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|  <p><b>SPJ</b><br/>GLOBAL</p> <p>S P Jain<br/>School of Global<br/>Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p> | <p><b>Postgraduate Admission and Selection Policy</b></p>       |
| Document Type   | Policy  |
| Administering Entity  | Director – Admissions, Registrar, Vice President-Administration |
| Latest Approval/<br>Amendment Date  | May 8, 2024   |
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| Approval Authority  | Academic Board  |
| Indicative time of<br>Review  | May 7, 2025   |

## 1. Purpose and Scope

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

## 2. Admission Selection Process

- a. The process for admission and selection of students into S P Jain’s postgraduate courses includes the following procedure:
  - i. Meeting Eligibility Requirements
    - Academic eligibility requirements
    - English language eligibility requirements
  - ii. Additional Requirements for Eligible Applicants (where applicable):
    - Aptitude/entrance tests
    - Evaluation of shortlisted applicants
    - Essays and Case Analysis Discussion Paper and Interview
  - iii. Notification and Offer
- b. The specific admission requirements of each postgraduate course offered by S P Jain are published on the S P Jain website and / or in current course brochures.
- c. All admission decisions are made by the Director – Admissions in consultation with the Registrar at S P Jain.

### 3. Meeting Eligibility Requirements

#### a. Academic and Work Experience Eligibility Requirements

##### i. Master of Business Administration (Global) and Master of Business Administration (Executive) Courses:

- a. All applicants (domestic and international) will have an undergraduate degree or a higher award (Australian Qualifications Framework (AQF) level 8 and above) from a recognised university or other approved tertiary institution; and
- b. Evidence of having worked after graduation on a full-time basis in a role which has been assessed as relevant to the course of study for a minimum period of 3 years for MBA (Executive) applicants and for a minimum period of 2 years for MBA (Global) applicants.
- c. For MBA (Executive) applicants, in exceptional cases and no more than 5% of a cohort, professional experience deemed equivalent to an undergraduate degree may enable consideration for eligibility, subject to the approval of the Course Director (Dean).

##### ii. Master of Global Business (MGB) and Graduate Certificate of Global Management (GCGM) Courses:

- a. All applicants (domestic and international) will have an undergraduate degree or a higher award (AQF level 8 and above) from a recognised university or other approved tertiary institution.

##### iii. Master of Artificial Intelligence in Business (MAIB) Course:

- a. All applicants (domestic and international) will have an undergraduate degree or a higher award (AQF level 8 and above) from a recognised university or other approved tertiary institution which includes satisfactory completion of at least four units of Mathematics, Computer Science, Economics, Engineering, Science or another quantitative discipline.

#### b. Meeting English Language Entry Requirements

- i. All applicants must have completed their education as detailed above in English and must provide certified evidence to the School.
- ii. In cases where an applicant is unable to provide certified evidence for 3.b.i. the Director - Admissions may approve self-attested copies.
- iii. Applicants who have not completed their most recent education qualifications in English are required to take any of the following recognised formal English language tests and obtain currently valid minimum scores as below:

| English Test    | Minimum requirements |
|-----------------|----------------------|
| IELTS           | 6.5                  |
| TOEFL iBT score | 70                   |
| PTE score       | 60                   |

- iv. Notwithstanding point 3.b.i, international applicants undertaking study at our Sydney campus may need to meet English Language tests requirements as detailed in home affairs website for student visas (<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>).

#### **4. Additional Requirements for Eligible Applicants for MBA (Global), MBA (Executive), MGB and Graduate Certificate of Global Management (GCGM) Courses**

##### **a. Aptitude/Entrance Test Score Requirements**

- i. Candidates to successfully meet the stated minimum passing grades of one of the following aptitude tests: GMAT, GRE, GMAC Executive Assessment (for MBA (Executive) only), CAT (Common Admission Test - offered in India) or SPJAT (S P Jain Aptitude Test).
- ii. Scores of GMAT of 650 or more, GRE of 320 or more, GMAC Executive Assessment of 125 or more (for MBA (Executive) course only), CAT score of 80 percentile or more, or SPJAT scores of 50% or more will be the minimum expected scores to be considered for admissions.
- iii. Candidates may apply even if they have not yet taken the aptitude test, or if their scores are pending. However, candidates will not be shortlisted for an evaluation interview until they submit their final test scores. S P Jain accepts the best score from the stated tests.
- iv. Students who do not meet the aptitude test score requirements may be considered for interview, subject to the decision of the Director – Admissions / Registrar.

#### **5. Evaluation of shortlisted applicants**

- a. The School establishes a shortlist of potential applicants based on:
  - i. Past academic performance other achievements;
  - ii. Past work experience;
  - iii. English language proficiency to ensure successful participation, and
  - iv. Outcomes and scores of aptitude test.
- b. The School also gives consideration to other factors including:
  - i. Application for credit and recognition for prior learning (as set out in Section 8); and
  - ii. Equity and Diversity considerations (as set out in section 9).
- c. Applicants who have not been shortlisted will be notified in writing by the School.

#### **6. Interview with shortlisted candidates**

- a. All shortlisted applicants will be notified in writing by the School that their application has proceeded to the shortlist for admission into the relevant course.
- b. As part of the final stage of applicant evaluation, all shortlisted candidates will be required to undertake / submit:
  - i. Personal interview(s) at one of the School's campuses or online with academic staff of the School. In rare instances where an academic staff is not available to conduct

the interview, Director – Admissions will conduct the interview. Personal interview of MBA (Executive) candidates who have applied under criteria 3.a.i.c will be with the Course Director / Deputy Director (Dean / Assistant Dean). The interview is designed to assess the applicant's communication skills, analytical skills, aptitude and subject knowledge.

- ii. An Essay and/or Case Analysis Discussion Paper for MBA (Global), MBA (Executive) and MGB applicants
- iii. S P Jain "Business Creativity Test" for MBA (Global) and MGB applicants

## **7. Notification and Offer**

- a. Within 14 days after the evaluation interviews, shortlisted applicants are notified in writing by the Admission's Office as to three potential outcomes:
  - i. acceptance - the applicant has been successful and is offered a place for admission;
  - ii. waitlisted - the applicant has been placed on a 'second-round' offer waitlist with indicative timelines for potentially receiving a later offer of admission
  - iii. regret - the applicant has been unsuccessful and will not be offered a place.
- b. An offer of admission from the School will be issued to successful applicants including information relating to orientation, study periods, fees, fee refund, visa information where relevant, commencement date, code of conduct and for international students any other additional information required by the National Code 2018, Australia.
- c. Students who have applied for credit will be notified at the time of offer whether their application for credit has been approved and what impact on their course duration and student visa (if applicable) the credit decision will have.

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

- a. Applications for recognition of prior learning (RPL) and / or credit for postgraduate courses are considered in accordance with the School's Credit Transfer and Articulation Policy.

## **9. Alternative Entry Schemes**

- a. The Student Equity, Diversity and Fair Treatment Policy, outlines the admission criteria and processes to be considered for an alternative entry admission scheme with specific reference to Part A Section 2.2 of the Higher Education Standards Framework (Threshold Standards) 2021.
- b. The School will give specific consideration to:
  - i. applications for admission from Aboriginal and Torres Strait Islander peoples;
  - ii. providing access to the educationally or socially disadvantaged; and
  - iii. addressing the under-representation of designated groups.

- c. Academic progress will be monitored and provide appropriate learning support and reasonable adjustment to students admitted under any alternative entry scheme which is based on equity and diversity. This could include the use of adaptive technology or other tailored support investigated, developed and approved through an individualised Access Plan as approved by the School's Registrar in consultation with the student and other relevant stakeholders.

#### **10. Decisions**

- a. Within 14 days after the evaluation interviews, prospective students are notified by email as to three potential outcomes: (a) acceptance (b) wait-list (c) regret.
- b. All admission decisions are made by the Director - Admissions in consultation with the Registrar.

#### **11. Deferral of Studies**

- a. All students who have been issued a Letter of Offer confirming admission into a course can apply for deferral for one study period only by completing the Deferral Form and other requirements as detailed in the Deferral Policy.

#### **12. Appeal of Decisions**

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

#### **13. Confirmation of Entitlement (COE) Issuance**

- a. COEs for international students for their period of study in Sydney Campus will be issued as per the PRISMS and Confirmation of Entitlement (COE) Issuance, Suspension, Cancellation and Monitoring Procedures.

#### **14. Review**

- a. The admissions criteria will be reviewed annually by the Director - Admissions or an Advisory Group set up by the Registrar. Any recommendations for changes to the policy will be recommended to the Academic Board (through the Academic Regulations and Course Development Committee) for approval.

## **15. Related Documents**

- a. Credit Transfer and Articulation Policy
- b. Deferral Policy
- c. Student Equity, Diversity and Fair Treatment Policy
- d. Student Grievance and Mediation Policy and Procedures
- e. PRISMS and Confirmation of Entitlement (COE) Issuance, Suspension, Cancellation and Monitoring Procedures