

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<b>Postgraduate Admission and Selection Policy</b>
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## 1. Purpose and Scope

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.

## 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:
    - 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 Admission’s Office in consultation with academic staff 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:

- All applicants (domestic and international) will have an undergraduate degree from a recognised university or other approved tertiary institution; and
- Evidence of having worked after graduation on a full-time basis in a role which has been assessed by S P Jain as relevant to the course of study for a minimum period of 3 years.
- 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) course:

- All applicants (domestic and international) will have an undergraduate degree from a recognised university or other approved tertiary institution.

#### b. Meeting English Language Entry Requirements

- All applicants must have completed their education as detailed above in English and must provide certified evidence to the School.
- 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

### 4. Additional Requirements for Eligible Applicants:

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

- S P Jain requires candidates to take 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).
- 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.
- 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

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

- i. The School establishes a shortlist of potential applicants based on:
  - Past academic performance other achievements;
  - Past work experience
  - English language proficiency to ensure successful participation;
  - Outcomes and scores of aptitude tests; and
- ii. The School also gives consideration to other factors including:
  - Application for credit and recognition for 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 candidates**

- 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 candidates will be required to undertake:
  - An Essay and Case Analysis Discussion Paper
  - S P Jain "Business Creativity Test" for MBA (Global) and MGB applicants
  - A personal interview with a member of the School's selection committee at one of the School's campuses or via Skype/Zoom. The interview is designed to assess the applicant's communication skills, analytical skills, aptitude and subject 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 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.
- 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 postgraduate courses in accordance with 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. Decisions and Right of Appeal**

- a. Approximately 2 weeks 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 Office of Admissions in consultation with the relevant academic staff.
- c. Students and prospective students have the right to appeal an admission decision in accordance with S P Jain's "Student Grievance and Mediation Policy and Procedures".

## **9. Deferral of Studies**

- a. All students 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 a student 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 students 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

### **10. Review**

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 Academic Board (through ARCDC) any changes to the criteria for approval.

### **Related Documents**

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