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Academic Policy	
Assignment Submission Monitoring	
1_A_POL_AssignmentSubmissionMonitoring_190418	
1. Policy Statement	The School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE), recognizes that the monitoring of assignment submission is fundamental to ensuring student progression and is also a factor in the pastoral care of students.
2. Purpose	Assignment submission is a critical step in the assessment process. This policy ensures that all students receive necessary support in managing the completion and effective submission of all assessable work.
3. Scope	This policy applies in the context of SAE's operations in New Zealand, and is applicable to students enrolled with SAE. 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 to.
4. Associated Policies and Procedures	This policy should be read in conjunction with the following policies and procedures: ● Student Assessment policy ● Student Support policy
5. Associated Documents	This policy should be read in conjunction with the following documents: ● Student Handbook
6. Policy	**6.0 Introduction** Student engagement with assessment activities is a key focus for academic teaching staff and student support. SAE expects students to submit assessable materials by the stated due date and in the correct format for all assignments listed in course outlines and on the Student Learning Management system, Moodle. **6.1 Assignment information** All assessment submission information including deliverables, assets and process will be clearly stated in Course Outlines and on Moodle, and will be explained by Course Coordinators at the commencement of a course. Kaiako/Lecturers and Student Support staff will underscore the assessment requirements at project milestones to ensure students are tracking well toward deadlines for summative assessments. Students considered to be "at risk" of

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missing an assignment deadline will meet with the Course Coordinator and, if deemed necessary, directed to Student Support staff for additional assistance.

6.2 Electronic submission

Whenever possible, electronic submission will take place in a class context with academic and/or Student Support staff overseeing the uploading of student work. The Institute takes responsibility for ensuring the functionality of all electronic infrastructure for uploading and retrieval of student work. Technical errors in the Institute's IT infrastructure will not affect student grades unless the student is responsible for the error.

6.3 Consequences of missing a submission deadline

If a student does not meet a submission deadline the penalties described in the Student Assessment Policy shall apply. Heads of Departments, along with Student Support, may be engaged to assist in the development of a Individual Study Plan for the late submission of work if required.

Whenever possible, assignment submission is undertaken on campus under the supervision of staff. Absent students will be contacted by academic staff and/or Student Support staff to ensure they are aware of the submission deadline. Students who miss a deadline are contacted by academic staff and/or Student Support staff to ascertain the circumstances and to ensure students are aware of late submission protocols and late penalties as described in the Student Assessment Policy. Without a valid excuse or an approved extension, an assignment submitted up to **five working days** late is eligible for a **maximum grade of Pass**.

Timely submission of assignments is a key factor of student engagement. Ongoing problems with assignment submission are cause for a student to be deemed 'At Risk' and may require the intervention of Student Support staff and Academic and Operational Managers.

7. Records	**1_A_POL_AssignmentSubmissionMonitoring_190418**
	DRAFT released for consultation 14 May 2019
	FINAL version approved by Academic Board 30 May 2019 and released
	Re-drafted July 12, 2021 and tabled to Academic Board
	NEW version approved by Academic Board 1 Sept 2021 and released

Title: ASSIGNMENT MONITORING | **Filename**: 1_A_POL_AssignmentSubmissionMonitoring_190418 | **Author**: L Stewart, Quality Assurance Manager

Approval: SAE Auckland Academic Board | **Date**: 210901 | **Review Date**: 240901