

7. Related Documents

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

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

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

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

This Policy defines the actions that constitute non-academic student misconduct; describes the School's processes for investigating and hearing allegations of student misconduct; and, describes the penalties that will apply, where allegations are proven.

Student Grievance and Mediation Policy and Procedures

This policy describes the procedures for student grievance mediation; S P Jain has individual academic, administrative, and supervisory avenues for mediation. Should

other avenues come into conflict with the Student Grievance and Mediation Policy, this policy overrides all other avenues for meditation. This policy is dedicated to the fair hearing and resolution of all grievances and will discuss with students and staff their familiarity with procedures for dealing with complaints, grievances, and appeals.

Assessment Validation, Grading and Moderation Policy and Procedures

The purpose of this Policy is to ensure that assessment tasks and marking is valid and reliable and that they ensure the quality of student learning outcomes. The School is committed to effective assessment validation and moderation as an integral part of its assessment procedures and has designed its procedures to ensure common interpretation of Threshold Standards 2015 in relation to student performance across all programs. The Examination Board moderates the design of assessments and students' performance internally and externally. This is to ensure the validity and reliability of its assessment practices and awarding of grades. Moderation is undertaken each term / semester as part of a continual improvement cycle, as detailed in Assessment Validation, Grading and Moderation Policy.

Students at Risk

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

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).**