

SAE Institute Policy

INT01: International Student Policy

1. Policy Statement

SAE Education Ltd trading as SAE Institute in the United Kingdom, recognises that there exist special requirements and responsibilities for the recruitment and support of international visa students. SAE Institute is part of the Navitas group, and shares its strategic commitment to provide high quality of service and support to all students, and to comply with relevant United Kingdom government regulations, as well as addressing the specific circumstances and needs of international students.

2. Purpose

The international student policy outlines the provisions for international students that are enrolled or intending to enrol with the SAE Institute in the United Kingdom. It adheres to the United Kingdom Border Agency (UKBA) policy guidance for Tier 4 sponsors, the QAA Quality Code for Higher Education, and continues to be informed by the QAA Guidance for Higher Education Institutions: International students studying in the UK, and Good Practice Guides and Best Practice Case Studies as published by the UK Council for International Student Affairs (UKCISA).

3. Scope

This policy applies in the context of SAE Institute operations in the United Kingdom, and is applicable to all international students or prospective international students enrolled with, or intending to enrol with SAE Institute campuses in the UK 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. International students registered with SAE-UK who transfer their studies to a campus outside the UK, will have their registration with SAE Institute in UK terminated, and the UKBA informed. Students are then required to adhere to the guidelines, policies and procedures of the SAE legal entity to whom they have transferred their registration.

Where any inconsistency or lack of clarity exists between this policy and provisions of the UKBA Guidance for Tier 4 sponsors, or those of any Navitas policies or procedures relating to the recruitment of international students, then the provisions of those documents shall prevail.

4. Associated Policies and Procedures

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

- A06 Academic Credit and RPL Policy
- INT02 International Education Agent Management Policy.

5. Associated Documents

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

- UKBA: Policy Guidance for Tier 4 Sponsors (latest edition)
- QAA: Quality Code for Higher Education
- QAA: Guidance for Higher Education Institutions – International students studying in the UK
- UKCISA: Good Practice Guides and Best Practice Case Studies.

6. Policy

6.1. International Student Selection and Admissions

6.1.1. Education Agents (see also INT02 Policy)

The Institute will take all reasonable measures to use education agents that have a comprehensive knowledge and understanding of the UK international education industry and will not use agents who are believed to be dishonest or lack integrity.

The Institute will enter into a written agreement with each education agent that it engages to formally represent it. The agreement shall specify:

- The responsibilities of the education agent and the registered provider and the need to be familiar with the British Council's Education Counselling Service Guide to Good Practice for Education Agents.
- The processes for monitoring the activities of the education agent including where corrective action is required.
- Termination conditions, including provision for termination in the circumstances where the Institute has entered into an agreement with an education agent and subsequently becomes aware of, or reasonably suspects, the engagement by that education agent, or an employee or subcontractor of that agent, of the following misconduct:
 - Engaged in or to have previously been engaged in, dishonest practices, including the deliberate attempt to recruit a student where this clearly conflicts with the obligations of the Institute in accordance with the UKBA Guidance for Tier 4 Sponsors;
 - Negligent, careless or incompetent, or engaged in false, misleading or unethical advertising and recruitment practices, including practices that could harm the integrity of United Kingdom education and training;
 - Facilitating the enrolment of a student who the education agent believes or should know will not comply with the conditions of his or her student visa.

The Institute shall take immediate corrective and preventative action when it becomes aware of an education agent being negligent, careless or incompetent or being engaged in

false, misleading or unethical advertising and recruitment practices, including practices that could harm the integrity of UK education and training. The Institute will ensure that their education agents have access to up-to-date and accurate marketing information.

The Institute will inform the UKBA of the agents involved in a student's application in accordance with the UKBA Guidance for Tier 4 Sponsors.

6.1.2. Normal Entry

International students may be admitted in accordance with the Institute's relevant policies and can apply directly to the Institute for admission. International students seeking admission to the Institute must be at least 18 years of age. In addition, the Institute will abide by the UKBA Guidance for Tier 4 Sponsors and ensure it will only assign a CAS (Confirmation of Acceptance for Studies) to a student where the Institute finds the student meets the requirements under the Tier 4 category and they will comply with the conditions of their permission to stay in the UK.

The relevant Campus Academic Coordinator will assess applications from International applicants prior to admission using the Programme's entry requirements as follows:

- Minimum age 18, and
- A minimum of 160 UCAS tariff points, and
- GCSE Maths and English Language at grade C or above, or
- For applications from mature students (aged 21 and above), we also consider work and life experience. In such cases SAE Institute requires applicants to provide satisfactory evidence of their ability to successfully complete the programme.
- For international equivalents of UK qualifications, students should contact SAE Institute UK directly.
- Also, overseas students whose first language is not English will need a qualification that demonstrates competence in English. Approved English Language Tests* include:
 - An overall IELTS band score of 6 (with no less than 5.5 within each component)
 - TOEFL:iBT: 80 (with no less than 17 within each component)
- The student is responsible for authorising the language test provider to release the results to the SAE campus that they wish to apply for;
- Certified/attested copies of all academic records and any official examination certificates must be provided;
- If the application is successful, upon arrival, the student must bring all original documents for verification;
- The applicant should also show detailed evidence of academic progression if he or she has been a student in the UK prior to enrolment in any SAE programme of study.

SAE Institute will only proceed with the application if it is satisfied that the student intends to and is able to follow and complete the proposed course of study.

The Institute will ensure at all times that its processes comply with the requirements of the UKBA Tier 4 Sponsor guidance and the QAA Quality Code for Higher Education.

(*Please check the latest UKBA Tier 4 Sponsor Guidance for the most up to date minimal entry requirements).

6.2. International Students Seeking to Transfer From the Institute to Another Tier 4 Sponsor

The Institute will generally agree to a request from an international student with due cause to transfer to another Tier 4 Sponsor. This will be treated as a withdrawal of studies and the UKBA will be informed as required by the UKBA Guidance for Tier 4 Sponsors.

6.3. International Students Seeking to Transfer to The Institute From Another Tier 4 Sponsor

The Institute will consider applications from students wishing to transfer from another Tier 4 Sponsor and will follow exactly the procedures as required by the UKBA Guidance for Tier 4 Sponsors and the Institute's own selection and admissions procedures.

6.4. Course Progression and Exclusion for International Students

The UKBA Tier 4 Policy guidance is designed to support the integrity of the UK Government's Immigration laws by requiring international students to attend regularly and to complete their course within its expected and allowable duration.

The mode of delivery of the chosen programme:

- should be full-time
- should be at least NQF level 6
- should not be distance learning.

The Institute is responsible for monitoring each international student's attendance. In the event where students do not meet the minimal attendance requirements of the Institute, appropriate warnings will be issued following which the necessary action will be taken to report to the UKBA, to withdraw sponsorship as required by the UKBA Guidance for Tier 4 Sponsors, and terminate the enrolment with the Institute.

At a later time, if the student wishes to continue at the Institute, a new application will need to be made for the visa and Sponsorship as required by processes specified in the UKBA Policy Guidance for Tier 4 of the Points Based System.

6.5. Retakes

In accordance with the Institute's policy, one resubmission of assessed work if permitted. If a re-take becomes necessary, the Institute will assess the student's ability to pass the

course prior to extending their sponsorship. Repeating a course of study will not be permitted more than twice.

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

- Compassionate or extenuating circumstances;
- The Institute being responsible for extension of the programme;
- The student not meeting satisfactory course progression requirements and a re-take being necessary.

If the Institute intends to cease Sponsoring a student, the UKBA will be informed, and the necessary actions taken in accordance with the Institute's Progression and Discontinuation provisions.

Note: The student's enrolment will be maintained until all appeals processes have been exhausted.

6.6. International Students deemed "at risk"

The Institute has systematic approaches for ensuring international student progression is routinely monitored and reviewed throughout a course of study. These processes include but are not limited to lecturers monitoring student attendance and performance during lectures and tutorials, routine attendance monitoring and assessment feedback where the student's grade outcomes and progression do not meet 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 Programme Coordinator or Campus Academic Coordinator. The student's individual needs will be assessed, and a personalised study plan will be developed through consultation between the Programme Coordinator and the student, to be approved by the Campus Academic Coordinator.

6.7. Academic Probation

The Campus Academic Coordinator may place an international student who fails to meet course progress requirements under Academic Probation. The students will need to attend a meeting to discuss their course progress and they will be informed in writing when they are placed on academic probation.

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

- Maintaining course attendance requirements of the scheduled course contact hours;
- Attending regular meetings with an academic supervisor or student support advisor;
- Successful completion of coursework.

The probationary period and any associated conditions shall be clearly stipulated in the written notification, but shall normally not be more than two consecutive trimesters of study. Where a student satisfies all conditions of probation they will be advised in writing when the probation is revoked.

Where a student fails to meet conditions of academic probation they may be excluded from the Institute.

6.8. Credit Transfer and Recognition of Prior Learning for International Students

The Academic Credit and Recognition of Prior Learning (RPL) Policy A06 will be followed in the recognition and transfer of any credit points. If an International student has been granted advanced standing, the Institute must ensure that a certified copy of any original evidence is placed in the student file and the original presented by the student upon arrival for verification.

The format of study undertaken by international students who have been granted Credit Transfer or RPL must continue to meet the definition of full-time study as required by the UKBA.

RPL may not be granted after the application and admission process has been completed.

Reference should be made to Policy A06 for further details regarding provisions for the award of academic credit and advance standing.

6.9. Deferment and Voluntary Suspension or withdrawal of Studies for International Students

In the event that an international student wishes to voluntarily suspend or withdraw their studies the UKBA will need to be alerted through the necessary provisions under Tier 4 Guidance.

An international student may have their enrolment deferred or temporarily suspended on the grounds of:

- Compassionate or compelling circumstances, or
- Misbehaviour by the student, or
- Unsatisfactory academic performance.

In all cases, the procedures specified in the UKBA Policy Guidance for Tier 4 of the Points Based System shall be adhered to.

7. Policy History

October, 2011 (Approved CEO)

Revised: February 2012 (Approved CEO)

Review date: December 2012, or as required by UKBA Guidance.