S P Jain School of Global Management

DUBAI · MUMBAI · SINGAPORE · SYDNEY

BACHELOR OF DATA SCIENCE (BDS)

STUDENT COURSE HANDBOOK

CRICOS Provider Code: **03335G**
CRICOS Course (BDS) Code: **097290E**

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Policies Related to BDS (Bachelor of Data Science) Course*

S No	Policy Name
1	Undergraduate (including Diploma) 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	BDS Attendance Policy
12	Processes and Guidelines for Plagiarism control for all soft copy submissions
13	Student Misconduct Policy and Procedures
14	Student Grievance and Mediation Policy and Procedures
15	Assessment Validation, Grading and Moderation Policy and Procedures
16	Student Progression, Exclusion and Course Completion Policy
17	BDS Rules of Progression and Course Completion Policy
18	Students at Risk Policy
19	Student Performance Data Policy and Procedures
20	Student Support Policy
21	Student Consultation Policy and Procedures
22	Student and Staff Feedback Policy
23	Academic Freedom and Free Intellectual Inquiry Policy
24	Library Resources Collection Development Policy
25	Critical Incident Policy
26	Student Equity, Diversity and Fair Treatment Policy
27	Student Information Provision Policy
28	Student Sexual Assault and Sexual Harassment Policy
29	Graduation and Certification Policy
30	Record Management 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 BDS Student,

On behalf of the leadership team and S P Jain School of Global Management, a very warm welcome to the S P Jain community! We are delighted to having you join our School.

We live in exciting times where innovation and technology have made the world more integrated. The increasing globalisation of our economies has created a high demand for talented Data Scientists with the knowledge, flexibility and skills to succeed in the real world. Organisations and entrepreneurs across the world need to recruit high performing graduates who work efficiently in multi-cultural environments, whilst harnessing their global awareness and presence to promote creativity, innovation and learning.

Global demand for Data Science and computing expertise exceeds supply, with predictions of a major shortage of analysts for at least the next 10 years. For graduates in Data Science, this presents a high potential employment opportunity. S P Jain aims to build an educational experience that is dynamic, cutting-edge and relevant. We strive to create a learning environment that is both competitive and nurturing. We encourage you to question, be curious, and freely express your viewpoints.

We believe that learning is a personal responsibility. Thus, your ability to deliver on the high expectations of your future success will depend on your achievements and performance amidst a stimulating environment. You will be stretched and challenged by both the talented and experienced faculty and a vibrant peer group. S P Jain promises a rigorous education that will empower you to go out into the world to enjoy both professional success and personal fulfilment.

We believe that over time, education and hard work lead to maturity and the ability to accept personal responsibility. Good moral character; high ethical values; mutual respect for your peers and colleagues; and sensitivity to social issues are values we emphasise at S P Jain. We focus on holistic growth that balances learning with the moulding of personality, character and attitudes. Above all, learning should be an enjoyable experience. It is our expectation that during your period with us you will form strong friendships and make important contacts that will endure through the whole of your professional life.

This is a truly fantastic opportunity that you will share with an amazing group of fellow global pioneers. We urge you to embrace this and be open to new ideas and experiences. We look forward to seeing you in Mumbai and Sydney.

This handbook brings together information that you will find helpful throughout your period at S P Jain. It should be read in conjunction with other information provided through the different official outlets.

Dean – Undergraduate Programs

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2.Bachelor of Data Science

2.1   Special Features of the Course

Students of BDS at S P Jain are exposed to multinational IT and Data science industry and business environments by:

- Completing two Capstone Projects and industry exposure
- Completing Foundation and employability skills
- Spending three years in one / two world-class cities: Mumbai and Sydney
- Dealing with the different jurisdictional regulatory requirements in each country
- Interacting informally with employees in various business areas
- Engaging in short placements / internships in business and administrative agencies
- DASCA Accreditation
- ACS Partnership
- Participating in field studies in the area of Data Science
- Interacting with guest speakers from local businesses, administration and other universities

2.1.1 Australian Computer Society (ACS) and S P Jain Partnership for BDS

The SP Jain and ACS Professional Partner Program (PPP) will outline the wholistic education experience; with strong industry engagement. The PPP is a solution that helps educators and students by:

- Provide a strong platform for engagement with industry
- Provide a platform for driven professional development
- Provide a pathway for recognition of key skillsets and processes
- Access to a digital library of reports, events, videos and unique content
- Network with thousands of ACS industry partners
- Attend various skill development programs
- Provide a complete solution to support staff and students alike

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2.1.2 Disruptive Technologies Research Centre

The Research Centre hosts: Internet of Things Laboratory, Robotics Research and Innovation centre, Data Science and Research Centre. This Research Centre will be used by all the Emerging Technology staff and students for laboratory exercises, research projects, industry projects, class-room exercises, demonstrations and group exercises.

2.1.3 Employability and Practitioner Skills

There are 4 Units which articulates on the employability and practitioner's skills to prepare the students in broad areas such as:

- Emotional Intelligence
- Leadership, Teamwork, Global Dexterity
- Effective Communication
- Innovation, Creativity and Agility

The students on completion of these units are prepared with attributes of emotional intelligence; contributions to workplace efficiency teamwork skills; leadership and global dexterity effective communication strategies and protocols; managing difficult situations; conflict resolution; negotiating for success; methods for generating or recognising ideas; alternatives or possibilities to solve commercial or operational problems; turning creativity into innovation that benefits the customer and the business venture; bringing creativity and innovation into the organisation; lateral thinking, agility are considered and grounded in exemplars from Game of Strategy.

2.1.4 DASCA Accreditation

SP Jain School of Global Management has emerged as a Business School to be accredited by the Data Science Council of America (DASCA)[1] based on the strength of its Data Science programs, effective January 2020. DASCA is one of the world's leading standards and credentialing bodies for the Data Science profession. With this credential, SP Jain has joined the global network of world-renowned educators to be DASCA-accredited including Columbia, Cornell, Duke, Harvard and Stanford.

- This accreditation enables SP Jain's students to take the DASCA certifications for Big Data Engineering, Big Data Analytics and Data Scientists.

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[1] _https://www.dasca.org/dasca-partnerships/universities-partnerships_

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- DASCA-credentialed students demonstrate a complete understanding of the latest Data Science techniques, tools and concepts to manage and harness Big Data across verticals, environments and markets
- A DASCA certification recognises a student's competence in Data Science/Big Data Analytics/Big Data Engineering and sets them apart from the rest, enhancing their employability

2.1.5 Data Science Capstone Projects

BDS students are required to submit two capstone project reports. The topic is to be finalised in consultation with a faculty mentor who will be nominated upon commencement of the project. Projects could be undertaken individually or in a group depending on the nature of the project.

The Capstone Project provides students insights into Agile Methods, and project management. Students work in groups to select a project, negotiate and resolve conflict to attain outcomes. Skills associated with communications, presentation and pitching are examined. The final Capstone Project explores the use of SCRUM in the conception, management and promotion of a model/concept/idea. The final capstone project is a team project. There will be external mentors and Faculty mentors. Both will be involved with the Project assessment.

A schedule of "Sprints" should be developed and met through the Capstone Project. These milestones can be broadly to achieve the outcomes:
- Illustrate the concepts and problems of data science and its applications to various domains
- Demonstrate inquiry and quantitative skills to solve data science problems
- Devise a technical solution to a significant problem using appropriate tools and techniques
- Collaborate in a team to achieve project goals to the satisfaction of stakeholders
- Present solutions that meets stakeholder's objectives using various media formats
- Develop analytical solutions to real life business problems

Project reports are to be supplemented with documentation such as quantitative and qualitative investigations, computing programs, questionnaires and / or statistical analysis. The schedule for the project should be contained within a student diary in which records should be kept of student activity, milestone achievement and reflection on learning outcomes.

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2.1.6 Faculty

Our community of international faculty are dedicated to creating an engaging, rigorous and practical educational experience for students. Students will learn new knowledge about Data Science, Programming, Mathematics and Statistics, Big Data Analysis, Machine Learning and more which will inspire them to appreciate, accept and adapt to working in rapidly changing business environment. Students will also gain confidence in making decisions. Units are relevant, developed with the latest content, and designed to inspire students to find creative and innovative ways to apply the knowledge acquired.

3. BDS Course Information

3.1   Course Overview

S P Jain's Bachelor of Data Science (BDS) is a 3-year undergraduate course. The course is delivered in Mumbai and Sydney. To pursue this undergraduate course the students can choose to study in 1 or 2 locations.

Course	Delivery/Study Mode	Location of Study
Bachelor of Data Science (BDS)	3-Years Full-time face-to-face On campus	1. Study in Mumbai (Year 1) and Sydney (Years 2 and 3) OR 2. Study in Sydney (Years 1, 2 and 3)

Table 1 Course Overview

S P Jain's BDS course is designed to prepare graduates who can conduct data-driven investigations and visual and advanced analytics by acquiring and managing data of all types. Through this course, students will develop an in-depth understanding of data science and the techniques for analysis of quantitative and qualitative data to arrive at solutions.

The Data Scientists have changed the way big data is analysed and the way organisations identify trends and challenges as well as new opportunities. This means that big data has the potential to bring about enormous social and economic benefits. A strategic use of big data will form the key basis of competition, underpinning new waves of productivity growth, innovation and consumer surplus. A Data Scientist needs to be curious to identify new trends, have an expertise in mathematics and technical skills to craft solutions, and business acumen to make strategic decisions based on

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data-driven results. S P Jain's BDS will enable you to develop a thorough understanding of Data Analysis, rapidly adapt to the changing role of Information Sciences and craft creative solutions to tackle the challenges that arise in modern businesses.

The academic track of the course is made of a blend of core, Ethics and Employability skills and industry collaborated projects. Our curriculum is built on the principle that units get more and more specialised as you progress through the course.

A unique feature of the course is the requirement to undertake, in the final year, applied analytics capstone projects that give students practical, hands-on experience in identifying and interpreting actionable information from raw data, and using them to make informed, mathematically valid decisions.

Successful BDS graduates will be well-equipped for employment in different sectors such as Tech companies, marketing, manufacturing, banking and finance, retail, and healthcare. They will also be well-equipped for graduate studies.

*This course is not offered in Singapore. However, the school has permission to offer in Dubai

3.2   Course Learning Outcomes

Bachelor of Data Science: Course Learning Goals and Outcomes AQF Level 7
Learning Outcome 1: Knowledge of Data Science and associated analytics
Students should be equipped with In-depth understanding of data science and the techniques for analysis of quantitative and qualitative data to data to respond to queries and tasks
Learning Outcome 2: Problem Solving and Decision Making
Students should apply data modeling methods and interpret descriptive and referential statistics for various quantitative data
Learning Outcome 3: Creativity and Innovation
Students should undertake problem solving, decision making and critical thinking skills to evaluate and arrive at clear, reliable, well-structured solutions from the analysis of data and discuss the implications for the stakeholder
Learning Outcome 4: Teamwork
Students should collaborate effectively with others to design programs and apply various data analysis methodologies to data sets to prepare output and solutions
Learning Outcome 5: Intercultural Competence / Communication

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i. Students should understand and recognise diversity to communicate effectively in international and cross-cultural contexts
ii. Students should prepare technical report on methodology, analysis and solutions in writing and present ideas and key issues in a clear and convincing manner
Learning Outcome 6: Global Citizenship / Ethics (Collaborate, Negotiate and Resolve Conflicts)
i. Students should explain the ethical and privacy implications of managing (big) data. Students should apply theoretical and technical knowledge and skills to provide socially and ethically responsible data solutions with accountability
ii. Students should demonstrate the ability to critically assess the broader impact of data science on society and the principles of fairness, accountability and transparency and shared ethical values
iii. Students should collaborate responsibly with others to produce deliverables that are appropriate for audiences of different socio-economic groups and for different businesses

Table 2 Course Learning Outcomes

3.3   Graduate Attributes of S P Jain

1. Knowledge of Business, Management and Emerging Technologies
2. Research and Business Intelligence
3. Problem Solving and Decision Making
4. Creativity and Innovation
5. Intercultural Competence/Communication
6. Teamwork
7. Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)

3.4   Course Completion Requirements

To be eligible to graduate with BDS degree at S P Jain, students must complete 22 core Units, 6 Foundation skills, ethics and employability Units and 2 Capstone Projects.

Units	Required Units	Credits
Core Units	22	22 units of 3 each = 66
Foundation Skills and Employability skills Units	06	6 units of 1 each = 06
Data Science Capstone Projects	02	2 Projects of 3 each = 06
Total	**28**	**78**

*Table 3 **Units to complete for BDS***

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3.5 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.

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S No	Course Codes to be used	Units	Timetabled Hours	Personal Study Hours	Credits	Pre-requisites/ Co-requisites
		Semester One				
1	BDS MAT 109	Mathematics for Data Scientists	36	36	3	NIL
2	BDS MAT 110	Introduction to Statistics and Probability	36	36	3	NIL
3	BDS BUS 101	Foundation Skills 1: Personal and Career Foundations	13.5	13.5	1	NIL
4	BDS CSC 101	Introduction to Computer Programming	36	36	3	NIL
5	BDS DSC 101	Introduction to Databases	36	36	3	NIL
		Semester Two				
6	BDS MAT 103	Linear Algebra	36	36	3	NIL
7	BDS MAT 104	Calculus	36	36	3	NIL
8	BDS LIB 101	Foundation Skills 2: Ethics and Moral Reasoning	13.5	13.5	1	Foundation Skills 1: Personal and Career Foundations
9	BDS DSC 102	Introduction to Data Science	36	36	3	Mathematics for Data Scientists
10	BDS QTT 101	Statistical Data Analysis	36	36	3	Introduction to Statistics and Probability
		Semester Three				
11	BDS MAT 205	Advanced Calculus	36	36	3	Calculus
12	BDS MAT 206	Algorithms and Data Structures	36	36	3	Introduction to Computer Programming
13	BDS ORG 201	Employability and Practitioner Skills Series 1: Emotional Intelligence	13.5	13.5	1	Foundation Skills 1 and BDS LIB 101: Foundation Skills 2
14	BDS DSC 203	Data Integration and Warehousing	36	36	3	Introduction to Databases
15	BDS DSC 204	Visual Analytics	36	36	3	NIL
		Semester Four				
16	BDS MAT 208	Advanced Linear Algebra and Applications	36	36	3	Advanced Calculus
17	BDS CSC 202	Programming for Analytics	36	36	3	Algorithms and Data Structures

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S No	Course Codes to be used	Units	Timetabled Hours	Personal Study Hours	Credits	Pre-requisites/ Co-requisites
18	BDS HRM 201	Employability and Practitioner Skills Series 2: Leadership, Teamwork, Global Dexterity	13.5	13.5	1	Employability and Practitioner Skills Series 1: Emotional Intelligence
19	BDS MKT 201	Consumer Behaviour and Marketing Research	36	36	3	Introduction to Data Science
S No	**Course Codes to be used**	**Units**	**Timetabled Hours**	**Personal Study Hours**	**Credits**	**Pre-requisites/ Co-requisites**
20	BDS CSC 203	Machine Learning	36	36	3	Introduction to Data Science
		Semester Five				
21	BD QTT 302	Simulation Modelling	36	36	3	Programming for Analytics
22	BDS DSC 305	Data Mining	36	36	3	Machine Learning
23	BDS COM 301	Employability and Practitioner Skills Series 3: Communicating Effectively	13.5	13.5	1	Employability and Practitioner Skills Series 2: Leadership, Teamwork, Global Dexterity
24	BDS DSC 306	Object Relational and NoSQL Databases	36	36	3	Data Integration and Warehousing
25	BDS PRO 301	Data Science Capstone Project I	36	36	3	Data Integration, Warehousing; Programming for Analytics and completed any 8 units in addition to these specific units
		Semester Six				
26	BDS DSC 307	Social Web Analytics	36	36	3	Data Mining
27	BDS DSC 308	Advanced Analytics	36	36	3	Data Mining
28	BDS BUS 302	Employability and Practitioner Skills Series 4: Innovation, Creativity and Agility	13.5	13.5	1	Employability and Practitioner Skills Series 3: Communicating Effectively
29	BDS DSC 309	Big Data Processing Techniques and Platforms	36	36	3	Programming for Analytics

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30	BDS PRO 302	Data Science Capstone Project II	36	36	3	Data Science Capstone Project I
		Total Credits		**78**		

Table 4 Course Structure

Link to Academic Calendar:

More on the Academic Calendar and term/ holiday breaks can be found on the website for both Mumbai and Sydney Campus

https://www.spjain.org/programs/undergraduate/bachelor-of-data-science

3.6 Unit Learning Outcomes

BDS - Unit Learning Outcomes (ULO)
Core Units
1. Mathematics for Data Scientists   • Recognise the basic concepts, problems and applications of mathematics in data science   • Develop inquiry and quantitative abilities to solve mathematical problems   • Evaluate mathematical problems, identify and innovate solutions   • Demonstrate teamwork skills by working in a group project to arrive at mathematical solutions for problems assigned   • Express effectively the mathematical solutions through writing and making presentations
2. Introduction to Statistics and Probability   • Examine mathematical statistics and provide individual solution using empirical and quantitative skill to problems   • Develop quantitative and computing skills and apply to specific real-life cases and problems   • Analyse a problem situation, choose among various mathematical methods and develop full and cogent solutions   • Demonstrate teamwork skills by working in a group project   • Write and present solutions with appropriate justification and reasoning   • Develop realistic solutions grounded with analytical competency to real life problems
3. Introduction to Computer Programming   • Recognise the basic concepts in computer programming and their applications to data science discipline   • Demonstrate skills to write, debug and test computer programs   • Explain the process of software development and propose changes to improve the final software product
4. Introduction to Databases   • Demonstrate concepts in database systems and their application in business contexts   • Develop inquiry and quantitative abilities to Implement SQL   • Construct a relational database design and data modelling using the Entity-Relationship (ER) model.   • Demonstrate communications skills, orally and in writing, in presenting built databases

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5. Linear Algebra
- Recognise the basic concepts and problems of linear algebra
- Demonstrate quantitative abilities to solve data science
- Solve systems of linear differential equations, and consider possible applications in data science
- Prepare oral and written mathematical presentations

6. Calculus
- Demonstrate an essential knowledge of calculus
- Use quantitative and computational skills to solve calculus problems
- Categorise and solve different types of calculus problems
- Demonstrate teamwork skills by working in a group project

7. Introduction to Data Science
- Examine the basic concepts of data science and applications
- Use quantitative abilities to solve data science problems
- Evaluate and dissect data in different ways
- Demonstrate teamwork skills to formulate solutions for mathematical problems
- Interpret a data set and present findings in oral and written form

8. Statistical Data Analysis
- Classify and interpret statistical data using quantitative techniques
- Apply quantitative and statistical analysis skills to problems
- Evaluate and manage different types of data
- Interpret a data set and present findings in oral and written form
- Assembling and communicating data in an ethical, transparent and socially responsible manner

9. Advanced Calculus
- Demonstrate knowledge of advanced calculus
- Use quantitative and computational skills to solve advanced calculus problems
- Contrast the various types of differential equations
- Demonstrate teamwork skills by working in a project to solve the problem assigned
- Prepare mathematical solutions and defend them in written and oral presentations

10. Algorithms and Data Structures
- Identify the basic data structures and algorithms
- Analyse algorithms and data structures to arrive at appropriate solutions
- Evaluate the object-oriented paradigm as the framework of choice for the design of data structures
- Apply Algorithm Analysis to real life business problems
- Demonstrate Algorithm Analysis to a diverse audience

11. Data Integration and Warehousing
- Identify the problem of data inconsistency in operation systems
- Use BI tools to build a data warehouse
- Evaluate data warehouse, data mart and cube concepts
- Demonstrate teamwork skills by working in a group to analyse data and provide solutions

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12. Visual Analytics
- Demonstrate the basic concepts and problems of visual analytics
- Evaluate the data assigned using visual thinking and visual analytics techniques
- Develop visual analytics applications

13. Advanced Linear Algebra and Applications
- Demonstrate knowledge of the basic concepts and problems of matrix algebra
- Apply matrix methods to data science problems
- Differentiate different sorts of quantitative techniques for specific types of problems

14. Programming for Analytics
- Recognise the concepts of programming and R & Python languages for data analysis
- Illustrate the basics of R, different plots, statistics functions and packages in R
- Use Python as a visualisation tool and develop data analysis models
- Explain data analyses and results to a diverse audience

15. Consumer Behaviour and Marketing Research
- Identify the basic concepts and problems of consumer behaviour and marketing research
- Design and develop market research plans
- Predict and assess trends in consumer behaviour to the marketing of an actual product or service
- Collaborate in a team to create a market research plan
- Defend a research plan to multiple stakeholders

16. Machine Learning
- Recognise the basic theory and regression models used in machine learning
- Apply classification techniques, clustering techniques, association rules and partitioning methods on a dataset.
- Prepare machine learning and data mining projects
- Demonstrate methods and solutions to various audiences
- Design ethical data solutions to real life business problems

17. Simulation Modelling
- Recognise concepts in simulation modelling
- Demonstrate effective data-driven decision making
- Develop Monte Carlo simulation in R
- Collaborate in teams to undertake a simulation modelling project
- Prepare simulation results relating to real business problems

18. Data Mining
- Identify data warehouse and data analysis techniques
- Manage techniques for analysing data and their application to strategic decision making
- Use BI Studio/tools for business applications
- Design socially and ethically responsible data solutions

19. Object Relational and NoSQL Databases
- Identify the basic concepts and problems of object relational and NoSQL databases
- Recognise object-relational and NoSQL databases and evaluate their use for the management of complex data types

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- Assess the requirements of modern database environments that involve complex data types and large volumes of
- Collaborate in teams to undertake a database project
- Demonstrate the design and implementation of non-relational database to a diverse audience

20. Social Web Analytics
- Demonstrate the basic concepts, applications and problems of web and social Networks
- Analyse website traffic and apply social media strategies
- Evaluate the limitations of web-based data and appraise large sensor and network datasets
- Collaborate in a team web analytics project
- Demonstrate web mining solutions to a diverse audience
- Apply ethical principles to real life business problems

21. Advanced Analytics
- Review Stream, Sensor and Spatio-temporal analysis
- Evaluate data using sensor analytics techniques
- Use sensor and spatio-temporal analyses for decision making
- Collaborate in teams to use advanced analytics
- Demonstrate spatio-temporal analyses to a diverse audience

22. Big Data Processing Techniques and Platforms
- Recognise big data processing techniques and platforms
- Evaluate data using big data Hadoop technique
- Develop Hadoop algorithms to mine big data
- Illustrate big data analysis to a diverse audience Defend ethical approaches to data analysis of real business problems

Foundation Skills and Employability skills Units

23. Foundation Skills 1: Personal and Career Foundations
- Explain key concepts associated with personal values and goals, career aspirations, employment trends and individual pathway opportunities/plans/strategies
- Identify personal strengths and note personal and work trajectories
- Identify and analyse labour and employment trends, and seek support mechanics for empowerment and value-add to decision making
- Demonstrate teamwork skills in group task and activities; appreciate the value of teams
- Appreciate the context and situations around learning, being and becoming
- Develop realistic solutions grounded with analytical and critical competencies to real life problems

24. Foundation Skills 2: Ethics and Moral Reasoning
- Explain basic concepts in philosophy and describe terminologies associated with ethics, moral reasoning and virtues
- Understand and engage in debates in ethics and moral reasoning
- Use the skills and processes of philosophical discourse to address critical incidents, and conduct independent inquiry and research
- Demonstrate teamwork skills in group task and activities; appreciate the value of teams and its pertinence in arguments and debates (group consensus)

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- Appreciate ethics and moral reasoning transcends culture and society; analyse and critically evaluate arguments and points of view
- Understand the role of philosophy, ethics moral values (and virtues) in everyday life

25. Employability and Practitioner Skills Series 1: Emotional Intelligence
- Demonstrate an understanding of personality types and attributes of emotional intelligence and empathy
- Exhibit the skills, knowledge, and understanding gained in order to increase employability and possess the essential qualifications sought in the corporate world
- Display self-awareness, emotional intelligence and empathy
- Select and use appropriate interpersonal skills and communication tools effectively for communicating in different business situations
- Plan, organise and participate in group meetings effectively

26. Employability and Practitioner Skills Series 2: Leadership, Teamwork, Global Dexterity
- Demonstrate an understanding of team dynamics, personality traits and different leadership styles
- Discuss the impact of various socio-cultural factors in effective leadership in a globalised world
- Analyse the relationship between motivation, type of followers, culture code and team performance
- Engage in analytical discussions and present recommendations and possible solutions in written reports and verbal presentations
- Plan, coordinate and work independently and in teams, to meet deadlines, delivery styles and specified quality standards

27. Employability and Practitioner Skills Series 3: Communicating Effectively
- Display a good understanding of relevant factors pertinent to negotiation, negotiation styles and conflict resolution in cross cultural settings
- Research a real cross-cultural business transaction from the aspects of negotiation, parties involved, motivations, and the nature of the outcome
- Critically analyse personal negotiation and selling styles and devise ways to enhance these via listening skills, empathy, inter-personal relationships, cross-cultural dexterity and effective communication
- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards

28. Employability and Practitioner Skills Series 4: Innovation, Creativity and Agility
- Discuss the concepts, tools and frameworks for innovation, creativity and agility
- Adopt innovative creative and strategies while addressing ambiguity in the business environment
- Assess own creativity, innovation style and ability to cope with ambiguity and accordingly prepare a personalised plan/road map to handle future projects that require strategic thinking

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- Engage in analytical discussions and present recommendations and possible solutions in written reports and/or verbal presentations
- Work in teams and independently to meet deadlines, delivery styles and specified quality standards
- Apply strategic thinking using appropriate problem solving, innovation and creativity tools and frameworks to provide a pitch for a new business strategy

Capstone Projects

29. Data Science Capstone Project I
- Illustrate the concepts and problems of data science and its applications to various domains
- Demonstrate inquiry and quantitative skills to solve data science problems
- Formulate a project management plan that utilises data science techniques
- Design written, visual and oral media to address stakeholder's objectives
- Develop solutions to real life business problems

30. Data Science Capstone Project II
- Illustrate the concepts and problems of data science and its applications to various domains
- Demonstrate inquiry and quantitative skills to solve data science problems
- Devise a technical solution to a significant problem using appropriate tools and techniques
- Collaborate in a team to achieve project goals to the satisfaction of stakeholders
- Present solutions that meets stakeholder's objectives using various media formats
- Develop analytical solutions to real life business problems

3.7 Pedagogy

The pedagogy in the BDS course is learning technologies designed to teach critical Data science and business decision making with dynamic, engaged learning in the classroom.

S P Jain emphasises engaged learning, with faculty using a variety of interactive techniques, including: organisational case studies; simulation exercises; prototype development and exhibition; reflective assignment reports, programming and laboratory exercise; tutorial exercises; use of analytical software in the classroom; simulations; and business decision making reports; and industry reports. Students learn to make decisions, collaborate effectively in teams, communicate professionally, demonstrate innovative and creative solutions, and apply global insights to challenging business situations.

4. Assessments

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S P Jain uses a system of continuous student evaluation, rather than a single end-of-semester final examination. At the start of each Unit, the professors provide students with a written document explaining assessment forms and their direct relevance to the learning outcomes for that unit. The Unit outline will be uploaded on the Blackboard. The assessment types include mid-term exams; final exams; organisational case studies; simulation exercises; prototype development and exhibition; reflective assignment reports, programming and laboratory exercise; tutorial exercises; use of analytical software in the classroom; simulations; and business decision making reports; and industry projects and reports.

Each unit at S P Jain is designed to help students achieve the prescribed learning outcomes as well as develop essential academic and professional skills such as writing, editing, research, analysis, listening and teamwork. The overall assessment regime has been approved by and is continuously monitored by the School's Academic Board.

Students will receive timely and constructive feedback on all progressive forms of assessment to assist their learning and preparation for future assessment. All assessment results will be held in the school records system on Blackboard.

S P Jain has engaged several quality assurances, moderation and validation measures to ensure its assessment processes are fair and accurate. The Dean / Course Director coordinates references to external committees, including professional industry experts, leading academics from other institutions review these measures, as well as benchmarking against institutions of similar standing to S P Jain and validation through our own Academic Board.

At the end of each semester students will be required to provide feedback on unit content and academic staff performance, and any feedback on the form and effectiveness of unit assessments is welcome at that time.

4.1   Individual and Group Assignments

Consistent feedback from employers confirms their strong expectation that graduates have highly developed teamwork skills. S P Jain recognises this, and students will gain knowledge on the dynamics of good teamwork as well as having many opportunities to practice and refine their skills. The various types of Assignments are as mentioned in the previous sections of Pedagogy and Academic Assignments.

Assignments may be designed for either individuals (weighing 15 to 25%) or groups (weighing 15 to 25%). Normally, the outcome of an assigned task will be summarised

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in three or four typewritten pages. If exhibits, project reports or models are constructed, these are to be explained within the page limit. A lecturer will assess an assignment more highly where the topic is treated in depth and statements are well documented, as opposed to a superficial treatment and data-free conclusions. When an individual or group selects the topic for the assignment, the choice of topic is an important consideration in the assessment.

The assignment will be expected to include a specific statement concerning the topic, the reason for choosing that topic, as well as an in-depth analysis of the topic. It will end with a set of conclusions drawn from the analysis and the reasons for these conclusions. In most units where group work is prescribed, there may be an element of peer evaluation in the overall assessment scheme. This element will be moderated by the lecturer to limit dysfunctionality and bias.

4.2   Examinations and Quizzes

Students usually take written, invigilated individual examinations twice each semester. The first is often held midway through a semester (midterm exams – weighing 15 to 25%), and the second at the end of the semester (final exams- weighing 35 to 45%)). The exams typically include short essay responses to material covered in lectures or readings. Quizzes are impromptu tests comprising short-answer or multiple-choice questions based on material from lectures, readings or discussion groups and will commence early in each semester.

4.3   Assessment Submission

Assignments must be turned in on time. Extensions for deadlines may be granted only in extreme circumstances. The decision to grant or refuse an extension is made by the faculty in coordination with the BDS Course Office. Requesting an extension does not guarantee that it will be granted.

Every assignment, whether as hard or soft copy, must use the appropriate front-page template. Assignments without front page details will not be accepted. Students will receive a soft copy of the template via email from the Course Office.

4.4 Class Participation

Communication with a diverse range of people is a fact of daily business life. Therefore, verbal and presentation skills are given a high priority at S P Jain. The classroom is considered a laboratory where students practice persuading their peers and defending

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their ideas. This style of learning fosters a discovery-driven mindset and builds important analytical and decision-making skills. Most subjects have 15% - 30% of their evaluation based on class contribution. Some characteristics of effective class participation include:

- Points made are helpful in increasing understanding
- Comments consider ideas offered by others
- Comments show evidence of a thorough reading and analysis of the case
- The participant distinguishes among different kinds of data such as, facts, opinions, assumptions, and inferences
- The participant interacts with other members of the class by asking questions and challenging conclusions

4.5 Simulations

Simulation exercises (weighing 25 to 30%) will be conducted in the S P Jain Simulation Lab in which teams will compete against each other in a game that is designed to illustrate principles and concepts that have been introduced in lecture sessions.

4.6 Group Project and Classroom Presentations

The students will be asked to complete a project and make class presentations (25 to 30% weighing) on a topic of their choice from the material learned during the previous three weeks. The students will be divided into three groups, and group discussions and project work will be held outside class hours. The project report will consist of about 10 pages (1.5 spacing 12 font Times New Roman), supported by a presentation during class hours.

4.7 Processes and Guidelines for Plagiarism control for all soft copy submissions

This policy applies to all electronic submissions e.g. DOCX, DOC, PDF, TXT, ODT, ZIP, RTF, PowerPoint, HTML and HTM (with exception of Excel spreadsheets) files by all students while enrolled at the S P Jain.

All soft copy individual assignments should be submitted using the roll number as the file name. All soft copy group assignments should be submitted using the group number as the file name, for example, group 16.

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

4.8. Release of Academic Results

All grades are posted on Peoplesoft, including progressive assessment results posted by academic faculty. Each student's interim mark for the final assessment by Program Office and overall course grade will be posted on Peoplesoft by the Office of Exams following submission of final assessment marks by academic faculty and subsequent progression through moderation and validation processes and Examination Board. Final grades are declared after ratification by Academic Board. In the unlikely event of any changes to interim grades, these will be advised to students by the Dean. CGPA is also made available through Peoplesoft.

4.9 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 student performance.
d. Assessment should be fair and equitable, meaning that:
   - all students 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 students 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

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and grading of assessment tasks and maintenance of standards

- processes and practices that are part of the assessment system for any student will be transparent to teaching staff and the students
- assessment systems will be reviewed as part of regular unit reviews

4.10 Conduct of Examinations

All examination scheduling, communication to students and arrangements are handled directly by the respective Course Office (Program Office) in consultation with the Office of Exams. Formal examination notification giving details of the examination schedule, venue and seating arrangement will be forwarded to the students approximately two weeks before the scheduled date of the exam. Exams may be held during the day, in the evenings or even on weekends, and a student should check the examination schedule carefully.

Students are not permitted to approach the faculty directly to reschedule exams or to make special accommodations. Any rescheduling request needs to be submitted in writing to the respective Course Office, clearly stating the reasons for such a request and detailing any requests for special assistance. Only in the direst circumstances, such as a medical emergency, will students be permitted to reschedule a final exam. In that case, the rescheduled exam will take place the next time along with students taking the retest.

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

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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.

- Blackboard
- Internet surfing
- Editing tools like spell check, Grammarly, language translators etc.
- E-mails and apps
- 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, iWatches, 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.

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- 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 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 student's exam after consultation with DoE (or any other OoE officer duly authorized 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

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examination will not result in any clarification. Students are expected to make necessary assumptions (and state it in their answer script) and continue with the examination. Subsequently students can request the Course Office for a candidate comment sheet which can be filled and submitted back to the Course 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 Course 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.

- 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.

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- While the format for the retest shall be the same as the main test, the format can possibly change in the subsequent tests.

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5.Orientation

In the week preceding the commencement of classes, S P Jain organises several days of orientation and induction for all new students. This introduces new students to the key personalities of S P Jain and familiarises them with the different services provided and their locations. Students are provided with a detailed overview of the course of study that they are about to embark upon. Students are made aware in some detail of the expectations to be met and all the different academic activities in order to fulfil the course requirements.

During the Orientation, students are divided into classes and groups within those classes for tutorial and other purposes. Students are also required to complete all visa, medical and legal formalities as applicable to the campus at which they would be undertaking their studies. All the students should complete the Orientation workshops and get their Orientation Passport stamped.

Orientation Activity *	Speaker/Person-in-charge
Registration, ID Cards	IT Executive and Program Office
Orientation Commence	VP Administration (Online presentation for Mumbai New cohort and Sydney new cohort)
S P Jain Prayer S P Jain Student Pledge	Head of Campus
Welcome Address by the VP Academic	Dr John Lodewijks - VP Academic (Online presentation for Mumbai New cohort and Face-to-face for Sydney new cohort)
Course Introduction	Undergraduate Dean
Blackboard and Learning management System - Workshop	IT Executive / Program Coordinators
IT Resources and Access Workshop	IT Executive
People Soft and Student Management System	IT Executive
Library Workshop and E-learning Resources	Mr Raj Saxena – Head Librarian (Online presentation for Mumbai New cohort and Face-to-face for Sydney new cohort)
Academic Integrity Workshop and Quiz	Director - Quality Assurance / Designated Staff (Online presentation for Mumbai New cohort and Face-to-face for Sydney new cohort)
SASH Workshop and Quiz	Student Counsellor and Wellbeing Officer
Student Support Workshop	Student Experience Manager
Student Well-being Workshop	Student Counsellor and Wellbeing Officer

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Employability and Practitioner Skills Series workshop	Mr Richard Coller (Online presentation for Mumbai new cohort and Face-to-face for Sydney new cohort)
Global Activities and Student Life	Global Learning and Student Life team
Student Handbook, Academic Guidelines and Course Expectations	Registrar / VP Administration
Living in Sydney /Mumbai and Emergency links/contacts	Head of Campus
Buddy Support (Peers and Seniors)	Student Experience Managers
Ice Breaker and Team Building Activities	Global Learning and Student Life team

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

1. **Attendance requirements for BDS Course**
   a. Students are expected to attend all lectures, tutorials, group activities and turn on their cameras (applicable to Virtual sessions). Attendance is taken during each class session (Face to face or Virtual). Students should be seated in the classroom / signed into the virtual platform at least five minutes before the session starts, and latecomers may not be admitted. Students may not enter or exit the classroom (Face to face or Virtual) while a session is in progress.
   b. Leaving the class session mid-way (Face to face / virtual) not turning on camera (virtual) will be treated as absent.
   c. A lecturer is not required to provide substitute tests, nor arrange repeat trips or other out-of-session experiences when a student is absent.

2. **Excused attendance**
   a) A student who cannot attend a session/s due to a medical illness must produce a medical certificate to have absences excused. Where applicable, the student should also enclose photocopies of hospitalisation records of physician's orders, if appropriate (only certificates issued by a local physician will be accepted where the student is studying).
   b) In the event of a serious illness or death in the immediate family, the student should notify the course office and provide supporting documents to obtain an excused absence

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c) A student with infectious diseases should report their condition immediately and take all precaution to avoid spreading the infection and as per documented advise of the physician or program office not attend the class/class sessions. Such absences will be treated as excused absences.

3. Unexcused absences

a. If a student is absent without approval for more than four class sessions in one unit of study, they will be downgraded by a letter notch. For example, if the original grade is 'A', it will be downgraded to 'A-'.

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

c. The students who have been downgraded due to attendance are not eligible for retest.

4. Attendance Marking and Monitoring

a. If a student has been marked absent wrongly, he/she needs to inform the Course Office immediately so that the Course Coordinator can double-check the absence with the faculty.

b. Attendance cannot be reviewed more than one day after the date in question.

c. Random spot checks will be conducted by the Course Office. If a student has been found not to be in class (Face to face or Virtual) , he/she will be marked absent.

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

a. In instances of excused instances where a student is unable to attend the majority or all of the class sessions the student will need to register for the unit of study again

b. If the unit of study is not available as needed the student will be provided an opportunity to undertake an independent study. These will be at extra cost to the student and not included in the regular tuition fees.

6. Monitoring of students with low attendance

a. Student/s failing to meet the attendance requirements for a unit of study or perceived by the Course (Program) Manager as having a low attendance record in general for the course, will be reported to the relevant Assistant Dean/Dean,

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Registrar, Assigned Faculty and the Student Experience Manager. Students who are having low attendance may have potential impact on Student Visas.

(Refer this Handbook for Progression Rules and Graduation eligibility)

7. Important Contacts and Links

7.1 Immigration and Important Australian Contacts/ Links

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

7.2 Important Contacts in India and Links

1. Study in India Education Centre in India

8. Living in Australia and India

8.1 Health Cover in Australia

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

8.2 Work Rights while Studying

Most Australian student visas allow you to work for up to 40 hours every two weeks while your course is in session, and unrestricted hours during any scheduled course break, but before you undertake any paid work you need to make sure your visa allows

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you to work. Find out more at the Department of Home Affairs website. Students found to have breached their work conditions may be subject to cancellation of their visa. Students 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.internationalstudent.com/study_australia/working/

8.3 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 : Student Visa Requirements Student Visa Requirements, Study Sydney (Stakeholder Toolkit) Study Sydney Toolkit.

SYDNEY	
Ms. Ela Program Coordinator	Mr Bill Kospeta Facilities and Accommodation Manager

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**

8.4 Living in Mumbai

What makes Mumbai special is its people – warm-hearted, kind, resilient, welcoming and a maybe a little cricket-crazy. Each locality has its own distinctive culture that proudly holds on to traditions alongside the youthful character. Mumbai has a thriving night life with a lively cultural component that is classical, folk lore and modern

Mumbai Campus Emergency Contacts
1. If you are in Danger:
   1. Women Helpline – 1091
   2. Police 100, 022-22621855
   3. Fire 101, 022-23085991 / 992

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4. Ambulance 102, 1298, 022-24308888
2. Campus 24/7 Contact: +91 9769286003

MUMBAI	
Ms. Jamina C Program Co-ordinator - Undergraduate	Mr Prashant Tandel Head of Administration +91 9769286003

9. Student Support

As a higher education provider, SP Jain is committed to the provision of timely and targeted student support for all students to enable a positive learning experience, the development of knowledge and skills, and to ensure their personal well-being. These support services are designed in line with the student's lifecycle, right from admission through graduation, and includes academic, cultural, personal, technical and language support.

The online students receive ongoing support from the assigned Course Coordinators for matters such as unit enrolment, reading materials, submissions, communication regarding exams, retests, and results. The planners and class schedules will be made available in advance for students. All the sessions will be recorded and are made available to students through the LMS. Students can contact the Course Coordinators via emails. Student attendance is monitored remotely on sessional basis by the Course Office and any shortfall is communicated to students through email. The students have access to the centralised online support to escalate and resolve any academic and administrative matters. Through the Course Office students receive support from all concerned departments e.g. Registrar's Office and Examinations Office.

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

9.1 Student Experience and Support

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

Student Experience and Enhancement is a student centric team which provides support and guidance to the students throughout their Student Life Cycle. Each of the 4 campus has a Student Experience Manager who are aptly guided by the Team Leader.

Specific strategies of the team towards support transition includes, assessing the needs and preparedness of individual student and cohorts and undertaking early assessment

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or review the formative feedback on academic progress and identify needs for additional support.

All the Student feedbacks are analysed and discussed with all stakeholders to address gaps or unresolved issues, both academic and non-academic. Apart from the various SE initiatives and activities like focussed group feedback sessions, chat sessions, coffee or lunches with student groups, buddy programs, the team also engages with them continuously targeting improvement measures, share best practises, all to obtain a favourable learning environment. Alongside this, the student also receives support from the team using online and offline mechanisms. Student progression is tracked, and alerts of risk are raised well before time and help is provided to them to change gears and obtain success.

Every student is encouraged to optimise on each of these opportunities provided by the school and hone their skills to excel not only within the campus but also outside in the larger community.

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

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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

All working days except holidays	9:00 am to 5.30 pm
Wednesday	9.00 am to 7.30 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 1.00 per day (or equivalent amount payable as per local currency) per item. Items that must be recalled incur a double fine. Lost or damaged books must be replaced at the user's cost. Students who mutilate or lose a library resource must replace it at their own cost within 30 days. If not, the library will buy the resource and charge the user the actual cost-plus 25 percent for freight and handling, depending on the type of resource being replaced.

As with other outstanding financial commitments, students will need to clear any library fines prior to graduation.

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Basic Library Decorum

Students are expected to:

- Maintain silence and not indulge in loud group discussion activities
- Switch off their mobile phones or keep them on silent mode
- Not place their feet on tables and chairs, and not consume food and beverages
- Switch off the lights and air conditioners when not required
- Not switch on any audio/video CD (academic or entertainment) without using headphones
- Replace newspapers, periodicals, books etc. in their original place after reading – and not carry them outside the library premises
- Students should leave their baggage, personal belongings at the space provided in the library at their own risk

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.

Wi-Fi Internet access is available throughout the campuses. Students are expected to use the Internet for academic purposes only, and are not permitted to download music, videos, games, movies or illegal/unethical material. Each student will be given free access to 500 MB usage every month. On exceeding this limit, for every 25 MB download of data, A$ 2.00 in Sydney will be charged, as applicable.

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

Charges for printing and photocopying will be deducted from the student's deposit. At the Sydney campus, students will be charged 10 cents per copy.

9.5 Career Advice

S P Jain helps students obtain information about specific careers and post-study professional opportunities. The Passport to Excellence and Corporate Relations teams work with students to aid with career planning, resume writing, interview techniques,

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on-campus recruiting, and local advice on contacts to assist students in making career connections.

9.6 Campus Life

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

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.

9.7 Accommodation

Mumbai: S P Jain assists the students for their accommodation in rental apartments near the campus.

Sydney: While it is not mandatory for students to avail S P Jain's housing, students have an option to do so if required in **Sydney**. However, students who wish to opt for the School's housing option would be accommodated in rented apartments and town house in and around the Sydney Olympic Park where the campus is located. For more information please refer https://www.spjain.edu.au/global-campus/sydney

9.8 Sports Facilities

While in **Sydney**, students 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
- Massages
- Group Exercise Classes

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

In **Mumbai**, we have indoor games as mentioned below:

- Table Tennis
- Football
- Chess

In addition to this, students have access to playgrounds around the campus, which is 10 minutes' walk from the campus for playing games like Cricket, Football etc.

9.9   Student Council

Student council help to integrate the working of S P Jain students and management. These working groups act as facilitators or student bodies for the different areas that they represent. Brief details are given below:

President

The President shall serve as the primary representative and channel of communication for the Student Body of S P Jain. This responsibility includes preparing agendas for each council meeting, following- up on initiatives and communicating with all co-officers. The President shall keep frequent contact with the administration, faculty, alumni, and other student bodies of the college campus. The President shall maintain, promote and execute this constitution.

Vice President / Secretary

The Vice President/Secretary is responsible for assisting the President and to ensure that the President's decisions are carried out. The Vice President/ Secretary should also keep track of committee undertakings and tasks delegated. As well as fulfilling their role in the SC, the Vice President/ Secretary must be approachable by individuals in the Student Body who wish to raise issues to the council.

Responsibilities of SC Secretaries

The secretaries include a Sports Secretary and Cultural Secretary. Each of these will be responsible for coordinating certain extracurricular activities and keeping the Student Body motivated. Furthermore, they will be expected to act as the bridge between the

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council and the Student Body, working in close coordination with the SEM/SL-GL Team, heads of their respective clubs, committees and other student organizations.

Secretary of Events

The main function of the Events Secretary is to coordinate events organized both internal and external to S P Jain. Events happening on campus or planned by student organizations within S P Jain will be coordinated by the Events Secretary through the use of an event calendar and the communication of

The following are the Secretary of Events for Undergraduate:
- Secretary of Sports
- Secretary of Culture

In addition, the council members are also responsible for Academic committee:

Academic Committee

This Committee helps the Institute review courses and academic policies. Student suggestions and feedback on faculty, courses, assignments, exams, grievances or grades can be routed through the Academic Committee. Members are also proactive and take informal feedback from all students about every course. They meet regularly with the Course Manager to share feedback. Members are selected by the Course Manager based on students' performance records. Special care is taken to ensure that every specialisation or division is well represented in the Committee.

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9.10 Cafeteria

Sydney: Students 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 student 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 students on the go.

Mumbai: Students have access to a cafeteria 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 student feedback and demand.

Timings

The cafeteria is open from 8.00 am-6.00 pm, serving breakfast between 8.00 am to 11.00 am and lunch between 12 noon to 2 pm. These hours and meal arrangements are subject to change, and students will be consulted should any new arrangements be under consideration.

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10. Tuition and Non-Tuition Fees

Tuition Fees: Please refer to the Signed Offer Letter/ Website[2] for more details

Non-Tuition Fees

	For UG Program (BDS)	
Sr. No.	Components	Charges in AUD
1	Re-evaluations (per unit)	30
2	Re-test (per unit)	300
3	Independent Study (per unit)	2000
4	Duplicate Degree	100
5	Duplicate Graduation Statement	30
6	Duplicate Record of Result	30
7	Postal / Courier Charges (per package) within India *	20
8	Postal / Courier Charges (per package) outside India *	30
	*Minimum charges.	

11. Policies and Procedures

For more policies and procedures please refer to the School website and the **Annexure to the Handbook.** School Website

Undergraduate Admission and Selection Policy

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

Deferral Policy

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

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[2] Refer to Tuition and Non-Tuition Fee

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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 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

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

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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 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

his 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

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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

Student performance will be monitored regularly and "students at risk" will be identified early and supported for early intervention to aim at good progress rates thus increase the completion rates as detailed in the School Policy of "Student at Risk Policy". This also sets out the School's mechanisms for timely identifying students who may be at risk of not progressing satisfactorily in a course of study and the processes used to provide targeted and timely support.

Student Progression, Exclusion and Course Completion Policy

The Policy provides broad guidelines and framework for all courses on the rules of progression, and course completion. This policy informs the students of the importance of achieving satisfactory course progression   and the possible consequences of unsatisfactory course progress.

BDS Rules of Progression and Completion Policy

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 the accredited

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degree courses offered by S P Jain School of Global Management (S P Jain).

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

2. Progression from one semester to another:

a. To progress from one semester to the next a student must:

- maintain a CGPA not less than 2.0 and in addition;
- have no more than 1 F grade (3 credit points) and 1 D grade(3 credit points) or 2 D grades(6 credit points) **without** F grade

b. All students will be allowed to progress to the next semester on a conditional basis until the results of the previous semester are declared. Once these grades are declared students who fail to meet the requirements, will be provided retest opportunities in the subjects where they have obtained a D or F grades. **(Student must clear F grade by applying a retest).**

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

d. On occasions where students are unable to meet the required criteria mentioned above, and if considered appropriate by the Course Director/ Dean (Undergraduate) and Registrar, an opportunity to undertake independent study for the subject will be provided to the student.

2. Degree Requirements

a. The period of candidature for a full-time student candidate shall be a minimum of three (3) years and maximum of four (4) years

b. To fulfil the requirements for the award of Bachelor of Data Science a student must:
   i. achieve a cumulative grade point average (CGPA) of at least 2.0 at the end of semester 6 (last study period) and in addition.
   ii. have **NO MORE** than 4 D grades (12 credit points), 2 PC grades (6 credit points) and no F grade. **(Student must clear F grade by applying a retest).**

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3. Deferrals

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

4. Appeals

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

5. Other Matters

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

   1. Unsatisfactory Course Progress Reporting - Section 4
   2. Cancellation or Suspension - Section 5
   3. Support for Completion requirements - Section 7

6. Related Documents

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

Student Performance Data Policy and Procedures

This policy outlines the student performance data for all the courses offered by S P Jain School of Global Management (S P Jain) so as to ensure that there is sufficient oversight of the collection, timing, accuracy, consistency and effective use of student performance data for each course and across each delivery site. Information relating to student attendance, grades, student performance including progression, outcomes including completion, feedback including complaints and breaches of academic integrity. This policy also enables the monitoring and mitigation of academic risk at the School through analysis of student performance data identification of at-risk

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students, subject pass rates, semester/term progression and course completion and attrition.

Student Support Policy

The purpose of the Student Support Policy is to set out the nature and scope of support services available to all S P Jain School of Global Management (S P Jain) students. This policy outlines S P Jain's obligations to all higher education students as a registered higher education provider. It details the support processes, mechanisms and services designed for a diverse cohort of students to enable student progression, student achievement of learning outcomes and ultimately enable student success.

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 student support staff noting that students 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 students 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 students 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 students 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

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The Library Resources Collection Development Policy is intended to guide the library's collection development activity in order to ensure that staff and students have access to the necessary academic resources to support their learning, development and scholarly endeavours. The policy ensures that the library develops and maintains a range of relevant, current and appropriate scholarly information to support staff and students.

Critical Incident Policy

S P Jain's Critical Incident Policy lays out the procedures and actions to be taken in the event of a serious incident that involves S P Jain students, faculty, staff members and visitors. A critical incident is a traumatic event, or the threat of such which causes extreme stress, fear or injury and has the potential to affect the safety and well-being of S P Jain students, staff, faculty or visitors in a dangerous or tragic way.

Student Equity, Diversity and Fair Treatment Policy

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

Student Information Provision Policy

This Policy establishes a framework for the management and handling of student information and records which protects the privacy of students and promotes the responsible handling of student information by staff. This Policy also establishes procedures through which a student 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 student records and information relating to applicants, current and former students.

Student Sexual Assault and Sexual Harassment Policy

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This Policy outlines S P Jain's stance and general approach to matters of sexual misconduct applies to S P Jain students at all campuses. It is not limited to S P Jain campuses or teaching or study hours. It also extends to all functions and places where students interact.

Graduation and Certification Policy

This Policy sets out the principles and procedures for the issuance, certification and conferral of awards and units of study at the School. The School is committed to ensuring the integrity, accuracy and authenticity of all authorised documents and certification that attest to a students' academic achievement in fulfilling all requirements of the School's higher education awards within the Australian Qualifications Framework (AQF). This Policy sets out the principles and procedures for the issuance, certification and conferral of awards and units of study at the School, as detailed in Graduation and Certification Policy.

Record Management Policy

In accordance with regulatory requirements, S P Jain will maintain a strong policy on accurate and current records collection and keeping. Students will be required to update their personal contact details via Peoplesoft or otherwise as advised by the Course Manager as part of their re-enrolment process every term (or at 6 monthly intervals – whichever is the shorter). These details include residential address, mobile phone number and email addresses.

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12. Campus Locations

SYDNEY CAMPUS

15 Carter Street, Lidcombe, NSW 2141, Australia, Tel: +61 2 89706800
Fax: +61 2 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

**SP Jain, 1st Floor, Kohinoor City Mall, Gate No. 1, Premier Road, Kurla West, Mumbai – 400070 , +91 22
6188 7600**

www.spjain.org

For details on Policies please refer the Annexure to Bachelor of Data Science Course
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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. Due to any 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

S No	Annexure to the Bachelor of Data Science Course Handbook	
1	Undergraduate-incl-Diploma-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	Bachelor of Data Science (BDS) Attendance Policy	
	Processes and Guidelines for Plagiarism control for all soft copy submissions	
13	Student Misconduct Policy and Procedures	
14	Student Grievance and Mediation Policy and Procedures	
15	Assessment Validation, Grading and Moderation Policy and Procedures	
16	Student Progression, Exclusion and Course Completion Policy	
17	Bachelor of Data Science (BDS) Rules of Progression and Completion Policy	
18	Students at Risk Policy	
19	Student Performance Data Policy and Procedures	
20	Student Support Policy	
21	Student Consultation Policy and Procedures	
22	Student and Staff Feedback Policy	
23	Academic Freedom and Free Intellectual Inquiry Policy	
24	Library Resources Collection Development Policy	
25	Critical Incident Policy	
26	Student Equity, Diversity and Fair Treatment Policy	
27	Student Information Provision Policy	
28	Student Sexual Assault and Sexual Harassment Policy	
29	Graduation and Certification Policy	
30	Record Management Policy	

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S P Jain School of Global Management	**Bachelor of Data Science (BDS) Attendance Policy**
Document Type	Policy and Procedures
Administering Entity	Course Managers, Registrar
Latest Approval or Amendment Date	June 27, 2019
Last Approval or Amendment Date	New Policy (not applicable)
Approval Authority	Academic Board
Indicative Time of Review	June 26, 2023

1. Attendance expectations

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

2. Attendance requirements for BDS Course

a. Students are expected to attend all lectures, tutorials, group activities and turn on their cameras (applicable to Virtual sessions). Attendance is taken during each class session (Face to face or Virtual). Students should be seated in the classroom / signed into the virtual platform at least five minutes before the session starts, and latecomers may not be admitted. Students may not enter or exit the classroom (Face to face or Virtual) while a session is in progress.

b. Leaving the class session mid-way (Face to face / virtual) not turning on camera (virtual) will be treated as absent.

c. A lecturer is not required to provide substitute tests, nor arrange repeat trips or other out-of-session experiences when a student is absent.

3. Excused attendance

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a) A student who cannot attend a session/s due to a medical illness must produce a medical certificate to have absences excused. Where applicable, the student should also enclose photocopies of hospitalisation records of physician's orders, if appropriate (only certificates issued by a local physician will be accepted where the student is studying).

b) In the event of a serious illness or death in the immediate family, the student should notify the course office and provide supporting documents to obtain an excused absence

c) A student with infectious diseases should report their condition immediately and take all precaution to avoid spreading the infection and as per documented advise of the physician or program office not attend the class/class sessions. Such absences will be treated as excused absences.

4. Unexcused absences

a) If a student is absent without approval for more than four class sessions in one unit of study, they will be downgraded by a letter notch. For example, if the original grade is 'A', it will be downgraded to 'A-'.

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

c) The students who have been downgraded due to attendance are not eligible for retest.

Attendance Marking and Monitoring

a) If a student has been marked absent wrongly, he/she needs to inform the Course Office immediately so that the Course Coordinator can double-check the absence with the faculty.

b) Attendance cannot be reviewed more than one day after the date in question.

c) Random spot checks will be conducted by the Course Office. If a student has been found not to be in class (Face to face or Virtual) , he/she will be marked absent.

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

a) In instances of excused instances where a student is unable to attend the majority or all of the class sessions the student will need to register for the unit of study again

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b) If the unit of study is not available as needed the student will be provided an opportunity to undertake an independent study. These will be at extra cost to the student and not included in the regular tuition fees.

6. Monitoring of students with low attendance

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

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	Bachelor of Data Science Rules of Progression and Completion Policy
Document Type	Policy and Procedures
Administering Entity	Dean -Undergraduate, BDS Deputy Directors (Asst Deans), Registrar, Director - Examinations
Latest Amendment/Approval Date	December 21, 2020 (to be implemented from the next commencing cohort)
Last Approval Amendment Date	August 22, 2019
Approval Authority	Academic Board
Indicative time of Review	December 20, 2022

3. Purpose and Scope

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

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

2. Progression from one semester to another:

a. To progress from one semester to the next a student must:

- maintain a CGPA not less than 2.0 and in addition;
- have no more than 1 F grade (3 credit points) and 1 D grade(3 credit points) or 2 D grades(6 credit points) without F grade

b. All students will be allowed to progress to the next semester on a conditional basis until the results of the previous semester are declared. Once these grades are declared students who fail to meet the requirements, will be provided retest opportunities in the subjects where they have obtained a D or F grades.

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

d. On occasions where students are unable to meet the required criteria mentioned above, and if considered appropriate by the Course Director/ Dean (Undergraduate) and Registrar, an opportunity to undertake independent study for the subject will be provided to the student.

3.   Degree Requirements

e. The period of candidature for a full-time student candidate shall be a minimum of three years (3) and maximum of four (4) years.

f. To fulfil the requirements for the award of Bachelor of Data Science a student must:
   iii.   achieve a cumulative grade point average (CGPA) of at least 2.0 at the end of semester 6 (last study period) and in addition;
   iv.   have **NO MORE** than 4 D grades (12 credit points), 2 PC grades(6 credit points) and no F grade

4.   Deferrals

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

5.   Appeals

g. Applicants who for any reason are dissatisfied with an administrative decision of the Dean (BDS), 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:

   1. Unsatisfactory Course Progress Reporting - Section 4
   2. Cancellation or Suspension - Section 5
   3. Support for Completion requirements - Section 7

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7. Related Documents

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

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