialisations or other courses.

Units	Required Units	Credits
Core Units	27	27 Units of 3 credit each = 81
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
Extended Elective Unit	1	1 Unit of 3 credit = 3
Regional Immersion Projects	2	2 Projects of 3 credit each = 6
Action Learning Project/ Entrepreneurship Project	1	1 Project of 4 credit = 4
<b>Total</b>	<b>43</b>	<b>118</b>

*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 Pre-requisites.

Core/Specialisation	Course Codes to be used	(Subject)	Timetabled Hours	Personal Study Hours	Credit	Pre-requisites or co-requisites
		<b>Semester 1</b>				
Core	BBA MGT 106	Principles of Management	36	36	3	Nil
Core	BBA ECO 103	Macroeconomics	36	36	3	Nil
Core	BBA LIB 106	World Cultures	36	36	3	Nil
Core	BBA MAT 101	Mathematical and Digital Literacy	36	36	3	Nil
Core	BBA COM 302	Business Communication 1	36	36	3	Nil
Core	BBA HRM 103	Foundation Skills 1: Personal and Career Foundations	13.5	13.5	1	Nil
		<b>Semester 2</b>				
Core	BBA ECO 104	Microeconomics	36	36	3	Nil
Core	BBA LIB 107	Sustainability and Corporate Social Responsibility	36	36	3	Nil
Core	BBA MKT 108	Marketing	36	36	3	Nil
Core	BBA QTT 106	Introduction to Quantitative Methods	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
		<b>Semester 3</b>				
Core	BBA ORG 203	Organisational Behaviour	36	36	3	Nil
Core	BBA QTT 207	Statistics	36	36	3	Nil
Core	BBA OPS 202	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
		<b>Semester 4</b>				
Core	BBA FIN 207	Corporate Finance	36	36	3	Nil

Core	BBA QTT 208	Decision Science and 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
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
<b>Semester 5</b>						
Core	BBA HRM 305	Human Resources Management	36	36	3	Nil
Core	BBA ACC 305	Cost Accounting	36	36	3	Nil
Core	BBA COM 303	Business Communication 2	36	36	3	Business Communication 1
Finance	BBA ACC 306	Financial Statement Analysis	36	36	3	Financial Accounting
Finance	BBA FIN 308	Financial Markets and Institutions	36	36	3	Corporate Finance
Marketing	BBA MKT 309	Digital Marketing	36	36	3	Marketing
Marketing	BBA MKT 310	Client Relationship Management	36	36	3	Marketing
Entrepreneurship	BBA ENT 306	Foundations of Entrepreneurship	36	36	3	Corporate Finance
Entrepreneurship	BBA ENT 307	Commercialisation Strategy	36	36	3	Foundations of Entrepreneurship
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
<b>Semester 6</b>						
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
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
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
<b>Semester 7</b>						
Core	BBA MGT 407	Strategic Management	36	36	3	Principles of Management
Core	BBA MGT 408	Australian Business Environment	36	36	3	Macro Economics
Elective		Extended Elective	36	36	3	Nil
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
<b>Semester 8</b>						
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 413	Marketing Strategy	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
Core	BBA CPP 403	Action Learning Project (ALP) OR	49.5	49.5		Research Methodology, Regional Immersion Project 2
Core	BBA CPP 404	Entrepreneurship Project			4	Research Methodology, Regional Immersion Project 2, Foundations of Entrepreneurship
	<b>Total Credits</b>		<b>118</b>			

*Table 4 Course Structure*

Finance Specialisations

Marketing Specialisations

Entrepreneurship Specialisations

For more information on the Academic Calendar for the Singapore/Mumbai, 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>

## 3.6 Unit Learning Outcomes

### BBA - Unit Learning Outcomes (ULO)

#### Core Units

#### 1. Principles of Management

- Demonstrate an understanding of the fundamental concepts, principles and functions of management [Knowledge of Business and Management]
- Identify and assess the issues involved in managing a diverse work force [Research and Business Intelligence]
- Critically discuss the impact of corporate social responsibility of organisations. [Problem Solving and Decision Making]
- Select relevant and applicable management concepts in situations involving leadership, motivation, teamwork and effective communication [Teamwork]
- Establish the link between corporate culture and environmental factors and view them as organisational resources that can be used to respond to challenges and uncertainties. [Intercultural Competence/Communication]
- Provide realistic solutions grounded in management principles to real life organisational problems [Global Citizenship/Ethics]

#### 2. Macroeconomics

- Discuss the fundamental principles of macroeconomics. [Knowledge of Business and Management]
- Identify macroeconomic phenomena and principles in action in current world socio-political and economic events. [Research and Business Intelligence]
- Analyse the linkages between economic theory and events on national, regional, and global levels. [Problem Solving and Decision Making]
- Plan and coordinate work in a team, to meet deadlines, assignment delivery style and specified quality. [Teamwork]
- Undertake individual or group based analysis, discussions, debates, and formal presentations addressing macro-economic issues. [Intercultural Competence/Communication]
- Apply relevant macro-economic principles to current world socio-political and economic events. [Global Citizenship/Ethics]

#### 3. World Cultures

- Adopt a global perspective of the world and better understand of multi-cultural life; Discuss the concept of “change” in the context of globalisation [Knowledge of Business and Management]
- Display an awareness of the world’s cultural diversity, as well as its growing interdependence in the 21st century and beyond. [Research and Business Intelligence]
- Analyse cultural issues critically, make comparisons and question the nature of usual cultural norms. [Problem Solving and Decision Making]
- Identify opportunities that managing across business cultures may present. [Intercultural Competence /Communication]

#### 4. Mathematical and Digital Literacy

- Demonstrate an understanding of concepts of mathematics such as linear, simultaneous and quadratic equation and their relevance to business [Knowledge of business and management]
- Demonstrate an understanding of the basic and advanced features of MS Excel as a computational business tool [Knowledge of business and management]
- Determine when to use MS Excel while solving common business problems, cases and compare different scenarios [Research and Business intelligence]
- Demonstrate spreadsheet skills proficiency using MS Excel [Problem Solving and Decision Making]

## 5. Business Communications 1

- Demonstrate an understanding of the basic concepts and rules of business English writing with clarity, conciseness, correctness, completeness and courteousness.
- Demonstrate a comprehensive understanding of the process, concepts and problems pertaining to oral communication in business  
[Knowledge of business and management]
- Compare and contrast different types of business documents, their contents and formats.
- Display skills for communicating in different business situations.  
[Research and Business intelligence]
- Appreciate the role of listening in communication and use tools and techniques for active listening [Problem Solving and Decision Making]
- Not addressed [Creativity and Innovation]
- Display overall knowledge and mastery of essential Business English writing skills
- Select and use appropriate interpersonal skills and communication tools effectively for communicating in different business situations. [Intercultural Competence and Communication]
- Work independently and in teams to produce effective business reports and presentations
- Plan, organise and participate in group meetings effectively.  
[Teamwork]
- Select appropriate tools for communicating in different business situations. [Global Citizenship/ Ethics (Collaborate, Negotiate and Resolve Conflicts)]

## 6. Microeconomics

- Demonstrate substantial knowledge of the fundamental principles of microeconomics [Knowledge of Business and Management]
- Interpret business events and issues from a microeconomic perspective. [Research and Business Intelligence]
- Analyse the linkages between economic theory and real-life business problems. [Problem Solving and Decision Making]
- Not Addressed [Creativity and Innovation]
- Undertake individual or group-based analysis, discussions, debates, and formal presentations addressing micro- economic issues. [Intercultural Competence/Communication]
- Plan and coordinate work independently and in teams, to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Apply relevant microeconomic principles to interpret business events and issues. [Global Citizenship/ Ethics]

## 7. Sustainability and Corporate Social Responsibility

- Identify the major 'sustainability' issues facing mankind that impact the conduct of modern day business; Demonstrate an understanding of the importance of CSR and social entrepreneurship. [Knowledge of Business and Management]
- Discuss a wide range of social and environmental problems and relate them to the world of business. [Research and Business Intelligence]
- Identify and address the opportunities and challenges the future brings by being able to manage the environment, business and society sustainably; Critically analyse the social and environmental impacts of the conduct of business [Problem Solving and Decision Making]
- Critically analyse the social and environmental impacts of the conduct of business, and innovate solutions/outcomes premised on evidence/research [Creativity and Innovation]

- Present opinions and results of critical analysis persuasively in writing and verbally by using the features of Microsoft Word and Microsoft Powerpoint. [Intercultural Competence/Communication]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Have a “creative” and inclusive game plan for ‘doing’ CSR as entrepreneurs or businessmen. [Global Citizenship/Ethics]

### 8. Marketing

- Demonstrate an understanding the role of marketing in the internal and external business environments; Demonstrate knowledge of product development, pricing, distribution and promotion and the extended marketing mix. [Knowledge of Business and Management]
- Demonstrate an understanding of the importance of marketing and its role and dynamics in a firm and society. [Research and Business Intelligence]
- Critically analyse factors affecting consumer and business behaviour. [Problem Solving and Decision Making]
- Not addressed [Creativity and Innovation]
- Design a marketing plan using the learning from an STP analysis. [Intercultural Competence/ Communication]
- Design a marketing plan using the learning from an STP analysis (work in teams). [Teamwork]
- Design a marketing plan using the learning from an STP analysis. [Global Citizenship/Ethics]

### 9. Introduction to Quantitative Methods in Business

- Demonstrate an understanding of the basic concepts and techniques of quantitative methods, and their application in business, management and leadership (disruption of business)
- Locate/identify data/information to examine and understand current status. Interpret trends and estimate projects and communicating in different business contexts
- Appreciate the role of various mathematical and statistical concepts and apply relevant equations/formulae as an aid to business decision making
- Use of language communication to persuade and influence
- Select and use appropriate interpersonal skills and communication tools effectively for communicating in different business situations
- Plan, organise and participate in group meetings to produce effective business reports and presentations.
- Resolve conflicts and possible variations in analyses and findings. Select appropriate tools (and medium) for communicating in different business situations

### 10. Organisational Behaviour

- Demonstrate knowledge about how people function and relate within organisations. [Knowledge of Business and Management]
- Display self-awareness in the areas of interpersonal and behavioural skills and be prepared to function interpersonally and organisationally as future managers. [Research and Business Intelligence]
- Critically analyse and discuss issues and problems faced by organisations and suggest practical solutions to address them by using Organisational Behaviour models and frameworks. [Problem Solving and Decision Making]
- Not addressed [Creativity and Innovation]
- Engage in persuasive discussions and present recommendations and possible solutions in written reports and verbal presentations [Intercultural Competence/Communication]
- Work independently and in teams to produce effective business solutions, reports and presentations. [Teamwork]
- Apply Organisational Behaviour models and frameworks while working independently and in teams to produce effective business solutions, reports and presentations. [Global Citizenship/Ethics]

### 11. Statistics

- Demonstrate an understanding of the fundamental concepts and techniques of statistics; Demonstrate knowledge of application of descriptive statistics concepts to data sets; Appreciate the application of advanced statistical analyses such as, but not limited to, multiple regressions. [Knowledge of Business and Management]
- Understand business processes, their individual parts and inter-linkages quantitatively, and make statistical inferences that enable decision making [Research and Business Intelligence]
- Perform business forecasting for parameters such as revenue, cost or related business variables and/or other macroeconomic factors. [Problem Solving and Decision Making]

### 12. Operations Management

- Demonstrate an understanding of the basic quantitative concepts and tools of Operations Management [Knowledge of Business and Management]
- Analyse and discuss the basic quantitative concepts of Operations Management in the context of real life situations [Research and Business Intelligence]
- Select and use the appropriate Operations Management tools and techniques to provide realistic solutions to relevant business situations [Problem Solving and Decision Making]

### 13. Financial Accounting

- Demonstrate an understanding of the basic concepts and principles of accounting and accounting terminology in line with the latest accounting standards; Demonstrate an understanding of and use different methods of managing a well-organised and effective inventory and budget in line with adequate internal control systems [Knowledge of Business and Management]
- Analyse financial statements of selected companies using financial ratios [Research and Business Intelligence]
- Prepare and interpret basic financial statements namely income statement, balance sheet and cash flow statements; Understand the role of financial ratios and interpret financial statements and account for specific items such as current assets and current liabilities [Problem Solving and Decision Making]
- Plan and coordinate work independently and in teams, to meet deadlines, delivery styles and specified quality standards. [Teamwork]

### 14. Business Disruptive Technology

- Identify and evaluate the latest technology trends and their impact on business [Knowledge of Business and Management]
- Recognise the challenges in implementing emerging technology. [Research and Business Intelligence]
- Construct business strategies that exploit innovation trends for competitive advantage [Problem Solving and Decision Making]
- Innovate solutions for disruption (technology, business and leadership) [Creativity and Innovation]
- Communicate, in oral and written form in a group setting, how new technology adoption impacts on business outcomes. [Intercultural Competence/Communication]
- Communicate, in oral and written form in a group setting, how new technology adoption impacts on business outcomes. [Teamwork]

### 15. Corporate Finance

- Demonstrate an understanding of key concepts of 'time value' of money and knowledge required to calculate 'present value' and 'future values'; Display knowledge of the various capital budgeting techniques including, but not limited to, NPV, IRR, Payback Period, and their uses and applications; Exhibit an

understanding of cash and working capital management, and their role and importance in financial management [Knowledge of business and management]

- Appreciate the relationship between accounting profits and cash flow [Research and Business intelligence]
- Critically discuss capital structure and analyse how leverage affects both market value and the required rates of return on equity and assets [Problem Solving and Decision Making]
- Plan, coordinate and work independently and in teams, to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Apply appropriate financial management tools and techniques in decision making for projects, investments and capital structure [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

#### **16. Decision Science and Analytics**

- Examine the basic concepts of decision science, its importance and application in business and leadership/management. [Knowledge of business and management]
- Understand and explain the cognitive processes underlying decision-making processes and bias (with reference to business intelligence and associated research)
- [Research and Business intelligence]
- Explain the steps in decision-making process, and implications of risk management and leading change [Problem Solving and Decision Making]
- Apply simple decision-making models (and strategic thinking processes) to devise innovative solutions to improve individual and team judgement and decisions [Creativity and Innovation]
- Select and use appropriate interpersonal skills and communication tools effectively for communicating in different business situations. [Intercultural Competence and Communication]
- Examine and understand the different roles individuals and groups/teams play in decision-making [Teamwork]
- Note and evaluate the ethics and equity around data access, and confidentiality in communicating to individuals/teams. [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

#### **17. Research Methodology**

- Demonstrate an understanding of research methodology and frameworks relevant to the conduct of business research; Assess the suitability of research tools and techniques and the limitations of quantitative and qualitative research. [Knowledge of business and management]
- Understand the use of research and its applications to business needs [Research and Business intelligence]
- Interpret research reports and output derive insights from them [Problem Solving and Decision Making]
- Examine research questions, and innovate methods and data analysis [Creativity and Innovation]
- Prepare a sample questionnaire, collect data and communicate the analysis via a research report [Intercultural Competence and Communication]
- Plan and coordinate work independently and in teams, to meet deadlines, delivery styles and specified quality standards. [Teamwork]

#### **18. Data Science for Business**

- Examine the basic concepts of data science and applications in business, economics and commerce [Knowledge of business and management]
- Locate/identify data/information to examine and understand current status. Interpret trends and estimate projects, and communicating in different business contexts.

- [Research and Business intelligence]
- Use quantitative abilities to solve data science problems [Problem Solving and Decision Making]
- Evaluate and dissect data in different ways [Creativity and Innovation]
- Select and use appropriate interpersonal skills and communication tools effectively for communicating in different business situations. [Intercultural Competence and Communication]
- Interpret a data set and present findings in oral and written form [Teamwork]

### 19. Human Resources Management

- Understand the fundamental concepts of Human Resource Management and describe the general function of human resource management in organisations; Describe the specific functions of the key activities in human resource management (inclusive of job analysis, human resources planning, recruitment and selection, training and development, performance management, compensation management, and industrial and employee relations.)
- [Knowledge of business and management]
- Recognise the real world applications of human resources management concepts learned [Research and Business intelligence]
- Critically analyse and discuss the emerging issues in human resource management using a systematic approach [Problem Solving and Decision Making]
- Identify and locate and propose alternate solutions to situations and contexts in HRM [Creativity and Innovation]
- Engage in interpersonal discussions and present recommendations and possible solutions in written reports and verbal presentations [Intercultural Competence and Communication]
- Plan, coordinate and work independently and in teams, to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Apply HRM theories, concepts, and models to contemporary HRM issues. [Global Citizenship/Ethics(Collaborate, Negotiate and Resolve Conflicts)]

### 20. Cost Accounting

- Demonstrate an understanding principle of cost accounting and the basic cost accounting concepts (GAAP) [Knowledge of business and management]
- Use the techniques for product costing, budgetary planning and control and performance measurement [Research and Business intelligence]
- Recognise the role of cost accounting in management task such as planning, controlling and decision-making. [Problem Solving and Decision Making]
- Exhibit deep insight into the application of specialist tools such as Activity-Based Costing and the Balanced Scorecard [Global Citizenship / Ethics (Collaborate, Negotiate and Resolve Conflicts)]

### 21. Business Communication 2

- Demonstrate an understanding of the basic concepts and rules of business English writing with clarity, conciseness, correctness, completeness and courteousness
- Demonstrate a comprehensive understanding of the process, concepts and problems pertaining to oral communication in business [Knowledge of business and management]
- Compare and contrast different types of business documents, their contents and formats
- Display skills for communicating in different business situations. [Research and Business intelligence]
- Appreciate the role of listening in communication and use tools and techniques for active listening [Problem Solving and Decision Making]
- Use of language communication to persuade and influence [Creativity and Innovation]

- Display overall knowledge and mastery of essential Business English writing skills Select and use appropriate interpersonal skills and communication tools effectively for communicating in different business situations. [Intercultural Competence and Communication]
- Work independently and in teams to produce effective business reports and presentations Plan, organise and participate in group meetings effectively. [Teamwork]
- Select appropriate tools for communicating in different business situations. [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

## 22. Business Law

- Demonstrate an understanding of the basic principles related to contracts, negotiable instruments, agency, employment, government regulations, liquidation of companies, insurance and revenue. [Knowledge of business and management]
- Display an awareness of potential restrictions in applying prevailing laws [Research and Business intelligence]
- Identify, critically analyse and discuss business and company-related legal issues. [Problem Solving and Decision Making]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Reflect on S1 – World Culture (BBA LIB 101), S2 - RIP 1 (BBA POR 101) and Foundation Skills (Ethics/Moral Reasoning), and S4 - RIP 2 (BBA PRO 202) and negotiate, resolve and advance a cultural-sensitive and legally-appropriate solution to business problems.” [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

## 23. Decision Making

- Understand and design conceptual frameworks incorporating decision making techniques and tools to process available information [Knowledge of business and management]
- Integrate dynamic decision making techniques for complex problems and every day decision making techniques for routine problems [Research and Business intelligence]
- Identify and critically assess the likely consequences of decisions by balancing relevant factors and identify best course of action. [Problem Solving and Decision Making]
- Extend Decision Science and associated research methods to propose creative or innovative models for business and leadership [Creativity and Innovation]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations. [Intercultural Competence and Communication]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]

## 24. Advanced Quantitative Methods

- Demonstrate an understanding of the basic concepts and techniques of advanced quantitative methods and modeling, and their application in business, management and leadership [Knowledge of business and management]
- Locate/identify data/information to examine and understand current status. Identify conceptual models and frameworks to guide formulation of business and research questions. [Research and Business intelligence]
- Identify key concepts/constructs/variables, develop conceptual frameworks and elicit key research questions. Appreciate the role of various mathematical and statistical concepts and apply them as an aid to business decision making. [Problem Solving and Decision Making]
- Innovate and create conceptual frameworks to address complex research questions [Creativity and Innovation]

- Select and use appropriate interpersonal skills and communication tools effectively for communicating in different business situations. [Intercultural Competence and Communication]
- Work in teams to co-create and examine research questions, data and statistical procedures and produce reports for business, community and leaders/politicians. [Teamwork]
- Resolve conflicts and possible variations in conceptualisation, methodology, data collection, analyses and findings. Select appropriate tools (and medium) for communicating in different business situations. [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

## 25. Project Management

- Identify established methods and tools for project management [Knowledge of business and management]
- Recognise best practice in project conception, planning and execution [Research and Business intelligence]
- Evaluate the viability of project proposals; Analyse the factors required for a successful project and the difficulties in executing projects. [Problem Solving and Decision Making]
- Not addressed [Creativity and Innovation]
- Communicate project decisions and outcomes to various stakeholders [Intercultural Competence and Communication]
- As part of a team, plan and execute a project successfully [Teamwork]

## 26. Strategic Management

- Discuss practical aspects of strategic management concepts, theory, research and techniques from the point of skill-oriented practitioners' perspectives. [Knowledge of business and management]
- Align the implementation of business strategy with the Balanced Scorecard (Kaplan and Norton) [Research and Business intelligence]
- Conduct External environmental analysis and Internal analysis; (To include SEPT and SWOT analysis based on factor evaluation matrices) [Problem Solving and Decision Making]
- Explore various strategic management models and advance alternate models [Creativity and Innovation]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations [Intercultural Competence and Communication]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Apply a comprehensive Strategy – Formulation Framework with a view to match strength and weaknesses with opportunities and threats. [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

## 27. Australian Business Environment

- Display an understanding of the evolution and growth of Australian Business and Economy, market environment, legal and regulatory environments, political and government policies. [Knowledge of business and management]
- Appraise major trends in society, attitudes and technology and their impact on business in Australia [Research and Business intelligence]
- Survey the Australian Business Environment and identify its influence on business decisions; Analyse the roles and functions of government in the fields of economics, industry, education and social policy and forecast their implications for markets [Problem Solving and Decision Making]
- Identify trends; Extend forecasting to develop and propose alternate solutions [Creativity and Innovation]
- Not addressed [Intercultural Competence and Communication]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Bring together all the major aspects of the Australian business landscape in designing and developing business decision models. [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

## Elective Unit

### 1. Extended Elective

- Discuss methods to assess knowledge needs. (This must include timeframes, key objectives and expected outcomes.) [Knowledge of business and management]
- Identify an area of interest or requirement for further knowledge (learning gap) to be addressed via further investigation or research. [Research and Business intelligence]
- Critically analyse new knowledge acquired to achieve research objectives [Problem Solving and Decision Making]
- Extended learning from current business subjects and apply in the field of data science (alternatively, innovate the use of data science for disrupting business) [Creativity and Innovation]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations [Intercultural Competence and Communication]
- Dependent on the subject chosen [Default: Not Addressed]. [Teamwork]
- Use literature to support the outputs achieved through a self-directed research process of knowledge gap identification, information acquisition and knowledge creation. [Global Citizenship/ Ethics (Collaborate, Negotiate and Resolve Conflicts)]

### Foundation Skills and Employability Skills Units

#### 1. Foundation Skills 1: Personal and Career Foundations

- Explain key concepts associated with personal values and goals, career aspirations, employment trends and individual pathway opportunities/plans/strategies
- Examine current practices and emerging trends, to support/enhance the world of work (business and leadership)
- Identify personal strengths and note personal and work trajectories
- Identify and analyse labour and employment trends, and seek support mechanics for empowerment and value-add to decision making
- Demonstrate teamwork skills in group task and activities; appreciate the value of teams
- Appreciate the context and situations around learning, being and becoming
- Develop realistic solutions grounded with analytical and critical competencies to real life problems

#### 2. Foundation Skills 2: Ethics and Moral Reasoning

- Explain basic concepts in philosophy and describe terminologies associated with ethics, moral reasoning and virtues
- Examine current practices and emerging trends, to support/enhance the world of work (business and leadership)
- Understand and engage in debates in ethics and moral reasoning
- Use the skills and processes of philosophical discourse to address critical incidents, and conduct independent inquiry and research
- Demonstrate teamwork skills in group task and activities; appreciate the value of teams and its pertinence in arguments and debates (group consensus)
- Appreciate ethics and moral reasoning transcends culture and society; analyse and critically evaluate arguments and points of view
- Understand the role of philosophy, ethics moral values (and virtues) in everyday life

#### 3. Employability and Practitioner Skills Series 1: Emotional Intelligence

- Demonstrate an understanding of personality types and attributes of emotional intelligence and empathy
- Exhibit the skills, knowledge, and understanding gained in order to increase employability and possess the essential qualifications sought in the corporate world
- Display self-awareness, emotional intelligence and empathy

- Select and use appropriate interpersonal skills and communication tools effectively for communicating in different business situations
- Plan, organise and participate in group meetings effectively

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

- Demonstrate an understanding of team dynamics, personality traits and different leadership styles
- Discuss the impact of various socio-cultural factors in effective leadership in a globalised world
- Analyse the relationship between motivation, type of followers, culture code and team performance
- Engage in analytical discussions and present recommendations and possible solutions in written reports and verbal presentations
- Plan, coordinate and work independently and in teams, to meet deadlines, delivery styles and specified quality standards

#### 5. Employability and Practitioner Skills Series 3: Communicating Effectively

- Display a good understanding of relevant factors pertinent to negotiation, negotiation styles and conflict resolution in cross cultural settings
- Research a real cross-cultural business transaction from the aspects of negotiation, parties involved, motivations, and the nature of the outcome
- Critically analyse personal negotiation and selling styles and devise ways to enhance these via listening skills, empathy, inter-personal relationships, cross-cultural dexterity and effective communication
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards

#### 6. Employability and Practitioner Skills Series 4: Innovation, Creativity and Agility

- Discuss the concepts, tools and frameworks for innovation, creativity and agility
- Adopt innovative creative and strategies while addressing ambiguity in the business environment
- Assess own creativity, innovation style and ability to cope with ambiguity and accordingly prepare a personalised plan/road map to handle future projects that require strategic thinking
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards.
- Apply strategic thinking using appropriate problem solving, innovation and creativity tools and frameworks to provide a pitch for a new business strategy

### Projects

#### 1. Regional Immersion Project 1

- Display the knowledge required to conduct primary research. [Knowledge of Business and Management]
- Demonstrate knowledge of the local business environment in Singapore (and the wider region) and appreciate the interplay of different industries and business cultures in regional and global contexts; Display professionalism in the delivery of the project (incl. timeliness) [Research and Business Intelligence]
- Create alternate solutions to problems; examine current trends and provide justification(s) for methods and analysis [Creativity and Innovation]
- Exhibit confidence in delivering professional presentations. [Intercultural Competence/ Communication]
- Work in teams to complete projects effectively. [Teamwork]
- Select and utilise relevant tools to conduct regional primary research and complete projects effectively. [Global Citizenship/Ethics]

#### 2. Regional Immersion Project 2

- Demonstrate advanced knowledge on how to conduct primary research [Knowledge of Business and Management]
- Analyse and discuss the local business environment, relevant industries, business culture and networks [Research and Business Intelligence]
- Demonstrate a thorough adherence to professionalism in the delivery of a project (incl. timeliness and relevant standards applicable) [Problem Solving and Decision Making]
- Create alternate solutions to problems; examine current trends and provide justification(s) for methods and analysis [Creativity and Innovation]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and verbal presentations. [Intercultural Competence/Communication]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Apply regional business knowledge and analytical skills to effectively solve real life regional business problems. [Global Citizenship/Ethics]

### 3. Action Learning Project

- Prepare a proposal and framework to address a business problem, opportunity or need. [Knowledge of business and management]
- Identify problems/needs in business management being faced by a client (be it a company, or an individual manager.) [Research and Business intelligence]
- Critically analyse and solve a business problem by formulating appropriate recommendations. [Problem Solving and Decision Making]
- Utilise all skills and knowledge to propose innovations in business and leadership (use of IT and disruptions) [Creativity and Innovation]
- Utilise strengths of team and group work (and various inputs from other specialisation) [Intercultural Competence and Communication]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Apply skills and experimental/experiential learning to ethically conduct a research project; Develop, demonstrate and communicate information and knowledge through analysis and recommendations for a business client. [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

### 4. Entrepreneurship Project

- Prepare a proposal and framework to address a business problem, opportunity or need. [Knowledge of business and management]
- Identify a market need or business opportunity for a potential new social venture [Research and Business intelligence]
- Critically analyse and solve a business problem by formulating appropriate recommendations. [Problem Solving and Decision Making]
- Utilise all skills and knowledge to propose innovations in business and leadership (use of IT and disruptions) [Creativity and Innovation]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations [Intercultural Competence and Communication]
- Utilise strengths of team and group work (and various inputs from other specialisation) [Teamwork]
- Apply skills and experimental/experiential learning to ethically conduct a research project; Develop, demonstrate and communicate information and knowledge through analysis and recommendations for a business client. [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

## Finance Specialisation Units

## 1. Financial Statement Analysis

- Demonstrate an understanding of the principles and concepts underpinning the Profit and Loss, Balance Sheet, and Cash Flow; Discuss the functions of operating, financing, and investing activities [Knowledge of business and management]
- Analyse the liquidity, solvency, profitability, asset management efficiency, as well as market performance of companies, using financial statements [Research and Business intelligence]
- Critically examine the different aspects of international accounting standards and trends in regulation. [Problem Solving and Decision Making]
- Identify trends in real world, and propose alternate methods/solutions for questions/problems [Creativity and Innovation]
- Effectively present the findings from the analysis of financial information obtained from financial statements. [Intercultural Competence and Communication]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]

## 2. Financial Markets and Institutions

- Understand the forms, roles and functions of capital and money markets, financial markets and institutions; Understand the features, structures and functioning of various short term and long term financial market instruments
- Examine the investment environment of the global money and capital market and the current issues and challenges in financial market
- Analyse the interaction of financial markets, institutions and the economy; Analyse the behaviour of interest rates, yield curve and term structure of interest rate
- Reflect on local and international events/market processes and formulate strategies to minimise risk and conflicts

## 3. International Finance

- Discuss the different financial products available in the international market and the related regulatory guidelines [Knowledge of business and management]
- Interpret data relevant to managing international finance and trade – including currency, fixed income and balance of payment data. [Research and Business intelligence]
- Evaluate techniques and instruments for managing risks in cross border trade; Critically analyse and discuss the relevant risk factors in International exposures and develop strategies to manage such risks. [Problem Solving and Decision Making]
- Examine reports and current journal articles and present innovations, trends and associated challenges [Creativity and Innovation]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations [Intercultural Competence and Communication]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards [Teamwork]

## 4. Investment Analysis

- Demonstrate an understanding of the key reasons for, and benefits of security analysis and portfolio management; Display knowledge of how the diversification of asset classes can reduce the risk profile of corporate investment portfolios [Knowledge of business and management]
- Monitor investment portfolios; Solve financial problems within the context of a dynamic market place. [Research and Business intelligence]
- Compare and contrast of the investment parameters of a higher-risk investment opportunity [Problem Solving and Decision Making]

- Explore trends and options; Formulate strategies and associated decision(s) [Creativity and Innovation]
- Apply investment management models to value various assets classes and portfolios [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

### 5. Financial and Risk Modelling

- Discuss the fundamentals of financial risk, return trade off and risk management; Demonstrate an understanding of the Monte Carlo simulation methodology for risk management; Compare and contrast alternative approaches to option valuation. [Knowledge of business and management]
- Exhibit practical knowledge of how to construct and audit robust financial and risk models. [Research and Business intelligence]
- Evaluate strategies to manage risks using derivatives; Apply real options methodology to assess risks in capital investment decisions [Problem Solving and Decision Making]
- Examine trends and risks, and predict (propose multiple pathways of actions) [Creativity and Innovation]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Apply simulation techniques to assess risks in portfolio investments, mergers and acquisitions and capital structuring [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

### 6. Trading and Portfolio Management

- Demonstrate an understanding of different portfolios structures suitable for a variety of investor profiles. [Knowledge of business and management]
- Discuss appropriate trading strategies based on portfolio objectives [Research and Business intelligence]
- Conduct technical analysis for portfolio construction [Problem Solving and Decision Making]
- Engage in analytical and technical discussions and present recommendation/possible solutions in written reports and/or verbal presentations [Intercultural Competence and Communication]
- Select and apply techniques to evaluate portfolio performance in a practical setting [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

## Marketing Specialisation Units

### 1. Digital Marketing

- Understand the main frameworks for successfully implementing marketing strategies that leverage on the power of the Internet [Knowledge of business and management]
- Articulate the benefits and limitations of the Internet and other enabling technologies to the marketing function, to organisations, to consumers and society [Research and Business intelligence]
- Describe and analyse the major legal, ethical, and policy issues related to technology-based marketing including information privacy, security and technology access/usage difference across nations and cultures [Problem Solving and Decision Making]
- Explore systems and datasets relevant to innovative practices: Examine social and web-media/data [Creativity and Innovation]
- Engage in analytical discussions and present recommendations and possible solutions in written, on-line and verbal presentations [Intercultural Competence and Communication]

### 2. Client Relationship Management

- Demonstrate an understanding of product portfolio proliferation planning and service experience design; Discuss the requirements for the design and introduction of a new service concept
- Identify gaps in a service profit chain and select methods to plug them effectively
- Compare and contrast line extension and brand extension strategies
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards

- Design a service experience plan to achieve customer delight

### 3. Sales and Channel Management

- Demonstrate the strategic importance of Sales and Channel Management and knowledge of the planning process for selling products and services [Knowledge of business and management]
- Discuss how distributors' resources in the marketplace enhance efficiency [Research and Business intelligence]
- Identify the right mix and channels for enhancing reach and effectiveness to prevent setbacks/pitfalls [Problem Solving and Decision Making]
- Not addressed [Creativity and Innovation]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations [Intercultural Competence and Communication]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Evaluate the principles of ethics in sales management [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

### 4. Branding and Communication

- Demonstrate an understanding the branding process and key branding concepts including brand; Exhibit insight on how to manage brands across products/services and cultures/countries [Knowledge of business and management]
- Use frameworks/metrics for evaluating the communication plan [Research and Business intelligence]
- Appreciate brand structures and its role in developing, maintaining and growing brands; Critically evaluate options available for communication and plan communications initiatives including the formulation of messages [Problem Solving and Decision Making]
- Compare and contrast various communication initiatives and propose alternatives/innovations [Creativity and Innovation]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations [Intercultural Competence and Communication]
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards. [Teamwork]
- Formulate a budget, and briefing to an agency and develop a basic communications plan accordingly [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

### 5. Marketing Strategy

- Demonstrate an understanding of the strategic marketing concepts such as brand management, channel management, communication and promotion, and pricing strategy. [Knowledge of business and management]
- Discuss strategic marketing concepts like segmentation and positioning strategy, and brand portfolio management strategy [Research and Business intelligence]
- Critically analyse market forces from a strategic perspective [Problem Solving and Decision Making]
- Examine trends and risks, and predict (propose multiple pathways of actions) [Creativity and Innovation]
- Work in teams to deliberate on options and decisions available through groupwork (case-studies and simulations). [Teamwork]
- Apply strategic marketing techniques in a compressed time frame to assess realistic business scenarios in a simulated environment. [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

### 6. Retail Management

- Demonstrate an understanding of the retail environment from customer, competition and technology points of view; Discuss the process of Buying and Merchandising for Retail success. [Knowledge of business and management]
- Display insight into the essentials for success in a retail business venture [Research and Business intelligence]
- Critically assess different retail formats and design store formats in terms of business requirements and objectives business; Compare and contrast retail communication alternatives and their suitability for different retail formats [Problem Solving and Decision Making]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations [Intercultural Competence and Communication]
- Work in teams to deliberate on options and decisions available through groupwork (case-studies and simulations). [Teamwork]

### Entrepreneurship Specialisation Units

#### 1. Foundations of Entrepreneurship

- Define and explain the key drivers behind the creation of new ventures; Discuss the key risks that need to be assessed and mitigated where possible; Identify and explain the different aspects of going public, pursuing different growth strategies and exiting the business
- Demonstrate the knowledge of how to evaluate new venture opportunities and build a business case accordingly
- Demonstrate an insight into sources of financing, deal structuring and the venture capital and private equity markets and understand key aspects of valuing a business
- Persuasively present a business case to potential investors. Work in teams and independently to meet deadlines, delivery styles and specified quality standards

#### 2. Commercialisation Strategy

- Understand the key steps behind the commercialisation of new ideas, opportunities or ventures Evaluate different business forms, organisational structures, locations, strategies and operation models
- Comprehend how to choose the appropriate teams, partners and suppliers or service providers
- Assessing feasibility and valuing initial cashflows
- Identify the key risks and liabilities that need to be considered and how to implement mitigation strategies
- Apply startup commercialisation concepts and strategies

#### 3. Entrepreneurial Finance and Fund Raising

- Demonstrate an understanding of the key steps behind the financing of new ideas or new ventures and the stages of and market for entrepreneurial finance; Discuss the selection of appropriate funding partners, and deal structures for new ventures
- Evaluate financial and/or fund raising deal sources by assessing historical transactions
- Critically evaluate and analyse the key risks and liabilities that need to be considered and devise strategies to mitigate them strategies from the funders' perspectives; Identify the key risks and liabilities that need to be considered and implement mitigation strategies from the entrepreneurs' perspectives
- Explore alternate Fund Raising Methods and Strategies (provide justifications for proposal)
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards
- Analyse and assess a historical transaction involving entrepreneurial finance and evaluate the risks faced by both parties

#### 4. Growing Global

- Discuss the key considerations when expanding and globalising a business. [Knowledge of business and management]
- Develop a suitable plan to grow and globalise a business [Research and Business intelligence]

- Conduct a financial needs assessment and forecast revenues and cash flows [Problem Solving and Decision Making]
- Utilise ideate and innovation strategies to advance plausible solutions for challenges/questions [Creativity and Innovation]
- Apply relevant skills and business intelligence to grow and globalise a business. [Global Citizenship/ Ethics (Collaborate, Negotiate and Resolve Conflicts)]

#### 5. Deal Structuring

- Identify the key considerations when entering into business alliances and partnerships; Demonstrate an understanding of how to structure appropriate deals to source funding and exit investments in entrepreneurial ventures [Knowledge of business and management]
- Monitor and evaluate the effectiveness of entrepreneurial alliances and Value entrepreneurial ventures [Research and Business intelligence]
- Provide a detailed valuation of the business and structure an acceptable deal to source funding; Identify aspects that are negotiable, versus areas that are non-negotiable; Recognise different deal incentives and objectives of funding providers [Problem Solving and Decision Making]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations [Intercultural Competence and Communication]
- Provide a detailed valuation of the business and structure an acceptable deal to source funding – identify aspects that are negotiable, versus areas that are non-negotiable (recognising that funding providers will have different deal incentives and objectives). [Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)]

#### 6. Social Entrepreneurship

- Discuss key drivers behind the creation of new social ventures. [Knowledge of business and management]
- Display insight into sources of financing, fund raising and marketing. [Research and Business intelligence]
- Critically evaluate the different aspects of growth strategies and opportunities with new media. [Problem Solving and Decision Making]
- Evaluate new venture opportunities and build business cases for these [Creativity and Innovation]
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations [Teamwork]

### 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 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.

## 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 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.

Examination protocols:

- All invigilated examinations are conducted in electronic / soft copy format (no pen and paper-based examinations)

- Students must appear for the examination at the scheduled date and time, and in accordance with the pre-set seating arrangement, as announced by the Office of Examinations in proper attire. Students who have chosen online delivery as a study mode are advised to necessarily sit on a proper chair and table in formal attire. Informal clothing with seating on couch, sofa or bed is strictly disallowed
- After the first 30 minutes of the examination, students will not be allowed to enter the examination room. For online exams - students will be asked to leave if they do not log in during the first 30 minutes. Frequent disconnections during the exam can lead to termination from the examination.
- Students are not allowed to leave the examination room / exit examination platform within the first 30 minutes (inclusive of reading time) of commencement of examination or within the final 20 minutes of the examination.
- All hard copy books, notes, papers and bags must be left outside the examination room. In case of an online and /or soft copy closed book exam, students must not access any notes or refer to any other sources in electronic format (unless there is explicit written permission / advice / notification for the same). For all exams which are allowed to be done as an open e-notes exam, students are advised to keep all reference material including downloaded e-text books if required in a single folder on their desktop. Students are not allowed to access the below during the process of examination as it will be treated as academic misconduct. This is not an exhaustive list. It is merely indicative to demonstrate the intent of the school with regards to academic misconduct.
  - Blackboard
  - Internet surfing
  - Editing tools like spell check, Grammarly, language translators etc.
  - E-mails and apps
  - Any other social networking or chatting sites
- Students are advised to bring their own materials and are responsible for the performance of their hardware and software issues. It is important to keep laptops / desktops in good working condition. No exchange of items, including books, notes, stationery or chargers, is permitted in the examination room. 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 however does not include instances of force majeure.
- External hard disks, memory sticks, transferring data through Bluetooth devices, Airdrop techniques and USB flash drives are not allowed in the examinations room or during softcopy and online exams.
- Electronic communication devices such as mobile phones, iPhones, iWatches, headsets, earplugs, iPads, iPods, tablets and any other music and multimedia devices are not permitted in the examination room. Students are required to switch off Bluetooth devices on their laptops during

the examination. Students need to ensure that screen sharing with any external device is unshared and the respective external devices powered off during exam to avoid getting disconnected during the exam.

- Students must sign the attendance sheet circulated in the examination room.
- Only S P Jain roll numbers should be mentioned on the written / electronic examination submission document. Students should not write their name or any message for the evaluators on the answer booklets. The students shall desist from contacting the faculty during or after the exam to discuss their exam performance. These instances will be considered as indulging in academic misconduct
- Students are responsible for verifying they have been issued correct and complete examination documents. Hence it is in their interest that they check the entire question paper for relevance and completeness before they start the exam.
- Students may draw the attention of the invigilator by raising their hand. In case of online exams, students need to use the chat box provided to communicate with the online proctor.
- If students finish an examination early, they may submit it to the invigilator and leave if the same is a hard copy. If the examination is an electronic submission, wait for instructions from the invigilator. All soft copy submissions will be resubmitted to Turnitin for plagiarism detection.
- Invigilators have sole authority for resolving queries or disputes during the exam.
- For all online exams, exam will conclude automatically at the end of exam time allocated. No additional warning will be given. Students are responsible for their own time keeping and uploading their files on the online exam software. Subsequent requests for accepting any alternative will not be accepted and the student will get a zero for the assessment.
- In cases where a reflective assignment / paper is done in lieu of an end term examination the marks for such reflective assignment / paper shall reflect as end term marks in the SIS (currently PS) system. Under such circumstances, all retest guidelines shall be applicable as per the policy.
- Students who disturb others will be warned by the invigilator. Should the conduct persist, students will be required to leave the examination room. The invigilator will
- submit a report to the Office of Examinations for further processes. For online exams, the proctors reserve the right to terminate a student's exam after consultation with DoE (or any other OoE officer duly authorized by DoE), in case of student engaging in any unethical practices. This necessarily is to be preceded by a warning given on the chat window.
- Dishonest behavior will result in the student failing the exam, and possibly being expelled from the school.
- In situations of critical illness or bereavement, students should contact the Office of Examinations and consult the Dean of the program about the possibility of special exam arrangements. Requests must be supported with appropriate documentation. Decision in this regard shall be final and binding on the student.
- Misinterpretation of the examination timetable is never an acceptable excuse for absence or being late to an exam. Please note that all timings shall be in IST. Students need to convert the

same into their local time zone. Any excuse of misinterpretation of exam timings will not be entertained.

- Students arriving late due to issues outside their control, and who are admitted to the examination after seeking necessary permission, will not be given extra time to complete the examination.
- If there are any corrections in the question paper, it will be announced to students during the reading time. Any errors discovered after the commencement of the examination will not result in any clarification. Students are expected to make necessary assumptions (and state it in their answer script) and continue with the examination. Subsequently students can request the Course Office for a candidate comment sheet which can be filled and submitted back to the Course Office for further processing.
- Students must display their student pass / photo identification card or an alternative form of photo identification on their examination desk for the duration of the examination. If not, students may be asked to get a permission slip from the concerned Course Office before he/ she starts the examination. For online exams students need to go through a registration process where they need to submit online their photo as well as capture a photo of their ID.
- Wherever permitted, students may bring authorized calculators only into the examination room, as specified on the question paper cover sheet and examinations guidelines announced.
- Students need to ensure that the camera and mic are kept on and at full volume during the exam. It should not be shared with any the device as this may cause undesired technical complications leading to disruption / termination of the exam.
- Two-way communication during the exam is enabled through the chat box facility provided in the online exam software. While it is the students right to use the chat window to communicate with the proctor it is also their duty to ensure that proctors chat is read and responded at earliest in their own welfare.
- Online exams are to mimic and simulate the in-class exams if taken from home. All rules applicable to in class exams are applicable to online exams including permission to be obtained for moving out of camera view for any reason including but not limited to bio breaks.
- Wherever permitted, students may bring dictionaries authorized by the respective faculty into the examination room. Dictionaries should not contain notes or annotations of any kind.
- All answer scripts relating to examinations will remain the property of the School.
- Students will have the opportunity to appear for an examination for a maximum of three times:
  - Firstly, with his/her respective batch the first time the examination is set.
  - Secondly, as a re-test / make-up (or a first time) with his/her respective batch.
  - Thirdly, the next available time the examination is run (i.e. next or subsequent batch), after taking into consideration (possible) batch Planners' schedule clashes by the Course Office this may impact graduating in a timely manner.
- If a student has not appeared for the examination within the allotted three times, he / she will have deemed to have failed the course and must then re-take it by paying necessary charges.

- While the format for the retest shall be the same as the main test, the format can possibly change in the subsequent tests.

## 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 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 *	Speaker/Person-in-charge
<b>Day 1</b>	
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
<b>Orientation Activity *</b>	
<b>Day 2</b>	
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
<b>Orientation Activity *</b>	
<b>Day 3</b>	
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 for Mumbai New cohort and Face-to-face for Sydney new cohort)
Academic Integrity Workshop, Quiz and Plagiarism Talk	Inhouse Faculty
<b>Information on Facilities</b>	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 /Mumbai/ Singapore and Emergency links/contacts	Head of Campus

## Campus Orientation

### Year 2

<b>Orientation Activity *</b> <b>Day 1</b>	<b>Speaker/Person-in-charge</b>
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

<b>Orientation Activity *</b> <b>Day 1</b>	<b>Speaker/Person-in-charge</b>
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 for Mumbai New cohort and Face-to-face for Sydney new cohort)
SASH Workshop and Quiz	Student Counsellor and Wellbeing Officer
Student Support Workshop	Student Experience Manager
Student Well-being Workshop	Student Counsellor and Wellbeing Officer
Employability and Practitioner Skills Series workshop	Mr Richard Coller (Online presentation for Mumbai new cohort and Face-to-face for Sydney new cohort)

\*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

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

### 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](#)
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](#)

## 7.4 Immigration and Important India Contacts/ Links

1. Study in India [Education Centre in India](#)

# 8. Living in 4 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/](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**

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](http://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**

## **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 Pass 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**

## 8d. Living in Mumbai

What makes Mumbai special is its people – warm-hearted, kind, resilient, welcoming and a maybe a little cricket-crazy. Each locality has its own distinctive culture that proudly holds on to traditions alongside the youthful character. Mumbai has a thriving night life with a lively cultural component that is classical, folk lore and modern.

## Mumbai Campus Emergency Contacts

1. If you are in Danger:
  1. Women Helpline – 1091
  2. Police 100, 022-22621855
  3. Fire 101, 022-23085991 / 992
  4. Ambulance 102, 1298, 022-24308888
  5. Campus 24/7 Contact: +91 9769286003

## 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.

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.

## 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 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

#### Mumbai

All working days except holidays	9:00 am to 5.30 pm
Closed on Saturday and Sundays	

#### Singapore

Monday to Friday	10:00 am to 7.00 pm
Closed on Saturday and Sunday	

#### Dubai

Sunday to Thursday	9:00 am to 10.30 pm
Closed on Friday and Saturday	

#### Sydney

Monday to Friday	9:00 am to 5.30 pm
Closed on Saturday and Sundays	

### 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.

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 8.30 to 5.30 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

## 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!

**Mumbai:** The Mumbai campus is located in Kamala Mills, Lower Parel. Mumbai, previously known as Bombay, is a city of duality where the old and the new live in a multicultural melting pot. It's the financial, commercial and entertainment capital of India. The campus is located minutes away from a major entertainment centre and restaurants. Each locality has its own distinctive culture that proudly holds on to traditions alongside the youthful character. Mumbai has a thriving night life with a lively cultural component that is classical, folk lore and modern, which is just few minutes away from the campus.

**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 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](http://www.living-in-sydney.com.au), [Learn and live in Sydney](#).

## 9.7 Accommodation

**Mumbai:** S P Jain assists the students for their accommodation in rental apartments near the campus.

**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.

**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

**Mumbai:** we have indoor games as mentioned below:

- Table Tennis
- Football
- Chess

In addition to this, students have access to playgrounds around the campus, which is 10 minutes walk from the campus for playing games like Cricket, Football, Douche ball etc.

Students are required to register with the Center and pay a joining fee as well as monthly or quarterly fees as determined by the Center.

**Singapore:** 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 on the Mt. Faber Sky Walk, located just outside the campus.

**Dubai:** Students can access sporting facilities located below.

**GEMS Wellington Academy, Dubai Silicon Oasis, 5minutes drive from the campus.**

- Indoor sports hall
- Outdoor soccer field with flood lights
- Outdoor court for basketball, lawn tennis etc.

**GEMS Dubai Modern High School, Nad Al Sheba**

- Cricket Pitch
- Full Football Pitch
- Outdoor Tennis, Basketball and Volleyball Courts

**Sydney:** Students have access to the Aquatic Centre at the Sydney Olympic Park <http://www.aquaticcentre.com.au/> which is a 5-minute walk from the campus.

The facilities offered are:

- Gymnasium
- Personal Training
- Indoor Pool
- Massages
- Group Exercise Classes

Students are required to register with the Centre and pay a joining fee as well as monthly or quarterly fees as determined by the Centre.

## 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.

### 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

**Sydney:** 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. The cafeteria offers a wide variety of options ranging from vegetarian and traditional Indian cuisine to Continental and International fare. Both vegetarian and non-vegetarian meals are served every day, and exceptional care is taken to prepare food in a clean and hygienic environment. The caterers alter menu options based on student feedback and demand. Vending machines are also distributed around the campus.

**Singapore:** The cafeteria offers a variety of multinational cuisine to cater to the diverse student community. The cafeteria offers a wide variety of options ranging from vegetarian and traditional Indian cuisine to Continental and International food. Apart from this there is a Social Network Café which serves Fast Food.

**Mumbai:** Students have access to a cafeteria that serve a variety of snack meals, a range of juices and drinks, confectionery and other requisites. The cafeteria offers a wide variety of options ranging from vegetarian and traditional Indian cuisine to Continental and International fare. Both vegetarian and non-vegetarian meals are served every day, and exceptional care is taken to prepare food in a clean and hygienic environment. The caterers alter menu options based on student feedback and demand.

### Timings

**Sydney:** The cafeteria is open from 8.30am-8.30pm, serving breakfast between 9.00 am – 11.00 am, lunch between 12.30 pm to 2.30 pm, and dinner between 6.00 pm and 8.00 pm. There are “Grab & Go” meals and drinks available throughout the day for busy students on the go.

**Singapore:** The Cafeteria serves breakfast from 8 to 11 am, Lunch from 11 am to 2.30 pm and Dinner from 7 pm to 10 pm

**Mumbai:** The cafeteria is open from 8.00 am-6.00 pm, serving breakfast between 8.00 am to 11.00 am and lunch between 12 noon to 2 pm. These hours and meal arrangements are subject to change, and students will be consulted should any new arrangements be under consideration.

**Dubai:** The Dubai Academic City is equipped with variety of food courts and multi cuisine restaurants and open from 9:00 am to 4:00 pm.

## 10. Tuition and Non-Tuition Fees

**Tuition Fees:** Please refer to the Signed Offer Letter/ Website<sup>1</sup> 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
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.

<sup>1</sup> Refer to [Tuition and Non-Tuition Fee](#)

## **Deferral Policy**

This policy describes the deferral procedures before students enrolls into a course, after the students enrolls 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 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.

## **Student Tuition Fee Protection Policy**

This policy outlines the ways in which students' tuition fees are protected if S P Jain School of Global Management (S P Jain) is unable to deliver a course for which tuition fees have been paid. It outlines the alternative arrangements which will be made and the School's responsibility for the cost of any alternative or transitional arrangements in the event of provider or course default.

### **Tuition Fee Protection Procedure:**

This procedure outlines how the pre-paid tuition fees for students who have enrolled but not yet commenced studies at S P Jain School of Global Management (S P Jain) are managed and protected. This procedure applies to pre-paid tuition fees paid by students studying at any of the School's campuses (Sydney, Dubai, Singapore and Mumbai).

### **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**

This 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.

### **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 mediation. 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.

### 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:**
  - 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. 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.

## **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.

## 12. Campus Locations

### SYDNEY CAMPUS

5 Fig tree Drive, Sydney Olympic Park, NSW 2127 – Australia, Tel: +612 89706800, Fax: +61289706820

### DUBAI CAMPUS

Block 5, Dubai International Academic City, P O Box 502345, Dubai – UAE, Tel: +9714 4291234, Fax: +9714 4291244

### SINGAPORE CAMPUS

10, Hyderabad Road, Near junction of Alexandra and Depot Road, Singapore – 119579, Tel: +65 62704748, Fax: +65 68385406

### MUMBAI CAMPUS

SP Jain, 1st Floor, Kohinoor City Mall, Gate No. 1, Premier Road, Kurla West, Mumbai – 400070 , +91 22 6188 7600

[www.spjain.org](http://www.spjain.org)

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

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 <https://www.spjain.org/governance-policies>. if any doubt please write to [registrar@spjain.org](mailto:registrar@spjain.org)

S No	<u><a href="#">Annexure to the Bachelor of Business Administration Handbook</a></u>	
1	<a href="#">Undergraduate-incl-Diploma-Admission-and-Selection-Policy</a>	
2	<a href="#">Deferral Policy</a>	
3	<a href="#">Domestic Student Refund Policy</a>	
4	<a href="#">International Student Refund Policy</a>	
5	<a href="#">Credit Transfer and Articulation Policy</a>	
6	<a href="#">Provider Transfer Policy and Processes</a>	
7	<a href="#">Student Tuition Fee Protection Policy</a>	
8	<a href="#">Tuition Fee Protection Procedure</a>	
9	<a href="#">Student Code of Conduct Policy</a>	
10	<a href="#">Academic Integrity Policy and Procedures</a>	
11	Bachelor of Business Administration (BBA) Attendance Policy	
	<a href="#">Processes and Guidelines for Plagiarism control for all soft copy submissions</a>	
13	<a href="#">Student Misconduct Policy and Procedures</a>	
14	<a href="#">Student Grievance and Mediation Policy and Procedures</a>	
15	<a href="#">Assessment Validation, Grading and Moderation Policy and Procedures</a>	
16	<a href="#">Student Progression, Exclusion and Course Completion Policy</a>	
17	Bachelor of Business Administration (BBA) Rules of Progression and Completion Policy	
18	<a href="#">Students at Risk Policy</a>	
19	<a href="#">Student Performance Data Policy and Procedures</a>	
20	<a href="#">Student Support Policy</a>	
21	<a href="#">Student Consultation Policy and Procedures</a>	
22	<a href="#">Student and Staff Feedback Policy</a>	
23	<a href="#">Academic Freedom and Free Intellectual Inquiry Policy</a>	
24	<a href="#">Library Resources Collection Development Policy</a>	
25	<a href="#">Critical Incident Policy</a>	
26	<a href="#">Student Equity, Diversity and Fair Treatment Policy</a>	
27	<a href="#">Student Information Provision Policy</a>	
28	<a href="#">Student Sexual Assault and Sexual Harassment Policy</a>	
29	<a href="#">Graduation and Certification Policy</a>	
30	<a href="#">Record Management Policy</a>	

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<b>Bachelor of Business Administration (BBA) Rules of Progression and Completion Policy</b>
Document Type	Policy and Procedures
Administering Entity	Dean – Undergraduate, BBA Deputy Directors (Assistant Deans), Registrar, Director of Examinations
Latest <b>Approval</b> 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, 2022

### 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** 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

## 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

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Bachelor of Business Administration (BBA) Attendance Policy</h2>
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, 2023

### 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 appropriate (only certificates issued by a local physician will be accepted where the student is studying).

- 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.