



**S P Jain
School of Global
Management**

DUBAI • MUMBAI • SINGAPORE • SYDNEY

**MASTER OF APPLIED FINANCE AND WEALTH
MANAGEMENT (MFWM)
STUDENT COURSE HANDBOOK**

CRICOS Provider Code: **03335G**

[CRICOS Course \(MFWM\) Code: 117154K](#)

| | |
|--|----|
| Policies Related to MFWM Course* | 4 |
| 1. Letter from the Director..... | 5 |
| 2. Master of Applied Finance & Wealth Management | 6 |
| 2.1 Special Features of the Course | 6 |
| 2.2 Projects..... | 6 |
| 2.3 Faculty | 7 |
| 3. MFWM Course Information | 7 |
| 3.1 Course Overview | 7 |
| 3.2 Course Learning Outcomes | 8 |
| 3.3 Graduate Attributes of S P Jain | 8 |
| 3.4 Course Completion Requirements | 9 |
| 3.5 Course Structure | 10 |
| 3.6 Unit Learning Outcomes | 11 |
| 3.7 Pedagogy..... | 16 |
| 4. Assessments..... | 16 |
| 4.1 Individual and Group Assignments | 17 |
| 4.2 Class Contribution..... | 17 |
| 4.3 Problems, in class exercises, quizzes and exams | 18 |
| 4.4 Assessment Submission | 18 |
| 4.4 Release of Academic Results..... | 18 |
| 4.6 Assessment Practices and Guidelines | 19 |
| 4.7 Conduct of Examinations | 19 |
| 5. Orientation..... | 26 |
| 6. Attendance Requirements | 27 |
| 7. Important Contacts and Links | 28 |
| 7.1 Immigration and Important Mumbai Contacts/ Links | 29 |
| 7.2 Immigration and Important Dubai Contacts/ Links | 29 |
| 8. Living in 2 cities | 26 |
| 8b. Living in India | 27 |
| 8b. 1. Living and Studying in Mumbai..... | 27 |
| 8c. Living in Dubai | 27 |
| 8c. 1. Health Cover in Dubai..... | 27 |
| 8c. 2. Work Rights while studying | 27 |
| 8c. 3. Living and Studying in Dubai | 29 |

| | |
|--|----|
| 9. Student Support..... | 30 |
| 9.1 Student Experience and Support | 30 |
| 9.2 Counselling..... | 31 |
| 9.3 Library | 31 |
| 9.4 Information Technology Centre | 31 |
| 9.5 Career Advice | 33 |
| 9.6 Campus Life..... | 33 |
| 9.7 Accommodation..... | 33 |
| 9.8 Sports Facilities | 34 |
| 9.9 Cafeteria..... | 34 |
| 9.10 Committees..... | 34 |
| 10.Tuition and Non-Tuition Fees | 36 |
| 11.Policies and Procedures | 36 |
| 12.Campus Address..... | 43 |

Policies Related to MFWM Course*

| S No | Policy Name |
|------|--|
| 1 | Postgraduate 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 | Statement of Tuition Assurance |
| 9 | Student Code of Conduct Policy |
| 10 | Academic Integrity Policy and Procedures |
| 11 | Processes and Guidelines for Plagiarism control for all soft copy submissions |
| 12 | Student Misconduct Policy and Procedures |
| 13 | Student Grievance and Mediation Policy and Procedures |
| 14 | Assessment Validation, Grading and Moderation Policy and Procedures |
| 15 | Student Progression, Exclusion and Course Completion Policy |
| 16 | MFWM (Master of Applied Finance & Wealth Management) Rules of Progression and Course Completion Policy |
| 17 | Students at Risk Policy |
| 18 | Student Performance Data Policy and Procedures |
| 19 | Support for students Policy |
| 20 | Student Consultation Policy and Procedures |
| 21 | Student and Staff Feedback Policy |
| 22 | Academic Freedom and Free Intellectual Inquiry Policy |
| 23 | Library Resources Collection Development Policy |
| 24 | Critical Incident Policy |
| 25 | Student Equity, Diversity and Fair Treatment Policy |
| 26 | Information Technology Policy |
| 27 | Student Sexual Assault and Sexual Harassment Policy |
| 28 | Graduation and Certification Policy |
| 29 | Record Management Policy |

*For more policies and procedures, please refer to the Annexure of the handbook or [School website](#)

1. Letter from the Director

Dear MFWM 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 have you join our School. We are delighted to welcome you to a transformative, 12-month journey that bridges core financial theory with real-world application across two of the world's leading financial centres: Mumbai and Dubai.

MFWM is a specialised master's that blends the foundations of applied finance with a comprehensive understanding of the wealth management landscape, coupled with a strong focus on technology, global financial markets, and sustainable financial management practices. The program blends learning through case studies, team activities, pre-course assignments, computer-aided simulations, industry talks, and site visits that are guided by distinguished faculty, senior academicians, and industry leaders from around the world.

During the program, you will acquire deep, applied skills across risk advisory, portfolio management, tax planning, estate and retirement planning, and ethical norms in wealth management and strengthen your communication skills, ethical decision-making, and leadership skills.

In addition, each term will come with hands-on experience via a self-directed Applied Research Project and a team-based, real-world capstone industry project, and prepare you for roles such as financial research analyst, portfolio manager, personal finance and investment advisor, financial planner, insurance advisor, and investment/private banker.

We are excited to partner with you as you develop the capabilities to lead in established and emerging markets alike.

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. Here's to a fantastic twelve months!

Welcome to the program. We look forward to seeing you soon

Director
Master of Applied Finance & Wealth Management

2. Master of Applied Finance & Wealth Management

2.1 Special Features of the Course

The MFWM course is a specialist, master's level course, based on the foundations of Applied Finance and Wealth Planning with a broader scope of the wealth management landscape.

- The MFWM course provides the breadth and depth in the field of wealth management and aims to fulfil the fast-growing Indian and other global emerging markets' skills gap and demand for tertiary qualifications in the field.
- The course provides real business, relevant and practicum blended wealth and investment knowledge within the Wealth Management landscape; knowledge of Professional Standards and Regulatory requirements in Wealth Management; the Fintech applications in financial and insurance products and services and lastly create awareness of the wider implications of FinTech automation like RoboAdvisories on the Wealth Management Industry.
- The course aims to include topics specifically assigned to build skills and competencies in Wealth Management helping students develop the financial planning expertise, ethical and professional client focused approach, industry ready professionals through practicum and with the technological acumen they need to succeed.

2.2 Projects

2.2.1 Applied Research Project

This Applied Research Project (ARP) requires students to undertake a self-directed individual research project in their area of interest in the wealth management industry. Students will identify suitable frameworks, business models, and research approaches to address wealth management challenges within the contemporary global/regional dynamic environment. This unit will equip students with a good foundational understanding of how to conduct a research project and use online and offline research skills to investigate complex issues using contemporary research tools. Students will apply the conceptual knowledge of research methodologies including problem identification and solving, penning down research objectives and scope, conduct literature survey, data collection analysis leading to final recommendations. The project concludes with professional presentation and research report.

2.2.2 Capstone Research Project

This capstone unit involves students working in a team of 2-3 members on a real business project and develop an in-depth understanding and insight of the global and /or regional wealth management industry. Under this initiative, students will be expected to address complex, ambiguous, emerging issues/business opportunities by applying research knowledge and skills

acquired during the course. The primary aim of this project is to provide students with an opportunity to analyse real-life business issues and make recommendations by synthesizing the course learning outcomes.

2.3 Faculty

Our community of accomplished faculty is dedicated to create an engaging, rigorous, and practical educational experience for students. Students will learn new knowledge about business, inspiring them to appreciate, accept, and adapt to working in a rapidly changing business environment. Students will also gain confidence in making decisions. Subjects are relevant, developed with the latest content, and designed to inspire students to find creative and innovative ways to apply the knowledge acquired.

3. MFWM Course Information

3.1 Course Overview

S P Jain's MFWM is a full-time one-year course

| Course | Delivery/Study Mode | Location of Study |
|--|--|-------------------|
| Master of Applied Finance & Wealth Management (MFWM) | 1-Year Full-time face-to-face On campus Online | Dubai and Mumbai |

Table 1 Course Overview

The course Master of Applied Finance & Wealth Management (MFWM) is a 12-month full-time course. This course is designed to be delivered in Dubai and Mumbai campuses. The mode of study is face-to-face. The course structure includes 20 units with a good proportion of practicum and supporting theoretical content. This consists of 16 units for Core Finance, 2 units of Soft Skills, 1 unit of Applied Research Project, and 1 Capstone unit. The ASCED Field of Education is Management and Commerce (Broad Field) and Investment and Securities (Narrow Field), and ABSCQ Field of Study is Banking and Finance. The course completion leads to the award of the Master of Applied Finance & Wealth Management. There is no exit path planned for this course.

The Master of Applied Finance & Wealth Management (MFWM) program is principally targeted towards prospective students from emerging markets and is designed for those who are seeking an applied finance and wealth management tertiary qualification. The program would equip them with holistic and contemporary core finance, personal financial planning, and relationship management knowledge. This is supplemented with applied financial skills and the inclusion of ethical practice in the wealth management sector and landscape. The program is aimed towards preparing students with relevant skills targeted to fulfil the skills gap and market demand for expertise in the wealth management industry in emerging markets.

3.2 Course Learning Outcomes

| |
|---|
| Course Learning Outcome 1: Knowledge of Applied Finance and Wealth Management: |
| Students will acquire advanced and contemporary knowledge of the concepts and regulatory frameworks in the applied finance and wealth management sectors. |
| Course Learning Outcome 2: Global Intelligence |
| Students will demonstrate cognitive and technical skills to analyse and evaluate local and global perspectives in financial markets and instruments and their significance and role in the industry. |
| Course Learning Outcome 3: Critical Thinking and Problem Solving |
| Students will develop critical thinking skills to recommend a range of modern FinTech resources for different financial situations and challenges. |
| Course Learning Outcome 4: Communication and Teamwork |
| Students will display strong communication skills to develop and convincingly present, individually or as a team, advanced financial analysis and solutions to diverse audiences. |
| Course Learning Outcome 5: Ethics and Professional Responsibility |
| Students will demonstrate integrity, ethical conduct, and sound awareness of regulatory requirements and professional practices as they apply to the finance and wealth management industries. |
| Course Learning Outcome 6: Application Competence |
| Students will apply theoretical knowledge and research skills to practical situations and to plan and execute a capstone project with a high level of personal autonomy, accountability and professional judgement. |

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 MFWM degree at S P Jain, students must complete 14 core Units, 4 Elective Subjects, 1 Applied Business Project, and 1 Capstone Industry Project.

| Units | Required Units | Credits |
|--|----------------|------------------------------|
| Core Units | 14 | 14 subjects = 27 credits |
| Electives | 05 | 04 subjects = 05 credits |
| Applied Research Project and Capstone Industry Project | 02 | ARP 01 + CIP 03 = 04 credits |
| Total | 20 | 36 |

Table 3 Units to complete for MFWM

* Refer to Rules Progression and Completion Policy on website/annexure to the handbook

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 Prerequisites.

| Master of Applied Finance and Wealth Management (MFWM) : Units and Course Structure | | | | | | |
|---|--------------|---|-------------------|----------------------|-----------|------------------------------------|
| SNo | Course Codes | SUBJECTS | Time tabled Hours | Personal Study Hours | Credits | Pre-requisites/Co-requisites |
| Term One - Block 1 | | | | | | |
| 1 | MFWM ACC 101 | Financial Accounting and Financial Statement Analysis | 36 | 36 | 2 | NIL |
| 2 | MFWM WMG 101 | Foundations of Wealth Management | 36 | 36 | 2 | NIL |
| 3 | MFWM QTT 101 | Quantitative Techniques | 36 | 36 | 2 | NIL |
| Term One - Block 2 | | | | | | |
| 4 | MFWM ECO 101 | Macroeconomics and Central Bank Policy | 36 | 36 | 2 | NIL |
| 5 | MFWM FIN 101 | Principles of Financial Management | 36 | 36 | 2 | FA, FSA |
| 6 | MFWM FIN 102 | Behavioural Finance and Psychology | 36 | 36 | 2 | NIL |
| 7 | MFWM FIN 203 | Global Financial Markets | 36 | 36 | 2 | Principles of Financial Management |
| <i>Elective depending on campus of delivery (one among 8a or 8b)</i> | | | | | | |
| 8a | MFWM WMG 203 | Insurance Planning and Risk Management | 18 | 18 | 1 | Foundations of Wealth Management |
| 8b | MFWM WMG 204 | Regulation of Financial Planning Development in Australia | 18 | 18 | 1 | Foundations of Wealth Management |
| <i>Elective depending on campus of delivery (one among 9a, 9b or 9c)</i> | | | | | | |
| 9a | MFWM WMG 305 | Indian Personal Taxation | 18 | 18 | 1 | Foundations of Wealth Management |
| 9b | MFWM FIN 309 | Islamic Finance and Investing | 18 | 18 | 1 | Global Financial Markets |
| 9c | MFWM WMG 306 | Financial Planning and Taxation in Australia | 18 | 18 | 1 | Foundations of Wealth Management |
| 10 | MFWM PRO 201 | <i>Applied Research Project</i> | 18 | 18 | 1 | Quantitative Techniques |
| Total Credits for Term 1 | | | 306 | 306 | 17 | |
| Term Two | | | | | | |
| 11 | MFWM MKT 201 | Client Communication and Relationship Management | 36 | 36 | 2 | Nil |
| 12 | MFWM FIN 204 | Fundamental and Technical Analysis | 36 | 36 | 2 | Principles of Financial Management |
| 13 | MFWM FIN 205 | Derivatives | 36 | 36 | 2 | Principles of Financial Management |
| <i>Elective depending on campus of delivery (one among 14a or 14b)</i> | | | | | | |
| 14a | MFWM WMG 202 | Ethics, Professional Standards and Regulations in Wealth Management | 36 | 36 | 2 | Foundations of Wealth Management |
| 14b | MFWM LAW 201 | Ethical business practices and contemporary business law in Australia | 36 | 36 | 2 | Foundations of Wealth Management |
| 15 | MFWM FIN 306 | Portfolio Management and Asset Allocation Strategies | 36 | 36 | 2 | Fundamental and Technical Analysis |
| 16 | MFWM FTC 301 | Fintech innovation, Crypto Assets and Robo Advisory | 36 | 36 | 2 | Global Financial Markets |
| 17 | MFWM FIN 307 | Structured Financial Instruments | 36 | 36 | 2 | Derivatives |
| 18 | MFWM FIN 308 | Alternative Investments | 18 | 18 | 1 | Global Financial Markets |
| <i>Elective depending on campus of delivery (One among 19a, 19b or 19c)</i> | | | | | | |
| 19a | MFWM WMG 307 | Retirement and Estate Planning | 18 | 18 | 1 | Foundations of Wealth Management |
| 19b | MFWM WMG 308 | Retirement and Estate Planning in India | 18 | 18 | 1 | Foundations of Wealth Management |
| 19c | MFWM WMG 309 | Superannuation and Financial Planning in Australia | 18 | 18 | 1 | Foundations of Wealth Management |
| 20 | MFWM CPP 301 | <i>Capstone Industry Project</i> | 54 | 54 | 3 | Applied Research Project |
| Total Credits for Term 2 | | | 342 | 342 | 19 | |
| Total Credits for the Course | | | 648 | 648 | 36 | |

Table 4 Course Structure

For more information on the Academic Calendar for the Dubai and Mumbai Campuses, the course duration, and the holiday breaks, please refer to the link. If any query, please get in touch with the Course Office or Program Office.

***Link to Academic Calendar:** https://www.spjain.edu.au/programs/postgraduate/master-of-applied-finance-and-wealth-management#academic_cal

***Note:** Please check with the respective PO to know if any changes have been made to the Academic Calendar, or visit the website

3.6 Unit Learning Outcomes (ULOs)

1) Financial Accounting and Financial Statement Analysis (MFWM ACC 101)

- Identify key accounting concepts and theories.
- Construct financial and cash flow statements.
- Utilise key financial indicators and analytical tools essential for assessing a company's long-term solvency and sustainability.
- Analyse a company's financial health related to its profitability, short-term liquidity, and operational efficiency.

2) Foundations of Wealth Management (MFWM WMG 101)

- Analyse the regional and global wealth management landscape
- Recognise the relevance of life cycle financial planning and the distinction between financial planning and wealth management
- Explain the various fundamental concepts of financial planning and wealth management
- Evaluate the major categories of financial products and their fit to clients' financial goals and stage of life cycle
- Investigate the requirements of ethical conduct for wealth managers/financial planners

3) Quantitative Techniques (MFWM QTT 101)

- Explore the various quantitative techniques used to describe, evaluate visualize relevant data
- Conduct quantitative techniques to describe financial data and test claims of performance
- Assess and quantify risk according to current best practice in the markets
- Apply optimization techniques to assess financial assets and construct efficient portfolios

4) Macroeconomics and Central Bank Policy (MFWM ECO 101)

- Examine the various elements and functions of an economy.
- Assess the importance of financial systems and their varying structures and governance within various global economies.
- Evaluate the monetary transmission mechanisms and their implications on economies.
- Illustrate how central banks influence interest rates, the exchange rate, and the flow of currency.

5) Principles of Financial Management (MFWM FIN 101)

- Develop a thorough understanding of the elements and principles of time value of money.
- Demonstrate the key concepts, techniques and tools involved in financial decision-making process.
- Examine the various asset classes and their valuation models.
- Analyse the concepts of risk, return, market efficiencies and portfolio diversification.
- Assess and apply appropriate financial management tools and techniques in investment decision making.

6) Behavioural Finance and Financial Psychology (MFWM FIN 102)

- Compare and contrast traditional and behavioural based personal financial decision-making models.
- Recognise the influence of emotions, biases, and psychological traits on personal financial decisions.
- Appraise the impact of culture and other social forces on investment decisions.
- Assess the effects of behavioural decision making on financial markets.
- Examine the potential impact of machine learning and artificial intelligence on financial decision making.

7) Global Financial Markets (MFWM FIN 203)

- Explore the fundamental structure and objectives inherent in global financial markets.
- Critically reflect on the challenges and opportunities that emerge from the integration of global financial markets, encompassing aspects such as currency wars and financial crises.
- Examine international currencies and foreign exchange markets.
- Analyze the regulations and recent developments in global financial markets and their implications for countries, firms and investment opportunities.

8) Client Communication and Relationship Management (MFWM MKT 201)

- Identify ways to establish communication with clients with nonverbal, verbal and listening skills.
- Analyse client objectives, needs, financial situation, and risk profile and develop appropriate strategies and solutions.
- Estimate the impacts of quality indicators and their delivery to sustain and grow customer relationships both locally and globally.
- Recommend long range and integrated customer strategies pertaining to customer acquisition, retention and growth.

9) Fundamental and Technical Analysis (MFWM FIN 204)

- Evaluate the concepts, frameworks and techniques of fundamental and technical analysis.
- Apply various fundamental and technical analysis techniques in the context of global equity markets.
- Create investment portfolios applying the different investment trading types through intrinsic and charting techniques.

10) Derivatives (MFWM FIN 205)

- Examine derivative markets and various financial instruments, their features and use.
- Interpret the pricing principles and methods of valuing derivatives.
- Recognise the importance of derivatives products and their role in wealth management.
- Apply appropriate derivative tools, techniques and strategies for hedging, arbitrage and trading.

11a) Ethics, Professional Standards and Regulations in Wealth Management (MFWM WMG 202)

- Identify ethical frameworks, conflicts and dilemmas and the role and importance of ethics in the wealth management and financial services industries.
- Recognise the professional standards, regulatory requirements and code of conduct within wealth management and the financial services industry.
- Debate the policies and governance processes established in firms to instil ethics and professional standards.
- Simulate ethics, professional standards and regulations in real-world situations.

11b) Ethical business practices and contemporary business law in Australia (MFWM LAW 201)

- Compare the basic concepts of business law and ethical norms relating to Australian business and finance.
- Apply the fundamental principles of FAS and its Code of Ethics when addressing the financial needs of clients.
- Evaluate the challenges and potential conflicts of interest faced by the financial planning industry.
- Construct a limited scope Statement of Advice for postretirement according to FAS' recommendations.

12a) Insurance Planning and Risk Management (MFWM WMG 203)

- Examine the role of the financial planner in the personal risk assessment process.
- Critique the various personal insurance products and their features, mechanics and role in risk management.
- Analyse individual risk areas and the extent and type of protection best suited for the clients' financial situation and financial goals.
- Develop a comprehensive risk assessment and insurance plan for a potential client.

12b) Regulation of Financial Planning Development in Australia (MFWM WMG 204)

- Apply the basic concepts of client financial planning.
- Present and defend ethical client financial planning recommendations.
- Construct a compliant comprehensive State of Advice (SOA) via a popular financial planning software program.
- Outline the legal, social, and ethical responsibilities of financial planners relating to contemporary financial planning issues faced by the client and create SOA strategic solutions.

13) Applied Research Project (MFWM PRO 201)

- Assess relevant wealth management challenges and opportunities to formulate a research project.
- Identify suitable frameworks, quantitative techniques and research approaches through systematic review of practice and the academic literature.
- Apply quantitative and research skills to investigate complex business challenges from the viewpoint of stakeholders.
- Draw key inferences from the research and present the findings demonstrating a high degree of personal autonomy, accountability and professional judgement.

14) Portfolio Management and Asset Allocation Strategies (MFWM FIN 306)

- Evaluate portfolio management concepts, theories and strategies.
- Translate capital market expectations into strategic asset allocation.
- Formulate investment policy statements for various investor (individual and institutional) profiles and in line with regional regulatory guidelines.
- Employ various equity and portfolio management techniques for tactical and strategic decision making.

15) Fintech Innovation, Crypto Assets and Robo Advisory (MFWM FTC 301)

- Recognise the evolution of FinTech, its ecosystem & sub-domains.
- Assess various FinTech and WealthTech business models.
- Examine models and technologies for delivering personalised wealth management and Robo-Advisory services.
- Identify the fundamentals underlying Blockchain and other decentralised distributed ledger technologies.
- Explore the realm of crypto assets, cryptocurrency fundraising, and diverse disruptive business models.

16) Structured Financial Instruments (MFWM FIN 307)

- Evaluate the different types of structured financial instruments and their features
- Choose appropriate structured financial instruments to meet the needs and risk tolerance levels of investors
- Design innovative structured products for investors combining features of traditional asset classes
- Appraise the value of structured financial instruments in various local and global markets

17) Alternative Investments (MFWM FIN 308)

- Identify the various categories of alternative investments.
- Discuss risk management strategies and framework pertaining to alternative investments.
- Assess the risks, benefits and appropriateness of various alternative investments in structuring an investment portfolio.
- Apply appropriate valuation frameworks for different asset classes of alternative investments.

18a) Indian Personal Taxation (MFWM WMG 305)

- Explain the personal tax framework in India.
- Analyse the implication of tax on income received from various sources.
- Contrast the tax treatment of different investments and their respective tax advantages.
- Prepare detailed income tax returns in compliance with relevant tax regulations and requirements.

18b) Islamic Finance and Investing (MFWM FIN 309)

- Explore the basic concepts of Islamic banking and finance applied locally and globally.
- Evaluate the fundamental principles of Islamic and Shariah-compliant financial instruments.
- Differentiate between the various Islamic finance instruments and conventional financial instruments.
- Outline the challenges faced by the Islamic finance industry.

18c) Financial Planning and Taxation in Australia (MFWM WMG 306)

- Identify legal concepts relevant to financial planning.
- Recognise the tax implications of asset sales.
- Evaluate superannuation as a tax-preferred investment strategy.
- Formulate estate planning strategies.

19a) Retirement and Estate Planning (MFWM WMG 3075)

- Appraise alternative asset classes for estate planning.
- Evaluate the various retirement planning products and their structures available.
- Design tax-effective retirement planning products.
- Select appropriate retirement and estate planning strategies based on different clients' scenarios.

19b) Retirement and Estate Planning in India (MFWM WMG 308)

- Illustrate retirement and estate planning principles, tools, strategies and processes
- Classify the various retirement planning products, offerings and regulatory pension provisions in India
- Design tax-effective retirement planning products
- Recommend appropriate retirement planning strategies based on client financial situation, needs and goals

19c) Superannuation and Financial Planning in Australia (MFWM WMG 309)

- Demonstrate the net benefits of superannuation as an asset class.
- Evaluate the role of superannuation in a financial planning context.
- Investigate superannuation fees and charges and the net returns derived from this investment.
- Compare the performance of alternative superannuation funds.

20) Capstone Industry Project (MWM CPP 301)

- Develop an appropriate project proposal and plan for the identified business problem / opportunity.
- Identify suitable frameworks, quantitative techniques and research approaches through systematic review of practice and academic literature.
- Analyse collected data using relevant financial and wealth management knowledge, frameworks and models
- Formulate ethical and responsible solutions/ alternatives to address identified business problem / opportunity and propose/ partly implement possible solutions.

- Write and present a comprehensive project report with a high level of personal and group accountability.

3.7 Pedagogy

The pedagogy in the proposed MFWM course is designed to teach Applied Finance and Wealth Management through dynamic, engaged learning in the classroom, teamwork and learning with peers and supervised industry practicum. The course pedagogy embodies S P Jain's emphasises on engaged learning with faculty, using a variety of interactive techniques, including problems & exercise, case studies, classroom presentation, simulation, reflective assignment reports, real-world prototype assignments, client plan development, industry capstone projects and industry practicum. Assessment tasks includes reports writing and presentation tasks, team-based simulations, exercises and group projects that are designed to improve and assess both soft and hard skills in the fundamental areas of wealth management and areas of communication and teamwork. Individual and group assignments primarily involve problem solving exercises involving actual scenarios of wealth management to encourage effective team-work capabilities.

4. Assessments

A range of well-thought and planned ongoing assessment methods and tools have been used in the design of each unit towards providing adequate assurance of the unit learning outcomes and the overall alignment of the assessments to achieve the course learning outcomes. Each unit 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.

Beside specific classroom activities (formative assessment), most of the assessments are summative. Assignments are both individual and group-based, varying across units. The assessment criteria are designed to gauge the intended learning outcomes of the unit.

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 PeopleSoft.

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 term 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.

Assignments may be designed for either individuals or groups. Normally, the outcome of an assigned task will be summarised 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 Class Contribution

In corporate life, business managers interact with others mostly orally and spend relatively less time reading or writing reports. For this reason, oral skills are given a high priority at S P Jain. The classroom is a laboratory where students practice persuading their peers on the correctness of their approach to a topic. This style of teaching fosters a discovery-driven mindset and builds skills. Most units 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.
- Points illustrate a willingness to test new ideas.
- The participant interacts with other members of the class by asking questions and challenging conclusions.
- Comments are concise, accurate, relevant and timely (CART)

4.3 Problems, in class exercises, quizzes and exams

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 term ranging 20% - 25% of the overall unit assessment. Students usually take written, invigilated individual examinations at the end of the term. The exams typically include short essay responses to material covered in lectures or readings ranging 30% - 40% of overall unit assessment.

4.4 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 MAWM 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. Every Individual assignment should be saved by the student Roll no and every group Assignment by their group number. Assignments saved otherwise and without front page details will not be accepted. Students will receive a soft copy of the template via email from the Course Office.

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, Excel, PowerPoint, HTML and HTM files by all students while enrolled at the S P Jain.

All electronic assignment submissions will need to be verified through the Turnitin plagiarism software. Students should keep a copy of every assignment they submit.

4.5 Release of Academic Results

All grades are posted on Peoplesoft, including progressive assessment results posted by academic faculty. Each student's interim mark for the final assessment will be posted 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 review. 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.

4.6 Assessment Practices and Guidelines

- a. Assessment should reflect unit content
Assessment tasks should be matched to desired unit learning outcomes and include the range of concepts, thinking processes, skills and attributes, including attributes as set down in the stated learning outcomes for the unit

- b. Assessment should be appropriate, meaning that there should be a match between each assessment task and
 - the nature and extent of concepts, thinking processes, skills and attributes, including graduate attributes being assessed
 - the level of the unit and
 - the mode of study
- c. Assessment should be reliable, meaning that teaching staff and curriculum planners regularly evaluate each assessment task to ensure its reliability in providing accurate and consistent information about 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 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

4.7 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.

GENERAL EXAM GUIDELINES

Please ensure you follow the instructions outlined below with utmost seriousness. Any instance of non-compliance will be deemed sufficient grounds for imposing a penalty. No excuse for the action being caused by negligence, mistakes, or deliberate intent will be entertained.

- Students must install the licensed Microsoft Office Suite from the school's IT Department, available free of charge, and use only MS Office applications (Word, Excel, PowerPoint, Outlook etc). Use of other software like WPS Office, Google Docs, or other online office platforms is not allowed.
- Run the Mettl Compatibility Test before each exam
- Disable auto-updates; they may interrupt your exam and can cause unwanted restarts
- On-campus students must connect only to the school Wi-Fi. No other networks are permitted unless explicitly approved by the Exams Department
- Keep the mic and speaker unmuted; turn off Bluetooth and Airdrop.
- Log out of all cloud-based platforms, including OneDrive, Blackboard, WhatsApp, and any social media applications
- Electronic devices such as Bluetooth earphones, mobile phones, headsets, smartwatches or any device that transmits or receives electronic signals is strictly NOT allowed
- Disable camera, mic and speaker permissions for all apps except Mettl.
- Save all e-notes and working files on your Desktop. Do not store them on OneDrive or any cloud-based storage. Do not copy and paste directly from your notes. Write answers in your own words to show understanding.
- You must submit your answer file on the Blackboard link shared by the Program Office while you are visible on Mettl camera. Submissions done after Mettl camera has been switched off can be rejected.
- Do not contact faculty during/after the exam regarding your attempt. Such instances will be considered as academic misconduct.
- Late entry is not permitted beyond the first 30 minutes of the exam, whether on-campus or online. Online students must log in within the first 30 minutes or they will not be allowed for exam(s).
- Please take note that disconnection during the exam is strictly not allowed and will be reported as an act of academic misconduct. Frequent disconnections during the exam may lead to termination of the exam.
- Students are not allowed to leave the exam room/platform during the first 30 mins and last 30 mins of exam. (The last 30 mins will be determined from the scheduled exam start time for all students).
- Bring your own materials and ensure your system / laptop is in good working condition. Students are responsible for all hardware and software issues of their systems.
- No exchange of items, including notes, books, stationery or chargers, is allowed.
- 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 does not include instances of force majeure.

- Do not argue with proctors. Use of foul language is considered academic misconduct.
- Remain visible on camera throughout the exam. Any unusual movements during the exam are monitored by AI. It may lead to suspicion and would require explanation.

METTL EXAM GUIDELINES

Read the following guidelines carefully to ensure a smooth and hassle-free examination experience on the Mettl platform.

- Use Google Chrome or Mozilla Firefox only and ensure your browser is up to date. Safari and other browsers are strictly not allowed. Non-compliance will be considered as academic misconduct
- Check emails for Mettl exam links and do the System Compatibility Test beforehand.
- Disable all screen sharing and casting devices before starting the exam
- Click the exam link promptly as per the exam start time and complete your registration to avoid any last-minute issues. Keep your SP Jain ID or Passport handy to capture during registration and keep it on your desk throughout the exam.
- Case studies will be provided via Blackboard (BB) under the exam tab of respective course. In case of shorter cases, it will be directly provided on Mettl as part of the questions.
- All E-notes must be in English only, notes in any other language(s) are not allowed. Save all notes/files (Word / Excel / PPT) in one desktop folder named after the course. Apple Notes are strictly not allowed. Save your answer file in this folder or on desktop.
- Keep a backup of your notes to avoid data loss due to file corruption or access issues.
- Save your answer sheet before you begin writing the answers. While saving use relevant and appropriate file extensions (preferably Microsoft products). This will help you prevent data loss.
- Do not copy, paste or screenshot the questions into notes or answer sheet. It will be considered as an attempt to obtain answers using AI
- Monitor your own exam time using the on-screen timer at the top right corner of Mettl screen. You are solely responsible for your own time management.
- The exam will begin and end at the fixed time communicated by the Exam/Program Office
- If you have any doubt(s) about any of the exam instructions provided on Mettl, ask the In-class Invigilator or seek clarification from the Online Proctor using the Mettl chat. Do not presume or interpret instructions on your own.
- In case of any ambiguity during the exam, kindly state your assumptions clearly in the examination script and proceed to answer the question. In case, you have any exam-related query/issues, please report them via the Candidate Comment Sheet using link <https://forms.gle/HjuJQuof8PywQom7>
- It is compulsory to upload your answer file at least 5 minutes before the exam concludes to avoid last-minute issues.
- Save your work in answer file (MS Word/Excel) regularly to prevent data loss.
- Verify Microsoft Office recovery settings with the IT Helpdesk before exam day, it can recover the most recently saved versions of files in case of unexpected shutdowns or system issues

- You are responsible for saving and uploading the correct file before the exam time out. Incorrect file uploads (blank or wrong file) cannot be rectified under any circumstance.
- Save answer file as : RollNo_SubjectName (mandatory). Enter only your Roll No and Subject Name in the table titled TO BE FILLED BY STUDENT on the answer file. Mentioning identity elsewhere can be tantamount to academic misconduct
- All responses must be in a single document (MS Word/Excel), with each answer clearly labeled by question number.
- Upload your answer file on Blackboard (mandatory). Do not reopen the answer file after submission. Submit your answer file on Mettl as well, if instructed to do so.
- Turnitin link will close at scheduled exam time, regardless of when a student joins the exam. No additional time will be granted for late logins. Late submissions will not be accepted under any circumstances.
- Submissions containing plagiarism will be subject to penalties.
- Students will be monitored online throughout the exam, whether taking the exam on campus or remotely.
- No disconnections are allowed during the exam. No extra time will be given regardless of the reason.

GUIDELINES FOR THE CONDUCT OF ONLINE EXAMINATIONS

- You are being proctored live using artificial intelligence. Your eye movements (e.g., looking sideways), your surroundings, and your desktop activity are being monitored. If the proctor misses any undesirable activity you engage in, the software will capture it in a report that will be sent to the Office of Exams. In short: sit straight and avoid looking sideways.
- If the proctor suspects any disturbance or misconduct, he/she will communicate with you via the chat window and may ask you to show your room and under your table using your laptop camera. Your test may be paused, if required. KINDLY COOPERATE. Refusal to co-operate may result in termination of the test session. If you wish to communicate, use the chat box to chat with the proctor.
- Use the washroom before starting the exam. Keep a bottle of drinking water with you.
- Switch off your phone before starting the exam. The proctor will ask to show the phone at any time to confirm if it is switched off.
- Any video or audio evidence indicating the presence of another person in your vicinity will be treated as academic misconduct. SIT ALONE FOR THE EXAM.

- IF REQUESTED during the exam show the proctor your immediate surroundings (including under the exam table) using your laptop camera. Pan the camera slowly and at the correct angle so that the room can be seen properly. REMOVE ALL ITEMS NOT REQUIRED AS PER EXAM INSTRUCTIONS.
- Your exam will be temporarily paused for the room check process. Your exam time will not be affected.
- Your face must be visible on camera for the entire duration of the exam. Any unexpected movements will be monitored using artificial intelligence. Suspicious activity may require explanation
- In case of doubts while answering, make your own assumptions and proceed. You have the right to request a candidate comment sheet to voice concerns after the exam and send it to your program coordinator.
- Do not argue with the proctor. Foul language will be treated as academic misconduct.

ACADEMIC MISCONDUCTS AND PENALTIES

Below is a partial list of academic misconduct, which is not exhaustive.

The appropriate penalty shall be decided from the list at the end of this page, depending on the severity or repetition of misconduct.

| Sr | Category Name | Actions / Examples of Misconduct |
|----|--|--|
| 1 | AI, Plagiarism & Academic Integrity Violations | <ul style="list-style-type: none"> ▪ High AI index, High RSID ratio, High Similarity ▪ Plagiarism and copy/paste ▪ Use of snipping tools ▪ Use of LLMs and generative AI tools like ChatGPT ▪ Accessing Google or any other unauthorized websites during exams ▪ Usage of Language Assisting Tools (e.g., QuillBot, dictionaries, translators, thesaurus, paraphraser etc.) ▪ Using browser other than Google Chrome or Mozilla Firefox (Safari not allowed) ▪ Suspicious metadata in submitted files (word count, saved/edited time, etc.) ▪ Engaging in contract cheating |

| | | |
|---|--|--|
| 2 | Collusion & Unauthorized Collaboration | <ul style="list-style-type: none"> Document sharing using cloud platforms like OneDrive, iCloud, Google Drive, Google Collab etc. Screen sharing using apps like AnyDesk, Zoom, TeamViewer etc. Sharing of notes during exam Talking to another student in classroom Sharing online login credentials with malintent Sharing answer script with another batchmate Submitting on behalf of another student Submitting another student's file Using another student's login credentials (Blackboard, Mettl etc.) Taking third-party help for exam Collusion |
| 3 | Exam Protocol Violations | <ul style="list-style-type: none"> Late entry to exam hall Unexplained delay during restroom breaks Leaving exam hall or camera view without permission Taking exam from outside exam hall without permission Writing answers during final 10 minutes after submission was announced Not using designated answer sheet provided by exams department/PO Not carrying student ID Not sitting as per seating plan or misleading by changing seat number/name label |
| 4 | Use of Unauthorized Devices or Tools | <ul style="list-style-type: none"> Usage of Bluetooth devices / smart gadgets Using mobile phone(s) Using multiple monitors Possession of smartwatches or any other electronic gadgets Using apps/software/browser extensions to limit the exam software Disabling laptop mic/camera/speaker to cheat Taking screenshots Copying exam questions to notes or answer sheet |

| Sr | Category Name | Actions / Examples of Misconduct |
|----|-----------------------------------|---|
| 5 | Exam Software/ Environment Misuse | <ul style="list-style-type: none"> Disconnection from exam software Using multiple desktop function (especially in Mac) Not disabling or logging out from social media or messaging apps Not saving answer sheet and notes on desktop |
| 6 | Submission-Related Misconduct | <ul style="list-style-type: none"> Submitting blank, tampered, or wrong files Non-submission Failure to submit work within the prescribed time / delayed submissions |

| | | |
|---|---|--|
| 7 | Misconduct with Invigilator, proctor or Authorities | <ul style="list-style-type: none"> Using inappropriate language with the in-class invigilators or online proctor Contacting faculty directly during or after an exam |
|---|---|--|

The penalty list is indicative. Penalties may vary depending on the uniqueness of the misconduct and the decision of the Program Dean.

| Sr | Penalty Description |
|----|--|
| 1 | Resubmit the specific task |
| 2 | Zero marks or reduced marks for any part of the assessment for a subject |
| 3 | Requirement to complete an additional assessment for the subject |
| 4 | Fail grade and academic progression allowed with paid / unpaid retest and with / without grade capping |
| 5 | Fail grade and academic progression allowed with redo with junior batch |
| 6 | Fail grade and academic progression allowed with independent study |
| 7 | Downgrading (reducing the grade by one or more letter notch) |
| 8 | Suspension from a course for up to twelve (12) months |
| 9 | Revocation of a recommendation that a student has satisfied all requirements |
| 10 | Expulsion |
| 11 | Revocation of an academic award conferred by the School (requires approval Board of Directors on the recommendation of the Academic Board) |
| 12 | Exam declared null and void. Academic progression to be done with makeup OR paid / unpaid retest with/without grade capping. |

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 stakeholders 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.

It is mandatory for all students to attend the orientation /s (Term 1 to 3), including re-orientations. Students are not allowed to miss any orientation without the prior approval of the Registrar / Director / Dean of the program.

| Term 1 Orientation Activity * | Speaker/Person-in-charge |
|--|---|
| Day 1 | |
| Registration, ID Cards | Program Office and Facilities team |
| Orientation Commence with Official lamp Lighting | Head of Campus and Director MFWM |
| Welcome Address | President |
| S P Jain Prayer | S P Jain Staff |
| S P Jain Student Pledge | Led by one of the students |
| Campus Overview | Head of Campus |
| Course (Program) Overview | Director, MFWM |
| Overview of Administration and Support Services | Vice President - Administration |
| Student Handbook, Academic Guidelines and Course Expectations | Registrar |
| Day 2 | |
| Ice Breaker and Team Building Activities | Global Learning Team |
| Case Analysis Workshop | Assigned Faculty |
| Library and E-learning Resources Workshop | Librarian |
| APA Referencing Introduction, Plagiarism and Academic Integrity Workshop | Assigned Faculty |
| Blackboard (Learning Management System) | Program (Course) Office |
| Housing Guidelines | Head of Admin and Facilities |
| IT Resources and Access Workshop | IT Manager |
| Day 3 | |
| Capstone Project Overview | Director, MFWM |
| Student Support Workshop | Student Experience Manager |
| Corporate Relations (placement services) Overview | Corporate Relations staff |
| Introduction to 'Professional Readiness Program (PRP) | PRP Team |
| Student Information System | Program Office and IT team |
| Math and Excel Workshop | Assigned Faculty |
| Day 4 | |
| Math and Excel Workshop (continued) | Assigned Faculty |
| Visa Guidelines and requirements for International Students | Facilities Team |
| SASH Workshop | Student Counsellor |
| Global Activities and Student Life | Global Learning and Student Life team |
| Day 5 | |
| City Tour | Global Learning and Student Life team |
| Alumni Interaction and Welcome Dinner | Head of Campus and Alumni Relations Staff |

Table 5 Orientation Activities

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

6. Attendance Requirements

1. Attendance requirements for MFWM Course

- 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
- 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 one class session in each 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. If a student is absent for three sessions or more of a particular unit or subject; 'F' grade will be awarded and need to repeat the unit or subject by paying necessary fee as applicable.
- c. Students are allowed to absent themselves for a maximum of six sessions per term across all units of study during that term.
- d. In instances where students are absent for more than 6 sessions across all units of study in a term, the 7th class session absenteeism onwards in any unit of study will result in a downgrade by a letter grade for that unit of study. For example, if the original grade is 'A', it will be downgraded to 'B'.

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, 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, Registrar, Assigned Faculty and the Student Experience Manager.

7. Important Contacts and Links

7.1 Immigration and Important Dubai Contacts/ Links

1. Your Responsibilities as Overseas Students [Your responsibilities as Overseas students](#)
2. Education Service Centre in Dubai [Service Catalog](#)
3. Home Affairs: Student Visa Requirements [Student Visa requirements](#)
4. Grievances and external resolution [Grievance Procedure](#)
5. Learn and Live [Student Related Services](#)
6. Working in Dubai [Work in Dubai](#)

7.2 Important India Contacts/ Links

1. Study in India [Education Centre in India](#)

8. Living in Dubai and India

8a. Living in India

8b.1. 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
4. Ambulance 102, 1298, 022-24308888

Campus 24/7 Contact: +91 9769286003

8b. Living in Dubai

8c. 1. Health Cover in Dubai

International students need help to cover the costs of medical and hospital care while in Dubai. Because of these requirements, it is important that international students purchase their international student health insurance prior to departing their home country. So, if you're studying abroad, make sure you've thought about international student health insurance as it covers you when you're studying overseas.

<https://www.dha.gov.ae/en/Aboutus/Pages/Vision.aspx>

8c. 2. Work Rights while studying

Working while you study allows you to gain valuable experience of the workplace at the same time as being enrolled at University, helping you to make informed decisions about the career path you hope to follow once you graduate

If you are holding a Student Pass in Dubai, you are only allowed to work if you meet specific requirement. So, it is necessary to find out if you are eligible. You can find out more from the Dubai Development Authority website. Students found to have breached their work conditions may be subject to cancellation of their visa.

<https://dda.gov.ae/earn-while-you-learn/earn/academic-institutions/>

8c. 3. Living and Studying in Dubai

Rapid development in Dubai's education system in recent years means it now competes with the best places to study, whether as an undergraduate or graduate. Higher education in the UAE has also made significant progress, thanks to strategic partnerships with Western institutions, with notable universities opening campuses in this vibrant, fast-growing country

Learn about planning your departure, finding work and accommodation, and staying safe while studying

<https://www.bayut.com/mybayut/popular-areas-students-live-dubai/>

Dubai Campus Emergency Contacts

1. Lifeline Crisis Counselling 80078839 (<https://www.idp.com/>)
2. Acute Mental Health Situation 800342 (800 DHA) (<https://www.dha.gov.ae/>)
3. If you are in Danger:
POLICE 999
FIRE 997
AMBULANCE 998
4. Campus 24/7 Contact: **+971509085972**

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 support.

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 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.

In addition, the School may contract with an external counsellor for any student needing additional services. Students needing the help of a counsellor should contact the office of the S P Jain Student Counsellor/Student Life to make an appointment. In some situations, a member of the faculty or staff may recommend that a student consult a counsellor and, with the student's agreement, make necessary arrangements.

9.3 Library

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

The library aims to:

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

Library Schedule

All campuses

| | |
|---------------------------------|--------------------|
| Monday to Friday | 9.00 am to 5.00 pm |
| Closed on Saturdays 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 for each item. Items that must be recalled incur a double fine. Lost or damaged books must be replaced at the user's cost. Students who mutilate or lose a library resource must replace it at their own cost within 30 days. If not, the library will buy the resource and charge the user the actual cost-plus 25 percent for freight and handling, depending on the type of resource being replaced.

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

Basic Library Decorum

Students are expected to:

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

9.4 Information Technology Centre

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

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

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

9.5 Career Advice

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

Dubai: S P Jain's Dubai campus is in the Dubai International Academic City (DIAC), a city that was purpose - built for colleges and universities. SP Jain's campus occupies an entire stand-alone building covering approximately 60,000 square feet, spread over three floors. It has hi-tech learning centres, mock trading rooms, a library, video conferencing facility, a Reuters terminal and more. The DIAC's food court offers multinational cuisine to the students. Students are encouraged to participate in the numerous festivals and events hosted by SP Jain and other schools in DIAC.

Mumbai: The Mumbai campus is located in heart of the city is a city of duality where the old and the new live in a multicultural melting pot. It's the financial, commercial and entertainment capital of India. The campus is located minutes away from a major entertainment centre and restaurants. 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, which is just few minutes away from the campus.

9.7 Accommodation

Mumbai: The Mumbai campus does not have accommodation facilities. The school will assist students in finding rental accommodation on individual or shared basis close to the campus

Dubai: SP Jain's student accommodation is in the International City, one of Dubai's largest residential areas. S P Jain provides a bus service to transfer students to and from campus, which is about 15 minutes away.

9.8 Sports Facilities

Students can access the sporting facilities with the help of the school administration

9.9 Cafeteria

Mumbai: Students have access to a cafeteria that serve a variety of snack meals, a range of juices and drinks, confectionery and other requisites. 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.

Dubai: DIAC food court has a variety of restaurants serving multinational cuisines, including Middle Eastern, Indian and European

Timings

Mumbai: The campus location have wonderful food courts and campus has 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.

Dubai: The DIAC food court is equipped with variety of food courts and multi cuisine restaurants and open from 9:00 am to 4:00 pm.

9.10 Committees

Various student committees 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. Some of the committees are described below:

a. 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.

b. Placement Committee

The Placement Committee acts as an interface between the Corporate Relations Team of S P Jain and the student body. Some of its responsibilities include:

- Leveraging personal business contacts for placing batch mates, officially through the S P Jain Placement Cell
- Collating resumes of the entire batch in a pre-set format
- Coordinating activities like mock GDs, mock interviews and individual feedback sessions
- Circulating job descriptions from prospective recruiters
- Assisting in corporate presentations
- Recording the number of interviews attempts of each student, and collating interview questions of each student for documentation and future reference

c. Public Relations Committee

This Committee conducts public relations activities for the school. Responsibilities include:

- Arranging guest lectures
- Setting up field visits for students
- Supporting the S P Jain Corporate Relations team
- Managing student blogs
- Organising special PR events

- Suggesting website updates
- Organising events on and off the campus

d. Industry Interface Committee

This group acts as an intermediary between the Industry Interface Projects leadership teams on each campus and the students to facilitate the execution of the Industry Interface Projects. When a company offers its project/s to the School, the Committee, along with an S P Jain representative, work cooperatively to match the company's requirements to the students' experience, potential and specialisation, as much as possible. Every specialisation is well represented in the Committee.

Other student committees and clubs may also be formed depending on student interest and School needs.

10. Tuition and Non-Tuition Fees

Tuition Fees: Please refer to the Signed Offer Letter/ Website¹ for more details

Non-Tuition Fees

| | For PG Programs (MFWM) | |
|---------|-------------------------------|-----------------------|
| Sr. No. | Components | Charges in AUD |
| 1 | Re-evaluations (per unit) | 30 |
| 2 | Re-test (per unit) | 300 |

¹ Refer to: [Tuition and Non-Tuition Fee](https://www.spjain.edu.au/programs/postgraduate/master-of-applied-finance-and-wealth-managementPage)

| | | |
|---|--|------|
| 3 | Independent Study (per unit) | 1500 |
| 4 | Duplicate Degree | 100 |
| 5 | Duplicate Graduation Statement | 30 |
| 6 | Duplicate Record of Result | 30 |
| 7 | Postal Charges (per package) within India * | 20 |
| 8 | Postal Charges (per package) outside India * | 30 |
| | * Minimum Charges | |

11. Policies and Procedures

*For more policies and procedures² please refer to the School website and the **Annexure to the Handbook**.

Postgraduate 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 enrolls into a course, after the students enrolls into a course / commences course of study.

Domestic Student Refund Policy

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

International Student Refund Policy

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

Credit Transfer and Articulation Policy

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

² [School website](#)

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

Provider Transfer Policy and Processes

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

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 mediation. 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.

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.

MFWM Rules of Progression and Completion Policy

As the keeper of the official academic records of the School, the Registrar shall be responsible for maintaining individual records for each student. As part of that responsibility, the Registrar shall administer the progression and exclusion rules.

Progression:

- a. To progress from one term to the next term:
 - i. a student's Cumulative Grade Point Average (CGPA) should not be less than 2.0
 - ii. and a student needs to successfully complete all the identified pre-requisites in a current term which are required as prerequisites for subjects to be undertaken by the student in the next terms.
- b. All students will be allowed to progress to the next term on a conditional basis until the results of the previous term are declared. Once the grades are declared students who fail to meet the progression requirements, will be provided retest opportunities in the subjects where they have obtained a D or F grades.
- 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) MFWM and Registrar students will be allowed to progress to the next term under probation.

Degree Requirements

- a. The period of candidature for a full-time student candidate shall be a minimum of 12 months (1 year) and maximum of 30 months (2 years 6 months).
- b. To fulfil the requirements for the award of the Master of Applied Finance & Wealth Management (MFWM) degree, a student must:
 - i. Achieve a cumulative grade point average (CGPA) of at least 2.0 at the end of term 3 (last study period) and;
 - ii. Have NO MORE than:
 - 3 D grades (3 credit points), 1 PC grade (1 credit point) and no F grade:
 - OR 4 D grades (4 credit points) and no PC or F grade

Deferrals

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

Appeals

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

Grievances

Applicants who for any reason are dissatisfied with an administrative decision of the Dean-Undergraduate, Registrar or delegate may lodge an appeal against that decision pursuant to the Student Grievance and Mediation Policy and Procedures. **(Please refer to course rules of progression in Annexure)**

Students at Risk Policy

Student performance will be monitored regularly and “students at risk” will be identified early and supported for early intervention to aim at good progress rates thus increase the 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 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 students, unit 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 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

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 endeavors. 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

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.

12. Campus Address:

SYDNEY CAMPUS:

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

DUBAI CAMPUS:

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

MUMBAI CAMPUS:

VIOS Tower, 5th Floor, Sewri-Wadala Link Road, New Cuffe Parade, Mumbai – 400 037

<https://www.spjain.edu.au/>

For details on Policies please refer the Annexure to Master of Applied Finance and Wealth Management Handbook


POLICIES <https://www.spjain.edu.au/governance-policies>

The SP Jain Policy Document Library is an online database containing institution-wide rules, policies, procedures and guidelines that have been formally approved by the School's Board of Directors, the Academic Board and/or other relevant authorities. To access the policies; click on hyper link appended in the annexure table.

| S No | Annexure to the Master of Applied Finance and Wealth Management Handbook | |
|---------|--|--|
| 1 | Postgraduate 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 | Statement of Tuition Assurance | |
| 8 | Housing and Accommodation Policy | |
| 9 | Student Code of Conduct Policy | |
| 10 | Academic Integrity Policy and Procedures | |

| | | |
|----|---|--|
| 11 | Master of Applied Finance and Wealth Management (MFWM 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 | Master of Applied Finance and Wealth Management (MFWM) Rules of Progression and Completion Policy | |
| 18 | Student at Risk Policy | |
| 19 | Student Performance Data Policy and Procedures | |
| 20 | Support for Students 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 | Information Technology Policy | |
| 28 | Student Sexual Assault and Sexual Harassment Policy and Procedures | |
| 29 | Graduation and Certification Policy | |
| 30 | Records Management Policy | |

Note: Due to technical difficulty if any hyperlink is not active or not functional, you are requested to visit <https://www.spjain.edu.au/governance-policies> if you have any doubts, please write to registrar@spjain.org

| | |
|---|---|
|  <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p> | <p align="center">Master of Applied Finance Wealth Management (MFWM) Rules of Progression and Course Completion Policy</p> |
| Document Type | Policy and Procedures |
| Administering Entity | MFWM Course Director/ Deputy Director (Dean/Asst. Deans), Registrar, Director - Examinations |
| Latest Approval or Amendment Date | November 8, 2023 (to be implemented on course accreditation approval) |
| Last Approval or Amendment Date | Not applicable |
| Approval Authority | Academic Board |

| | |
|---------------------------|------------------|
| Indicative Time of Review | December 8, 2028 |
|---------------------------|------------------|

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 MFWM course and should be read in conjunction with the overarching policy.

2. Progression

- e. To progress from one term to the next term:
 - i. a student's Cumulative Grade Point Average (CGPA) should not be less than 2.0
 - ii. and a student needs to successfully complete all the identified pre-requisites in a current term which are required as prerequisites for subjects to be undertaken by the student in the next terms.
- f. All students will be allowed to progress to the next term on a conditional basis until the results of the previous term are declared. Once the grades are declared students who fail to meet the progression requirements, will be provided retest opportunities in the subjects where they have obtained a D or F grades.
- g. Student performance will be monitored regularly and "students at risk" will be identified and supported as detailed in the Student at Risk Policy.
- h. On occasions where students are unable to meet the required criteria mentioned above, and if considered appropriate by the Course Director (Dean) MFWM and Registrar students will be allowed to progress to the next term under probation.

3. Degree Requirements

The period of candidature for a full-time student candidate shall be a minimum of 12 months (1 year) and maximum of 30 months (2 years 6 months).

To fulfil the requirements for the award of the Master of Applied Finance & Wealth Management (MFWM) degree, a student must:

- a. Achieve a cumulative grade point average (CGPA) of at least 2.0 at the end of term 3 (last study period) and;
- b. Have **NO MORE** than:
 - 3 D grades (3 credit points), 1 PC grade (1 credit point) and no F grade:
 - **OR** 4 D grades (4 credit points) and no PC or F grade

4. Deferrals

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

5. Appeals

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

6. Other Matters

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

7. Related Documents

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