Academic Policy	
Student Progression, Exclusion and Graduation	
1.Policy Statement	SAE Institute Pty Ltd trading as SAE Creative Media Institute (SAE) upholds the principle that all students will be supported with fair and flexible progression pathways to assist them achieve satisfactory program progression. SAE has fair and transparent procedures to monitor student progression, process cases of exclusion and graduation of successful students.
2.Purpose	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 program completion whenever possible, to define the grounds for exclusion related to lack of progress or misconduct, and to detail confirmation of student program completion and eligibility to graduate.
3.Scope	This policy applies in the context of SAE's operations in Australia and its approved offshore delivery sites, and is applicable to staff and students enrolled with, or intending to enrol with SAE Creative Media Institute
	Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia 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. .
4.Associated Policies and Procedures	This policy should be read in conjunction with the following policies and procedures: ● Student Grievance, Complaints and Appeals Policy ● Student Selection, Admission and Transfer ● Students At Risk Procedure ● International Student Policy ● Student Discipline Rule ● Student Support Services ● Code of Conduct
5.Associated Documents	This policy should be read in conjunction with the following documentation: ● Student Support Plan ● Disability Support Medical Documentation
6.Policy	**6.1 Introduction** It is the responsibility of faculty members to monitor the progress of students in the relevant module of study, and the responsibility of the Academic Coordinator to monitor the progress of students in their enrolled program.

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Each Department Coordinator and Academic Coordinator is responsible for ensuring that the requirements for each module and program 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 is;
> 10 years for a bachelor degree program
> 10 years for a master's program

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 program within the nominal duration set for the program, 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 prerequisite module)
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 the Academic Coordinator may seek approval from the National Manager of Academic Services (NMAS) to vary the period of candidature if necessary, taking into account the currency of the program content, periods of approved deferment of studies or other individual mitigating circumstances.

6.3 Students deemed 'At Risk'
At student 'At Risk' is one which the institute believes would benefit from additional support mechanisms offered by the institute. These students are identified during the enrolment process and throughout their studies via mechanisms which may include but is not limited to;

During Admissions:
● Student declares a diagnosed or undiagnosed condition during the admissions process

- Student identifies as a particular sub-group which has been identified as needing additional support including International and Aboriginal and Torres Strait Islander students;
- General observations of SAE staff during the admissions process.

Whilst Enrolled
- Sub-par engagement during lectures, tutorials and workshops
- Sub-par interaction with SAE's learning technology platforms
- Poor attendance
- Failure to submit or late submission of assessment items
- General observations of the students behaviours from SAE staff and faculty.

Once a student is deemed to be 'At Risk' they will be contacted by faculty and if needed receive a request to attend a progression meeting with the Academic Coordinator or nominee for early intervention support.

The student's individual needs will be assessed and a personalised study plan may be developed through consultation between the Academic Coordinator or nominee, Student Services Advisers and the student. The personalised study plan will outline the strategy designed to support the student with their progression.

Students 'At Risk' are the engage with any requirements outlined in the personalized study plan. At any stage during their study a student 'At Risk' may have more formal requirements imposed on their continued study with SAE. These are requirements are described in section 6.5 and 6.6 of this policy.

6.4 Program Progress Requirements
All Domestic and International students are required to maintain satisfactory program progress. SAE takes a holistic approach to monitoring satisfactory program progression which includes continuous evaluation of the following metrics in combination;

- Exceed the maximum period of candidature;
- Fail fifty percent or more of the modules attempted in any study period;
- Fail a core module twice;
- Fail to comply with an enrolment condition imposed by SAE or the rules of any program of study;
- Fail any module in a given period of study, while under academic probation;
- Are in breach of any other rule or policy with provision for exclusion.

Conditions relating to international students are further governed by the ESOS Act and the requirements of the National Code.

Under the direction of the Academic Coordinator, the Department Coordinator monitors the progress of each domestic and international student against the program progression requirements. At the end of each period of study, progression is reviewed to ensure that the student is in a position to complete the program within the expected program duration, and for international students, as specified on the student's electronic Confirmation of Enrolment (eCoE).

After the publication of results for each period of study, the Department Coordinator will report a student that has failed to meet the program progression requirements (as outlined above), to the Academic Coordinator who will put student on Academic Probation (AP).

6.5 Academic Probation
Students, who fail to meet program progression requirements (refer to 6.4) or the requirements of a personalized study plan (refer to section 6.3) will be placed on Academic Probation Level 1 (AP1).

6.5.1 Academic Probation Level 1 (AP1)
AP1 is designed to support students who have not met the program progress requirements of this progression policy and provide them with heightened levels of support, customized to ensure their success. The nature of this support is negotiated with the student and support mechanisms are drawn from the list in 6.5.3 of this policy.

Students will need to attend a meeting to discuss and evaluate their program progress before they are permitted to register modules in the next study period. A student will agree in writing to Academic Probation and the details of the academic probation (intervention strategy). This agreement will be recorded on the student's record to ensure all relevant staff can access this information. The agreement may also advise the student of the support available to them.

A student placed on Academic Probation 1 must satisfactorily fulfil the conditions of the agreement to continue their enrolment with SAE.

While on Academic Probation, a student is required to meet all conditions of the probation as outlined in the written notification, which may include but is not limited to:
  ▪ Maintaining satisfactory module attendance;
  ▪ Attending regular scheduled meetings with an academic supervisor;
  ▪ Attending regular scheduled meetings with the Student Services Adviser (SSA);
  ▪ Successful completion of coursework.

This probationary period will be for one trimester.

Where a student fails to meet the conditions of their Academic Probation Level 1, they will be issued with a Notice of Intent to Cancel of enrolment for domestic students or a Notice

of Intention to Report for international students, and will be provided in writing, with the reason/s for the notice of intention to report.

A student may appeal this decision in accordance with the Student Grievance policy. An appeal must include an evaluation of the reasons for poor study and a credible rectification plan.

SAE will report unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with Section 19(2) of the ESOS Act 2000 if the:

- Internal and external complaints processes have been exhausted and the decision or recommendation supports the registered provider; or
- International Student has explicitly decided to not access the external complaints and appeals process, or has not responded within a stated period of time; or
- International Student withdraws from the internal or external appeals processes by notifying SAE in writing.

6.5.3 Student Support mechanisms
The support needs for every student under academic probation are unique. SAE support actions are individualised to give each student the best possible chance to succeed in their program..

The most common support mechanisms are listed below
- Reduction in course load;
- Assistance with academic or practical skills such as report writing, practical skills review, meeting assessment requirements and research skills;
- English language support for oral and written comprehension;
- Discussions with the Student Services Adviser (SSA) for assistance with personal issues affecting course progress;
- Opportunity for module re-takes;
- Completion of alternate forms of assessment(s) where adjustments may be needed;
- Mentoring by an academic staff member nominated by the AC;
- Required attendance at meetings with the SSA or an other nominated staff member approved as outlined by the AC;
- Referral to an external organisation for assistance (costs for external professional support to be met by the student);
- Changing courses or course major within SAE;
- A combination of strategies outlined above.

Please refer to the Students At Risk procedure for more details on how this support is provided.

6.6 Module Retakes

SAE accepts that, for a variety of circumstances, a student may fail to meet the grades required to pass a module. Retake options are available for all modules, the format of which will vary according to the nature of the module and the marks obtained by students on previous attempts.

Retake options available to international students may be constrained by the ESOS Act and the requirements of the National Code. International students should seek specific guidance on the options available to them from the Academic Coordinator.

International students will need to ensure that they have met any additional student visa requirements as stipulated by the relevant Department of the Australian Government (Department of Immigration and Border Protection DIBP).

6.7 Suspension

A domestic student may be suspended for a period up to three years for

1. Breach of Academic Honesty policy
2. Breach of Code of Conduct.

Student who has had their enrolment suspended by SAE has 20 working days to appeal their suspension.

6.8 Leave of absence (Deferral)

A domestic student may apply for a leave of absence from their studies for up to 12 calendar months. A domestic student who does not engage in their studies before census date will be automatically withdrawn from the trimester.

International students should refer to the International Student Policy. Leave of absence will only be considered on the grounds of extenuating circumstances (compassionate or compelling) and substantiated with evidence which demonstrate the circumstances were beyond their control and prevented them from continuing studies during the requested leave period.

6.9 Exclusion

A student may be excluded from SAE for a minimum of one trimester and a maximum of 5 years on the following grounds:

1. Failure to enter into an Academic Probation agreement
2. Failure to meet the requirements of Academic Probation
3. Failure to pay fees

4. Severe breach of Code of Conduct
5. Failure to re-enrol within 14 days of trimester start (international Student).
6. Failure to engage in their studies for two consecutive trimester.

Any suspensions and exclusions decision has to be made by the Dean or his delegate

6.10   Publication of Results
The National Examiners Committee is responsible for the review and release of grades. No student's grade or mark shall be lowered after it has been officially released except in the case of proven academic misconduct by the student or an administrative error, with final decision to be made by the National Manager of Academic Services (NMAS).

6.11   Credit Points and Award Eligibility
SAE has adopted a credit point system which is employed to numerically delineate the value of each module of study for its Higher Education programs. Completion of a SAE programs requires successful attainment of the defined number of credit points. Each 10 credit points equates to a workload of nine hours per week.

To be eligible for an SAE Higher Education award, each candidate must meet the following award eligibility requirements.

Higher Education Bachelor Degree Award
* A student must achieve 240 credit points through the successful completion of program modules approved for the award

Higher Education Graduate Certificate
* A student must achieve 40 credit points through the successful completion of program modules approved for the award

Higher Education Graduate Diploma
* A student must achieve 80 credit points through the successful completion of program modules approved for the award

Higher Education Master's Degree
* A student must achieve 160 credit points through the successful completion of program modules approved for the award

VET Diploma and Certificate Qualifications
To be eligible for an SAE VET qualification each candidate must meet the following award eligibility requirements

A student must achieve competency in all competencies set for the relevant award, as outlined in the relevant training package or VET accredited course documentation.

6.12 Supply of Completion Letter

The National Manager of Student Experience (or delegate) issues upon request a Completion Letter free of charge to all students who have been deemed eligible for course completion and graduation.

A completion letter is a document stating that the student is entitled to be awarded a specified qualification. A completion letter is intended only as interim confirmation that either all academic requirements or all requirements of a qualification have been completed. As such, a completion letter may only be issued to a student during the period between the completion approval of all academic course requirements and award conferral. A completion letter is not an official conferral of the award by SAE.

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

All awards are reviewed by the Learning and Teaching Committee who recommend graduands to the Academic Board. The Academic Board then recommend graduands to the Board of Directors who confer all Awards.

Students who have a debt with SAE shall not have their final grade in any program officially communicated to them, nor shall they be permitted to graduate until such debts have been paid in full, or arrangements for payment has been approved by the relevant Campus Manager.

Graduands who have satisfied all requirements are eligible to attend the graduation ceremony at any SAE approved campus. Graduands who are unable to attend a graduation ceremony shall have the appropriate award conferred by SAE "in absentia".

Approved academic dress shall be worn by graduands at the graduation ceremonies. 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.

Administrative Information and Version Control

Date	Summary of Changes	Approved by

13 July 2007	Policy implemented	Academic Board)
9 September 2009	Policy update	Prof Z. Klich, chair Academic Board
22 February 2011	Policy update	Prof Z. Klich, CEO & Managing Director
28 February 2011	Policy update	Prof Z. Klich, CEO & Managing Director
12 June 2012	Policy update	Joseph Anthonysz, CEO & Managing Director
26 July 2012	Policy update	Academic Board
22 October 2012	Policy update	Prof. Zbys Klich, Chair, Academic Board
5th April 2013	Policy updated	M. L'Estrange, Head of Student Services
7th of July 2015	Policy reviewed	Academic Board & J. Anthonysz
1 December 2017	Policy reviewed	Academic Board
20 June 2018	Policy reviewed	Academic Board
28 September 2018	Minor administrative changes	Academic Board
30 November 2018	Update to Section 6.3	
05 April 2019	Policy Updated	Academic Board

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