

## **Academic Policy A08 Student Progression, Graduation, and Transfer**

### **1. Policy Statement**

SAE Institute is committed to a high quality of educational experience for all students and provides support to assist students to complete the programme in which they have enrolled. The Institute has fair, transparent and effective processes to monitor student progression, to identify students who may need additional assistance, to facilitate approved transfers of student studies, and to enable the graduation of successful students.

### **2. Purpose**

To detail the processes by which the academic progress of each student is monitored so that students can be provided with advice and support to ensure successful course completion whenever possible, to enable transfer of studies, and to detail confirmation of student course completion and eligibility to graduate.

### **3. Scope**

This policy applies to all students and staff involved in any SAE Institute programmes and operation, including Licensed operations, and in any collaborative programmes or operations. This policy is applicable to all students or prospective students of SAE Institute, irrespective of their place of residence, campus or mode of study.

Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with an SAE Institute campus who wish to transfer their studies to a different campus, should carefully consider any implications for their student finances and visa requirements. If they proceed, they may have their registration with their initial SAE campus discontinued, and will be required to adhere to the guidelines, policies and procedures of the SAE legal entity to whom they have transferred their registration in that country.

### **4. Associated Policies and Procedures**

This policy and Appendix A should be read in conjunction with the following policies and procedures:

- G01 Code of Conduct
- A02 Learning, Teaching and Assessment Policy
- A03 Academic Honesty Policy
- A05 Academic Grievance
- A06 Academic Credit and RPL Policy
- G05 Non-Academic Grievance Policy

## **5. Associated Documents**

This policy should be read along with the following documents:

- SAE Student Discipline Rules
- SAE Student Responsibilities

## **6. Policy**

### **6.1. Staff Responsibilities**

It is the responsibility of each Lecturer to monitor the progress of students in the relevant component(s), unit(s) or module(s) of study they are responsible for; it is the responsibility of the Programme Coordinator to monitor the progress of students in the programmes of study they are responsible for; and it is the responsibility of the Campus Academic Coordinator to monitor the progress of students in courses at the relevant Campus.

These designated staff are responsible for ensuring:

- a) that the requirements for each component and course of study are clearly specified to students;
- b) that the requirements for each component and course of study are satisfactorily completed;
- c) that students who may be at risk of failure or deemed in need of assistance are identified, counselled and supported whenever possible;
- d) that accurate records of student progression, achievement and completion are maintained and transmitted as required.

### **6.2. Maximum Candidature**

The maximum period of candidature for a Bachelor degree program is normally as follows:

- Full-Time: Four consecutive calendar years
- Part-Time: Six consecutive calendar years

For international students, the maximum period of candidature shall be as specified in the relevant rules and guidance applicable to international student policies at the time of enrolment.

The maximum period of candidature takes into account the importance of the currency of knowledge in completing the award and ensures the fair treatment of all students regardless of the number of credit points they are required to complete.

The Institute will only extend the duration of a student's study where it is clear that the student will not complete the course within the expected duration for that course as the result of:

- a) Compassionate or compelling circumstances such as illness where a medical certificate states the student was unable to attend classes or where the Institute was unable to offer a pre-requisite unit;
- b) the Institute has implemented a designated intervention strategy for students who are at risk of not meeting satisfactory progress for a specific reason, or
- c) An approved period of suspension or deferment of studies (see section 13.5 in Appendix A).

The expected duration of study for an international student will always be governed by the relevant national government guidelines which may apply at the time of enrolment to that student in that course.

In exceptional circumstances the Campus Academic Coordinator may seek approval from the Group Academic Coordinator to vary the period of candidature if necessary, taking into account the currency of the programme content, periods of approved deferment of studies or other individual mitigating circumstances.

### **6.3. Course Progress Requirements**

All students are required to maintain satisfactory course progress. Students do not meet the course progress requirements if they:

- Exceed the maximum period of candidature;
- Fail a component of study twice;
- Fail all components in a given period of study, while under academic probation;
- Fail to comply with an enrolment condition imposed by the Institute or the rules of any course of study;
- Fail more than 50% of enrolled credit points in the course in the preceding two teaching periods or modules of enrolment;
- Are in breach of any other rule or policy with provision for exclusion.

In addition, conditions relating specifically to international students shall follow the relevant immigration rules and guidelines at that time.

Under the direction of the Campus Academic Coordinator the Lecturer and Programme Coordinator shall monitor the progress of each domestic and international student against the course progress requirements. At the end of each relevant period of study or module, progression is reviewed to ensure that the student is in a position to complete the course within the expected course duration and for international students any additional requirements that may be applicable.

After the publication of results for each period of study, the Lecturer and/or Programme Coordinator will refer the case of any student who has failed to meet the course progress requirements (as outlined above) to the Campus Academic Coordinator who will deem that student as being “at risk”.

#### **6.4. Retakes**

The Institute recognises that, for a variety of circumstances, a student may fail to meet the grades required to pass a course. Retake options are available for assignments in all units of study, the format of which will vary according to the nature of the unit and the marks attained by students on previous attempts. Normally, one resubmission with penalty is permitted.

Retake options for international students shall be in accordance with the relevant immigration rules and guidance applicable at that time. International students should seek specific guidance on the options available to them from the Campus Academic Coordinator.

#### **6.5. Students Deemed “At Risk”**

The Institute has a systematic approach to ensure that student progression is routinely monitored and reviewed throughout a course of study. These processes include but are not limited to routine attendance audits, lecturers monitoring student performance during lectures and tutorials, and end of teaching period or module reviews of student grade outcomes and progression issues for students who have not met course progression requirements.

Once identified, a student deemed to be “at risk” will receive notification immediately and will be required to attend a progression meeting with the Campus Academic Coordinator and/or the Programme Coordinator. The student’s individual needs will be assessed and a personalised study plan will be developed in consultation between the Campus Academic Coordinator, the Programme Coordinator and the student.

#### **6.6. Grounds for Issuing a Formal Warning to Students**

Where the Campus Academic Coordinator considers that a student is seriously at risk or possible grounds for exclusion exist, or are likely to exist, a Formal Warning letter may be sent to the student.

Where the Campus Academic Coordinator becomes aware that a student is unlikely to complete the course of study within the maximum period of candidature, unless an enrolment condition is imposed, the student should be advised of this prior to the imposition of an enrolment condition in a warning letter.

Students who do not appear to be making satisfactory academic progress should be advised of the risks they face of exclusion, the avenues open to them and the availability of course advice and support services. Such information should also be included in any ‘warning’ letters.

### **6.7. Academic Probation or Conditional Enrolment**

Following a warning letter, the Campus Academic Coordinator may place students who fail to meet course progress requirements under Academic Probation, which is in effect ongoing enrolment that is subject to specified conditions. Students will normally need to attend a meeting to discuss their course progress and they will be informed in writing when they are placed on academic probation. Details of the academic probation will be recorded on the student's records to ensure all relevant staff can have access to this information.

In addition Academic Probation or conditional enrolment may be imposed on a student by the Campus Academic Coordinator when:

- Grounds for exclusion exist but the Campus Academic Coordinator decides for good reason not to proceed with the exclusion;
- The student has successfully appealed an exclusion;
- Where a student is allowed special entry into a course of study with conditional monitoring of academic progress.

Progression in the course requires satisfactory fulfilment of any conditions imposed.

While on academic probation a student is required to meet all conditions of the probation as outlined in the written notification, which may include but is not limited to;

- Maintaining specific attendance requirements,
- Attending regular meetings with an academic supervisor or student services advisor,
- Successful completion of specified coursework.

The probationary period must be clearly stipulated in the written notification, but shall normally not be more than two consecutive periods or modules of study. Where a student satisfies all conditions of probation they will be advised in writing when the probation has been satisfactorily completed.

Where a student fails to meet conditions of academic probation they may be excluded from the Institutions, and the provisions of Appendix A shall apply.

Initial exclusion from a course shall normally be for a period of at least one year. Students who are excluded for a second time may be excluded for a period of up to 5 years.

### **6.8. Publication of Results**

The Campus Academic Coordinator, under the guidance of the Group Academic Coordinator, is responsible for ensuring the publication of official assessment timetables, the authorisation and release of official result statements, and the authorisation of academic records. Normally each student shall receive the assignment grade with feedback

directly mailed to them. In larger courses, results in individual assessments and grades awarded in a module or course component shall be displayed or published using student identification numbers only to maintain confidentiality.

No student's grade or mark shall be lowered after it has been released except in the case of proven academic misconduct by the student or an administrative error, with any final decision to be made by the Group Academic Coordinator.

### **6.9. Graduation**

It is the responsibility of the Campus Academic Coordinator to ensure that records of student progression, achievement and completion are verified and that a student has satisfactorily completed all course requirements, before final recommendations are made to Assessment Panels and the Assessment Board under the provisions of Policy A09 Assessment Board Regulations. The relevant Assessment Board will approve a list of students who are eligible to be awarded a qualification and to graduate.

Students who have a debt to SAE Institute shall not have their final grade in any course officially communicated to them nor shall they be permitted to graduate until such debts have been paid in full or arrangements for payment has been approved by the relevant Campus Manager. Students with unpaid debts shall not be eligible to receive a course transcript or testamur.

Students who are eligible to graduate shall receive such documentation as is approved under the relevant Middlesex University regulations, and shall be eligible to attend Middlesex University graduation ceremonies. Graduating students shall notified by SAE Institute of the arrangements made for their specific graduation ceremony.

The approved academic dress shall be worn by graduates at the graduation ceremonies. Graduates of SAE Institute will be entitled to become members of the SAE Alumni Association, to display the award conferred, and to wear the designated academic dress appropriate for their award at academic ceremonies.

### **6.10. Inter-College Transfers**

Subject to appropriate scheduling and availability, students enrolled in SAE Institute courses have the option to transfer between campuses within their region or group of campuses, and in some cases may wish to transfer internationally. If a student wishes to transfer to another campus at an appropriate point in their course of studies, this shall always be subject to the agreement of the receiving campus, and students should be advised to investigate closely any possible impact on their financial support arrangements.

Where the transfer is internationally to a campus outside the respective region, the student will normally have to enter into new registration and enrolment agreements that apply at their preferred destination.

Transfers are usually only possible at certain stages of the course. The Institute will normally assist all students wishing to change campuses. Fees paid in advance will be

credited to the student at the new location but it should be noted that there may be price variations and currency conversion fees and charges between campuses.

In some circumstances students may be bound by provisions under an approved Credit Transfer Agreement (CTA). Students wishing to transfer between campuses should request information about CTAs that may be applicable.

Domestic students wishing to transfer from another provider should, after contacting the Institute, refer to the provisions of Policy A06 on Academic Credit and RPL, and schedule a meeting with the Campus Academic Coordinator who can provide course information and ascertain credit transfer options (if applicable) and outline potential course options.

### **6.11. International Student Transfer**

**Note:** International Students in the UK should refer to the International Student Policy INT01 for transfer provisions.

### **6.12. Rejection of Application**

SAE Institute reserves the right to reject any transfer application where insufficient or false information has been provided or where transfer cannot be implemented at an appropriate point of study.

## **7. Policy History**

Last Review: December 2015

Policy Review Date: 1 December 2017

## **Policy A08 Appendix A: Discontinuation of Studies or Exclusion**

### **1. Policy Statement**

SAE Institute is committed to a high quality of educational experience for all students and provides support to assist students to complete the programme in which they have enrolled, but the provisions of this policy shall apply in any circumstance where programme discontinuation becomes a consideration.

### **2. Purpose**

The purpose of this policy appendix is to provide directions on situations where a programme may be discontinued either by the actions of a student or an appropriately delegated SAE staff member, or by decisions of SAE Institute related to grounds for exclusion related to lack of academic progress, misconduct or non-payment of fees.

### **3. Scope**

This policy applies to all students and staff involved in SAE Institute collaborative programmes or operations with Middlesex University, and in all SAE Institute operations in Europe and licenced territories. This policy is applicable to all students of SAE Institute, irrespective of their place of residence, campus or mode of study.

### **4. Policy Definitions**

#### **4.1. Potential Reasons for Discontinuation or Exclusion**

**Discontinuation** of a student programme or exclusion from studies at SAE Institute is normally considered when a student does not meet the attendance requirements after warnings have been issued, when a student fails to achieve required academic progression after repeated attempts, when a student commits a serious breach of the Code of Conduct, when payment of fees for a student in a programme has not been made or maintained, or when a duly delegated officer or manager of SAE considers discontinuation of a student programme may be justified for other academic or operational reasons.

Discontinuation of studies normally refers to outcomes arising from lack of academic progression resulting in termination of studies, and exclusion normally refers to outcomes from non-academic matters eg from breaches of the Code of Conduct, or the provision of deliberately misleading information.

Depending on the circumstances and severity of the case, initial exclusion from a course shall normally be for a period of at least one year. Students who are excluded for a second time may be excluded for a period of up to 5 years.

##### **4.1.1. Non-payment of Fees**

Non-payment of fees occurs when a student has missed fee payments due and the fees have not been paid after two reminders.



#### **4.1.2. Failure to Progress**

Failure to progress occurs when the provisions of Policy A08 on Student Progression have not been satisfactorily addressed or have been exhausted, eg a student has attempted resubmissions and retakes but still has not made satisfactory academic progress.

#### **4.1.3. Non-attendance**

Non-attendance is when a student does not meet the minimum requirement for attendance as set out at the beginning of the programme in the Student Handbook and/or Programme Handbook.

#### **4.1.4. Misconduct**

Misconduct may include but is not limited to, breaches of the Academic Honesty Policy (A03), or the SAE Code of Conduct (G01).

#### **4.1.5. Deferral of Studies**

In exceptional circumstances a student may apply to defer their studies for a period normally no longer than one year. Deferral will only be considered at the end of an approved module of study in the programme.

### **5. Need for Confidentiality**

Confidentiality is a vital element of all potential termination processes related to academic or non-academic reasons, as proceedings may result in disruption of student studies or in that person being unable to practice their profession or with consequences for an individual's reputation and employment prospects. This may also relate to personal difficulties and situations that need to be dealt with sensitively.

Therefore confidentiality is essential in any matters relating to procedures for discontinuation or termination.

All records of information, proceedings and outcomes will be maintained with care as to their security and will be provided only to those who have a bona fide reason to know about them by virtue of their work responsibilities.

### **6. Specific Guidance and Procedures**

While at SAE Institute, both students and staff are bound by the provisions of the Code of Conduct (G01) and Policy A08 on Student Academic Progression which precedes this appendix. It is also a requirement for enrolled students to attend all scheduled contact time through classes, lectures, tutorials, required studio or laboratory activities as determined for their module or enrolled programme of study with the Institute. All students are also required to be up to date with any fees due as agreed through application and enrolment procedures.

### **6.1. Non-attendance (Students)**

Students are expected to meet the minimum attendance requirement specified in the Student Handbook and/or the Programme Handbook. In the case where unavoidable non-attendance becomes known, the student should inform the tutor or lecturer responsible for the scheduled activity, and follow any necessary procedure with evidence to obtain permission for non-attendance. In the case of extenuating circumstances, a form should be completed and submitted to the tutor responsible along with any evidence. After taking this into consideration, if the minimum attendance requirement continues to be unmet, the student will be issued a warning and/or may be placed on Academic Probation. Students will be given an opportunity to catch up and improve their overall attendance percentage through these means, failing which, the enrolment may be terminated and studies discontinued.

### **6.2. Non-payment of Fees**

Student fees will be due for payment as agreed during the enrolment terms and conditions. If any difficulty in payment of fees arises, it is the student's responsibility to seek help and to speak to the relevant administrative or academic staff member, and to seek agreement on an action plan. Fee reminders will be sent to the student, and failing response or settlement within 14 days of notice, a warning may be issued and the enrolment may be terminated. The student may also be liable to legal action for repayment of debt relating to outstanding fee payments.

The normal procedure is set out below.

#### **6.2.1. Non-payment of Fees Procedure**

- 1) Non-payment of fees is normally reported to the Campus Manager by the relevant administrative officer eg credit control;
- 2) A student is expected to contact relevant staff or the Campus Manager as soon as he or she is aware of any non-payments. The Campus Manager, together with the responsible Programme Coordinator or Campus Academic Coordinator if appropriate, will discuss options including possible deferment with the student;
- 3) A first reminder is normally sent 2 weeks after a payment has been missed;
- 4) If the student fails to respond, a second reminder is normally issued within three weeks, and the student may be denied access to facilities or may be excluded from entering the campus building;
- 5) If the student still continues not to respond, a final warning with notice of termination is normally sent in the fourth week, and the student may be reported for debt collection action;
- 6) Discontinuation or termination of studies may be actioned at this stage.
- 7) Any further communications should be dealt with by the Campus Manager and full records kept on the student records system.

### **6.3. Non-progression**

When a student fails a module by non-attendance or not passing the required assessments, the student will be allowed re-submissions and retakes as set out in the Programme Handbook and Policy A08. Once the provisions of Policy A08 have been exhausted, enrolment termination will normally be actioned.

### **6.4. Misconduct**

This may be academic or non-academic and normally refers to breaches of the Code of Conduct (G01) or the Academic Honesty Policy (A03). Students and staff should be familiar with both policies.

Misconduct can include but is not limited to:

- a student wilfully causing damage to SAE Institute property
- a student bringing disrepute to SAE Institute
- a student found guilty of academic misconduct
- a student disrupting or obstructing other students or a member of staff from carrying out their duties
- the student found guilty of harassment or bullying.

### **6.5. Deferment**

Deferment will only be considered at the end of a module of study, and shall normally not be permitted for longer than one year. Students may request a deferment of their studies to commence from the end of a module or teaching period, and are normally required to give at least two weeks notice before the commencement of the period of deferment sought. The request for deferment must be in writing and must be approved by the Campus Academic Coordinator.

It is the responsibility of the student applying for deferment to ensure they have considered and are fully aware of any consequential internal or external impacts on their personal circumstances of not being registered as a student during any period of deferment.

In exceptional circumstances, students who wish to defer at any other point during a module or teaching period, should submit a written request in writing to the Campus Academic Coordinator, who after consideration, shall make a recommendation to the Campus Manager. However, unless genuinely compelling exceptional circumstances apply, a student who requests to defer at any point other than the end of the module shall not be eligible for a refund of tuition fees for any incomplete teaching period or module. Final decisions about such deferments shall be the responsibility of the Campus Manager.

A student who has been granted a period of deferment shall be considered on “leave of absence” from studies for the approved period, and shall not be considered a registered student for the period of approved deferment.

A student who has deferred their studies in this way and is on approved “leave of absence” shall not have access to SAE or Middlesex University, or Student Cards, or normal student rights and entitlements (eg access to building and facilities) during the period of absence. Where a student has applied for deferment and “leave of absence” has been approved, the student is responsible for any further individual circumstances arising from deferment or leave of absence; SAE Institute takes no responsibility for any consequential impacts on the individual of not being a registered student for the period of leave eg impact on student loan arrangements, Council Tax exemptions, student travel concessions, etc.

## **7. Rights of Students**

Students at SAE Institute have the right:

- a) to be informed about the existence of and to be provided with access to the Code of Conduct and the approved policies which apply to them;
- b) if suspected of breaching the Code of Conduct, or any other approved policy, to have the case investigated in a way that observes procedural fairness and confidentiality;
- c) to bring a support person (but not a legal representative) to any hearing or discussions in relation to the matter once a formal process of investigation is underway. Such a support person does not have a role in the proceedings or the right to speak without approval, but may act as personal support and may assist the student to clarify the processes involved during any hearing.

## **8. Decisions**

A decision to exclude a student under the provisions of this or any other approved SAE Policy is a grave matter to be considered and made only by the relevant Campus Manager after recommendations from the Campus Academic Coordinator or other appropriate staff depending on the circumstances of the case. The Campus Manager should carefully review all aspects of the recommendation and especially ensure that procedural fairness has been applied. The Campus Manager may seek such other information or conduct such other interviews as may be necessary in her or his judgement to ensure comprehensive and fair consideration.

Where a decision to exclude a student is made after due consideration, that decision shall be communicated in writing to the student by the Campus Manager in a timely manner, stating the reasons and the period of exclusion.

## **9. Appeals**

A student may appeal a decision made by a Campus Manager in relation to discontinuation or exclusion in writing or by e-mail to the Regional Manager, within ten days of being notified of that decision, setting out the grounds for appeal.

The Regional Manager shall review all aspects of the case and the decision, including whether procedural fairness has been applied and policies have been followed, and may

seek any further information required for review. The decision of the Regional Manager shall be timely and final.

**10. Records**

Records shall be kept of all cases of student discontinuation or exclusion, and a summation shall be included in the Annual Report to Middlesex University.