

A17 Learning Resources Policy

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1 Introduction

1.1 Purpose

SAE Institute is committed to providing a high-quality academic experience for all students by enabling equality of access to and use of SAE learning resources and services for all authorised users within the configuration of learning resources available to their campus both physically as well as online. This policy outlines the general regulations for access to and use of SAE Institute's learning resources.

1.2 Related Policies and Documents

This policy should be read in conjunction with the following documents:

- A03 Student Record Management and Data Processing
- A03.1 Recording of Learning, Teaching and Assessment Activities Policy
- A05 Academic Quality Assurance Policy
- A18 Student Code of Conduct
- Local data protection and privacy regulations (as applicable)
- Student or Programme Handbook.

2 Scope

This policy outlines the general conditions, rules and guidelines applicable to ensuring effective use of SAE Institute's learning resources both on campus and online.

2.1 Definitions

Learning resources. Learning resources include all computing, library, media services, software and facilities for authorised users provided by SAE in physical or digital form on campus and online, off-campus over local, national and international networks.

Authorised users. Authorised users are:

- All students at any SAE campus involved in the delivery of validated programmes, for the duration of up to six months after the end of their studies or the termination date of their contract with SAE.
- All staff employed at any campus involved in the delivery of validated programmes, for the duration of their professional engagement with SAE.

- Regional and other staff assigned to the development, management, and maintenance of learning resources.

3 Policy

3.1 Use of Learning Resources

Use of SAE Institute's learning resources and services should be in support of the academic work and/or the students individual learning experience. Any use that is not directly connected to the Institute's work and/or student's learning experience should be authorised by the campus manager of the applicable campus.

3.2 Access

3.2.1 *Campus equipment and facilities*

Campus equipment and facilities are accessible to all students in accordance with availability on site and the needs of their programme. Campuses should provide a detailed overview of available resources and provide clear and fair procedures and instructions that allow students to access these resources.

3.2.2 *Campus Virtual Learning Environment and related services and systems*

The Virtual Learning Environment (VLE) and other related online services and systems are available to all students in accordance with availability to their campus of enrolment and the needs of their programme. Campuses should provide a detailed overview of available resources and provide clear and fair procedures and instructions that allow students to access these resources.

3.3 Conduct

3.3.1 *General regulations*

Access to and use of SAE learning resources and services is subject to the A18 Student Code of Conduct that requires students to act professional, with respect to others, law and governance, and taking every precaution reasonable in the circumstances to protect the health, safety and welfare of all those in the workplace.

3.3.2 *On-campus conduct*

Students should adhere to the rules and procedures adopted by the local campus to which they belong.

3.4 Lending

3.4.1 *Equipment, books, and other resources for use on campus*

Campus facilities, equipment, books, and other learning resources can be used by authorised users in line with the regulations and specifications stated in the campus guide of the campus to which the user belongs. The user should adhere to SAE and campus specific booking procedures to ensure equality of access and availability when bookings of available resources are made.

3.4.2 *Equipment, books and other resources loaned in support of academic work*

When and where possible, equipment, books, and other learning resources can be borrowed by authorised users for use outside of the campus in line with the specifications on lending and equipment use from the individual campus guide of the campus to which the authorised user belongs. Normally, equipment is loaned to authorised users only in support of academic work. Any use that is not directly in support of academic work should be authorised by the campus manager of the applicable campus.

3.5 Sanctions and Penalties

All campuses have a detailed overview of rules and regulations regarding access to and use of learning resources available to the students of their campus. Sanctions and penalties stemming from non-adherence to these rules and requirements are issued by the local campus.

4 Policy History

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