



S P Jain
School of Global
Management

DUBAI • MUMBAI • SINGAPORE • SYDNEY

BUSINESS MANAGEMENT PROGRAM (BMP)

STUDENT COURSE HANDBOOK

CRICOS Provider Code: **03335G**

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Policies Related to BMP (Business Management Program) Course*

S No	Policy Name
1	Undergraduate (including Diploma) Admission and Selection Policy
2	Student Code of Conduct Policy
3	Academic Integrity Policy and Procedures
4	Business Management Program (BMP) Attendance Policy
5	Processes and Guidelines for Plagiarism Control for all Soft Copy Submissions
6	Student Misconduct Policy and Procedures
7	Student Grievance and Mediation Policy and Procedures
8	Assessment Validation, Grading and Moderation Policy and Procedures
9	Student Progression, Exclusion and Course Completion Policy
10	Business Management Program (BMO) Rules of Progression and Completion Policy
11	Student at Risk Policy
12	Student Performance Data Policy and Procedures
13	Support for Students Policy
14	Student Consultation Policy and Procedures
15	Critical Incident Policy
16	Student Equity, Diversity and Fair Treatment Policy
17	Information Technology Policy
18	Student Sexual Assault and Sexual Harassment Policy and Procedures
19	Graduation and Certification Policy
20	Records Management Policy
21	Credit Transcer and Articulation Policy

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

1. Letter from the Dean

Dean Students

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

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

Across our programs, you can expect:

- Digital fluency and data-informed judgment, using analytics and emerging technologies to make sound decisions.
- Learning by doing through live industry projects, simulations, internships, and collaborative problem-solving that build practical confidence.
- Ethical and responsible leadership with an emphasis on integrity, inclusivity, sustainability, and the human impact of business decisions.
- Career readiness with coaching, networking, and portfolio development so you can translate learning into opportunity.

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

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

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

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

2. Business Management Program (BMP)

The Business Management Program (BMP) is a newly introduced initiative designed to provide students with a strong foundation in business studies. This program replicates the curriculum of Semester 1 and Semester 2 of the Bachelor of Business Administration (BBA) course, offering a comprehensive introduction to core business concepts.

Purpose of the Program

Many students are unsure whether business management is the right field for them. The BMP offers a valuable opportunity to explore this area before committing to a full degree. It is ideal for students who wish to:

- Gain foundational knowledge in business and management.
- Assess their interest and aptitude for further studies in business.
- Make an informed decision about pursuing a BBA degree.

Pathway to BBA

Upon successful completion of the BMP, students who wish to continue their management education may progress directly to Year 2 of the BBA program at the School's Dubai campus. Recognition of prior learning will be granted for the BMP units completed, ensuring a smooth transition and academic continuity.

Program Structure

- Duration: Two semesters
- Location: Mumbai (India)
- Curriculum: Mirrors the first year of the BBA program

3. Business Management Program (BMP) course structure

The admission criteria and processes for the BBA course will be the same in the BMP. The BMP will also replicate the units offered in the first and second semesters of the BBA (listed below), with the same unit outlines, assessments, and quality assurance standards.

Business Management Program - Curriculum				
Unit Code	(Unit Name)	Credit	Pre-requisites or co-requisites	Delivery mode
Semester 1				
BMP MGT 101	Principles of Management	3	Nil	F2F
BMP ECO 101	Microeconomics	3	Nil	F2F
BMP LIB 101	World Cultures	3	Nil	F2F
BMP MAT 101	Digital Readiness in Business	3	Nil	F2F
BMP COM 101	Business Communication	3	Nil	F2F
BMP HRM 101	Foundation Skills 1: Personal & Career Foundations	1	Nil	F2F
	Total Semester 1 Credits	16		
Semester 2				
BMP ECO 102	Macroeconomics	3	Nil	F2F
BMP LIB 102	Sustainability & Corporate Social Responsibility	3	Nil	F2F
BMP MKT 101	Marketing	3	Nil	F2F
BMP AI 101	Introduction to AI in Business	3	Nil	F2F
BMP PRO 101	Regional Immersion Project 1 (RIP 1)	3	Nil	F2F
BMP LIB 102	Foundation Skills 2: Ethics and Moral Reasoning	1	Nil	F2F
	Total Semester 2 Credits	16		

4. Business Management Program (BMP) Academic Requirements

Admission to BBA Year 2, Semester 3 at the Dubai Campus

On completion, students of the proposed BMP who meet any of the following two criteria will be eligible to join Year 2 of the School's BBA course:

- BMP students who have a Grade Point Average (GPA) of at least 2.00 and have passed all units of study in the program **with no D or F grades.**

These students will receive credit recognition for the units which they have secured a grade of C or higher. These unit grades will not be included in student's Cumulative Grade Point Average (CGPA) calculation for the BBA degree or in their transcripts.

The admission to Year 2 of the BBA degree will be conditional on the student clearing the D and F grades. For the unit/s where a student has received a D or F grade, the student may follow the processes indicated in the Assessment Validation, Grading and Moderation Policy and Procedures. On receiving a Grade C or above, the student will get credit recognition for the unit/s. Again, the units' grades will not be included in students' Cumulative Grade Point Average (CGPA) calculation for the BBA degree or in their transcripts.

5. Regional Immersion Project

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, communicating with a mentor, and policies around research integrity. Questionnaire designs and basic analyses will be examined.

6. 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.

7. Course Learning Outcomes

Business Management Program - Course Learning Outcomes	
Knowledge	
BMP graduates will have a:	
<ul style="list-style-type: none"> • broad and coherent theoretical and technical knowledge with depth in one or more disciplines or areas of practice. 	
Skills	
Successful students of a BMP certificate will:	
<ul style="list-style-type: none"> • analyse and evaluate information to complete a range of activities • analyse, generate and transmit solutions to unpredictable and sometimes complex problems • transmit knowledge, skills and ideas to others 	
Application of Knowledge and Skills	
Successful students of a BMP certificate will:	
<ul style="list-style-type: none"> • in contexts that require self-directed work and learning • within broad parameters to provide specialist advice and functions • recognise, explain and illustrate the importance of ethical conduct and resolve ethical issues in business 	

Table 1 Course Learning Outcomes

8. Graduate Attributes of SP 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)

9. Unit Learning Outcomes

Semester 1 Units

Principles of Management

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

- e. Provide realistic solutions grounded in management principles to real life organisational problems.

Microeconomics

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

World Cultures

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

Digital Readiness in Business

- a. Demonstrate the ability to efficiently navigate and utilize Excel
- b. Develop the skills to analyse and interpret large datasets using Excel to derive meaningful business insights.
- c. Create financial models and project management tools, such as Gantt charts, using Excel, and apply these models to real-world business scenarios
- d. Create interactive dashboards and visualizations, effectively communicating data-driven insights to stakeholders.
- e. Communicate data-driven insights that support business decision-making.

Business Communication

- a. Describe business communication processes and issues, including the use of AI-driven platforms and digital collaboration tools to enhance both verbal and non-verbal communication skills in business settings.
- b. Consider grammar, word choice, audience considerations, and cultural context to produce clear and impactful written communications.
- c. Demonstrate proficiency in both oral and written business communication by understanding concepts of active listening, business etiquette, and document design.
- d. Apply appropriate interpersonal skills and communication tools effectively in various business situations.
- e. Produce effective business documents and presentations, incorporating AI tools for design and feedback.

Foundation Skills 1: Personal & Career Foundations

- a. Develop personal goals and values through self-direction, motivation, and monitoring, leveraging AI tools for tracking and self-assessment.
- b. Demonstrate ethical principles and moral reasoning in personal, professional, family, and societal contexts.
- c. Enhance personal well-being by integrating concepts of positive psychology, holistic development, mental, and physical health.

Semester 2 Units

Macroeconomics

- a. Discuss the fundamental principles of macroeconomics.
- b. Identify macroeconomic phenomena and principles in action in current world socio-political and economic events.
- c. Use AI tools to explain and interpret macroeconomic data.
- d. Examine the role of monetary and fiscal policies in achieving national macroeconomic objectives.
- e. E Apply relevant macro-economic principles to explain current national, regional and world socio-political and economic events.

Sustainability & Corporate Social Responsibility

- a. Explain the importance of sustainability, corporate social responsibility, social entrepreneurship in a global business environment.
- b. Work in teams and independently to discuss and address social and environmental problems in the context of business as well as the ethical implications of sustainability.
- c. Identify and manage global opportunities and challenges in sustainability, business, and society.
- d. Explain the social and environmental impacts of business conduct and innovate evidence-based solutions.
- e. Communicate sustainability and CSR concepts effectively in international and cross-cultural business environments.

Marketing

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

Introduction to AI in Business

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

Regional Immersion Project 1

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

Foundation Skills 2: Ethics and Moral Reasoning

- Grasp the basic principles of philosophy, ethics, moral reasoning, and virtues in a global business environment.
- Demonstrate teamwork skills in group tasks and activities to examine current practices and emerging trends, supporting the world of work (business and leadership).
- Develop problem-solving and decision-making skills while discussing ethical dilemmas and moral reasoning.

10. 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.

11. Assessments & Examinations

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.

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.

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.

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.

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

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.

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.

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 BMP 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.

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.

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

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.

GENERAL EXAM GUIDELINES

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

- Students must install the licensed Microsoft Office Suite from the school's IT Department, available free of charge, and use only MS Office applications (Word, Excel, PowerPoint, Outlook etc). Use of other software like WPS Office, Google Docs, or other online office platforms is not allowed.
- Run the Mettl Compatibility Test before each exam
- Disable auto-updates; they may interrupt your exam and can cause unwanted restarts
- On-campus students must connect only to the school Wi-Fi. No other networks are permitted unless explicitly approved by the Exams Department
- Keep the mic and speaker unmuted; turn off Bluetooth and Airdrop.
- Log out of all cloud-based platforms, including OneDrive, Blackboard, WhatsApp, and any social media applications
- Electronic devices such as Bluetooth earphones, mobile phones, headsets, smartwatches or any device that transmits or receives electronic signals is strictly NOT allowed
- Disable camera, mic and speaker permissions for all apps except Mettl.
- Save all e-notes and working files on your Desktop. Do not store them on OneDrive or any cloud-based storage. Do not copy and paste directly from your notes. Write answers in your own words to show understanding.

- You must submit your answer file on the Blackboard link shared by the Program Office while you are visible on Mettl camera. Submissions done after Mettl camera has been switched off can be rejected.
- Do not contact faculty during/after the exam regarding your attempt. Such instances will be considered as academic misconduct.
- Late entry is not permitted beyond the first 30 minutes of the exam, whether on-campus or online. Online students must log in within the first 30 minutes or they will not be allowed for exam(s).
- Please take note that disconnection during the exam is strictly not allowed and will be reported as an act of academic misconduct. Frequent disconnections during the exam may lead to termination of the exam.
- Students are not allowed to leave the exam room/platform during the first 30 mins and last 30 mins of exam. (The last 30 mins will be determined from the scheduled exam start time for all students).
- Bring your own materials and ensure your system / laptop is in good working condition. Students are responsible for all hardware and software issues of their systems.
- No exchange of items, including notes, books, stationery or chargers, is allowed.
- Students cannot seek exclusive advantage due to software and / or hardware issues and this includes internet and / or power outages. Students need to arrange for all such backups. This does not include instances of force majeure.
- Do not argue with proctors. Use of foul language is considered academic misconduct.
- Remain visible on camera throughout the exam. Any unusual movements during the exam are monitored by AI. It may lead to suspicion and would require explanation.

METTL EXAM GUIDELINES

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

- Use Google Chrome or Mozilla Firefox only and ensure your browser is up to date. Safari and other browsers are strictly not allowed. Non-compliance will be considered as academic misconduct
- Check emails for Mettl exam links and do the System Compatibility Test beforehand.
- Disable all screen sharing and casting devices before starting the exam
- Click the exam link promptly as per the exam start time and complete your registration to avoid any last-minute issues. Keep your SP Jain ID or Passport handy to capture during registration and keep it on your desk throughout the exam.
- Case studies will be provided via Blackboard (BB) under the exam tab of respective course. In case of shorter cases, it will be directly provided on Mettl as part of the questions.
- All E-notes must be in English only, notes in any other language(s) are not allowed. Save all notes/files (Word / Excel / PPT) in one desktop folder named after the course. Apple Notes are strictly not allowed. Save your answer file in this folder or on desktop.
- Keep a backup of your notes to avoid data loss due to file corruption or access issues.

- Save your answer sheet before you begin writing the answers. While saving use relevant and appropriate file extensions (preferably Microsoft products). This will help you prevent data loss.
- Do not copy, paste or screenshot the questions into notes or answer sheet. It will be considered as an attempt to obtain answers using AI
- Monitor your own exam time using the on-screen timer at the top right corner of Mettl screen. You are solely responsible for your own time management.
- The exam will begin and end at the fixed time communicated by the Exam/Program Office
- If you have any doubt(s) about any of the exam instructions provided on Mettl, ask the In-class Invigilator or seek clarification from the Online Proctor using the Mettl chat. Do not presume or interpret instructions on your own.
- In case of any ambiguity during the exam, kindly state your assumptions clearly in the examination script and proceed to answer the question. In case, you have any exam-related query/issues, please report them via the Candidate Comment Sheet using link <https://forms.gle/HjuJQuof8PywQom7>
- It is compulsory to upload your answer file at least 5 minutes before the exam concludes to avoid last-minute issues.
- Save your work in answer file (MS Word/Excel) regularly to prevent data loss.
- Verify Microsoft Office recovery settings with the IT Helpdesk before exam day, it can recover the most recently saved versions of files in case of unexpected shutdowns or system issues
- You are responsible for saving and uploading the correct file before the exam time out. Incorrect file uploads (blank or wrong file) cannot be rectified under any circumstance.
- Save answer file as : RollNo_SubjectName (mandatory). Enter only your Roll No and Subject Name in the table titled TO BE FILLED BY STUDENT on the answer file. Mentioning identity elsewhere can be tantamount to academic misconduct
- All responses must be in a single document (MS Word/Excel), with each answer clearly labeled by question number.
- Upload your answer file on Blackboard (mandatory). Do not reopen the answer file after submission. Submit your answer file on Mettl as well, if instructed to do so.
- Turnitin link will close at scheduled exam time, regardless of when a student joins the exam. No additional time will be granted for late logins. Late submissions will not be accepted under any circumstances.
- Submissions containing plagiarism will be subject to penalties.
- Students will be monitored online throughout the exam, whether taking the exam on campus or remotely.
- No disconnections are allowed during the exam. No extra time will be given regardless of the reason.

GUIDELINES FOR THE CONDUCT OF ONLINE EXAMINATIONS

- You are being proctored live using artificial intelligence. Your eye movements (e.g., looking sideways), your surroundings, and your desktop activity are being monitored. If the proctor misses

any undesirable activity you engage in, the software will capture it in a report that will be sent to the Office of Exams. In short: sit straight and avoid looking sideways.

- If the proctor suspects any disturbance or misconduct, he/she will communicate with you via the chat window and may ask you to show your room and under your table using your laptop camera. Your test may be paused, if required. **KINDLY COOPERATE.** Refusal to co-operate may result in termination of the test session. If you wish to communicate, use the chat box to chat with the proctor.
- Use the washroom before starting the exam. Keep a bottle of drinking water with you.
- Switch off your phone before starting the exam. The proctor will ask to show the phone at any time to confirm if it is switched off.
- Any video or audio evidence indicating the presence of another person in your vicinity will be treated as academic misconduct. **SIT ALONE FOR THE EXAM.**
- IF REQUESTED during the exam show the proctor your immediate surroundings (including under the exam table) using your laptop camera. Pan the camera slowly and at the correct angle so that the room can be seen properly. **REMOVE ALL ITEMS NOT REQUIRED AS PER EXAM INSTRUCTIONS.**
- Your exam will be temporarily paused for the room check process. Your exam time will not be affected.
- Your face must be visible on camera for the entire duration of the exam. Any unexpected movements will be monitored using artificial intelligence. Suspicious activity may require explanation
- In case of doubts while answering, make your own assumptions and proceed. You have the right to request a candidate comment sheet to voice concerns after the exam and send it to your program coordinator.
- Do not argue with the proctor. Foul language will be treated as academic misconduct.

ACADEMIC MISCONDUCTS AND PENALTIES

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

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

Sr	Category Name	Actions / Examples of Misconduct
1	AI, Plagiarism & Academic Integrity Violations	<ul style="list-style-type: none"> ▪ High AI index, High RSID ratio, High Similarity ▪ Plagiarism and copy/paste ▪ Use of snipping tools ▪ Use of LLMs and generative AI tools like ChatGPT ▪ Accessing Google or any other unauthorized websites during exams ▪ Usage of Language Assisting Tools (e.g., QuillBot, dictionaries, translators, thesaurus, paraphraser etc.) ▪ Using browser other than Google Chrome or Mozilla Firefox (Safari not allowed) ▪ Suspicious metadata in submitted files (word count, saved/edited time, etc.) ▪ Engaging in contract cheating
2	Collusion & Unauthorized Collaboration	<ul style="list-style-type: none"> ▪ Document sharing using cloud platforms like OneDrive, iCloud, Google Drive, Google Collab etc. ▪ Screen sharing using apps like AnyDesk, Zoom, TeamViewer etc. ▪ Sharing of notes during exam ▪ Talking to another student in classroom ▪ Sharing online login credentials with malintent ▪ Sharing answer script with another batchmate ▪ Submitting on behalf of another student ▪ Submitting another student's file ▪ Using another student's login credentials (Blackboard, Mettl etc.) ▪ Taking third-party help for exam ▪ Collusion
3	Exam Protocol Violations	<ul style="list-style-type: none"> ▪ Late entry to exam hall ▪ Unexplained delay during restroom breaks ▪ Leaving exam hall or camera view without permission ▪ Taking exam from outside exam hall without permission ▪ Writing answers during final 10 minutes after submission was announced ▪ Not using designated answer sheet provided by exams department/PO ▪ Not carrying student ID ▪ Not sitting as per seating plan or misleading by changing seat number/name label

4	Use of Unauthorized Devices or Tools	<ul style="list-style-type: none"> ▪ Usage of Bluetooth devices / smart gadgets ▪ Using mobile phone(s) ▪ Using multiple monitors ▪ Possession of smartwatches or any other electronic gadgets ▪ Using apps/software/browser extensions to limit the exam software ▪ Disabling laptop mic/camera/speaker to cheat ▪ Taking screenshots ▪ Copying exam questions to notes or answer sheet
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Sr	Category Name	Actions / Examples of Misconduct
5	Exam Software/ Environment Misuse	<ul style="list-style-type: none"> ▪ Disconnection from exam software ▪ Using multiple desktop function (especially in Mac) ▪ Not disabling or logging out from social media or messaging apps ▪ Not saving answer sheet and notes on desktop
6	Submission-Related Misconduct	<ul style="list-style-type: none"> ▪ Submitting blank, tampered, or wrong files ▪ Non-submission ▪ Failure to submit work within the prescribed time / delayed submissions
7	Misconduct with Invigilator, proctor or Authorities	<ul style="list-style-type: none"> ▪ Using inappropriate language with the in-class invigilators or online proctor ▪ Contacting faculty directly during or after an exam

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

Sr	Penalty Description
1	Resubmit the specific task
2	Zero mark or reduced marks for any part of the assessment for a subject
3	Requirement to complete an alternative additional assessment for the subject
4	Fail grade and academic progression allowed with paid / unpaid retest and with / without grade capping
5	Fail grade and academic progression allowed with redo with junior batch
6	Fail grade and academic progression allowed with independent study

7	Downgrading (reducing the grade by one or more letter notch)
8	Suspension from a course for up to twelve (12) months
9	Revocation of a recommendation that a student has satisfied all requirements
10	Expulsion
11	Revocation of an academic award conferred by the School (requires approval Board of Directors on the recommendation of the Academic Board)
12	Exam declared null and void. Academic progression to be done with makeup OR paid / unpaid retest with / without grade capping.

12. 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.

Orientation Activity *	Speaker/Person-in-charge
Day 1	
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	Deputy Director, BMP
Introduction Talk	Counselling and Coaching Centre for Wellness and Growth
GL Activity for the students	
Parents Q and A	HOC, Dean, Faculty, Facilities Team, Residence Managers, Counselling and Student Experience Managers
Parents campus Tour	Relevant staff
Orientation Activity *	
Day 2	
Photograph-taking for RFID and Picture Profile	Photographer
"Make a Start Activity"	Relevant staff
Student Handbook and Policies	Registrar
Examinations	Director of Examinations
Orientation Activity *	
Day 3	

All students assemble in the Leadership Hall	Program Office Staff
S P Jain – Our Campus Culture	Deputy Director, BMP
IT Information Session	IT Manager
Introduction to Library, Policies and Workshop	Head Librarian (Online presentation and Face-to-face)
Academic Integrity Workshop, Quiz and Plagiarism Talk	Inhouse Faculty
Information on Facilities	Facilities Team
Global Learning and Club Formation Talk	Manager - Global Learning and Student Life
Blackboard / People Soft VC Talk	Program Coordinator
Talk on Nurturing Culture	Counsellors
SASH Workshop and Quiz	Student Counsellor and Wellbeing Officer

13. Attendance Requirements

1. Attendance requirements for BMP 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 and take necessary permission.
- 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

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

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

d. Attendance Marking and Monitoring

- 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.

14. Important Contacts

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

15. 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.

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

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.

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.

Library

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

The library aims to:

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

Library Schedule

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

Circulation

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

AV Resources	2	2 days	-
Reports	3	14 days	twice

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

Overdue library resources incur a fine of INR 100 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

Information Technology Centre

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

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

Wi-Fi Internet access is available throughout the campuses. Students are expected to use the Internet for academic purposes only, and are not permitted to download music, videos, games, movies or illegal/unethical material. Each student will be given free access to 500 MB usage

every month. On exceeding this limit, for every 25 MB download of data, it will be charged, as applicable. Students are provided with an e-mail account under the S P Jain domain name. Charges for printing and photocopying will be deducted from the student's deposit as per the IT guidelines

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.

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.

16, Tuition and Non-tuition fees

Tuition Fees: Please refer to the Signed Offer Letter/ Website¹ for more details

Non-Tuition Fees

	For BMP Program	
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.	

¹

17. 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.

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.

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.

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.

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 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.

18. Campus Locations

SYDNEY CAMPUS

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

DUBAI CAMPUS

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

SINGAPORE CAMPUS

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

MUMBAI CAMPUS

SP Jain School of Global Management Mumbai Campus, Lodha VIOS Tower, 5th Floor Wadala Truck Terminal, New Cuffe Parade, Mumbai- 400037

www.spjain.edu.au

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

POLICIES [Governance Policies](#) | [SP Jain School of Global Management](#)

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

S No	Annexure to the Bachelor of Business Administration Handbook	
1	Undergraduate (including Diploma) Admission and Selection Policy	
2	Credit Transfer and Articulation Policy	
3	Student Code of Conduct Policy	
4	Academic Integrity Policy and Procedures	
5	Business Management Program(BMP) Attendance Policy	
6	Processes and Guidelines for Plagiarism Control for all Soft Copy Submissions	
7	Student Misconduct Policy and Procedures	
8	Student Grievance and Mediation Policy and Procedures	
9	Assessment Validation, Grading and Moderation Policy and Procedures	
10	Student Progression, Exclusion and Course Completion Policy	
11	Business Management Program (BMP) Rules of Progression and Completion Policy	
12	Student at Risk Policy	
13	Support for Students Policy	
14	Student Consultation Policy and Procedures	
15	Library Resources Collection Development Policy	
16	Critical Incident Policy	
17	Student Equity, Diversity and Fair Treatment Policy	
18	Information Technology Policy	
19	Student Sexual Assault and Sexual Harassment Policy and Procedures	
20	Graduation and Certification Policy	
21	Records Management Policy	

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<p>Business Management Program (BMP) Rules of Progression and Completion Policy</p>
Document Type	Policy and Procedures
Administering Entity	Dean – Undergraduate, BMP Deputy Directors (Assistant Deans), Registrar, Director of Examinations
Latest Approval or Amendment Date	December 21, 2020 (to be implemented from the next commencing cohort)
Last Approval or Amendment Date	November 11, 2019
Approval Authority	Academic Board
Indicative Time of Review	December 20, 2028

Admission to BBA Year 2, Semester 3 at the Dubai Campus

On completion, students of the proposed BMP who meet any of the following two criteria will be eligible to join Year 2 of the School's BBA course:

- BMP students who have a Grade Point Average (GPA) of at least 2.00 and have passed all units of study in the program **with no D or F grades.**

These students will receive credit recognition for the units which they have secured a grade of C or higher. These unit grades will not be included in student's Cumulative Grade Point Average (CGPA) calculation for the BBA degree or in their transcripts.

The admission to Year 2 of the BBA degree will be conditional on the student clearing the D and F grades. For the unit/s where a student has received a D or F grade, the student may follow the processes indicated in the Assessment Validation, Grading and Moderation Policy and Procedures. On receiving a Grade C or above, the student will get credit recognition for the unit/s. Again, the units' grades will not be included in students' Cumulative Grade Point Average (CGPA) calculation for the BBA degree or in their transcripts.



DUBAI • MUMBAI • SINGAPORE • SYDNEY

Business Management Program (BMP) Attendance Policy

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

1. Attendance expectations

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

2. Attendance requirements for BMP 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 ie. Duabi, Singapore and Sydney as applicable).

- b) In the event of a serious illness or death in the immediate family, the student should notify the course office and provide supporting documents to obtain an excused absence
- c) A student with infectious diseases should report their condition immediately and take all precaution to avoid spreading the infection and as per documented advise of the physician or program office not attend the class/class sessions. Such absences will be treated as excused absences.

4. Unexcused absences

- a) If a student is absent without approval for more than four class sessions in one unit of study, they will be downgraded by a letter notch. For example, if the original grade is 'A', it will be downgraded to 'A-'.
- b) For each unexcused absence from class session thereafter (for the same unit of study) the student will be further downgraded by a letter notch for each unexcused absence.
- c) The students who have been downgraded due to attendance are not eligible for retest.

Attendance Marking and Monitoring

- a) If a student has been marked absent wrongly, he/she needs to inform the Course Office immediately so that the Course Coordinator can double-check the absence with the faculty.
- b) Attendance cannot be reviewed more than one day after the date in question.
- c) Random spot checks will be conducted by the Course Office. If a student has been found not to be in class (Face to face or Virtual) , he/she will be marked absent.

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

- a) In instances of excused instances where a student is unable to attend the majority or all of the class sessions the student will need to register for the unit of study again
- b) If the unit of study is not available as needed the student will be provided an opportunity to undertake an independent study. These will be at extra cost to the student and not included in the regular tuition fees.

6. Monitoring of students with low attendance

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