

<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>● Teaching and Learning policy</li> <li>● Student Support Policy</li> <li>● Assignment Submission Monitoring Policy</li> <li>● Attendance Monitoring Policy</li> <li>● Student withdrawal or termination Procedure</li> </ul>
<b>5. Associated Documents</b>	
<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>

Heads of Department and the Academic Manager are responsible for ensuring that the requirements for each course and programme of study are 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.

Consideration should be given for study visa implications in the case of extension to duration of study for international students.

In exceptional circumstances, the Academic Manager may approve a variation to the period of candidature, 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.

The application to transition from Diploma to Degree is considered based on academic merit, engagement during Level 5 studies and potential to succeed in Bachelor degree studies. Students wishing to transition from Diploma to Degree studies must complete an application to enrol and may be required to undertake an interview.

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 include:

- Exceeding the maximum period of candidature;
- Failing in a core course twice;
- Failure in 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;
- Being in breach of any other rule or policy with provision for exclusion.

Conditions relating to all domestic and international students are further governed by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice, 2021.

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**

Students with an incomplete or failed course may apply to repeat the course, or part thereof, during the Summer School period. An Individual Study Plan is drawn up to deliver and assess the required course and/or specific learning outcomes and assessments in order to allow the student to proceed with studies in the subsequent year. During the summer school period, the student is placed 'on extension' rather than re-enrolling in the said course(s). Unless specified, no additional tuition fees are required in order to complete a course during the summer school period. Students should not be undertaking any more than the *equivalent* of one full course during the summer school period. Heads of Department and Student Support will monitor any students undertaking summer school.

#### **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 attendance during studio sessions classes and tutorials;
- Submission of assessment materials by due dates
- Weekly Attendance Council meetings between the Academic Manager, Heads of Department and Student Support;
- 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 Monitoring or Student Absenteeism will be initiated.

The student's individual needs will be assessed and an Individual Study Plan will be developed in consultation between the Head of Department, Student Support and the student. The Individual 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.

	<p>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.</p> <p><b>6.8 Graduation</b> It is the responsibility of the Academic Manager to ensure that all records of student progression and academic achievement are accurate and complete.</p> <p>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.</p> <p>The Academic Board or its delegated officer will ratify the conferment of award for students who are eligible to graduate. This ratification can occur electronically via email, as per the Ratification of Transcripts procedure.</p> <p>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> <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>Academic dress shall be worn by graduands at degree graduation ceremonies. Academic dress is not required at diploma graduands.</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> <p>Reviewed with minimal updates. Released for consultation 26 May 2023</p> <p>UPDATED version approved by SAE Auckland Academic Board 2 June 2023</p>