

# **SAE Institute Quality Manual**

## **Academic Policy A05a - Student Selection and Admission Policy**

### **1. Policy Statement**

SAE Institute upholds the principle that all applicants seeking to enrol are treated fairly and processed in a timely manner. The Institute has open, fair and transparent procedures that are based on clearly defined entry criteria for the selection of students. Students are selected on merit based on the published criteria.

### **2. Purpose**

The SAE admissions policy ensures that applicants are provided reasonable access to its programmes based on merit. This policy provides a framework for accessibility for the range of applicants seeking a career in the creative media industries. Students who apply as alternate entry applicants, such as those who do not meet the minimum academic requirements, will be encouraged to apply through SAE's non-standard entry admissions process.

### **3. Scope**

This policy applies to all applicants for SAE Institute UK validated higher education programmes with Middlesex University, at approved centres.

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

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

- A06 Academic Credit and Recognition of Prior Learning Policy
- G03 Equal Opportunity, Disability and Inclusion Policy
- A05b SAE Under 18's Policy

### **5. Entry Requirements**

This policy should be read in conjunction with published entry requirements on the relevant SAE UK website course page for which an application has been made.

### **6. Policy**

Applications for admission will be under the following categories:

#### **6.1. Normal Entry**

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## Direct Entry UK

UK applicants may apply for entry by direct application or via any appropriate and approved national procedure established for this purpose. For the UK, this is the University and Colleges Admissions Service (UCAS).

The Institute will admit students who have satisfied the published entry requirements for the programme. UK applicants may also enter a degree programme from an accredited diploma, advanced diploma or other undergraduate degree. This will require an assessment to determine if there is any recognition for prior learning.

## Direct Entry International Applicants (Student Route)

International applicants (outside the UK) may be admitted in accordance with published entry requirements, English language competence and UKVI Government entry requirements.

## 6.2. Non-Standard Entry Admissions

The Institute recognises that preparation for study is not restricted to formal educational attainment, and that:

- Creative potential is not always recognised through formal schooling systems
- Valuable intellectual and skills development can be gained through wide ranging experiences

The Institute will accept non-standard entry applications, who do not meet the 72 UCAS points entry requirement equivalent. These applicants will be assessed using evidence they present to demonstrate:

1. Academic ability, via an academic essay and the completion of a maths test where required (BA/BSc Audio Production and BSc Games Programming)
2. Relevant portfolio
3. Academic approval for non-standard entry
4. A clear intent for a programme
5. An understanding of the field in which they wish to study
6. A reasonable prospect of undertaking and completing a higher education programme of study

The details of every non-standard entry request will be captured in a 'non-standard application record form', providing the background and any supporting evidence.

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Consequently, applicants may, in the following circumstances, be admitted on the basis of meeting SAE's non-standard entry requirements set out below.

### **6.2.1 Academic Assessment**

When an individual does not meet the required 72 UCAS points to undertake the course, SAE will request, in lieu of this criterion, a specially prepared written statement and portfolio. SAE also require an assessment of Level 2 Maths and English at grade C (4) level and above for those courses specially designated as requiring this, or in lieu of this, evidence of portfolio work. The academic essay, maths test and portfolio is assessed by the relevant campus Academic Coordinator or a Programme Coordinator who will provide a recommendation for entry.

### **6.2.2 Support Assessment**

In instances where a student discloses a learning need in their application form, either directly or via UCAS, a support assessment is required to be conducted. When a learning need has been disclosed SAE may request further advice from a health professional be provided that can assist with the support assessment. This does not include the following which are already supported by SAE's supportive framework: Dyslexia, Dyspraxia and Dyscalculia.

Support assessments should be conducted at least two months prior to course commencement, and all reasonable adjustments will be taken to support the applicant. This information will be detailed to the applicant so that they can make an informed decision about accepting their offer of study.

Support assessments will be conducted by an SAE campus Student Experience Officer or academic staff to devise a support plan for the student prior to the commencement of studies.

## **7. Responsibility for Admissions**

The local Director of Recruitment and Admissions and the local Campus Director are responsible for the application of the admissions policy. Decisions on admission are based on this policy.

## **8. Admissions Complaints Procedure**

SAE is committed to providing a fair and efficient admissions processing, and applicants should not be disadvantaged by this procedure. A complaint may be made by an applicant.

Complaints made by a third party will not normally be considered.

An applicant may appeal an admission decision:

- a) About the fairness or timeliness of the admissions process

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- b) Dispute a decision on the grounds of procedural irregularity
- c) Present new information which may have affected the decision with reasons why it was not made available at the time of application
- d) Present evidence of any action or decision which is not consistent with the Institute's admissions policy or equal opportunities policy

This procedure and any decisions made under the procedure do not automatically give legal rights to the complainant, nor place obligations or liabilities on the Institute either in respect of a decision made pursuant to the procedures or for a breach of the procedures. Legal representation on behalf of the complainant is not permitted.

### 8.1. Procedure

- 1) The first step in dealing with a complaint is to seek informal resolution. The matter can be raised in person, in writing or by e-mail with the SAE staff member who communicated with the applicant.
- 2) If the complaint is not resolved informally, the complainant should then put their case in writing to the relevant Campus Director. The complaint should state clearly and succinctly the details and nature of the matter and, if applicable, a desired outcome. The local Campus Director shall investigate the complaint and reply within a timely manner. If the complaint relates to the Campus Director, then the complaint will be referred to the Director of Marketing and Recruitment.
- 3) The decision of the Campus Director shall be considered final.

### 9. Policy History

Approved: 11 March 2019

Policy Reviewed: 04 January 2021

Policy Review Date: March 2022