

# A09 Student Progression, Transfer and Graduation Policy

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## 1 Introduction

SAE Institute is committed to a high quality of educational experience for all students and provides support to assist students in completing the programme to which they have enrolled. SAE has fair, transparent, and effective processes to monitor student progression, to identify students who may need additional assistance, to facilitate approved transfers of students between campuses or programmes within SAE, and to enable the award and graduation of students successfully completing their programme.

This policy details the processes by which the academic progress of each student is monitored, so as to enable SAE to provide the student with advice and support towards successful completion of their programme(s), to enable transfers of students, and to detail confirmation of students' completion of programmes and eligibility for award and graduation.

SAE has sought to facilitate requests for transfer of students between programmes and campuses where appropriate and possible, in order to develop students' cultural understanding and mobility. This is distinct and separate from student protection measures, where a transfer of programme or campus is made necessary because of a situation arising whereby the student cannot continue at their current campus, or on their current programme; these measures, and the risks which may lead to them, are dealt with in SAE's Student Protection Plan.

### 1.1 Related Documents

This policy should be read in conjunction with:

- A05 Academic Quality Assurance Policy
- A07 Review of Learning, Teaching and Assessment Policy
- A08 Assessment Policy (and associated policies)
- A10 Graduates Policy
- A14 Complaints Policy
- Student Handbook or Programme Handbook
- University partner regulations (as appropriate).

## 2 Scope

This policy applies to all students and staff involved in any SAE Institute programmes and operation, including Education Partners operations, and in any collaborative programmes or operations. This policy is applicable to all students or prospective students of SAE Institute, irrespective of their place of residence, campus or mode of study.

Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with an SAE Institute campus who wish to transfer their studies to a different campus should carefully consider any implications for their student finances and visa requirements. If they proceed, they may have their registration with their initial SAE campus discontinued, and will be required to adhere to the guidelines, policies, and procedures of the SAE legal entity to whom they have transferred their registration.

## 3 Progression

### 3.1 Staff Responsibilities

It is the responsibility of each Module Leader to monitor the progress of students within the module(s) for which they are responsible. Each Programme Coordinator is responsible for monitoring the progress of students in the programme(s) for which they are responsible. Each Academic Coordinator is responsible for monitoring the progress of students at their campus(es). These responsibilities include:

- Ensuring that the requirements for each module and programme of study are cleared specified to students.
- Ensuring that the requirements for each module and programme of study are satisfactorily completed.
- Ensuring that students who may be at risk of failure, or deemed in need of assistance, are identified and supported wherever possible.
- Ensuring that accurate records of student attendance, assessment, progression, completion and achievement are maintained.

### **3.2 Student Status**

At all times, it is the responsibility of campus leadership to ensure that students' statuses are accurately represented in the relevant Student Record System (SRS). Where students opt or are required to defer their registration for a period of time, are suspended, or withdraw from their programme of study, the student record must be updated in line with correct procedures. Changes of status can impact the student in many ways and must be fully accurate for SAE to report periodically to various regulatory and quality assurance bodies, student loan providers, and University partners.

### **3.3 Maximum Candidature**

Maximum periods of candidature take into account the importance of the currency of knowledge in completing a programme of study and ensures the fair treatment of all students regardless of the number of credit points required. The maximum period of candidature for a Bachelor's degree programme at SAE will always align with the period specified by the validating University partner for that programme.

- For some programmes, there may be a different period specified for international students.
- For programmes validated by Hertfordshire University, SAE may in exceptional circumstances appeal to the University partner for an extension of the period of maximum candidature. This may for example be as a result of compelling personal circumstances (such as illness).

Please refer to the applicable University partner regulations for more information.

### **3.4 Course Progress Requirements**

Students may be unable to progress on their programme of study if they:

- exceed the period of maximum candidature
- fail twice in programme components weighted at 45 credits or greater
- fail to comply with the rules and regulations of SAE Institute or the validating University partner for their programme.

Under the direction of the Academic Coordinator, the Programme Coordinator and Module Leaders will monitor the progress of each student against the requirements for progression on their programme of study. At the end of each teaching period, progression is reviewed to

ensure that the student is in a position to continue on their study path and to complete the programme within the expected duration.

Academic Coordinators must ensure that all relevant information relating to student assessment, completion of modules, and status, is accurately presented to the Assessment Boards for that teaching period.

Students who have failed to meet course progression requirements in any given teaching period may be monitored as “at risk” in the following period(s) and should be provided with any additional support as deemed reasonable.

Students may progress within FHEQ Levels unless they have failed, after re-enrolment, 45 credits or more of their programme (as detailed in section 3.6). Students may normally progress from one FHEQ Level to the next carrying a deficit of no more than 30 credits. For more information refer to the regulations of the University partner for the programme.

### **3.5 Reassessment and Referral**

SAE recognises that for a variety of circumstances students may fail to achieve the learning outcomes in a module on their first attempt. In many circumstances, there will be opportunities for a student to be reassessed.

For students enrolled on University of Hertfordshire validated programmes:

- Where any module assessment is given a failing grade, but higher than 20% ('Marginal Fail' or 'Clear Fail'), the student will be given one opportunity to resubmit their work (a 'referral'). When the first attempt grade is published, feedback will be provided outlining the way(s) in which the first assessment did not meet the requirements, and a deadline for the referral will be given.
- Where any module assessment is given a failing grade lower than 20% ('Little Merit' or 'Non-Submission'), there is no opportunity for referral.
- Grades for referred work will be shown as 'true grades' on student feedback, but at assessment boards and for the purposes of calculating degree classifications, will be capped at 40% (UG) or 50% (PG).

In all cases of referral and reassessment, SAE will align with the University partner

regulations. Where any difference arises between the two due to a change in University policy, the latter will take precedence until SAE policy is updated to align.

### **3.6 Repeating Modules**

Should a student fail a module of study (including failure after reassessment or referral), they will have one opportunity to retake the module (or equivalent module(s) as indicated in the Programme Specification).

This retake may be subject to additional fees and may require the student to defer their studies for a period of time dependant on the number of credits they have achieved, when the module is next running, or other factors. Students required to retake a module are strongly advised to speak with their Academic Coordinator and Programme Coordinator to ensure that they understand the implications of retaking a module.

If the module (or equivalent) is failed for a second time, including any opportunity for reassessment or referral, the student will not be allowed to retake that module again.

If a student has failed a module or modules weighted at 45 credits or more, they will be withdrawn from their programme and awarded the highest exit qualification for which they are eligible.

### **3.7 Publication of Results**

The Academic Coordinator of each campus is responsible for the authorization and publication of official results statements, and the oversight of academic records for all students registered at the campus. Normally students will receive assessment grades and feedback in electronic form, through the VLE.

Module grades and degree outcomes are published after ratification by the relevant assessment boards, with the University partner and External Examiners in attendance (see A05 Academic Quality Assurance Policy). These grades are subject to change until ratified by the assessment board. Module grades will normally be published electronically through the VLE and student portal. Degree outcomes will normally be communicated to the student by email.

## 4 Transfer

This section relates to instances where a student requests a transfer or change of their own accord; that is, not as a result of an identified risk to continuation of study determined by SAE. Any instances of transfer necessitated by institutional risk are dealt with separately under local Student Protection Plans.

### 4.1 Change of Programme

Should a student to transfer between programmes at SAE Institute, a request must be made by the student in writing to the Academic Coordinator within four weeks of their initial enrolment on to the programme with SAE. This request will be reviewed by the campus leadership (including the Programme Coordinator for the programme to which the student wishes to transfer).

Approval for such a transfer can only be given where the student meets the entry requirements for the programme being transferred to. Any eligibility for additional fees which may be incurred in such a transfer, or impact on student financing, will be communicated to the student before approval is given.

Reasonable efforts will be made to provide support to students transferring to ensure that they are inducted into their new programme and can review all learning missed prior to transferring; however, the responsibility for this ultimately lies with the student.

### 4.2 Change of Module

Should a student wish to change modules within a programme of study, this request must be submitted in writing to the Academic Coordinator before 20% of the module's study load has been completed (this may be a different period of time depending on the student's own study path, and the academic calendar being followed by the campus). For approval to be given, the student must be eligible to enrol on the requested module(s). A decision will be made by the Academic Coordinator and communicated to the student within three working days.

Reasonable efforts will be made to provide support to students transferring to ensure that they are inducted into their new programme and can review all learning missed prior to transferring; however, the responsibility for this ultimately lies with the student.

### **4.3 Transfer of Campus**

Subject to appropriate scheduling and availability, students enrolled in SAE Institute courses have the option to transfer between campuses within their region or group of campuses, and in some cases may wish to transfer internationally. Where the courses are the same and awarded by the same awarding body, the process is likely to be straightforward. Where the awarding body of the programmes at the campuses are different, the process of transfer will need to be examined and criteria for transfer of credits (through Recognition of Prior Learning) may need to be considered. Transfers are always subject to the agreement of the campus receiving the student.

Student transfers should be facilitated at an appropriate point of the student's studies, and all parties are advised to closely investigate any possible impact on studies relating to student support, financing, and other issues.

Fees paid in advance will normally be credited to the student at their new location, but it must be noted that there are variations in price across SAE campuses, as well as currency conversion fees and differing charges.

- International students must be aware of any visa requirements for their destination, and should refer to guidance on their eligibility to study and the processes for acquiring any necessary visas or permissions.
- Where students are requesting an international transfer to a different SAE programme (usually in a related field but under a different awarding body) that student will normally have to enter into a new registration and enrolment agreement as applicable to their destination.

The process for facilitating transfers between campus must be followed:

1. Students should make initial inquiries with the destination campus about the possibility of a transfer.
2. If a transfer is considered feasible, the student should meet with the Academic Coordinator of their home campus who can advise of any requirements and support



the student to make their formal transfer request in writing.

3. The transfer request will be reviewed by campus leadership of both the home campus and the destination campus, with reference to the student record, and all applicable regulations including (where applicable) mechanisms for credit transfer.
4. A final decision will be communicated to the student in writing, with the next steps for completing the transfer outlined.

## 5 Policy History

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