

Academic Policy A08a Student Protection Plan

1. Policy statement

SAE UK (“We”, “the institute”) is validated by Middlesex University and are committed to providing exemplary teaching and programme delivery to ensure the best student outcomes and experience. However, in the unlikely event that unforeseen circumstances may occur, which can have significant impact on the institute, a *Student Protection Plan* has been formulated.

This protection plan has been established to assure students that suitable procedures and plans are in place so that students can continue to study with us, if there is ever an unlikely event to happen. This should be read in conjunction with the policy **A08 Student Progression, Graduation and Transfer**, ‘section 6.13 Student Protection’ only.

This plan is published on the SAE website in the regulations pages and also promoted in the student handbook/campus guide.

2. Purpose

SAE UK aim to encourage and support students throughout their studies to ensure that they achieve their full potential, by providing a supportive learning environment. This is in tandem with our *Student Support Strategy*, which outlines our commitment and business strategy in relation to student support. In conjunction with this, and as documented below, the *Student Protection Plan* ensures business resumption for unlikely events or changes happening to the institute.

The Higher Education and Research Act 2017 requires that the institute has the *Student Protection Plan* procedure in place to ensure that students are protected in the unlikely event of business closure, institutional closures, programmes suspensions, de-designation and other material changes.

Events that may trigger this plan into action include, though are not limited to:

- A strategic business decision to close a campus or multiple campuses;
- A strategic business decision to close the institute as a whole;
- A significant change to an offered programme;
- A suspension of a programme;
- A withdrawal of a programme;
- De-designation resulting in the ability to access Student Support such as SLC;
- Loss of accreditation from awarding bodies;
- Unanticipated departure of key members of SAE UK staff during critical periods in the academic year;
- Loss of the ability to sponsor international students (Tier 4).

2.2 SAE UK is committed to offering transparency and our students are referred to our [Terms and Conditions](#) of enrolment on our programmes.

3 Outlines for unlikely events:

3.1 Decision to discontinue a programme

In the unlikely event that SAE UK makes a **decision to discontinue a programme**, either across the institution or specifically at campus level, due to a strategic decision or other influence, measures are in place to protect students. If possible these measures include, though are not limited to the following:

- Enrolled students will complete the programme in its entirety and to the teaching commitment set out by SAE UK;
- Students can be offered another programme;
- Facilities and campus areas will be maintained to the commitment set out by SAE UK;
- Students will be offered support and guidance to transfer to another UK site;
- Students will be offered support and guidance to transfer to another UK provider.

3.2 Major change to a programme

In the unlikely event that SAE UK makes a decision to implement a **major change to a programme** that significantly changes the original overview as demonstrated in the institute prospectus, measures are in place to protect students. If possible these measures include, though are not limited to the following:

- Changes will be minimised when possible so as to not to degrade the student experience or teaching quality of the programme;
- Students will be consulted before significant changes are made;
- Students will be offered any additional classes;
- Students will be offered support and guidance to transfer to another UK site;
- Students will be offered support and guidance to transfer to another UK provider.

3.3 Closing of a campus or the institute as a whole

SAE UK is committed to ensuring that the business is run successfully within compliance of HE regulatory bodies and frameworks. This is to ensure the successful stability and growth of the institute as a business.

In the unlikely event that **SAE UK makes a business decision, or has no other viable option but to close a campus, or the institution as a whole**, measures are in place to protect students. If possible these measures include, though are not limited to:

- In case of closure of the institution as a whole, arranging for students to transfer to another provider;
- The remaining teaching weeks of the trimester(s) or academic year, that a student is currently enrolled in, will be successfully delivered with the same quality that the institute is committed to; AND/OR

- Students will be offered support and guidance in changing to another SAE UK site;
AND/OR
- Students will be offered support and guidance changing to another UK provider;
AND/OR
- Student will be offered support and guidance in financial support, such as SLC or SAAS applications.

3.4 Closing of an aspect of a campus

In the unlikely event that SAE UK makes a decision to **close an aspect of an individual campus** or such aspect is rendered unusable by the students, measures are in place to protect students. If possible these measures include, though are not limited to:

- The renting of a similar or appropriate space or facility within suitable distance of the institute;
- Students will be offered support and guidance to change to another SAE UK site or provider;
- Revision of the timetable to reappropriate other rooms on site to suit the needs of the programme or module;
- Delivering some of the content of the programme via a different method, including through recorded or online lectures;
- If it is the London Campus, engage in talks with our validating partner to enrol some or all students.

3.5 Loss of Tier 4 sponsorship

In the unlikely event that SAE UK loses its ability to sponsor Tier 4 students, or the ability to sponsor current Tier 4 students enrolled on our programmes, measures are in place to protect

students. If possible these measures include, though are not limited to:

- Where applicable, offering support and guidance to move the student to an SAE institute in their home country;
- Assisting with the Tier 4 application to swap to another UK provider;
- Offering support with relocating the student back to their home country;
- Offer support to continue a programme from their home country via online learning where applicable;
- Support from the institute to provide students with evidence for the continuation of their studies.

3.6 **Loss of designation**

In the unlikely event that SAE UK **loses its designation status** and students can no longer receive funding, measures are in place to protect students. These measures include, though are not limited to:

- Working with the HE regulators to ensure that enrolled students can receive funding for the remaining academic year of their course;
- Signposting students to alternative funding;
- Offering flexible payment plans for students wishing to pay directly themselves;
- Support from the institute to provide students with evidence for the continuation of their studies;
- Merging with another UK provider to provide all or part of our provision.

3.7 **Loss of accreditation or validation**

SAE will ensure that reaccreditation with partners such as Middlesex University are adequately planned in advance and early dialogue takes place to ensure that SAE and the partner are

prepared, including undertaking any negotiations so that a loss of accreditation is unlikely. In the unlikely event that SAE UK **loses its validation or other accreditation**, measures are in place to protect students. If possible these measures include, though are not limited to:

- Arranging for students to be taught out on the remainder of the programme;
- Arranging for students to transfer to another provider;
- Requesting prospective students to consider deferring their places until SAE UK can find an alternative partner in a reasonable timeframe.

3.8 Loss of key members of staff

In the unlikely event that SAE UK faces a situation where key members of teaching staff unexpectedly leave, measures are in place to protect students. If possible these measures include, though are not limited to:

- Arranging a cover lecturer or assessor from within the department, or from another SAE UK site;
- Where there are any changes to staff/staffing structure, consultation with HR will be sought;
- Recruiting a contract lecturer on a short-term basis;
- Postponing classes, while ensuring that adequate support is provided to students and that students are not severely delayed in making progress on their course;
- Offering another module to students that can be taught by other staff subject to student agreement;
- Adjustment of the timetable to accommodate a new lecturer teaching the sessions, including an option to join classes with another 'group' on the same course who are at the same point in study and are studying modules that are taught across all programmes (particularly in the case of 'common' modules);
- Considering other ways to enable student progression, including extensions to assessments.

4. Support during transfer

All students will be supported during the process of transferring, whether this is to another course or to another provider. This will include the provision of an academic transcript, support

through credit transfer and SAE's Recognition of Prior Learning. The national Student Experience Manager will oversee support activities supporting the campus staff.

All relevant staff will be adequately trained to support students and be made aware of this Student Protection Plan and what it means.

5. Monitoring, review and feedback

This policy will be reviewed twice a year to help ensure that the plan is effective. Students and staff shall be consulted. Students can provide on this Student Protection Plan at any time by emailing registry_EU@sae.edu.

1. Policy history

Last review: 12th April 2018

Policy review date: 6th December 2017