



## Undergraduate (including Diploma) Admission and Selection Policy

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### 1. Purpose and Scope

This policy sets out the requirements and procedures for admission to the diploma and undergraduate courses at the S P Jain School of Global Management (S P Jain) for prospective domestic and international students.

### 2. Admission Selection Process

- a. The process for admission and selection of students into S P Jain’s diploma and undergraduate courses includes the following procedures:
  - i. Meeting Eligibility Requirements
    - Academic eligibility requirements
    - English language eligibility requirements
  - ii. Additional Requirements for Eligible Applicants:
    - Aptitude/entrance test
    - Evaluation of shortlisted applicants
    - Writing two essays and an interview
  - iii. Notification and Offer
  
- b. The specific admission requirements of each diploma and undergraduate course offered by S P Jain are published on the S P Jain website and/or in current course brochures, in line with the Australian Government’s admissions transparency requirements, where relevant.
  
- c. All admission decisions are made by the Admission’s Office in consultation with academic staff at S P Jain.

### 3. Meeting Eligibility Requirements

#### 3.1 Academic Eligibility Requirements

- a. All applicants (domestic and international) are expected to have completed a minimum of 12 years of schooling demonstrated by one or more of the following:
  - i. Completion of an Australian Senior Secondary Certificate of Education authorised by a relevant state-based issuing agency with an Australian Tertiary Admission Rank (ATAR) or its interstate equivalent of 70; or
  - ii. Completion of an accredited vocational education and training (VET) qualification at Diploma or Advanced Diploma level completed at an ASQA registered training organisation (RTO); or
  - iii. All India Senior School Certificate (issued by CBSE) or the India School Certificate (ISC) with a score of 60% or the Higher Secondary Certificate (HSC) Year 12 exam from the Indian State Board with a score of 70% or more; or
  - iv. International Baccalaureate Diploma (IB) score of 24 or more; or
  - v. Completion of an international qualification where the content, level and intended outcomes are deemed to be equivalent to any of the above through official qualification recognition register or mapping of equivalence by the School.
- b. In lieu of 3.1 a above, completion of minimum years of 11 years of schooling for the nine Commonwealth of International States (CIS) countries subject to a minimum CGPA score of 4.00 out of 5.00 issued by the National Board in these countries.

#### 3.2 Meeting English Language Eligibility Requirements

- a. All applicants must have completed their education as detailed above in English and must provide certified evidence to the School.
- b. Applicants who have not completed their most recent education qualifications in English are required to take any of the following recognised formal English language test and obtain currently valid **minimum** scores as below:

English Test	Bachelor of Economics (BEC)	Bachelor of Business Communication (BBC)	Bachelor of Business Administration (BBA)	Bachelor of Data Science (BDS)
IELTS	6 with no band less than 5.5	6 with no band less than 5.5	6	6
TOEFL iBT score	60 overall with no band less than 20	60 overall with no band less than 20	60	60
PTE score	50 with no band less than 45	50 with no band less than 45	50	50

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

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

- i. All applicants that meet the eligibility requirements must take the following tests in order to be evaluated for admission:
  - The Scholastic Aptitude Test (SAT): The SAT is administered by the College Board in the USA and is a measure of critical thinking skills. The minimum score required to be considered for admission for all diploma and undergraduate courses is 1000; or
  - The American College Testing (ACT): The ACT is administered by the same named institution in the USA and is administered by a non-profit organization of the same name. ACT test covers four academic skill areas: English, mathematics, reading, and science reasoning. The minimum score required to be considered for admission for all diploma and undergraduate courses is 23; or
  - The S P Jain Entrance Test (SPJET): is designed and developed by S P Jain to assess a broad range of numeracy and literacy skills. The minimum score required to be considered for admission for all diploma and undergraduate courses is 50%; or
  - **For the BDS course only** Joint Entrance Exam(Main) [JEE (Main)]: JEE(Main) are standardised examinations administered by the National Testing Agency (NTA), India for entrance to undergraduate engineering programs for internationally known Indian engineering colleges such as Indian Institute of technology(IITs), National Institutes of Technology (NITs) and Centrally Funded Technical Institutions (CFTI) Institutions funded by participating State Governments. Engineering. The minimum score required to be considered for admission BDS course will be 70%.
- ii. For applicants of the Bachelor of Economic (BEC) and Bachelor of Data Science (BDS) courses, the School requires the applicants to meet the minimum requirements of 600 in the Math section of the SAT; or minimum 75% in the Numeracy section of the SPJET.
- iii. In addition, select applicants of the BDS course may be required to take a math test developed and administered by S P Jain to assess their numerical skills. For applicants with Indian certifications this requirement will be waived if the applicant has scored 75% or more in recognised Indian State Board Exam or Central Board exams (e.g. ICSE / CBSE).

## **b. Evaluation of shortlisted applicants**

- i. The School establishes a shortlist of potential applicants based on:
  - Past academic performance and other achievements;
  - English language proficiency to ensure successful participation; and
  - Outcomes and scores of aptitude tests.
- ii. The School also gives consideration to other factors including:
  - Applications for credit and recognition of prior learning (as set out in section 6); and
  - Equity and Diversity considerations (as set out in section 7)
- iii. Applicants who have not been shortlisted will be notified in writing by the School.

## **c. Interview with shortlisted applicants**

- i. All shortlisted applicants will be notified in writing by the School that their application has proceeded to the shortlist for admission into the relevant course.
- ii. As part of the final stage of applicant evaluation, all shortlisted applicants will be required to write two essays and undertake a personal interview with a member of the School's selection committee at one of the School's campuses or via Skype/Zoom. The essays and interview are designed to assess the applicant's communication skills, aptitude and knowledge.

## **5. Notification and Offer**

- a. Approximately a week after the evaluation interviews, shortlisted applicants are notified in writing by the Admission's Office as to three potential outcomes:
  - i. the applicant has been successful and is offered a place for admission;
  - ii. the applicant has been placed on a 'second-round' offer waitlist with indicative timelines for potentially receiving a later offer of admission
  - iii. the applicant has been unsuccessful and will not be offered a place.
- b. An official letter of offer from the School will be issued to successful applicants and will include information relating to orientation, study periods, fees, fee refund, visa information where relevant, commencement date, code of conduct and for international students any other relevant information required by National Code 2018.
- 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.

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

- a. S P Jain accepts and considers applications for credit or recognition of prior learning (RPL) for diploma and undergraduate courses as detailed in the School's Credit Transfer and Articulation Policy.

## **7. Alternative Entry Schemes**

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

## **8. Deferral of Studies**

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

## **9. Appeal of Decisions**

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

## **10. Review**

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

## **11. Related Documents**

- a. Credit Transfer and Articulation Policy
- b. Student Equity, Diversity and Fair Treatment Policy
- c. Student Grievance and Mediation Policy and Procedures