

Student Support and Wellbeing Policy	
Student Grievance, Complaints and Appeals	
2_A_POL_StudentGrievance_190301	
1. Policy Statement	The School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE), is committed to providing a collaborative and collegial teaching and learning environment by undertaking all necessary actions to resolve grievances in a fair and expeditious manner.
2. Purpose	To demonstrate a clear commitment to the receipt and proper processing of all grievances and subsequent appeals relating to the operations of SAE Institute.
3. Scope	<p>This policy applies in the context of SAE's operations in New Zealand and is applicable to all students, whether prospective, deferred, current or graduands.</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 of New Zealand 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>
4. Associated Policies and Procedures	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> ● Student Grievance, Complaints and Appeals Procedure
5. Associated Documents	<p>This policy should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> ● Student handbook ● Student online Complaints Form
6. Policy	<p>6.1 Introduction</p> <p>The Student Grievance, Complaints and Appeals Policy and Procedures, and any decisions made under them, are not intended to give rise to legal rights, or obligations on SAE to pay compensation either in respect of a decision made pursuant to the procedures, or for a breach of these procedures. This policy is intended to facilitate the resolution of formal grievances brought to the attention of SAE. Anonymous grievances will not normally be considered.</p>

This policy and related procedure applies to all students, whether prospective, deferred, current or graduands. Any complaints and appeals should be raised as soon as possible of the complainant becoming aware of the issue.

Complaints and Appeals (Grievances) include but are not restricted to matters of concern to a student relating to delivery and assessment; the quality of the student support and materials; discrimination; and sexual harassment.

Natural Justice is concerned with ensuring procedural fairness:

- Decisions and processes should be free from bias.
- All parties have the right to be heard.
- The respondent has a right to know of what s/he is accused.
- All parties are told the decision and the reasons for the decision.

All complaints and appeals will be resolved within 60 days. If SAE requires more than 60 days to resolve any complaint or appeal, we will write to all parties involved and explain why we require more time and give an expected date that a resolution will be made. We will keep all parties informed during this time in writing.

6.2 Before an Issue Becomes a Formal Grievance

Students are encouraged, wherever possible, to discuss and resolve concerns or difficulties directly with the person(s) concerned. There are various staff including the Campus Director, Student Support, the Academic Manager, Heads of Department, Kaiako/Lecturing staff, Studio Supervisors and other staff who are available to assist students to resolve their issues at this informal level.

This is the informal stage of the grievance process and must be attempted before a formal grievance is lodged.

6.3 Lodging a Formal Grievance

If the complaint is not resolved at the informal level, students may lodge a formal grievance. All formal grievances must be lodged online using the Student Complaints and Appeals form on the SAE website. Refer to the Grievance, Complaints and Appeals procedure for details of the processes and procedures to be followed.

6.4 General Stipulations

In the event of a formal grievance:

- The complainant will be given the opportunity to present their case in person (Stage 2) ;
- The matter will be reviewed and an outcome determined by a Grievance Panel (Stage 2)
- All matters arising shall be accurately documented and recorded.
- Records shall be maintained for a minimum period of five years and treated as confidential in accordance with SAE Institute policy on information privacy;
- A written statement of the outcomes will be issued at each stage of the process giving due reasons for decisions reached;
- The complainant will have the right to have a representative present who may be a relative, friend or colleague, but not a legal representative, during any negotiations with SAE or its representatives;
- The complainant will not be required to meet any costs associated with lodging a grievance, provided the procedures contained herein are adhered to;
- The complainant shall not be subject to discrimination, victimisation or any other form of harassment as a result of actions taken under these guidelines.

6.5 Principles that Underpin these Grievance Procedures

The guiding principles of these procedures are that grievances shall be:

- Treated seriously and with fairness;
- Dealt with promptly, simply and at the level of the specific campus as far as is possible;
- Subject to the principles of natural justice;
- Progressed through informal and formal stages;
- Dealt with and resolved wherever possible without recourse to the formal stage, and shall be without prejudice to a complainant's right

to pursue external legal remedies after having exhausted all internal SAE Institute grievance procedures;

- The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

6.6 Grounds for Lodging an Academic Appeal

There are four grounds for lodging an academic appeal:

- a. Performance in an assessment suffered through illness or other factors that the student was unable or, for valid reasons, unwilling, to disclose before the results were awarded. An appeal under such grounds will normally be dismissed unless an acceptable explanation is given for not presenting the extenuating circumstances in advance of the results having been awarded.
- b. An assessment was not conducted in accordance with the approved programme regulations.
- c. There was a material administrative error in the conduct of an assessment or other academic decision.
- d. Some other material irregularity occurred in making an academic decision.

Students should also note that:

Academic appeals lodged on grounds other than illness, may only be made against formal published decisions - not against informal marks or grades that have yet to be approved. Assessment marks are formalised at the end of trimester following a moderation and validation process.

SAE will not accept academic appeals based on a claim by the student that they did not know or fully appreciate the assessment regulations and procedures, or that they were unaware of the grievance procedure, or their rights and responsibilities, which includes the process for presenting extenuating circumstances.

6.7 Staff Responsibility

Improving the quality of customer service and reducing dissatisfaction or grievances is the responsibility of all. All staff are encouraged to

	<p>informally and formally identify, report and where possible prevent or remedy problems and concerns related to the fair treatment of students or potential students. This may occur during general communication in the performance of their role, by discussion, participation in meetings and formally by submitting a report to the Campus Director or the Academic Manager (for academic grievances) suggesting process improvement.</p> <p>The Campus Director is responsible for reviewing and approving process improvement reports, for investigating the cause(s) of potential problems identified, for initiating preventative action to eliminate the problem or potential problem, for verifying that approved process improvements have been implemented and preventative action has taken place to prevent or reduce future grievances or appeals and that this action complies with relevant Commonwealth and State law / legislation.</p> <p>6.8 Retention of Records</p> <p>SAE will retain appropriate records for all formal grievances for a period of five years and allow parties to the complaint, appropriate access to these records. Any associated assessments relating to the grievance will also be stored for a period of five years.</p> <p>All records pertaining to formal grievances are stored in accordance with the New Zealand Privacy Act (1993) and its amendments.</p>
<p>7. Records</p>	<p>2_A_POL_StudentGrievance_190301</p> <p>DRAFT version released 5 March 2019</p> <p>FINAL version approved by Academic Board 17 April 2019 and released</p>