

<b>Academic Policy</b>	
<b>Student Progression, Exclusion and Graduation</b>	
<b>1_A_POL_StudentProgressionandGraduation_190301</b>	
<b>1. Policy Statement</b>	The School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE), upholds the principle that all students will be supported with fair and flexible progression pathways to assist them achieve satisfactory programme progression. SAE has fair and transparent procedures to monitor student progression, process cases of exclusion and graduation of successful students.
<b>2. Purpose</b>	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 programme completion whenever possible, to define the grounds for exclusion related to lack of progress or misconduct, and to detail confirmation of student programme completion and eligibility to graduate.
<b>3. Scope</b>	<p>This policy applies in the context of SAE Institute operations in New Zealand and is applicable to students enrolled with, or intending to enrol with SAE.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute who transfer their studies to a campus outside New Zealand, will have their registration with SAE in New Zealand terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.</p>
<b>4. Associated Policies and Procedures</b>	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> <li>● <a href="#">Teaching and Learning policy</a></li> <li>● <a href="#">International Student - Code of Practice Policy</a></li> <li>● <a href="#">Student Support Policy</a></li> <li>● <a href="#">Assignment Submission Monitoring Policy</a></li> <li>● <a href="#">Attendance Monitoring Policy</a></li> </ul>
<b>5. Associated Documents</b>	<ul style="list-style-type: none"> <li>● <a href="#">Assignment Submission Procedure</a></li> <li>● <a href="#">Attendance Monitoring Procedure</a></li> </ul>
<b>6. Policy</b>	<p><b>6.1 Introduction</b></p> <p>It is the responsibility of the Academic Manager to monitor the progress of students in the relevant courses of study in their enrolled programme.</p> <p>Heads of Department and the Academic Manager are responsible for ensuring that the requirements for each course and programme of study are</p>

satisfactorily completed, that students who may be at risk of failure or deemed in need of assistance are identified, counselled and supported whenever possible, and 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 120-credit Diploma programme is three years.

The maximum period of candidature for a 360-credit bachelor degree programme is five years.

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.

SAE will only extend the maximum period of candidature for a student's study where it is clear that the student will not complete the programme within the nominal duration set for the programme, 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 SAE was unable to offer a pre-requisite course
- b. SAE implementing its intervention strategy for students who are deemed at risk of not meeting satisfactory progress requirements, or
- c. A suspension or exclusion has been enforced, or
- d. Deferment of study has been granted.

International students should refer to the International Student Policy for further details regarding extensions to durations of study.

In exceptional circumstances a Head of Department may seek the approval of the Academic Manager 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 Transition from Diploma to Degree**

At the successful completion of Level 5 studies, students enrolled in a Diploma programme may apply to transfer 120 Level 5 credits into a 360 credit Bachelor degree and proceed directly to Level 6 and 7 studies. The approval of applications for transition is at the discretion of the Academic Manager. In doing so they relinquish these credits with regard to a Level 5 diploma qualification. Previous graduates of a Level 5 diploma who wish to return to study may apply to transfer credits towards the Level 7 programme, and in doing so relinquish their Diploma qualification.

For reasons of the rate of change in technological fields, students holding a Level 5 diploma qualification more than five years old will be required to undertake Level 5 studies again before commencing Level 6.

#### **6.4 Programme Progress Requirements**

All Domestic and International students are required to maintain satisfactory programme progress. As per approved prerequisites, 120 credits at Level 5 are required in order to commence Level 6 studies, and similarly 120 Level 6 credits are required in order to commence Level 7 studies. SAE takes a holistic approach to monitoring satisfactory programme progression which includes continuous evaluation of the following metrics:

- Attendance in studio sessions, workshops and classes
- Contribution and engagement with group work
- Submission of assessment materials, formative and summative
- Participation in Work Integrated Learning (Levels 6 and 7)

Factors that may negatively impact upon student progression:

- Exceed the maximum period of candidature;
- Failure in a core course twice;
- Failure in all courses in a given period of study, while deemed at risk
- Failure to comply with the SAE Registration Agreement or the rules of any programme of study;
- Are in breach of any other rule or policy with provision for exclusion.

Conditions relating to international students are further governed by the Education (Pastoral Care of International Students) Code of Practice.

Under the direction of the Academic Manager, the Head of Department monitors the progress of each student against the programme progression requirements. At the end of each study period, progression is reviewed to ensure that the student is in a position to complete the programme within the expected programme duration, and for international students, as specified on the student's visa conditions.

After the publication of results for each study period, the Head of Department will report a student who has failed to meet the programme progression requirements (as outlined above), to the Academic Manager who may deem that student as being "At Risk". See Student Support policy.

#### **6.5 Summer School**

Level 5 students with an incomplete or failed course may apply to repeat the course during the Summer School period, within which individualised projects are drawn up to deliver and assess the required course and learning outcomes in order to allow the student to proceed with studies in the subsequent year.

### 6.6 Students deemed 'At Risk'

SAE has systematic approaches for ensuring student progression is routinely monitored and reviewed throughout a programme of study. These processes include but are not limited to:

- Teaching staff monitoring student performance during studio sessions classes and tutorials;
- Routine attendance audits;
- Submission of assessment materials by due dates
- Examiners Committee that reviews student grade outcomes and progression issues

Once a student is deemed to be 'At Risk' Student Support procedures surrounding Assignment Submission and/or Attendance Monitoring will be initiated. See Student Support policy.

The student's individual needs will be assessed and a personalised study plan will be developed through consultation between Student Support and the student. The personalised study plan will outline an intervention strategy designed to support the student with their progression.

### 6.7 Exclusion

The Academic Manager in liaison with the Head of Department and Student Support will monitor the academic progression of each student and implement remedial support for those students deemed in need of assistance to achieve satisfactory progression.

Following such remedial support, where students fail to meet satisfactory progression requirements, procedures may be implemented to assess whether the student should be excluded from their programme of study. Any actions are at the discretion of the Campus Director.

### 6.8 Graduation

It is the responsibility of the Academic Manager to ensure that all records of student progression and academic achievement are accurate and complete.

The Examiner's Committee is responsible for reviewing grade outcomes and ensuring that a student has satisfactorily completed all programme requirements, before recommending conferment of award to the Academic Board.

The Academic Board or its delegated officer will endorse the conferment of award for students who are eligible to graduate.

Students who have a debt with SAE shall not be permitted to graduate until such debts have been paid in full, or arrangements for payment has been approved by the Campus Director.

	<p>Graduands who have satisfied all requirements are eligible to attend a degree graduation or diploma presentation ceremony. Graduands who are unable to attend a graduation ceremony shall have the appropriate award conferred by SAE “in absentia”.</p> <p>Approved academic dress shall be worn by graduands at degree graduation ceremonies and is not required at diploma presentation ceremonies.</p> <p>Graduates of SAE will be entitled to become members of the Alumni Association, to display the award conferred, and to wear the academic dress of SAE at appropriate ceremonies to signify the award conferred.</p>
<p><b>7. Records</b></p>	<p><b>1_A_POL_StudentProgressionandGraduation_190301</b></p> <p>DRAFT released for consultation 1 May 2019</p> <p>FINAL approved by Academic Board 17 May 2019 and released</p>

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