

**LL.M. IN CORPORATE AND FINANCIAL LAW
LL.M. IN DISPUTE RESOLUTION
LL.M. IN INTELLECTUAL PROPERTY AND TECHNOLOGY
LAWS**

(BLENDED LEARNING PROGRAMMES)

From Jindal Global Law School (JGLS)

JGLS STUDENT MANUAL

(Applicable for June 2024 Batch)



Jindal Global Law School
India's First Global Law School

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Glossary

Term	Meaning
Academic Committee	Executive Dean, JGLS/ Vice Dean (Post Graduate Legal Studies)/ Director of CPGLS/Controller of Examinations/ Vice Dean (Examinations) and any other Academic Deans
CGPA	Cumulative Grade Point Average
CPGLS	JGLS Centre for Postgraduate Legal Studies
Course	Study of law or a non-law-related subject, the successful completion of which would result in the award of credits
Course Instructor	JGLS faculty members who have been allocated to the course as a primary instructor and who will be conducting the live sessions
Credit	A unit to give weightage to the time requirements of a course undertaken at JGLS. The number of class hours in a course determine the credit value of that particular course.
JGLS	Jindal Global Law School
LL.M.	A degree awarded by the O.P. Jindal Global University ¹
Programme	A sequence of courses leading to the award of the LL.M. degree
Programme page	Application page on the upGrad website
Repeat Examination	A second examination for students who score less than forty (40) marks out of the total of hundred (100) marks in any course
SOP	Statement of Purpose
Student	A person enrolled in the LL.M. (Blended Learning Programme)
University	O.P. Jindal Global University

¹ Please note that a specialization certificate specifying that the LL.M. programme was a specialisation in Corporate and Financial Law, or in Dispute Resolution, or in Intellectual Property and Technology Laws (as applicable) shall be awarded separately by CPGLS.

Message From the Vice-Chancellor

Dear Students,

I have great pleasure in welcoming you to the Post-Graduate Programmes offered at Jindal Global Law School (JGLS). The LL.M. and Ph.D. programmes have witnessed remarkable growth in the past few years. These programmes foster teaching and research to provide a thorough knowledge of the law and advanced training in legal research to meet the challenges arising from the globalisation of law and the legal profession. Our LL.M. courses are specifically designed to enable you to acquire the necessary skills to progress in your chosen future career.

We began our LL.M. programmes in 2010 and what our students have achieved in a short span of time is truly extraordinary. The heart of university life is about generating new ideas and critical perspectives that help address some of the contemporary and emerging challenges of the world. JGU is a research-intensive University, which has established several research centres in all its schools and all faculty appointments are made keeping in mind the need and vision of each school as well as the research centre.

I am confident that all graduates from the JGLS post-graduate programmes will be able to fulfil their career aspirations, including opportunities in higher education and various professions, both in India and abroad. I sincerely hope that you will make the best use of this amazing opportunity to pursue post-graduate studies in Law at a Global University. I am confident that the outstanding faculty of JGLS will inspire and motivate you to work hard and to engage in rigorous academic work reflecting a sense of passionate commitment to achieving excellence.

Once again, I take this opportunity to welcome you to the University.

Message From the CPGLS

Dear Students,

Greetings from the Centre for Post Graduate Legal Studies, Jindal Global Law School!

I hope you and your family are safe.

You must be proud of your decision to become a part of the Class of 2025 at the Centre for Post Graduate Legal Studies (CPGLS), Jindal Global Law School (JGLS) of O.P. Jindal Global University. You will find yourselves in a batch of students who are ambitious, adventurous, motivated, and creative. They come from all corners of India and many other countries to provide immense diversity of thought and culture.

This Student Manual is designed to provide you with an introduction to the academic rules, policies, and expectations applicable to all students of CPGLS, JGLS. This Student Manual will apprise you about the academic duties and responsibilities that you as a law student shall now undertake.

The entire faculty and staff of CPGLS, JGLS looks forward to welcoming you to an inter-disciplinary learning platform where tomorrow's development must begin today. A new academic programme means fresh new learning methods, new faculty members, new learning goals and sometimes even new friends. May it be all you hope it will be!

Wishing you a great year ahead!

General Rules of Academic Performance

Medium of Instruction

The medium of instruction for all courses offered by JGLS will be English.

Programme Duration

Minimum Duration: 12 months

Maximum Duration: N+2 for the completion of the programme, where 'N' stands for the normal or minimum duration prescribed for completion of the programme. Ordinarily, no student will be given time beyond the extended period of two years. However, in exceptional circumstances, and on the basis of the merits of each case, the University may allow the student one more year for completion of the programme.

Pedagogy

The student would need to spend about 25+ hours per week in terms of asynchronous learning, live sessions, and assessments. It is recommended that students invest around 5-7 hours per week towards research and library work to obtain optimum results and learning. Blended Learning Programme refers to a format of education that combines the principles of the conventional classroom with new information and communication technologies, in such a way that the technologies serve as a complementary tool to the learning process.

Programme Completion

Minimum completion requirements and applicable deviations for all professional programmes will be subject to the existing rules and regulations of professional governing bodies as amended from time to time. For all other programmes, UGC rules and regulations will be applicable as amended from time to time.

Students will be required to maintain a completion level of 75% as per UGC regulations in order to complete the curriculum. A lower completion level will lead to that student being debarred from writing the end term examination for the course in which the 75% completion requirement has not been met.

Class Decorum and Disciplinary Action

Students are expected to be attentive during the course videos and live sessions. They are expected to read materials prescribed by the Course Instructors and accordingly be prepared for live sessions.

Annexure I sets out the Academic Disciplinary Policy and a list of items that constitute a breach of academic discipline.

Programme Objective

The LL.M. (Blended Learning Programme) provides students with a specialised focus on corporate and financial law, dispute resolution, and intellectual property and technology laws (as applicable). The programme is ideal for the dynamic lawyers of tomorrow, as it facilitates an understanding of the structure and interplay of the relevant laws from a 360° perspective. In keeping up with any other work environment of the digital age, the legal profession is also adapting to the online work culture. This is evidenced by virtual data rooms for conducting due diligence, reliance on cloud-based technology to protect confidential documents, and electronic filings of forms and reports. Even courts are gradually making a transition to the online format, with e-filings becoming a reality and the digitisation of case files becoming a necessity on account of the limitations posed by manual archiving. Multinational conglomerates have invested heavily in internet-based infrastructures to ensure seamless connectivity among employees working from different parts of the globe, with the end-goal of achieving maximum efficiency. In such a rapidly changing world, where growth and development are directly proportional to a person's adaptability to technology, completing an LL.M. through this blended learning mode should be the next stepping stone.

This is a post-graduate law programme which requires a high level of rigour and commitment from students. The programme will provide students with an in-depth knowledge of corporate and financial law/ dispute resolution/intellectual property and technology laws, familiarise them with the demands of the legal profession and provide an insight into the internal workings of a professional environment through faculty members with hands-on industry experience. Therefore, it is strongly recommended that the students prioritise their time in a manner which allows for sufficient number of hours, every week, to be set aside for the programme.

Award of Credits

In order to be awarded the LL.M. degree, students must acquire no less than 24 credits, as per the details in the table given below, and any other academic requirements. After the successful completion of a course, evidenced by the student attaining the requisite marks in the internal assessments as well as the end-semester examinations, the student will be awarded the course credits.

Curriculum Design

Corporate & Financial Law	Dispute Resolution	Intellectual Property & Technology Laws	Credits
Legal Research Methodology			3
Law and Justice in a Globalizing World			3
Comparative Public Law			3
Advanced Company Law	International Commercial Arbitration	Advanced IPR and IT Law	2

A Practitioner's Approach to Competition Law in India	Principles and Practice of Arbitration in India	Intellectual Property and New Technology, AI	2
Commercial Contract Drafting	Investment Arbitration	Music and Copyrights	2
Mergers, Acquisitions, and Private Equity	Negotiation and Mediation	International Investment Law and Intellectual Property	2
Law of Banking and Finance	Recognition, Enforcement and Execution of Arbitral Awards	TRIPS and Public Health	2
Corporate Insolvency Law	Ethical Issues in Alternative Dispute Resolution	GDPR: A European Example of Data Protection Law	2
Dissertation			3
Total			24

Each course is divided into several modules. Each module is divided into sessions, and each session is further divided into segments. A segment usually covers specific topics or sub-topics of law, legal provisions, or case law(s) with corresponding non-marked exercises to be completed individually.

Note: Students enrolled in a particular specialisation of the LL.M. (Blended Learning Programme), are restricted to the courses listed under that specialisation, and cannot opt for the courses listed under the other specialisations.

Academic Term

The academic year is divided into three trimesters. Each trimester will consist of three courses.

Academic Policy

The academic delivery and administration at JGLS are governed by the following policies and procedures:

Course Material

1. JGLS will provide course material, and upGrad will provide access to the course material to each admitted student through the upGrad learning platform.

2. The course material consists of asynchronous and synchronous learning content, and reading material.
3. Asynchronous content is defined as the repository of recorded videos, platform text, additional reading material that a student would go through on the learning platform.
4. The reading material may contain summary documents. However, depending on the module/course, the concerned Course Instructor may choose against providing the same, as it would be counter-productive to the learning outcomes envisaged for that course. The design of the programme is to allow the students to access the recorded lectures and make their own notes at their convenience.

Kindly note that these Summary Documents and all other Programme Content have been prepared for academic purposes only and are not meant to be construed as any kind of legal advice.

Learning Management System: Student Portal

1. You can access the learning platform on <https://learn.upgrad.com>. You can also access content on the mobile app ([iOS App Store](#) and [Google Play Store](#)). You are encouraged to download the mobile app so that you can receive instant notifications about the latest developments regarding the programme.
2. Login ID and password will be created and sent to the students for accessing the upGrad learning platform as a part of the student portal.
3. We strongly recommend that in order to keep the password secure, the students change their password after logging in for the first time and not share it with others.
4. In case a student forgets/loses their login ID/password, they are advised to use the 'Forgot Password' option.
5. The learning content in the **Resources** section of the platform can be accessed by the student through their login ID and password.
6. The content in the Resources section is provided to students for academic purposes only. Any unauthorised attempt to misuse the study material may lead to disciplinary action against the student as JGLS deems fit, including cancelling their admission. Please note that the copyright policy as laid out by the JGU Global Library would be applicable with regard to access to any library resources.
7. JGLS will not be responsible for any technical or non-technical issues arising out of the upGrad learning platform.
8. JGLS may stop temporary or permanent access to the Student Portal for any student if they are found posting objectionable/obscene/inappropriate comments/contents/images/videos or any other media form that JGLS considers inappropriate or obscene or causing nuisance or hurting the sentiments of other students. The decision of JGLS will be final and binding in such cases.
9. Intimation regarding updates, uploads and schedules related to sessions and other academic and examination activities will be provided on the Student Portal.
10. The access to the Student Portal is a part of JGLS's effort to provide effective course delivery to the students enrolled in the programme. However, if any student is found sharing their login ID and password with any person, whether or not they are a student of JGLS, the student will be liable to

disciplinary actions that the school may think appropriate, including cancellation of their admission.

11. The access to Learning Resources/Contents on the Student Portal will be provided only for the batch of the programme for which the student has enrolled and registered, as per confirmation from the admissions department.
12. The Discussion Forum section on the Student Portal caters to all course/session-related queries.
13. Course Content: Students have access to recordings of applicable courses/subjects for two years after the course completion and can download the same for reference from the Student Portal.
14. Please note, it is mandatory to use the official JGU student email ID(s) for all communications with the relevant Points of Contact (*See* p. 25 for Contacts). Emails from personal emails IDs will not be entertained.

Dissertation Manual

Each LL.M. student is required to write a dissertation for the successful completion of the LL.M. programme. The choice of topic and the title of the dissertation will be subject to the approval of the Dissertation Committee of the CPGLS and the availability of appropriate supervision.

An official communication informing about the supervisors will be received by the students and they will be expected to connect with their respective supervisors to share the Dissertation Proposal, as originally submitted with our office.

The dissertation will be expected to be between 5,000 to 6,000 words in length (including footnotes, but excluding bibliography, declaration, acknowledgment, etc.) and should be submitted as per the Academic Calendar. The dissertation accounts for 3 credits and should generally reflect a critical overview of the available literature in a particular area, alongside a legal investigation of a thesis.

Role of the Supervisor

Within their advisory role, the supervisor will provide detailed comments on the work submitted to them. Students should note that supervisors may have to travel for work-related business during a particular semester, and therefore, adequate response time should be given to them to reply to an email query. Please note that the role of a supervisor is to provide guidance to students. They are not expected to be inordinately involved in the dissertation writing process, keeping with the nature of a post-graduate legal programme.

It is also not the duty of the supervisor to ensure that students do not engage in plagiarism. It is the responsibility of the students to ensure that they do not engage in plagiarism at any stage of the dissertation writing process. Additionally, we expect that all submitted coursework will be the student's original work. The use of ChatGPT or other generative AI tools is strictly prohibited.

Change of title or topic

Under exceptional circumstances and in consultation with the Supervisor and the Convener/Chair and members of the Dissertation Committee, a student may be allowed to make changes to the title/topic of

their dissertation. This is subject to approval by the Director of CPGLS.

Internal Meeting

Students can have regular meetings regarding the progress of their dissertation with the Supervisors and, if required, the Dissertation Committee Convener. They are advised to meet their supervisors at least once however, the same is not mandatory unless specifically requested by the supervisor. Note that the Associate Director of the Centre for Post Graduate Legal Studies is the Convener of the Dissertation Committee.

Please note, it is mandatory to use the official JGU student email ID(s) for all communications with the relevant Points of Contact (See p. 25 for Contacts). Emails from personal emails IDs will not be entertained.

Submission

At the time of submission to the examinations office, the office of CPGLS will require the soft copy of the dissertation (as per the prescribed format) along with the Similarity Report (acceptable plagiarism level is below 10%) and the Final Progress Report signed by the Supervisor.

Please note that supervisors are required to check for plagiarism only after the final dissertation is submitted. Supervisors are not required to check for plagiarism prior to the submission of the final dissertation since interim drafts are expected to undergo several changes during dissertation writing.

Dissertation Timelines*

Date	Particulars
21 September 2024	Submission of tentative topics and abstract via the MS Forms link shared by our office prior to the deadline. Candidates will have to work further on their topics while and after receiving comments and feedback from the Supervisor while the Programme courses are running in parallel, and will have to adhere to timelines regarding submission of the Draft Literature Review and Research Questions
3 December 2024	Submission of the Dissertation Proposal to the supervisor, after appointment of the supervisor (please note that the Dissertation Proposal is the same as the <u>topic and abstract submitted previously</u>)
31 January 2025	Review meeting with supervisor (if necessary) and submission of the draft dissertation
31 March 2025	Submission of the final dissertation. Please note that this is a hard deadline and no extension on final submission is possible. Students may be called for Viva, on discretion of the course instructor and supervisor

*Please note that the other timelines (with the exception of the final dissertation submission) are indicative and may fluctuate depending on the availability and instruction of your supervisor.

Dissertation Grade Computation Table

Computation:

Process + Product = 50 + 50 = 100 Marks

Process			Product		
Dates	Stage	Max. Marks 50	Dates	Stage	Max. Marks 50
31 January 2025	Draft Dissertation	50	31 March 2025	Final Dissertation	50
Marks Obtained (Out of 50)			Marks Obtained (Out of 50)		
Grand Total (Out of 100)					

Note: The marks for the Draft Dissertation and the Final Dissertation will be released together towards the completion of the programme.

APPENDIX 1

Dissertation Proposal Form

Academic Year: 20xx-xx

Name: _____

Student ID: _____

Batch Number: _____

Degree Programme: _____

Topic/Title of Dissertation:

Abstract:

APPENDIX 2

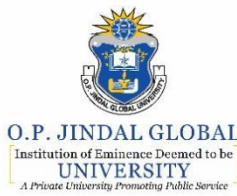
Dissertation Format Guidelines

The dissertation should comply with the following guidelines before submission:

1. Front Page: The logo of the University/CPGLS/JGLS in the said order, Title of the Dissertation, Name of the Student, Enrolment No., Year, Dissertation Statement (Dissertation Submitted in...), Name of the Supervisor, Designation of the Supervisor (See Appendix 3)
2. Page 2: Declaration page
3. Page 3: Dedication page (if any to be included)
4. Page 4: Content page. The content page should be arranged in Arabic Numerals as Chapter 1, Chapter 2, Chapter 3... (left aligned)
5. Page 5: Acknowledgements page
6. Next page: Main text of the Dissertation (See Appendix 4)
7. Last page: Bibliography (See Appendix 4)

APPENDIX 3

Front Page Format



CENTRE FOR POST GRADUATE LEGAL STUDIES

(DISSERTATION TOPIC)

BY

(NAME OF THE STUDENT)

(ENROLMENT NO.)

(YEAR)

DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE MASTER OF
LAWS (LL.M.) in CORPORATE AND FINANCIAL LAW/ DISPUTE RESOLUTION/
INTELLECTUAL PROPERTY AND TECHNOLOGY LAWS

NAME OF THE SUPERVISOR(S)

DESIGNATION OF THE SUPERVISOR(S)

APPENDIX 4

Dissertation Body Format

The main text of the Dissertation should comply with the following guidelines:

1. Chapter: Numbers in Arabic Numerals (1, 2, 3...), Times New Roman, 16 Font, Bold, Centre-Aligned and Upper Case.
2. Heading: Numbers in Arabic Numerals (1, 2, 3...), Times New Roman, 14 Font, Bold, Left-Aligned and Upper Case
3. Subheading: Numbers in Arabic Numerals (1.1, 1.2, 1.3), Times New Roman, 12 Font, Bold, Left-Aligned and Upper Case
4. Sub-Subheading: Numbers in Arabic Numerals (1.1.1, 1.1.2, 1.1.3), Times New Roman, 12 Font, Only Underlined, Left-Aligned and Upper Case
5. Main Text: Times New Roman, 12 Font, Justified, Sentence Case and Spacing - 1.15

The Footnotes/Bibliography of the dissertation should comply with the following guidelines:

1. Footnoting Style: OSCOLA, Times New Roman, 10 Font, Justified and Weblinks (wherever provided should indicate the name/title of the page along with the 'date and time of last access')
2. Bibliography: OSCOLA Style, Times New Roman, 12 Font, Justified and Weblinks

Examinations

JGLS follows an internal examination policy, wherein the Course Instructors who teach the courses to students evaluate them during the semester through internal assessments.

Assessments will be both formative and summative. The purpose of formative assessment is to provide feedback to the students on their work in order to enhance their learning and help them achieve course-intended learning outcomes. The purpose of summative assessment is to allocate appropriate grades.

JGLS examination evaluation mechanism consists mainly of the following two components:

1. Internal Assessment (IA) - 70% marks
2. Final Examination - 30% marks

For the specialised courses, seventy (70)% of the total marks would be dedicated for internal assessment by the Course Instructor, and the students would be assessed for the remaining thirty (30) % of the total marks through an end-term examination.

For the core courses of Legal Research Methodology, Law and Justice in a Globalizing World, and Comparative Public Law, the following ratio will be followed:

1. Internal Assessment (IA) - 50% marks
2. Final Examination - 50% marks

The question papers for the end-term examination of the students of a given batch would be common.

Internal assessment and end-term examination are mandatory. To be declared 'Pass' in each subject, a student needs to submit the internal assessment and appear for the end-term examination and obtain the passing criterion. The passing criterion for passing a course is 40%, including the internal assessment and the final examination. The individual passing criterion for the final examination is 30% for each course.

AI generated content

We expect that all submitted coursework will be the student's original work. The use of ChatGPT or other generative AI tools for internal assessments and final exams is strictly prohibited unless explicitly permitted in writing by the course instructor(s). Any breach of this rule will be treated as academic misconduct. Students are responsible for adhering to the guidelines set for each course. Like plagiarism, breach of this rule is an academic offence of high severity, and strict action will be taken.

Please note, it is mandatory to use the official JGU student email ID(s) for all communications with the relevant Points of Contact (See p. 25 for Contacts). Emails from personal emails IDs will not be responded to?.

Internal Assessment (IA)

1. The internal assessment has a 70% weightage for specialised courses and 50% weightage for core courses.

2. In each term for every respective subject, the internal assessment is a mandatory component, and students have to submit it through the Student Portal on or before the last date/time set for submission by JGLS.

NOTE: Individual Course Instructors will require students to submit internal assessments on University provided platforms such as Microsoft Teams and/or the University Management System (UMS)

3. The internal assessment has no revaluation or individual cut-off component, i.e., there are no individual passing cut-off marks out of the marks for internal assessment.
4. Internal assessments may be subject to review for plagiarism, AI generated content and corresponding levy of penalties. The discretion as to the quantum of such penalties will lie with the individual Course Instructors.
5. Internal assessment submission is not the only criteria for each subject. Students need to mandatorily appear for the final examination to pass the subject. Any queries regarding internal assessment procedures like academic reliefs (**not** end-term, examination procedures) can be addressed to the Assistant Dean, LLM (Blended Learning Programme) 'assistantdean.llmblp@jgu.edu.in'.
6. End-term examination procedure queries must go to the JGLS Examinations ID 'exam.jgls@jgu.edu.in'.

Final Examination

1. The final examination has a 30% weightage for specialised courses and 50% weightage for the core courses of Legal Research Methodology, Law and Justice in a Globalizing World, and Comparative Public Law.
2. In each term, the final examination is a mandatory component for every course, and students need to appear for it as per the exam date/time declared by JGLS.
3. Please refer to the Academic Calendar for details regarding the examination schedule.
4. A period of **seven days** will be provided to complete the end-term assessments.
5. The exam fee is part of the programme fee for the default attempt.
6. The end-term answer scripts must only be uploaded on the University Management System (UMS). Sharing them directly with course instructor(s) would be deemed as engaging in unfair practices.
7. The final examination has an individual cut-off component, i.e., individual passing cut-off marks (30% of 30 marks = '9 marks'). To pass in a particular subject, the student must obtain 30% marks of the maximum marks for that final exam (i.e., 9 marks or more out of 30 marks).
8. Any queries regarding examination procedures can be addressed to 'exam.jgls@jgu.edu.in' with cc to the Assistant Dean, LLM (Blended Learning Programme) 'assistantdean.llmblp@jgu.edu.in'.
9. Please note, it is mandatory to use the official JGU student email ID(s) for all communications with the relevant Points of Contact (See p. 25 for Contacts). Emails from personal emails IDs will not be entertained.

Passing Criteria

To pass in a particular course:

- Students are required to obtain **40% marks** of the total maximum marks (100) in aggregate.

- Students must **obtain 30% marks of the maximum marks for that final exam (i.e., 9 marks or more out of 30 marks)**

Non-Fulfilment of the Passing Criteria for Final Examination

In case any student fails to appear for the scheduled final examination in any course for reasons whatsoever or overall fails in the subject/s, they will have to **appear for the re-exam (of 100 marks), which would be planned with the next exam schedule.**

Exam Registration (Exam Fee Payment) Process for Re-sit Examination (100 marks)

1. Students who score less than forty (40) marks out of the total of hundred (100) marks at the end of the semester (i.e., after adding the internal assessment marks and the marks scored in the end-semester examination), or score less than 30% marks in their end-semester examination, will be declared 'fail' in that particular paper. A 'fail' will also be declared for students who do not appear for the end-semester examination, even if such a non-appearance is due to reasons related to health, without the permission of the appropriate authority (Examinations & Assessments). A 'fail' will also be declared for students who are debarred due to failure to meet 75% completion level requirement of the course. Students will be given opportunities to clear such courses (**'Re-sit Examinations'**).
2. A student who scores forty (40) marks or more after appearing for a Re-sit Examination, i.e., passes their Re-sit Examination, will have an "R1" (first Re-sit Examination) or "R2" (second Re-sit Examination) appear at the top of the marks statement for that course, depending on whether they are passing the examination after the first or second Re-sit Examination. However, the "R1/R2" notation will not be indicated in the case of students who have been permitted by the Associate Dean (Examinations & Assessments) to not appear in the end-semester examination on account of extenuating medical or other circumstances.
3. Appearing in the immediately available Re-sit Examinations is compulsory and not subject to the discretion of the students. In order to appear for the Re-sit Examination, the student must submit an application to the Examinations Office in the relevant form available with the Examinations Office and pay the requisite fee prior to the examination.
4. The fee for Re-sit Examination will not be refunded if the student does not appear for the Re-sit Examination after depositing the fee and submitting the form.
5. All communication regarding exam registration for Re-sit examination has to be addressed to 'exam.jgls@jgu.edu.in', with cc to the Assistant Dean, LLM (Blended Learning Programme) 'assistantdean.llmblp@jgu.edu.in'.
6. It is mandatory to use the official JGU student email ID(s) for all communications with the relevant Points of Contact (*See p. 25 for Contacts*). Emails from personal emails IDs will not be entertained.

Points to note

1. The Re-sit examination fee is not a part of the programme fee and is charged separately. The Re-sit examination fee, as applicable, is paid per subject per attempt.
2. Once the examination registration fees of ₹3,000 is paid, it is neither refunded nor carried forward to the next exam cycle by the university.

Passing Criteria for Re-sit Examination

1. In order to be eligible to be declared 'Pass' in any course, the student is required to obtain **40% marks** out the total maximum marks (**40% out of the 100 marks, i.e., 40 marks is mandatory to clear the Re-sit examination**). The internal assessment marks and the final examination (if attended) stand cancelled, and the overall latest marks will be considered.
2. If the student meets the passing criterion for the re-sit, there will be no examination conducted to improve the marks.

NOTE: To clarify, in the event students are appearing for Re-sit examinations, their previous internal assessment marks in that course will no longer be considered, and the marks awarded in that Re-sit examinations will be scaled up out of 100%.

Students are expected to adhere to the highest standards of honesty and integrity during the examination process.

Platform used for conducting Examinations

Students should take a note that all assessments, whether internal or external, will be conducted over University Management System (UMS). Students can login to the UMS portal with their JGU credentials. Extensions, if any, will be granted only under extenuating circumstances, for which the students will be required to separately fill out an MS Forms, seeking any such extension. Please note that in cases of failure to provide documents/rejection of extension, the relevant late submission penalties would be applicable.

Guidelines on Plagiarism

Students are strongly advised to independently work on their assignments and not share any drafts with other students, to avoid any plagiarism related penalties.

UGC has formulated the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 which is applicable to research papers and dissertations completed by LL.M. students.

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- Level 0: Similarities up to 10%;
- Level 1: Similarities above 10% to 40%;
- Level 2: Similarities above 40% to 60%; and
- Level 3: Similarities above 60%.

Subsequent penalties should be as follows:

- Level 0: Similarities up to 10% - Minor Similarities, no penalty;
- Level 1: Similarities above 10% to 40% - Student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months;

- Level 2: Similarities above 40% to 60% - **student shall be debarred** from submitting a revised script for a period of one year; and
- Level 3: Similarities above 60% - student's registration from the said course/ programme shall be cancelled.

Course Instructors will have the discretion of imposing different standards of plagiarism for internal assessments.

Students are expected to adhere to the highest standards of honesty and integrity during the examinations process. We adhere to the University policy related to the use of unfair means in examinations. According to the University plagiarism policy a confession by one or more students involved in collusion to provide the same answers, will not absolve anyone from their guilt, and all involved students would attract a penalty.

The decision of the Course Instructor, in consultation with the Programme Director shall be final in relation to the plagiarism penalty imposed for internal assessments. The decision of the JGLS Unfair Means Committee shall be final in relation to plagiarism penalty imposed for external assessments.

AI generated content

We expect that all submitted coursework will be the student's original work. The use of ChatGPT or other generative AI tools for internal assessments and final exams is strictly prohibited unless explicitly permitted in writing by the course instructor(s). Any breach of this rule will be treated as academic misconduct. Students are responsible for adhering to the guidelines set for each course. **Like plagiarism**, breach of this rule is an academic offence of high severity, and strict action will be taken.

Award of Grades and Grade Value (CGPA)

Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the products of the Grade Values and Course Credits of each course by the total number of credits in all the courses, as per the values given in the table below.

Grade Sheet

PERCENTAGE OF MARKS	GRADE	GRADE VALUE	GRADE DESCRIPTION
80 and above	O	8	Outstanding – Exceptional knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and extraordinary critical and analytical ability
75 – 79	A+	7.5	Excellent - Sound knowledge of the subject matter, thorough understanding of issues; ability

PERCENTAGE OF MARKS	GRADE	GRADE VALUE	GRADE DESCRIPTION
			to synthesize ideas, rules and principles and critical and analytical ability
70 – 74	A	7	Very Good - Sound knowledge of the subject matter, excellent organizational capacity, ability to synthesize ideas, rules and principles, critically analyze existing materials and originality in thinking and presentation
65 – 69	A-	6	Good - Good understanding of the subject matter, ability to identify issues and provide balanced solutions to problems and good critical and analytical skills
60 – 64	B+	5	Fair – Average understanding of the subject matter, limited ability to identify issues and provide solutions to problems and reasonable critical and analytical skills
55 – 59	B	4	Acceptable - Adequate knowledge of the subject matter to go to the next level of study and reasonable critical and analytical skills.
50 – 54	B-	3	Marginal - Limited knowledge of the subject matter and irrelevant use of materials and, poor critical and analytical skills
45 – 49	P1	2	Pass 1 – Pass with basic understanding of the subject matter
40 – 44	P2	1	Pass 2 – Pass with rudimentary understanding of the subject matter
Below 40	F	0	Fail - Poor comprehension of the subject matter; poor critical and analytical skills and marginal use of the relevant materials. Will require repeating the course
Absent	Ab	0	When the student has not appeared in the examination. If an "Ab" grade is assigned, it will require a resit examination and/or repeating the course.

Calculation of CGPA (Cumulative Grade Point Average)

The Cumulative Grade Point Average (CGPA) up to and including a course will be computed by dividing the sum of the products of the grade point of each course/subject and the credit value assigned to each

course by the sum of the credits assigned to all the courses/subjects up to and including the related term till date:

$$\text{CGPA} = \frac{\sum CG}{\sum C}$$

Here:

C = Credit value assigned to a course/subject

G = Grade point value assigned to a student for a course/subject corresponding to the letter grade (refer table given)

GPA = Grade Point Average shall be calculated for an individual term and referred to as Semester/Trimester Grade Point Average.

If a student fails to meet the passing standard under any head in any subject (i.e., ‘Semester/trimester End Examination’ and/or ‘aggregate’), then he/ she shall be deemed to have failed in that subject.

Transcript

The overall transcript will be provided after the programme completion, as a part of the programme fee. Each additional transcript copy will incur an additional charge of ₹500, which may be revised from time to time.

Student Support Services Guidelines

Student services are considered an integral part of education and they are currently evolving to meet and exceed students’ expectations. To ensure all your queries/concerns/issues are addressed within an acceptable time frame and to utmost satisfaction, kindly follow the student support services guidelines given below.

Policies and Procedures

1. Students who have received the credentials for the upGrad Student Portal can raise queries through it and will receive a request number for the purpose of tracking.
2. All queries have a turnaround time, which is closely monitored.
3. Students can also email their overall programme related concerns and/or queries to [‘assistantdean.llmblp@jgu.edu.in’](mailto:assistantdean.llmblp@jgu.edu.in) and [‘llm-blended-programdirector@jgu.edu.in’](mailto:llm-blended-programdirector@jgu.edu.in).

Assessment Deadlines

The programme is structured such that the entire cohort can experience the courses together. The modules in a course will be made available to students well in advance so they have ample time to go through them, in addition to the assignments and case studies.

A calendar with the deadlines of all the graded components, i.e., the internal assessments, and exam dates will be shared with the candidates.

This LL.M. (Blended Learning Programme) is sequential in nature and it is imperative that the students complete all graded assessments by the indicated timelines to ensure that the students do not have backlogs and the faculty members are able to correct the assessments in a timely manner.

The deadlines for Internal Assessment are mandatory, except under extreme circumstances. Each of these graded components will have the following two deadlines:

- Deadline 1: This is the deadline by which the graded component is due. Submission by Deadline 1 (original deadline) ensures that there is no late submission penalty.
- Deadline 2: Deadline 2 is one (1) week after Deadline 1. If a graded component is submitted after Deadline 1 and before Deadline 2, then it may be graded lower depending on the preferences and assessment rubric laid down by individual course instructors in their respective course manuals. If submission is made after Deadline 2, a higher penalty may be imposed. Please note that no internal assessment submissions will be accepted after the expiry of 2 weeks from Deadline 1 (i.e., the original deadline).

Late Submission Penalties**

- Missing deadline 1: 25% of the total marks of that assessment.
- Missing deadline 2: 50% of the total marks of that assessment.

To clarify by way of example, if a student scored 8/10 in a particular assessment but submitted it after the deadline 1, that student would be penalised @25% of 10, i.e., 2.5 marks. If they submitted it after the deadline 2, they would be penalised @50% of 10, i.e., 5 marks.

(**The weightage of the penalties may vary from course to course depending upon the discretion of the course instructor.)

Please understand that the purpose of imposing these penalties is to encourage the students to complete all courses on schedule, and timely completion of all assessments before the End Term Examination. If, however, the students are unable to adhere to the deadlines owing to extenuating medical or other circumstances, they may separately fill out an MS Forms, seeking any such extension corroborated by the relevant documentation.

Grading and Revaluation Process

Grading

Assistant Instructors will be grading the internal and end term assignments for the students of the LL.M. (Blended Learning Programme). The Course Instructors' participation in the grading process will be limited to the creation and delivery of the content of their course, preparation of the assignments including an answer key, conducting live sessions over weekends, as well as guiding and supervising the Assistant Instructors.

Revaluation Process

Students can raise revaluation requests if they have reasons to believe they could have been awarded better scores. The process ensures that students have 1-2 rounds of evaluation, thus allowing for greater transparency and objectivity.

To raise a revaluation request, the following guidelines need to be followed:

1. Students can request for revaluation for the end-term examination and **not for internal assessments**.
2. Students will be required to apply to the Examinations Office for revaluation of their end-term submissions as and when the Examinations Office sends a communication inviting such applications.
3. Revaluation is done by a different University faculty member. In case the difference of marks is >10% of the cut-off, the evaluation will be done by a third University faculty member for confirmation, after which the marks will be communicated to the student. The marks awarded by the third University faculty member will be taken as final marks.
4. The fee for revaluation is ₹500 per revaluation. This can be revised from time to time.

For any grievances, the student can reach out to the Programme Director of the LL.M. (Blended Learning Programme) at llm-blended-programmedirector@jgu.edu.in in for appropriate resolution.

Contacts

Following are some of the key JGU email IDs/ points of contact and the corresponding purposes for which they will be used in the programme (at different points in time). Please ensure you have removed these email IDs from your spam list. Else, you may not receive important updates about the program.

SPOC	Contact Details	Purpose
Assistant Dean, LL.M. (Blended Learning Programmes)	assistantdean.llmblp@jgu.edu.in	<ul style="list-style-type: none"> • Request for Academic Relief for internal assessments (extensions of 1 week or more,² based on printed medical reports.) • Student Manual/ Policy Clarifications • Miscellaneous queries regarding the Programme • Grievance redressal
Office of the Programme Director, LL.M. (Blended Learning Programmes)	llm-blended-programmedirector@jgu.edu.in	<ul style="list-style-type: none"> • Office Hours/Open Houses/Urgent Concerns • Concerns related to the specializations
LL.M. Office	llmblp@jgu.edu.in (Mr Sohanbeer Dhiman)	<ul style="list-style-type: none"> • Verification of LL.B. degree • Academic Calendar • Course Instructor details • Dissertation supervisor allocation, timelines, and dissertation policies
JGU Intrapreneurs	ganesh@jgu.edu.in (Ganesh Notiyal)	<ul style="list-style-type: none"> • JGU Credentials (Username & Password)

² In relation to internal assessments, please note that academic relief can be granted only in cases where extenuating medical circumstances are demonstrated through a printed medical report signed on the letterhead of and bearing the stamp/ seal/ signature of the testing lab/ clinic/ hospital. Any requests without such documentation cannot be entertained, in keeping with JGLS academic policies.

SPOC	Contact Details	Purpose
JGU IT Help Desk	it@jgu.edu.in	<ul style="list-style-type: none"> MS Outlook Login issues
JGU ERP Team	erp.helpdesk@jgu.edu.in	<ul style="list-style-type: none"> Access to JGU's University Management System, UMS at https://ums.jgu.edu.in/ Technical issues with UMS
JGU Examinations Office	exam.jgls@jgu.edu.in (Mr. Pawan Kr. Arora – 8930110992)	<ul style="list-style-type: none"> End-term examination queries Erroneous End-term submissions over UMS Academic Transcripts Degree Certificate
Course Instructor	<ul style="list-style-type: none"> Variable depending on the relevant course and the cohort 	<ul style="list-style-type: none"> Clarifications regarding course content All queries related to internal assessments Feedback regarding internal assessments Short extension requests of 2-3 days, where extenuating medical or exigent circumstances are demonstrated³
JGLS Unfair Means Committee (UMC)	umc@jgu.edu.in	<ul style="list-style-type: none"> Clarifications regarding the date/time of the UMC hearing and the status of the UMC decision Submission of a written statement defending an unfair means case, where attending the UMC hearing is not possible
JGU Finance	finance@jgu.edu.in	<ul style="list-style-type: none"> Queries related to payment for Re-sit examination applications Queries related to the status of the refund
JGU Global Library	<ul style="list-style-type: none"> E-mail: eresources@jgu.edu.in; Remote Access: http://library.jgu.edu.in/node/73 Library Catalog: http://koha.jgu.edu.in/ Use of tawk.to chat bot for immediate responses 	<ul style="list-style-type: none"> Remote Access to library electronic resources (via https://opj.remotlog.com/) Queries regarding the availability of reference materials and database

³ Please note that, in cases where there is no medical documentation, the discretion to short extensions, lies upon the respective course instructor.

ANNEXURE I – ACADEMIC CODE OF CONDUCT AND DISCIPLINARY POLICY

In order to maintain academic standards and deter students from indulging in unfair and dishonest academic practices, JGLS has constituted an Academic Discipline Committee (ADC) and created an Academic Code of Conduct and Disciplinary Policy. This policy sets out the constitution of the committee, its scope of operations and the processes to be followed in the event of a violation of the JGLS Academic Code of Conduct.

Constitution

The JGLS Academic Discipline Committee (ADC) for the academic year will be constituted by the Dean, JGLS, and can be checked from the list of office bearers of JGLS.

Scope

The ADC will review and consider all complaints on academic matters, including issues related to plagiarism and copying; issues pertaining to examinations, assignments, term papers and other items of student performance evaluation; issues arising from students' interaction with instructors (whether in a live session or outside), personal and email/written interaction, etc.

Powers

Subject to the powers vested in the Dean, JGLS, the ADC shall have the following powers and functions:

1. To advise the Dean, JGLS, on the policies and procedures related to student discipline.
2. To lay down and review the JGLS Academic Code of Conduct and make necessary changes to the Code from time to time.
3. To lay down the procedures for dealing with the violation of the JGLS Academic Code of Conduct and/or for dealing with violations of any rules and regulations of the JGLS by students, and the penalties related to such violations.
4. To investigate and report findings upon any allegation of the violation of the JGLS Academic Code of Conduct made against a student by a faculty member, staff of the JGLS or another student.
5. To submit its findings to the Dean, JGLS, along with its recommendations for an appropriate course of action to be taken.

Where a student is found guilty of violating the JGLS Academic Code of Conduct, the ADC may recommend any of the following penalties or any combination thereof:

1. Warning
2. Reprimand
3. Disallowance of the work concerned by prohibiting assessment or, where the work has been assessed, by annulling the results in the assessed work. The ADC shall either permit the student to submit, within a specified period, a substitute piece of work for assessment; or deem the disallowance to be a failure on the part of the student in the examination or the work.
4. Disallowance of attendance and subsequent amendment of the student's attendance records.

5. Withdrawal of any academic or other University privilege, benefit, right or facility other than the right to follow courses of instruction and present himself/herself for examinations.
6. Suspension from the University for a specified period of time.
7. Expulsion.

All recommendations made by the ADC shall be communicated to the Dean by the Chair in writing.

Academic Disciplinary Procedure

1. Any allegation of the violation of the JGLS Academic Code of Conduct against a student shall be made in writing, addressed to any of the members of the ADC. This complaint shall include the name of the student, the name of the complainant, the date on which the alleged violation occurred and details of the alleged violation.
2. The ADC member receiving such complaints shall inform the Chair, ADC, who shall initiate inquiries and disciplinary actions against the student. The Chair, ADC, may take cognizance of the complaint, in consultation with other members of the ADC, and if the complaint is found to be of a suitably grave nature, then the Chair, ADC, may call for the student and the instructor to appear before the ADC.
3. The ADC shall not take cognizance of any complaints related to end semester examinations or matters that are under the purview of the JGU Student Disciplinary Committee.
4. Where the Chair, ADC, finds that there is no merit in the allegations, the Chair, ADC, shall not proceed with any disciplinary action, and inform the student and the complainant accordingly in writing.
5. The student against whom a disciplinary action is initiated shall be entitled to be given a written notice of not less than one week of the allegations brought against him/her.
6. The student shall be given a fair opportunity to be heard and to defend himself/herself against the allegations.
7. The student may admit his/her guilt at any time before a decision on his/her case is made by the ADC. Such admission of guilt must be given in writing and signed by the student. In that case, the right to be heard shall be deemed to have been waived by the student.

Hearing Before the Academic Discipline Committee

1. The procedure of a hearing before the ADC shall comply with the rules of natural justice, and shall be practical and proportionate to the nature and gravity of the allegations brought against the student.
2. The disciplinary procedure shall be completed without any unreasonable delay.
3. The complainant shall bear the burden to prove the allegations brought against the student. Such burden of proof shall be discharged on a balance of probabilities.
4. During the hearing, the complainant and the student shall have the right to call witnesses or present other evidence in support of their cases.
5. Where the student decides not to appear or fails to appear before a disciplinary hearing or committee without a reasonable cause, the ADC may decide the case ex parte on the basis of available evidence.
6. Absence from the hearing per se shall not be construed as being any admission or evidence of the guilt of the student.

7. Upon taking into record the complaint made, and the written and/or the oral statement made by the student before the ADC, the ADC shall (i) assess whether there has been a violation of the JGLS Academic Code of Conduct, and if so, (ii) recommend an appropriate punishment against the student, in consonance with the gravity of the violation.
8. In the event that the ADC is of the view that there has been a violation of the JGLS Academic Code of Conduct, the Chair, ADC, shall inform the student of the same along with the punishment.
9. The Executive Officer, JGLS, and Assistant Dean (Academic Affairs, JGLS) shall ensure that the punishment is complied with. The decision/punishment shall also be conveyed to the parent/guardian at the discretion of the Dean.
10. The Executive Officer/Assistant Dean (Academic Affairs, JGLS) shall maintain a written record of the proceedings of all cases.

Appeal

1. A student may appeal to the Dean, JGLS, against the recommendation of the ADC within 10 working days of the intimation of the decision to the student.
2. The Dean, JGLS, as the case may be, acting as the appellate body, shall have the power to confirm, vary or set aside the recommendation of the ADC.
3. The Dean, JGLS, may further investigate or appoint an ad hoc committee for this purpose, provided none of the members of the ad hoc committee are members of the ADC.
4. The decision of the Dean may be appealed to the Registrar/Vice Chancellor as per JGU procedures.
5. An appeal shall be entertained only if (i) fresh evidence is adduced, which, for good reason, had not been available previously, or (ii) there is a material irregularity in the disciplinary proceedings conducted by the ADC.
6. A decision on an appeal, where possible, shall be made within 30 days from the date of receipt of the application to appeal, or as soon as possible.

JGLS Academic Code of Conduct

The following is a non-exhaustive list of items that constitute breach of academic discipline and recommended punishment. The following table is for reference purposes only, and there is no one-to-one mapping between the breach and the punishment.

Breach	Recommended Punishment
<ul style="list-style-type: none"> • Disrespectful behaviour towards the instructor • Use of unparliamentary or abusive language, and unruly or disruptive behaviour in sessions • Non-attendance during class tests or non-submission of assignments [unless with prior permission of the Assistant Dean (Academic Affairs, JGLS)] 	<ul style="list-style-type: none"> • Reprimand and submission of written apology to the concerned instructor • For repeated violations, the ADC may recommend that the student be counselled by the Assistant Dean (Academic Affairs, JGLS) and, where necessary, a psychological counsellor • Reprimand and submission of written apology to the concerned instructor

<ul style="list-style-type: none"> • Plagiarism and/or use of unfair means in assignments 	<ul style="list-style-type: none"> • For repeated violations, suspension may be considered • The ADC may recommend that the student be counselled by the Assistant Dean (Academic Affairs, JGLS) and, where necessary, a psychological counsellor • Disallowance of the student from seeking re-assessment of class test or assignment • For repeated violations, the ADC may recommend suspension of the student for a period up to one month • Warning and disallowance of the work concerned by prohibiting assessment or, where the work has been assessed, by annulling the results in the assessed work • Disallowance of attendance for that particular session
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In the event of repeated violations by a student, the ADC may also recommend additional actions to be taken for the student.

Ragging and Sexual Harassment

Ragging and Sexual Harassment of fellow students are strictly prohibited. Any student/s found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished as per rules. Ragging often ends up in an emotional or physical trauma for the victim, and it mostly leads to sexual abuse or harassment.

JGLS maintains a strict stance against ragging of students in any form whatsoever. The institute has a zero-tolerance policy towards ragging. All issues in this regard will be dealt with the utmost urgency and stringent action will be taken against those involved. Also, sexual harassment will not be tolerated.

Professional Communication and Etiquette Standards

In corporate organizations, it's common and often encouraged to address colleagues by their first names to foster a sense of camaraderie and collaboration. However, in the institutional setting of a university like JGU, it is customary and respectful to address our esteemed faculty members as "Professor [Last Name]" in all formal written communications.

Maintaining this formality when addressing faculty members in emails not only demonstrates respect for their expertise and dedication but also upholds the academic standards this university holds dear. It reflects positively on the institution as a whole and sets the tone for professional interactions within the educational community. Such etiquettes are meant to strike a balance between a professional and a friendly atmosphere within the institution.

ANNEXURE II – CONDUCT OF STUDENTS DURING EXAMINATIONS (Excerpts from the First Ordinance)

1. No student shall make use of any dishonest or unfair means, or engage in any disorderly conduct during an examination.
2. For the purposes of Section 29(1) of the First Ordinance of O.P. Jindal Global University,⁴ “Dishonest or unfair means” includes:
 - a) Using any unauthorised material or taking unauthorised assistance from any other student or person during the course of the examination;
 - b) Providing any unauthorised material or unauthorised assistance to any other student during the examination;
 - c) Tampering with any work or record with the intent to gain an unfair advantage in an assessment or an examination;
 - d) Influencing any teacher or person with the objective of changing the results of his/her own assessment or examination, or that of any other candidate, including by offering any advantage or through any threatening acts; and
 - e) Any intentional conduct that allows him/her or any other student to gain an unfair advantage in an assessment or an examination.
3. For the purposes of this Section, “using any unauthorised material” includes plagiarism.
4. For the purposes of this Section, “Assistance” includes:
 - a) Impersonation of another student to take an examination;
 - b) Provision of unauthorised information with a view to providing an unfair advantage in an assessment or an examination; or
 - c) Any other intentional conduct that allows a student to gain an unfair advantage in an assessment or an examination.
5. For the purposes of this Section, “dishonest or unfair means” also includes:
 - a) An attempt of the acts forbidden under Section 29(2) of the First Ordinance of O.P. Jindal Global University;
 - b) Inciting, aiding or abetting another to engage in such acts; and
 - c) Conspiring with another to engage in the same.
6. For the purposes of this Section, “Disorderly conduct” includes:
 - a) Disturbing or disrupting the examination;
 - b) Failure to comply with the instructions of the Chief Invigilator, any invigilator on duty or other staff during the exam;
 - c) Any other violation of the Student Code of Conduct or examination rules in connection with the examination;
7. For the purposes of this Section, “disorderly conduct” also includes:
 - a) An attempt of the acts forbidden under Section 29(6) of the First Ordinance of O.P. Jindal Global University;
 - b) Inciting, aiding or abetting another to engage in such acts; and

⁴ This is subject to amendment, modification, and/or clarification by administrative policies and internal rules and regulations of the University.

- c) Conspiring with another to engage in the same.
8. Where a student is alleged to be in contravention of Section 29(1) of the First Ordinance of O.P. Jindal Global University, the procedures set out under the section shall apply. The Dean of the concerned School shall be the “University Officer” for the purpose of the application of these sections in this context.
 9. Notwithstanding anything contained in this Ordinance and the First Statutes, the Dean of the concerned School acting in the capacity of the “University Officer” shall have the power to impose the following penalties on a student found guilty of contravention of Section 29(1) of the First Ordinance of O.P. Jindal Global University:
 - a) Disqualify such a student from an examination of a course on which he/she was a student;
 - b) Disqualify such a student from taking an examination of the University for a specified period of time;
 - c) Expel such a student from the University; and
 - d) Declare the student not fit and suitable to be admitted to any other examination conducted by the University.

Appeal Against Decisions in Relation to Examinations

1. A student who is dissatisfied with the decisions made by any Teacher or University Officer in relation to an examination may appeal to the Controller of Examinations within 30 days of being informed of the prejudicial decision taken against him/her.
2. Notwithstanding anything contained under Part IX, the concerned Dean shall have exclusive jurisdiction over appeals from decisions in relation to examinations.
3. For the purposes of Section 32(1) of the First Ordinance of O.P. Jindal Global University, “Decisions” includes decisions in relation to the assessment, results and grades achieved in an examination, and the decision to disallow a student from appearing at an examination due to the failure to meet any requirement specified under Sections 25, 26 and 27 of the First Ordinance of O.P. Jindal Global University.
4. The appeal shall be in writing and addressed to the Controller of Examinations, and a copy is to be submitted to the concerned Dean and the Registrar. The grounds for the appeal shall be clearly stated in the appeal. The Controller of Examinations shall acknowledge the receipt of the appeal in writing to the candidate, with a copy to the concerned Dean and the Registrar.
5. Where the Controller of Examinations considers that there is a *prima facie* case for an appeal, he/she shall constitute an Examination Appeals Committee to hear the appeal, which shall consist of at least three Teachers of the concerned School who are appointed in consultation with the concerned Dean. The chairperson of the Examination Appeals Committee shall be one of the three Teachers who are recommended by the Dean.
6. The Examination Appeals Committee, acting as the appellate body, shall have the power to confirm, vary or set aside the decision in relation to the examination appealed against.
7. The Examination Appeals Committee appointed by virtue of Section 32(5) of the First Ordinance of O.P. Jindal Global University shall hear the appeal expeditiously. The candidate appealing shall be notified in writing of the time when the appeal will be heard and be given an opportunity to appear before the committee and be heard.
8. Where the Examination Appeals Committee is of the view that the decision against the student is of

a serious disciplinary nature, it shall refer the matter to the Student Discipline Committee. In that case, the procedures set out under Section 42 of the First Ordinance of O.P. Jindal Global University shall apply.

9. An appeal is allowed where the complainant fails to prove the case against the student on a balance of probabilities.
10. A decision on an appeal, where possible, shall be made within 30 days from the date of receipt of the application to appeal or as soon as possible thereafter.
11. The Registrar shall be provided with a written record of the proceedings of all cases of appeals by the Controller of Examinations within 7 days after the appeal has been heard. The Registrar will also keep such a record.
12. Where an appeal relates to a decision resulting from a disciplinary action, the procedures set out under Section 41 of the First Ordinance of O.P. Jindal Global University shall apply.

Initiation of Disciplinary Action

1. Any complaint brought against a student for the violation of the Student Code of Conduct, any statute, ordinance, rule or regulation of the University shall be lodged in writing.
2. Where the violation relates to academic conduct, the complaint shall be dealt with by the Dean of the concerned School. Where the Dean delegates this power to a concerned Head of Department, the complaint shall be dealt with by such Head of Department.
3. Where the violation relates to regulations promulgated by an amenity or a facility provider, such as the Library, the complaint shall be dealt with by the relevant body responsible for the management of the amenity or facility.
4. Where the violation relates to regulations on fees, charges or financial assistance, the complaint shall be dealt with by the Chief Finance and Accounts Officer.
5. In all other cases, the complaint shall be dealt with by the Proctor or by any Officer or body that the Proctor deems appropriate.
6. The University Officer may decide, within 10 working days from the date of reporting of the complaint, that a violation of the Student Code of Conduct, any statute, ordinance, rule or regulation of the University by a student is of such a serious nature that it should be dealt with by the Student Discipline Committee. Consideration of the student's case may include enquiries into:
 - a) Non-compliance by the student with the decision of the University Officer imposing a penalty on the him/her for his/her violation of the Student Code of Conduct, any statute, ordinance, rule or regulation of the University;
 - b) Commission of the same offence prescribed under the Student Code of Conduct, any statute, ordinance, rule or regulation of the University by the student more than once; and
 - c) The gravity of the offence committed.

ANNEXURE III – POLICY ON NON-COMPLETION OF DISSERTATION COMPONENT

Notes:

- A. This policy is applicable for instances where students of the LL.M. (Blended Learning Programme) have been unable to submit their dissertation drafts (including the Dissertation Proposal) or the final dissertation, but who have completed the remaining 21 credits (from the 3 core courses and 6 specialised courses) by submitting and completing the internal and end term assessments for those courses.**
- B. This policy is to be read with the Policy on Re-submission of Dissertation, available at Annexure IV of the Student Manual.**

The ‘UGC 1-year LL.M. Guidelines’ mandate dissertation submission for successful completion of the LL.M. course. However, there might be situations wherein students are unable to meet the dissertation timelines as laid out in the Student Manual or Dissertation Guidelines, owing to medical or non-medical circumstances. In such circumstances, the following terms and conditions would be applicable:

1. The applicability of this policy would commence from the expected date of submission of the dissertation draft (subject to extensions given by the relevant dissertation supervisor). If a student is unable to submit the dissertation draft within 4 weeks from the deadline for submission (or within 4 weeks of such amended timeline set by the dissertation supervisor), the CPGLS Office will assume that the student will be unable to submit their dissertation drafts and has elected to graduate on a later date (i.e., later than the date on which the student’s original cohort will graduate).
2. In the event a student is unable to submit their Dissertation Proposal as per the deadline provided in the Student Manual or Dissertation Guidelines, within a period of 8 weeks from the deadline, the CPGLS Office will assume that the student will be unable to submit their dissertation and has elected to graduate on a later date (i.e., later than the date on which the student’s original cohort will graduate).
3. Students falling within the scope of the policy, and who have not been able to ascribe to the dissertation timelines, must compulsorily submit their final dissertation within 5 months of the original deadline, as provided in the Student Manual or Dissertation Guidelines.
4. To the extent possible, the student’s dissertation topic may remain the same, subject to it having a clear nexus with the scope of the programme.
5. Fail Grade – In case of non-completion of the dissertation component of the LL.M. (Blended Learning Programme), students will be awarded a ‘Fail’ grade for their dissertation. Such students will not be permitted to graduate with their original batch (i.e., the batch with which they had enrolled as a student of the LL.M. (Blended Learning Programme) either on account of non-fulfillment of the dissertation component, or on account of being awarded a low grade for their dissertation, or on account of plagiarism and/or unsatisfactory performance. Once the student has completed their dissertation and been awarded the applicable grade, the ‘Fail’ grade reflected on

their transcript will be replaced by the subsequently awarded grade with 'R1' notation or an asterisk, as per JGU examinations policy.

6. In cases of students who have withdrawn from their original cohort and re-enrolled into the next cohort, or who have not completed their credit requirements due to inability to complete the core and/or specialised courses in the LL.M. (Blended Learning Programme), the dissertation timelines as applicable to the next cohort will apply. Such inability to complete the core and/or specialised courses may arise out of medical exigencies or otherwise.

ANNEXURE IV – POLICY ON RE-SUBMISSION OF DISSERTATION

Notes:

- A. This policy is applicable to students who were awarded a ‘Fail’ grade in their dissertation component, which is UGC-mandated and needs to be completed to receive an LL.M. degree.**
 - B. This policy is to be read with the Policy on Non-Completion of Dissertation Component, available at Annexure III of the Student Manual.**
1. Students are required to submit only 1 (one) final dissertation within 5 months of the original date for submission of final dissertation.
 2. There will be no supervisor allocated for this re-submission of the dissertation. Students are requested not to approach the supervisors that were previously allocated for the duration of their respective cohort. The dissertations will be evaluated out of 100 marks on an anonymous basis by JGLS faculty members that have expertise in the relevant subject matter. To clarify, any marks previously obtained (for dissertation drafts or the final dissertation) will not be carried forward.
 3. If the students are changing their dissertation topic, they must seek an approval from the CPGLS office and must reach out to the Office of the Programme Director, LL.M. (Blended Learning Programmes).
 4. Please submit your final dissertation directly over UMS. The UMS portal will allow such final submission from approx. 2 weeks before the new deadline referenced at Item 1 above. Please note that, once the dissertation has been submitted on UMS, the document uploaded will be deemed to be final.
 5. Please note that all policies and guidelines for dissertation submission, as provided in the Student Manual, continue to be applicable and students will be marked according to their adherence to such policies. In particular, the policy on plagiarism must be strictly adhered to.
 6. In the event students wish to conduct a plagiarism check before final dissertation submission, they may send a draft dissertation on **one occasion only** to the CPGLS Office at llmblp@jgu.edu.in 1 (one) month prior to the new deadline referenced at Item 1 above. As a reminder, students are expected to follow the learning of the Legal Research Methodology course and understand how to write in a manner that does not amount to plagiarism.