S P Jain
School of Global Management

DUBAI • MUMBAI • SINGAPORE • SYDNEY

DOCTOR OF BUSINESS ADMINISTRATION (DBA)

STUDENT COURSE HANDBOOK

CRICOS Provider Code: **03335G**
CRICOS Course (DBA) Code: **090548G**

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Policies Related to DBA Course*

S No	Annexure to the DBA Handbook
1	Doctor of Business Administration (DBA) Admission and Selection Policy
2	Deferral Policy
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5	Credit Transfer and Articulation Policy
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7	Student Tuition Fee Protection Policy
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10	Academic Integrity Policy and Procedures
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15	Student Progression, Exclusion and Course Completion Policy
16	DBA Rules of Progression
17	Students at Risk Policy
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19	Student Support Policy
20	Student Consultation Policy and Procedures
21	Student and Staff Feedback Policy
22	Academic Freedom and Free Intellectual Inquiry Policy
23	Library Resources Collection Development Policy
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27	Student Sexual Assault and Sexual Harassment Policy
28	Graduation and Certification Policy
29	Record Management Policy
30	Research Ethics and Integrity Policy
31	Research Framework Policy
32	Research Training and Supervision Policy

*For more policies and procedures please refer to the Annexure of handbook or School website

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1. Letter from the Dean

Dear Scholars, Welcome to the SP Jain School of Global Management.

S P Jain has in the last decade, established a strong foothold in the Asia-Pacific region. In the last fifteen years, it has shown exponential growth. SP Jain believes that the world is global, and the need of the hour is to create a pool of global business leaders. In the competitive world of business education, S P Jain has carved a place for itself as a young, innovative business school started offering world-class Doctoral Program DBA (Doctor of Business Administration) from 2017 along with its existing undergraduate, postgraduate, executive education and professional programs have its presence since a decade.

The School prides itself on the consistently high global reputation of its MBA programs, and as a business school ranked by Times Higher Education and Wall Street Journal, Forbes, The Economist, and the Financial Times. DBA graduates can expect senior-level career opportunities in banks, government, education, and almost all sectors. A doctoral degree adds immense prestige to a candidate's profile and is much coveted. The program provides scholars with a structured coursework component in the first year that teaches skills to conduct a variety of research investigations. These investigative techniques are practiced in the classroom to provide scholars with an applied exposure and experience to enhance global intelligence. In first year, courses are offered online/face-to-face from Sydney and Mumbai campuses, then next two years, scholars will undertake a research project with practical significance, under the guided supervision of at least one academic staff member, which will aim to significantly add to or improve current business practices. Research can be undertaken anywhere in the world with the approval of the School, providing scholars with truly global intelligence.

Hence, I would like to request you to go through all the component of Handbook as per content list to successful completion of the DBA program in target-time and to start enjoying the benefits mentioned above.

If you have any questions, please feel free to contact me or Prof. Maddulety.

I Wish You all the Best

Dean – Research
Prof. A Seetharaman M. Com, MBA, FCA, DMA, CA(M), PhD

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2. Doctor of Business Administration

2.1   Special Features of the Course

2.1.1   Programme Duration - The program can be completed in three years full-time, or part-time in an equivalent period.

2.1.2   Programme Structure - The first year offers structured coursework assessed by examinations to prepare scholars to undertake a research project.

2.1.3   Comprehensive coursework - The coursework component comprises four courses, completed over four terms in a year: Research Methodology and Literature Review, Case Methodology and Qualitative Research, Statistical tools and techniques for Research, and Research Proposal and Ethics. Learning is assessed during the course and by a final examination.

2.1.4   Expert Supervision - Under the guided supervision of an academic, scholars undertake a large research project over two years that significantly contributes to business practice. Upon completion, the thesis is sent to scholars who are experts in the field for examination.

2.2   Faculty

Our community of international faculty are dedicated to creating an engaging, rigorous and practical educational experience for scholars. Scholars will learn new knowledge about Research Methods, Methods of Literature search, various Statistical and Quantitative tools needed for research, hands on experience on needed Software needed for data analysis, right interpretation on analytical output of software, and more which will inspire them to appreciate, accept and adapt for working in rapidly changing business research environment. Scholars will also gain confidence in making scientific decisions. Units are relevant, developed with the latest content, and designed to inspire scholars to find creative and innovative ways to apply the knowledge acquired on their research projects.

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3. DBA Course Information

3.1 Course Overview

The DBA course at S P Jain School of Global Management (S P Jain) is designed in line with the Australian Qualifications Framework (AQF Level 10). The course consists of structured learning and independent supervised study that is more focused on applied research than theoretical research. The output of the course is expected to have significant and original research outcomes culminating in a thesis or equivalent. While a regular PhD course aims at discovery of new facts and creation of new theory, the DBA course aims at applying theory to business problems and practices. Thus, the purpose of the DBA course is to combine theory and practice in relation to business and management and to develop professional practices with a view to substantially contributing to professional knowledge. The structured learning module of the DBA course consists of advanced course work and a scheme of training and development of specific and generic skills designed to enrich the scholar's ability to make a substantial contribution to the original knowledge in the discipline or cross functional areas of management. The course is designed to be conducted in the Asia-Pacific environment within the larger global context.

Course	Delivery/Study Mode	Location of Study
Doctor of Business Administration (DBA)	Face to Face or online	Face-to-face classes are offered in Sydney. Online

Table 1 Course Overview

3.2 Milestones:

3.2.1 Phase 1 Pilot Study (6 months)

Pilot study begins immediately after the receipt of the research proposal followed by intensive literature review to conduct empirical research. It includes testing of the basic theory proposed to be applied to the business practice. This also includes data selection, data collection, data entry, data connectivity with excel sheet, and data analysis of the sample data. It further ascertains the applicability of base model or research framework to investigate whether the research problems or research gaps were properly identified. In this phase, the factors influencing the area of research are identified to support a solid research framework. A tentative questionnaire is prepared on the basis of research framework

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identified. The questionnaire consists of reasonable number of questions for each variable and questions on measuring the outcome of the research. In the pilot study, pretesting of the questionnaire plays a pivotal role. The profile of the respondent is to be defined accurately and relevantly to the main topic to get reliable results of the research. After deciding sample size, measurement scale and codification of the questions, the questionnaire is to be pretested with at least 50 respondents including 5 to 10 industry experts. The primary intention of pretesting is to get feedback about the questionnaire so as to enable the researcher to modify or amend the questionnaire along with the emergence any new variable. The edited excel sheet derived from the code wise questions is to be run through statistical package to assure a smooth run of the massive data in the main study. Thus, the outcome of the pilot study is used to inform and prepare for the main study.

3.2.2 Phase 2 Main Study (12 months)

The main study consists of large-scale data collection from 400 to 600 respondents and intensive data analysis for DBA thesis. The sample size also depends upon the nature of the topic. Unlike pilot study, the main study is executed with generating comprehensive results of the research. It is an in-depth analysis of conceptual model and provides empirical evidence and endorsement of hypothesised relationships (both direct and indirect). For instance, a structural equation model may be chosen by the researcher for the analysis of data. Detailed description is to be given for the data collection, sampling procedures and measurement scales. Here, each relationship in the model is linked to a specific hypothesis which is tested to affirm or refute the presence of the causal relationship in the model. As stated early, the acceptance or rejection of hypotheses is highlighted under a separate section for findings while comparing with previous findings of earlier researches. The implications of findings to industry or business along with discovery of new facts or substantial contribution to business practice should be clearly articulated. While summarising the thesis contents, the limitations and scope for future research are to be given.

3.2.3 Phase 3 Validation Study (3 Months)

Once the full thesis is ready, a pre-submission seminar is arranged to make a formal presentation of salient features of the thesis. The validation study acts as a means to critically assess and review the outcome of the main study. The brief synopsis of the thesis along with findings is presented to a panel of academic and industry experts. This is an opportunity to gain independent advice from these experts on the validity of findings. The expert's advice enables to add further fine tuning or add value in terms of decoding unexplained

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phenomena. The panel of experts for validation study assesses the findings from both industry and academic perspectives and gives their comments. The researcher is to be careful not to intertwine the results from the main and validation studies, as the former was objective in nature and latter was subjective in nature. To this end, the validation study functions as an additional layer to inspect the primary results, with the benefit of hind sight. For this reason, the main and validation study are to be presented under separate section without disturbing findings of the researcher. The researcher is free to defend or add in the separate section on the comments of the panel experts.

3.2.4 Phase 4 Declaration of Results (3 months)

As soon as the DBA thesis is ready, the thesis will be sent to external examiners of international standing for evaluation. On receipt of evaluation report on the performance of the scholar, the contents of the report will be sent to scholar and supervisor for compliance. If evaluation report reveals about correction or amendment to the thesis, the same will be forwarded to the Scholar to make necessary corrections or amendments to the satisfaction of the supervisors. After following procedural formalities, the results will be declared.

3.3 Course Learning Outcomes

Doctor of Business Administration: Course Learning Goals and Outcomes AQF Level 10
Learning Outcome 1: Expert knowledge of the field of study
Graduates will have a broad and in-depth knowledge of the theory and scholarly literature of business, management, technology, and related disciplines to generate research that extends significantly the boundaries of knowledge.
Learning Outcome 2: Knowledge of research methods and principles
Graduates will have a mastery of the statistical foundations and advanced empirical tools and techniques to develop a research strategy that is appropriate for doctoral research.
Learning Outcome 3: Research Problem Solving and Decision Making
Graduates will apply rigorous and theoretically appropriate research skills and recognize the limitations of specific research methods.
Learning Outcome 4: Independence and critical judgement
Graduates will demonstrate competency to develop research proposals grounded on existing theories to derive new ideas and solutions to practical business problems.
Learning Outcome 5: Effective communication

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Graduates will undertake:

(i)Undertake intellectual discourse with peers, academic community and other stakeholders through coherent writing and effective presentation

(ii)Communicate and critique the content of research papers and participate as an independent reviewer for peer reviewed journals and conferences

Learning Outcome 6: Personal effectiveness

Graduates' final thesis will reflect contemporary standards of scholarship and makes an original contribution to the body of knowledge and practice.

Learning Outcome 7: Ethical and social awareness

Graduates will exhibit commitment to ethical principles and social responsibility during the entire research process.

Learning Outcome 8: Research Competence

Graduates' final research work will demonstrate:

•Originality of work.

•Insightful and innovative solutions for business problems in various contexts.

•Ability to defend their research in a scholarly manner.

•Maintenance of high ethical standards in execution of research and its subsequent reporting with a high level of personal autonomy and accountability.

Table 2 Course Learning Outcomes

3.4 Graduate Attributes of S P Jain

- Knowledge of Business, Management and Emerging Technologies
- Research and Business Intelligence
- Problem Solving and Decision Making
- Creativity and Innovation
- Intercultural Competence/Communication
- Teamwork
- Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)

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3.5 Course Completion Requirements

To be eligible to graduate with DBA degree at S P Jain, scholars must complete advanced course work of 4 subjects and research.

Units	Credits
Advanced course work	4 subjects of 20 each = 80
Thesis work	160
Training and development of cognitive and generic skills (fundamental skills, human skills, people skills, personal skills)	Seminars, workshops, debates
Total	**240**

*Table 3 **Units to complete for DBA***

3.6   Course Structure

The Course structure provides all the Units to be completed and the required credits, hours (both timetabled and personal study) and Pre-requisites.

S No	Course Codes to be used	Units	Timetabled Hours	Personal Study Hours	Credits	Pre-requisites/ Co-requisites
1	DBA QTT101	Research Methodology and Literature Review	40	40	20	Nil
2	DBA QTT102	Statistical Tools and Techniques for Research	40	40	20	Nil
3	DBAPRO101	Case Methodology and Qualitative Research	40	40	20	Nil
4	DBA PRO102	Research Proposal and Ethics	40	40	20	Nil
5	-	Thesis work			160	
6	Total				240	

Table 4 Course Structure

Link to Academic Calendar:
https://www.spjain.org/programs/doctorate-business-administration/admissions#AcademicCalendars
More on the Academic Calendar and term/ holiday breaks can be found on the website

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3.7 Unit Learning Outcomes

DBA - Unit Learning Outcomes (ULO)
DBA QTT101 Research Methodology and Literature Review
1. Expert knowledge of the field of study
Identify relevant theoretical knowledge to undertake rigorous doctoral research .
2. Knowledge of research methods and principles
Explain and compare a range of quantitative and qualitative research methods in the context of interdisciplinary business research and/or problems.
3. Research and investigative skills
Examine and assess relevant literature to identify research problems and issues.
4. Independence and Critical judgment
Develop creative and critical thinking skills to make scholarly contribution to a field of study.
5. Effective Communication
Demonstrate persuasive effective oral and written communication skills
6. Ethical and social awareness
Apply the principles and frameworks of ethical and socially responsible research conduct.
DBA - Unit Learning Outcomes (ULO)
DBA QTT102 Statistical Tools and Techniques for Research
1. Knowledge of research methods and principles
Demonstrate an understanding of the statistical foundations and advanced quantitative research tools and techniques.
2. Research and investigative skills
Evaluate the appropriateness of research techniques for different types of business Research.
3. Research and investigative skills
Apply critically different research tools and techniques to business research problems
4. Independence and critical judgment
Infer the results obtained from statistical tools and techniques.
5. Effective communication
Present original oral and written reports of statistical inferences in a defendable and persuasive manner.
DBA - Unit Learning Outcomes (ULO)
DBAPRO101 Case Methodology and Qualitative Research
1. Expert knowledge of the field of study
Identify relevant theoretical knowledge to undertake rigorous doctoral research.
2. Knowledge of research methods and principles
Distinguish a range of quantitative and qualitative research methods in the context of interdisciplinary business research and/or problems.
3. Research and investigative skills
Examine and assess relevant literature to identify research problems and issues.

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4. Independence and Critical judgment
Develop creative and critical thinking skills to arrive at possible contributions to a field of study
5. Effective Communication
Demonstrate persuasive oral and written communication skills.
6. Ethical and social awareness
Apply research principles and frameworks to ensure the original, ethical and socially responsible research conduct.
DBA - Unit Learning Outcomes (ULO)
DBA PRO102 Research Proposal and Ethics
1. Knowledge of research methods and principles
Discuss the concepts and/or the building blocks of creating advanced research proposals.
2. Research and investigative skills
Develop research proposals for empirical and qualitative doctoral research.
3. Independence and critical judgment
Examine and access the importance of ethical frameworks and considerations while developing research proposals.
4. Effective Communication
Demonstrate persuasive oral and written communication skills in presenting research proposals.
5. Personal Effectiveness
Justify research proposal's expected contribution to body of knowledge, business and/or society.
6. Ethical and social awareness
Apply the widely accepted ethical frameworks in formulating research proposals.

3.8 Pedagogy

The DBA course shall consist of two modules: advance course work and thesis work and enrolled scholars will have the flexibility to opt for either face-to-face or online mode of delivery as below:

• Face-to-face or e-learning/online learning – advanced course work subjects
• Face-to-face or Electronic media/online learning for supervision and consultation of thesis work

After completing the advanced course work of 80 units, a scholar will be able to register for the DBA research work indicating his/her area and topic of research.

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Scholars will have an option to apply for transfer to another campus. All such applications will be submitted to the Dean and will be supported by valid reasons e.g. relocation and evidence. The decision to accept the transfer request will be at the sole discretion of the Dean or his representative.

4. Assessments

4.1 Advanced course work Examinations

1. The examinations for the degree of the DBA course shall consist of the following:

    a) An assessment of advanced course work subjects shall consider the continual assessment as well as the written final examination. The written final examination shall consist of up to 60% of the evaluation for the subject or in exceptional cases, recognition of published work in lieu of advanced course work

    b) The final examination shall cover all learning outcomes of the subject and 50% of the final examination marks will be a pass minimum and other assessment marks will be added to arrive at the grade

    c) Absolute grading will be followed (A+ to F)

2. No scholar shall be eligible to be admitted to any examination unless:

    a) He/she is officially registered for such a subject

    b) He/she has paid the tuition fees and

    c) He/she has attained at least 75% attendance at lectures, seminars, training and development of skills, tutorials and laboratory classes for the subject

3. Any scholar, who is barred from taking the examination due to inability to fulfil any of the above stated conditions, may appeal to the Dean (Research and DBA), whose decision shall be final.

4. The scholar will be allowed to sit for a replacement examination for the DBA course if:

    a) The scholar has a medical reason for absence during the final examination or public viva examination. The scholar must submit the medical certificate (MC) to the DBA office within 2 days from the date of the final examination. Medical reports will not be accepted in lieu of medical certificates

    b) The scholar is involved with company activities, such as official business trip or out station assignment for the company. In such a case the scholar must submit a written letter, in regard to the activity, from the company. The letter must be submitted to the DBA office

    c) The Dean approves this on humanitarian grounds

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5. The status 'I' (incomplete) will be given to the scholar who has been approved to sit for the replacement examination

6. If the scholar fails to sit for the replacement examination, the grade will automatically be F

7. A scholar, who may have sufficient reason to believe that he/she has been unjustly graded or that an error has occurred in the marking of his/her paper or in the computing of grades, may appeal to the relevant panel of examiners through the Dean (Research and DBA)

4.2 DBA Thesis Examination

1. The panel of examiners shall be constituted to examine the thesis

2. The panel of examiners for the DBA thesis of a scholar shall be appointed by Research and Knowledge Creation Committee (RKCC) and shall comprise:

    a) Dean or his representative

    b) Supervisor or co-supervisor

    c) Two external examiners of international standing (or their reports in lieu of)

(These examiners would be given the guidelines indicating the difference between the DBA and PhD thesis to facilitate their evaluation)

3. A representative of the Academic Board may be invited to attend the panel of examiners' meeting

4. **Examiners' report on the thesis -** While examining the thesis the examiners will specifically be asked to review on the fulfilment of the following aspects

    a) The thesis is an original contribution of the scholar to a substantial body of knowledge at the frontier of field of work or learning

    b) The scholar acquired substantial knowledge of research principles and method applicable to the field of work or learning

    c) The thesis clearly demonstrates that the scholar has acquired

        i. Cognitive skills for expert understanding of theoretical knowledge and use of intellectual independence to think critically

        ii. Expert technical and creative skills in the field of work

        iii. Communication skill for theoretical propositions, methodologies and conclusions

        iv. Communication skills to present cogently a complex investigation of originality

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v. Expert skills to design, implement, analyse, synthesise, theorise and communicate research that makes a significant and original contribution to knowledge and/or professional practices

vi. Generic skills consisting of fundamental skills, human skills, people skills and personal skills

d) The examiners are expected to satisfy that the application of the above knowledge and skills are ensured in the thesis

e) As a conclusion each examiner will state any one of the following in his/her report

 i. The DBA degree shall be awarded

 ii. The DBA degree shall be awarded subject to making necessary corrections reported by the examiners to the satisfaction of the supervisory panel and the DBA committee

 iii. The scholar shall resubmit for further examination within a specified time

 iv. The thesis is rejected leading to failure of the scholar

f) The panel will discuss and decide on the award of the DBA degree to the scholar after due consideration for individual Examiner's reports

g) In all the cases the scholar will be given a copy of each Examiner's report on completion of the thesis examination with/without the examiners name, as desired by the examiners

4.3 Award of Degree

1. A scholar shall be awarded the degree of Doctor of Business Administration if the scholar has:

a) Passed the prescribed examinations of all required courses, with a CGPA of 3.00 or higher or fulfilled the requirement of published work in lieu of advanced course work

b) Passed the final DBA thesis examination (including viva) conducted by an internal examiner or representative of the Dean and two external examiners (or their reports in lieu of) of international standing

c) Fulfilled all the requirements of the course and paid all dues outstanding to the School

2. The successful scholar shall have all the privileges associated with the DBA, including the right to affix the title "Doctor (Dr.)" to his/her name

3. Any disputes arising on interpretation of these regulations shall be referred to a committee appointed by the Academic Board for this purpose. The findings of the

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committee shall be communicated to the Academic Board whose decision shall be final

4.4 Assignment 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 DBA 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. Scholars will receive a soft copy of the template via email from the Course Office.

4.4.1 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 scholars 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 7.

Every assignment will be verified for originality. For more details, see the section in this handbook on plagiarism. Scholars should keep a copy of every assignment they submit.

4.5 Release of Academic Results

All grades are posted on Peoplesoft, including progressive assessment results posted by academic faculty. Each scholar'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. Final grades are declared after ratification by Academic Board. In the unlikely event of any changes to interim grades, these will be advised to scholars by the Dean. CGPA is also made available through Peoplesoft.

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4.6 Assessment Practices and Guidelines

a. Assessment should reflect unit content.
Assessment tasks should be matched to desired unit 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 unit

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 unit 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 scholar performance

d. Assessment should be fair and equitable, meaning that
   - all scholars will be provided with adequate and appropriate learning opportunities throughout a unit to enable them to demonstrate their knowledge, thinking processes, skills and attributes, including graduate attributes through the set assessment tasks
   - all scholars will be informed at the start of each course about the assessment tasks associated with a unit, 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 unit 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 scholar will be transparent to teaching staff and the scholars
   - assessment systems will be reviewed as part of regular unit reviews

4.7 Conduct of Examinations

All examination arrangements are handled by the Course Office. Formal examination notification giving details of the examination schedule, venue and seating arrangement will be forwarded to the scholars 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 scholar should check the examination schedule carefully. In the case of online examinations with remote invigilation will be scheduled and communicated to scholars at least a week prior to exam date.

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- The scholars 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 DBA 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 scholars be permitted to reschedule a final exam. In that case, the rescheduled exam will take place the following semester or earlier as decided by DBA office in consultation with Dean (Research and DBA) along with scholars taking the retest papers

Examination protocols:

- All invigilated examinations are conducted in electronic / soft copy format (no pen and paper-based examinations)
- Students must appear for the examination at the scheduled date and time, and in accordance with the pre-set seating arrangement, as announced by the Office of Examinations in proper attire. Students who have chosen online delivery as a study mode are advised to necessarily sit on a proper chair and table in formal attire. Informal clothing with seating on couch, sofa or bed is strictly disallowed
- After the first 30 minutes of the examination, students will not be allowed to enter the examination room. For online exams - students will be asked to leave if they do not log in during the first 30 minutes. Frequent disconnections during the exam can lead to termination from the examination.
- Students are not allowed to leave the examination room / exit examination platform within the first 30 minutes (inclusive of reading time) of commencement of examination or within the final 20 minutes of the examination.
- All hard copy books, notes, papers and bags must be left outside the examination room. In case of an online and /or soft copy closed book exam, students must not access any notes or refer to any other sources in electronic format (unless there is explicit written permission / advice / notification for the same). For all exams which are allowed to be done as an open e-notes exam, students are advised to keep all reference material including downloaded e-text books if required in a single folder on their desktop. Students are not allowed to access the below during the process of examination as it will be treated as academic misconduct. This is not an exhaustive list. It is merely indicative to demonstrate the intent of the school with regards to academic misconduct.

    o Blackboard
    o Internet surfing

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- o Editing tools like spell check, Grammarly, language translators etc.
- o E-mails and apps
- o Any other social networking or chatting sites

- Students are advised to bring their own materials and are responsible for the performance of their hardware and software issues. It is important to keep laptops / desktops in good working condition. No exchange of items, including books, notes, stationery or chargers, is permitted in the examination room. Students cannot seek exclusive advantage due to software and / or hardware issues and this includes internet and / or power outages. Students need to arrange for all such backups. This however does not include instances of force majeure.
- External hard disks, memory sticks, transferring data through Bluetooth devices, Airdrop techniques and USB flash drives are not allowed in the examinations room or during softcopy and online exams.
- Electronic communication devices such as mobile phones, iPhones, watches, headsets, earplugs, iPads, iPods, tablets and any other music and multimedia devices are not permitted in the examination room. Students are required to switch off Bluetooth devises on their laptops during the examination. Students need to ensure that screen sharing with any external device is unshared and the respective external devices powered off during exam to avoid getting disconnected during the exam.
- Students must sign the attendance sheet circulated in the examination room.
- Only S P Jain roll numbers should be mentioned on the written / electronic examination submission document. Students should not write their name or any message for the evaluators on the answer booklets. The students shall desist from contacting the faculty during or after the exam to discuss their exam performance. These instances will be considered as indulging in academic misconduct
- Students are responsible for verifying they have been issued correct and complete examination documents. Hence it is in their interest that they check the entire question paper for relevance and completeness before they start the exam.
- Students may draw the attention of the invigilator by raising their hand. In case of online exams, students need to use the chat box provided to communicate with the online proctor.
- If students finish an examination early, they may submit it to the invigilator and leave if the same is a hard copy. If the examination is an electronic submission, wait for

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instructions from the invigilator. All soft copy submissions will be resubmitted to Turnitin for plagiarism detection.

- Invigilators have sole authority for resolving queries or disputes during the exam.
- For all online exams, exam will conclude automatically at the end of exam time allocated. No additional warning will be given. Students are responsible for their own time keeping and uploading their files on the online exam software. Subsequent requests for accepting any alternative will not be accepted and the student will get a zero for the assessment.
- In cases where a reflective assignment / paper is done in lieu of an end term examination the marks for such reflective assignment / paper shall reflect as end term marks in the SIS (currently PS) system. Under such circumstances, all retest guidelines shall be applicable as per the policy.
- Students who disturb others will be warned by the invigilator. Should the conduct persist, students will be required to leave the examination room. The invigilator will
- Submit a report to the Office of Examinations for further processes. For online exams, the proctors reserve the right to terminate a students exam after consultation with DoE (or any other OoE officer duly authorised by DoE), in case of student engaging in any unethical practices. This necessarily is to be preceded by a warning given on the chat window.
- Dishonest behavior will result in the student failing the exam, and possibly being expelled from the School.
- In situations of critical illness or bereavement, students should contact the Office of Examinations and consult the Dean of the program about the possibility of special exam arrangements. Requests must be supported with appropriate documentation. Decision in this regard shall be final and binding on the student.
- Misinterpretation of the examination timetable is never an acceptable excuse for absence or being late to an exam. Please note that all timings shall be in IST. Students need to convert the same into their local time zone. Any excuse of misinterpretation of exam timings will not be entertained.
- Students arriving late due to issues outside their control, and who are admitted to the examination after seeking necessary permission, will not be given extra time to complete the examination.
- If there are any corrections in the question paper, it will be announced to students during the reading time. Any errors discovered after the commencement of the examination will not result in any clarification. Students are expected to make

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

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- If a student has not appeared for the examination within the allotted three times, he / she will have deemed to have failed the course and must then re-take it by paying necessary charges.
- While the format for the retest shall be the same as the main test, the format can possibly change in the subsequent tests.

Guidelines may differ when examinations are conducted in digital mode and shall be shared frequently by OOE

5. Orientation

In the week preceding the commencement of classes, S P Jain organises several days of orientation and induction for all new DBA Cohort. This introduces new scholars to the key personalities of S P Jain and familiarises them with the different services provided and their locations. Scholars will be provided with a detailed overview of the course of study that they are about to embark upon. Scholars 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, scholars are divided into classes and groups within those classes for tutorial and other purposes. Scholars are also required to complete all visa, medical and legal formalities as applicable to the campus at which they would be undertaking their studies if applicable. All the scholars should attend the Orientation.

Orientation Activity *	Speaker/Person-in-charge
Day 1	
Opening Prayer	Staff of S P Jain
Class Profile Summary	Staff of S P Jain
Meet Our New Scholars	Staff of S P Jain
Welcoming President SP Jain	Staff of S P Jain
Welcome Address by President	President
Inspirational talk	Senior Management Member
Introduction of Dean (Research)	Staff of S P Jain
Overview of DBA by Dean Research	Dean - Research
Introduction of Deputy Director, DBA	Staff of S P Jain
Introduction of Faculty Members, DBA	Deputy Director - DBA
Introduction of DBA Processes	Deputy Director - DBA
Introduction to DBA alumni	Deputy Director - DBA
DBA research experience shared by alumni (1)	Deputy Director - DBA

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DBA research experience shared by alumni (2)	Deputy Director - DBA
Introduction of Key Faculty and Staff members	Deputy Director - DBA
Ice Breaking for New Cohort	Faculty Member
Session on "Academic Guidelines and Introduction of Policies" by Registrar	Registrar
Lunch Break	
Introduction of DBA Program office Team	Deputy Director - DBA
Library, and E learning Resources	Sr Librarian
IT Resources	IT Executive
Introduction to Blackboard	Program Coordinator – DBA
Examination Overview	Director of Examinations
Introduction to SASH and The Power of Emotions and Ethics	Student Counsellor
Day 2	
Workshop on "Successful Completion of the DBA Program in Target Time along with Quality Publications"	Dean (Research)
Lunch Break	
Professional Communication and APA referencing	Faculty Member
Session on Academic Integrity	Faculty Member & QA Team
Scholar Support and wellbeing Workshop	Head of Student Experience
Buddy Support (Peers and Seniors)	Current DBA Scholars

Table 5 Orientation Activities

*More on the Orientation activities and schedule will be sent in the welcome letter. The activities are subjected to change if required.

6.Attendance Requirements

A scholar must achieve 75 percent attendance at lectures, webinars, discussions, seminars, presentations and other activities as required in the course, failing which he/she shall be barred from the final examination for that course, unless the scholar has obtained the prior written permission from the Dean, to absent himself/herself from any of the above class activities or unless the scholar is certified to be medically unfit.

They are expected to read any instructions given for a subject and to the best of their abilities make genuine attempts to progress successfully through each subject by meeting the requirements set, as well as any deadlines for assignments, and maintain punctuality in their lectures or tutorials. They are to respect and use property in a way that is consistent with any requirements specified. They are to ensure that their enrolment details are kept up to date, that they meet their financial obligations and respond to official communication in a way that is both timely and complete. Scholars are expected to treat staff, fellow scholars,

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and visitors courteously and to refrain from any behaviour that might be deemed to be discriminatory or constitute harassment.

7. Immigration and Important Australian Contacts/ Links

1. Your Responsibilities as Overseas Scholars [Education Services for Overseas Scholars- Responsibilities](#)
2. ESOS Framework [Education Services for Overseas Scholars](#)
3. Home affairs : Scholar Visa Requirements [Scholar Visa Requirements](#)
4. Study Sydney (Stakeholder Toolkit) [Study Sydney Toolkit](#)
5. Grievances and external resolution [Study Assist](#)
6. Accommodation and welfare-Sydney [Accommodation](#)
7. Learn, Live and Work [Learn and live in Sydney](#)

8. Living in Australia

8a.1 Health Cover in Australia

Australia has a special health insurance coverage for international scholars called Overseas Scholar Health Cover (OSHC). OSHC is insurance designed to help international scholars cover the costs of medical and hospital care that they may need while in Australia. Because of these requirements, it is important that international scholars purchase their Australian international scholar health insurance prior to departing their home country. Overseas Scholar Health Cover (OSHC) from Bupa provides cover for hospital and medical treatment if you get sick, helps meet scholar entry requirements and ensures you get your visa letter instantly. https://www.bupa.com.au/health-insurance/oshc

8a.2 Work Rights while Studying

Most Australian Doctoral Research Scholars visas allow you to work for up to 40 hours every two weeks while you are on coursework, during research phase allow you to work 40hrs per a week (full time), and unrestricted hours during any scheduled course break, but before you undertake any paid work you need to make sure your visa allows you to work. Find out more at the Department of Home Affairs website. Scholars found to have breached their work conditions may be subject to cancellation of their visa. Scholars who earn income in Australia may be liable to pay Australian taxation. Employers normally ask for your Tax File Number, which can be obtained at no charge from the Australian Taxation Office. https://www.internationalscholar.com/study_australia/working/

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8a.3 Living and Studying in Australia

- Live in Australia: Learn about planning your departure, finding work and accommodation, and staying safe while studying.
- Visa and related formation: https://www.homeaffairs.gov.au/, https://www.studyinaustralia.gov.au/English/Live-in-Australia.
- Home affairs : Scholar Visa Requirements Scholar Visa Requirements,
- Study Sydney (Stakeholder Toolkit) Study Sydney Toolkit.

Sydney Campus Emergency Contacts

1. Lifeline Crisis Counselling 131114 (https://www.lifeline.org.au/)
2. Acute Mental Health Situation 1800011511 Mental Health Help
3. MensLine for support, information, referral 1300789978 (https://mensline.org.au/)
4. Sexual Assault and Domestic Violence 24/7 line 1800737732 (nswrapecrisis.com.au) (https://www.1800respect.org.au/)
5. If you are in Danger: POLICE/ FIRE/ AMBULANCE 000
6. Campus 24/7 Contact: **+61 490 014 612**

SYDNEY	
Program Manager +61 (0)2 89706833	Facilities and Accommodation Manager +61 490 014 612

9. Scholar Support

As a higher education provider, SP Jain is committed to the provision of timely and targeted scholar support for all scholars 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 scholar's lifecycle, right from admission through graduation, and includes academic, cultural, personal, technical and language support.

The online scholars 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. Scholars 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

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the Course Office; students receive support from all concerned departments e.g. Registrar's Office and Examinations Office.

9.1   Scholar Experience and Support

At Scholar Experience our motto is "Journey is the reward".

Scholar Experience and Enhancement is a scholar centric team which provides support and guidance to the scholars throughout their Scholar Life Cycle.

Specific strategies of the team towards support transition includes, assessing the needs and preparedness of individual scholar and cohorts and undertaking early assessment or review the formative feedback on academic progress and identify needs for additional support.

All the Scholar 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 scholar 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 scholar also receives support from the team using online and offline mechanisms. Scholar 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 scholar is encouraged to optimise on each of these opportunities provided by the school and hone their skills to excel not only within the campus but also outside in the larger community.

9.1.1 Scholar Academic Committee

Scholars are enrolled as representatives who will gather feedback from fellow DBA scholars on academic and research support needed. Additionally, any issues and complaints are also noted by the committee and brought forth to the Dean (Research) and Deputy Director, DBA for solutions.

9.1.2 Monthly Meetings

These are on-going research Project presentation and related matters meetings held over online with Dean and Deputy director to provide additional support for DBA research and thesis writing in addition to status/progress update.

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9.2 Counselling

S P Jain has a counselling and coaching team on its campuses, staffed with a full-time and professionally qualified Student Counsellor and support staff. Students are encouraged to seek advice and support on a personal and individual basis as required during their time on campus. The team cooperates closely with academic faculty, administrative and support staff, and relevant department heads to help resolve any issues that might be impeding student progression or the enjoyment of the overall S P Jain learning experience.

The Student Counsellor will also manage a 'buddy' system where students new to the campuses and cities will be matched with an existing student from the prior batch to share lifestyle and study experiences. In addition, the School may contract with an external counsellor for any student needing additional services. Students needing the help of a counsellor should contact the office of the S P Jain Student Counsellor/Student Life to make an appointment. In some situations, a member of the faculty or staff may recommend that a student consult a counsellor and, with the student's agreement, make necessary arrangements.

9.3 Library

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

The library aims to:

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

Library Schedule

Sydney

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

Circulation

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

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

Overdue library resources incur a fine of AUD 1 for each 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.

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- Replace newspapers, periodicals, books etc. in their original place after reading – and not carry them outside the library premises.
- Students should leave their baggage, personal belongings at the space provided in the library at their own risk.

9.4 Information Technology Centre

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

The IT Centre hours of operation are from 8.30 to 5.30 p.m. Students are discouraged from bringing food or beverages inside the IT Centre.

Students are provided with an e-mail account under the S P Jain domain name.

9.5 Campus Life

Studying at the S P Jain campus is stimulating, comfortable, and most of all, fun!

Sydney: The campus is within the precinct that hosted the 2000 Sydney Olympic Games and is in walking distance of the city's more famous sporting arenas and facilities. As a distinct sporting and education precinct, Sydney Olympic Park is a destination. The precinct is located some 45 minutes from Sydney's Central Business District and 20 minutes from Parramatta, a major suburban centre. Both destinations offer all the exciting social and lifestyle options that one can expect in metropolitan Australia, and they are both accessible by public bus, train and river ferry from Sydney Olympic Park. A full range of entertainment venues, landmarks, artistic venues, dining experiences, transport options and weather is listed on the NSW government's website at www.living-in-sydney.com.au, Learn and live in Sydney.

9.6   Sports Facilities

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

The facilities offered are:

- Gymnasium
- Personal Training
- Indoor Pool

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- Massages
- Group Exercise Classes

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

9.7 Cafeteria

Sydney: Scholars have access to a cafeteria and vending machines that serve a variety of snack meals, a range of juices and drinks, confectionery and other requisites. The cafeteria offers a wide variety of options ranging from vegetarian and traditional Indian cuisine to Continental and International fare. Both vegetarian and non-vegetarian meals are served every day, and exceptional care is taken to prepare food in a clean and hygienic environment. The caterers alter menu options based on scholar feedback and demand. Vending machines are also distributed around the campus.

Timings

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

10. Tuition and Non-Tuition Fees

Tuition Fees: Please refer to the Signed Offer Letter/ Website[1] for more details

Non-Tuition Fees

Sr. No.	Components	Charges in AUD
1	Re-evaluations (per unit)	30
2	Re-test (per unit)	300
3	Duplicate Degree	100
4	Duplicate Graduation Statement	30
5	Duplicate Record of Result	30
6	Postal Charges (per package) within India	20
7	Postal Charges (per package) outside India	30

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[1] Refer to Link to BDS web page

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11. Policies and Procedures

*For more policies and procedures[2] please refer to the School website and the **Annexure to the Handbook.**

DBA Admission and Selection Policy

This policy sets out the requirements and procedures for admission to the Doctor of Business Administration (DBA) course at the S P Jain School of Global Management (S P Jain) for prospective domestic and international scholars.

Deferral Policy
This policy describes the deferral procedures before students enrolls into a course, after the students enrolls into a course/ commences course of study.

Domestic Student Refund Policy
The purpose of this Policy is to provide clear information and guidance about the fee refund process applicable to domestic students, the process for applying for refunds and the circumstances under which refunds will be provided to current and prospective domestic students. This policy applies to domestic students studying in Australia only. This policy aligns with the requirements set out in the TEQSA Act (2011) and the Higher Education Standards Framework (the Threshold Standards) 2015.

International Student Refund Policy
The purpose of this Policy is to provide clear guidance and information about the fee refunds process which are applicable to international students, the process for application of refunds and circumstances under which refunds are to be provided to current and prospective students studying as international students in Australia and on other campuses on a student visa.

Credit Transfer and Articulation Policy
This Policy provides students the broad policy and framework for articulation, recognition of prior learning (RPL) and credit transfer for all the courses offered. Provide due credit for demonstrated prior learning and outcomes in line with the requirements of each course of study, assist mobility of students eligible to transfer between courses within the School and to other institutions, institute clear guidelines and processes for determining credit transfer

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[2] *School website*

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and articulation to and from the courses without compromising the integrity of each course and ensure standards and integrity of the credit transfer arrangements.

Provider Transfer Policy and Processes

This policy applies to international students studying at S P Jain School of Global Management (S P Jain) in Australia under the Australian student visa system administered by the Department of Home Affairs and regulated under the ESOS Framework. This policy sets out the process for international students in Australia seeking to transfer to or from another registered provider. This policy does not apply to students studying at S P Jain campuses outside Australia.

Student Tuition Fee Protection Policy

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

Tuition Fee Protection Procedure

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

Student Code of Conduct Policy

This Code of Conduct outlines the expectations and responsibilities of all students enrolled at S P Jain and should be read in conjunction with the approved policies of the School, and in the context of the student's letter of offer of enrolment. This Code applies to all students enrolled with S P Jain regardless of the mode of study or location.

Academic Integrity Policy and Procedures

This Policy promotes academic integrity; defines the actions that constitute a breach of academic integrity i.e. cheating, contract cheating and plagiarism; and, describes the

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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 meditation. 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 Policy
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

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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.

DBA Rules of Progression

1. **Purpose and Scope**

    a. This Policy is under the overarching institutional level 'Student Progression, Exclusion and Course Completion Policy' which is applicable to all accredited degree courses offered by SP Jain School of Global Management (SP Jain).

    b. This Policy details the rules of progression and course completion requirements for the successful completion of the DBA course and should be read in conjunction with the overarching policy.

2. **Progression**:

    a. To progress from the advanced course work stage to the thesis stage a student must achieve:

        i. at least a 'pass' grade in all four units, and
        ii. a Cumulative Grade Point Average (CGPA) of not less than 3.0 (out of 4.3)

    b. During the thesis stage students must:

        i. submit a research proposal consisting of area of research, topic of research, milestones and their research methods and methodology to the supervisory panel with in first three months of enrolment in the thesis stage.

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ii. apply and receive approval for ethics before commencing any research (other than their literature review).

iii. submit half-yearly progress report through the supervisory panel to the RKCC.

c. Student performance will be monitored regularly during both phases and "students at risk" will be identified and supported as detailed in the Student at Risk Policy.

3. Degree Requirements

a. The period of candidature for a full-time student candidate shall be a minimum of 3 years (36 months) and maximum of 5 years (60 months). Reduction in the time periods will be considered if coursework exemptions (i.e., exemptions or credits) have been awarded (pro-rata).

b. The period of candidature for a part-time student candidate shall be a minimum of 4 years (48 months) and maximum of 7 years (84 months). Reduction in the time periods will be considered if coursework exemptions (i.e., exemptions or credits) have been awarded (pro-rata).

c. To fulfil the requirements for the award of the Doctor of Business Administration (DBA) degree, a scholar must achieve:

i. Achieve a cumulative grade point average (CGPA) of at least 3.0 for the advance course work and;

ii. Successful review by two external examiners of the thesis work and viva defense their recommendation to:
   • "award the degree" or to
   • "award the degree subject to making corrections and/or further clarifications reported by the examiners to the satisfaction of the supervisory pane.

iii. Final satisfactory review of corrections and/or further clarifications (if any reported by the examiners) by the Supervisory panel and RKCC.

4. Deferrals

a. The Deferral Policy details the grounds, guidelines, and procedures for deferral requests by students.

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5. Appeals

    a. Applicants and/or students who for any reason are dissatisfied with an administrative decision of the Course Director (Dean), Registrar or delegate may lodge an appeal against that decision pursuant to the "Student Grievance and Mediation Policy and Procedures".

6. Other Matters

    a. The following are covered in the overarching institutional level Student Progression, Exclusion and Course Completion Policy:

        i. Unsatisfactory Course Progress Reporting - Section 4

        ii. Cancellation or Suspension - Section 5

        iii. Support for Completion requirements - Section 7

Related Documents

Deferral Policy
Student Grievance and Mediation Policy and Procedures
Student Progression, Exclusion and Course Completion Policy
Students at Risk Policy

Student Performance Data Policy and Procedures

This policy outlines the scholar 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 scholar performance data for each course and across each delivery site. Information relating to scholar attendance, grades, scholar 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 scholar performance data identification of at-risk scholars, unit pass rates, semester/term progression and course completion and attrition.

Student Support Policy

The purpose of the Scholar 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) scholars. This policy outlines S P Jain's obligations to all higher education scholars as a registered higher

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education provider. It details the support processes, mechanisms and services designed for a diverse cohort of scholars to enable scholar progression, scholar achievement of learning outcomes and ultimately enable scholar success.

Student Consultation Policy and Procedures

The policy sets out provisions for access to teaching staff and academic members of the Faculty. This includes all staff with teaching responsibilities regardless of their position within the School or location. This policy does not apply to dedicated scholar support staff noting that scholars have access to support and services staff at each of the School's campuses and are able seek support in relation at any time.

Student and Staff Feedback Policy

This Policy relates to all S P Jain's scholars enrolled in degree courses leading to an AQF qualification and related academic and administration staff. This Policy provides a framework for seeking and reporting feedback from academic staff and scholars on their perceptions of the quality of S P Jain School of Global Management's (S P Jain) operations.

Academic Freedom and Free Intellectual Inquiry Policy

This policy articulates S P Jain's commitment to the protection and promotion of academic freedom and free intellectual inquiry within the School. This policy applies across the School, all scholars and staff, visitors and campuses. The protection of academic freedom and free intellectual inquiry and the responsibilities associated with these academic rights apply to everyone in the S P Jain community.

Library Resources Collection Development Policy

The Library Resources Collection Development Policy is intended to guide the library's collection development activity in order to ensure that staff and scholars 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 scholars.

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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 scholars, 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 scholars, staff, faculty or visitors in a dangerous or tragic way.

Student Equity, Diversity and Fair Treatment Policy

The purpose of the Scholar Equity and Diversity and Fair Treatment Policy is to articulate S P Jain School of Global Management's (S P Jain) commitment to promote and support an environment which values and affirms equal opportunity, diversity and inclusivity in accordance with universal principles of equity, fairness and social justice, whilst ensuring that the School complies with its legal responsibilities in accordance with relevant legislation.

Student Information Provision Policy

This Policy establishes a framework for the management and handling of scholar information and records which protects the privacy of scholars and promotes the responsible handling of scholar information by staff. This Policy also establishes procedures through which a scholar may access his or her personal information, or make a complaint in respect to the loss, misuse or unauthorised disclosure of, or unauthorised access to, information about them. This Policy applies to scholar records and information relating to applicants, current and former scholars.

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 scholars 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 scholars 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 scholars' academic achievement in fulfilling all requirements of the School's higher

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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.

Research Ethics and Integrity Policy

This Policy provides a framework for ethical research at S P Jain School of Global Management (S P Jain). It ensures that research activities conform to accepted ethical standards and that academic integrity is maintained at all times. This Policy applies to staff, scholars and visiting scholars associated with research activities at S P Jain.

Research Framework Policy

S P Jain School of Global Management (S P Jain) is a registered higher education provider under the TEQSA Act (2011). The School delivers a range of undergraduate and postgraduate courses, some of which are Higher Degree Research (HDR) courses. As a higher education provider that offers research training to scholars and whose staff or scholars may be involved in research, the School has developed this Research Framework Policy that sets out our approach to fostering, managing and undertaking research.

Research Training and Supervision Policy

This Policy defines and recognises the rights and responsibilities of higher degree research (HDR) for master's degree by Research, DBA and PhD scholars and HDR supervisors at S P Jain School of Global Management (S P Jain). It ensures that the criteria for appointing supervisors are fair, consistent and transparent. This Policy applies to all candidates and supervisors engaged in HDR courses, as defined by the Australian Qualifications Framework (AQF).

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12. Campus Address:

SYDNEY CAMPUS:

15 Carter Street, Lidcombe, NSW, 2141, Australia, Tel: +612 89706800, Fax: +612 89706820

DUBAI CAMPUS:

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

SINGAPORE CAMPUS:

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

MUMBAI CAMPUS:

S P Jain, 1st Floor, Kohinoor CIty Mall, Premier Rd, Kurla, Mumbai 400070 , +91 22 6188 7600

www.spjain.org

For details on Policies please refer the Annexure to Doctor of Business Administration (DBA) Handbook

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POLICIES https://www.spjain.org/governance-policies

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.

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

Note: Due to technical difficulty if any hyperlink is not active or not functional you are requested to visit **https://www.spjain.org/governance-policies.** if any doubt please write to registrar@spjain.org

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	Doctor of Business Administration (DBA) Rules of Progression and Course Completion Policy
Document Type	Policy and Procedures
Administering Entity	DBA Course Director/Deputy Director (Dean/Asst Deans), RKCC (Research Knowledge and Creation Committee) Registrar, Director - Examinations
Latest Approval/ Amendment Date	May 26, 2022
Last Approval/ Amendment Date	December 24, 2015
Approval Authority	Academic Board
Indicative Time of Review	May 25, 2023

1. Purpose and Scope

a. This Policy is under the overarching institutional level 'Student Progression, Exclusion and Course Completion Policy' which is applicable to all accredited degree courses offered by SP Jain School of Global Management (SP Jain).

b. This Policy details the rules of progression and course completion requirements for the successful completion of the DBA course and should be read in conjunction with the overarching policy.

2.Progression:

a. To progress from the advanced course work stage to the thesis stage a student must achieve:

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i. at least a 'pass' grade in all four units, and
ii. a Cumulative Grade Point Average (CGPA) of not less than 3.0 (out of 4.3)

b. During the thesis stage students must:
i.   submit a research proposal consisting of area of research, topic of research, milestones and their research methods and methodology to the supervisory panel with in first three months of enrolment in the thesis stage.
ii. apply and receive approval for ethics before commencing any research (other than their literature review).
iii. submit half-yearly progress report through the supervisory panel to the RKCC.
c. Student performance will be monitored regularly during both phases and "students at risk" will be identified and supported as detailed in the Student at Risk Policy.

2. Degree Requirements

a. The period of candidature for a full-time student candidate shall be a minimum of 3 years (36 months) and maximum of 5 years (60 months). Reduction in the time periods will be considered if coursework exemptions (i.e., exemptions or credits) have been awarded (pro-rata).
b. The period of candidature for a part-time student candidate shall be a minimum of 4 years (48 months) and maximum of 7 years (84 months). Reduction in the time periods will be considered if coursework exemptions (i.e., exemptions or credits) have been awarded (pro-rata).
c. To fulfil the requirements for the award of the Doctor of Business Administration (DBA) degree, a scholar must achieve:
i.   Achieve a cumulative grade point average (CGPA) of at least 3.0 for the advance course work and;
ii. Successful review by two external examiners of the thesis work and viva defense their recommendation to:
•   "award the degree" or to
•   "award the degree subject to making corrections and/or further clarifications reported by the examiners to the satisfaction of the supervisory pane.
iii. Final satisfactory review of corrections and/or further clarifications (if any reported by the examiners) by the Supervisory panel and RKCC.

4. Deferrals

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a. The Deferral Policy details the grounds, guidelines, and procedures for deferral requests by students.

5. Appeals

a. Applicants and/or students who for any reason are dissatisfied with an administrative decision of the Course Director (Dean), Registrar or delegate may lodge an appeal against that decision pursuant to the "Student Grievance and Mediation Policy and Procedures".

6. Other Matters

a. The following are covered in the overarching institutional level Student Progression, Exclusion and Course Completion Policy:
i. Unsatisfactory Course Progress Reporting - Section 4
ii. Cancellation or Suspension - Section 5
iii. Support for Completion requirements - Section 7

Related Documents

a. Deferral Policy
b. Student Grievance and Mediation Policy and Procedures
c. Student Progression, Exclusion and Course Completion Policy
d. Students at Risk Policy

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