

A10 Graduates Policy

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1 Introduction

This policy provides information about SAE's responsibilities to graduates from all programmes.

2 Scope

This policy applies to all students receiving an award from any of SAE's self-accredited programmes, or of SAE's validated programmes, at any campus involved in the delivery of UK-validated programmes.

2.1 Related Documents

This policy should be read in conjunction with:

- A09 Student Progression, Graduation and Transfer
- Middlesex University Learning and Quality Enhancement Handbook
- University of Hertfordshire AS13 Assessment and Examinations.

3 Management of Partner Interactions

Students of SAE who study on validated programmes will normally be awarded by the partner institution. To that end, SAE assumes responsibility for the proper management of all student records and results, and the presentation of students to the partner institution for the purpose of making the correct awards. All awards will be made following the processes outline in the regulations of the partner institution(s) in question.

3.1 Publication of Results

Candidates will be notified of their results following the Finalist Assessment Board (FAB) at which their record has been presented. It is the responsibility of each SAE campus to identify and present students for award, via the process of assessment boards, and to notify their own students of these results once ratified by the FAB.

4 Transcripts and Certificates

4.1 Certificates

Successful completion of any SAE programme will result in the issue of a certificate to the student. These certificates are produced by the Directorate of Academic and Student Services (DASS), issued by the Quality Manager, and signed by the Dean (or a nominee).

Certificates for any validated programme will be produced by the awarding institution, that is, the validating University partner. Usually, these certificates will be provided to the SAE Institute DASS, who will be responsible for the recording and distribution of certificates to each campus and student.

Further information on certificates for University of Hertfordshire programmes can be found in the University policy AS13 Assessment and Examinations.

Further information on certificates for Middlesex University programmes can be found in the Middlesex Learning and Quality Enhancement Handbook (LQEH).

4.1.1 *Duplicate Certificates*

Certificates issued by a University partner as proof of conferment of an award are unique and valuable documents which should be carefully preserved by the recipient.

The University of Hertfordshire will not normally issue additional copies or duplicates to any person who has been issued with an original certificate unless that original has been lost or destroyed. Information on how a replacement can be requested, and the prescribed fee for doing so, can be found in the University policy AS13.

Middlesex University normally allows a single replacement certificate to be issued to any person who has received an award. Information on how a replacement can be requested, and the prescribed fee for doing so, can be found through the University website.

4.2 Transcripts

All students completing a University of Hertfordshire validated programme with a target award or named exit award will receive a printed transcript of their results. These transcripts are produced by the University, and more information can be found in University Policy AS13.

All students completing a Middlesex University validated programme with a target award or named exit award will receive a printed transcript of their results. A transcript (also referred to as a Diploma Supplement) will display the Middlesex University and SAE logos, and list the student's programme and level of the qualification, each module the student has taken stating the academic year in which the module was taken, the module credit rating and grade, and the language of instruction and assessment. Where appropriate, it will also state the qualification awarded and the overall classification and subject.

Students who wish to receive a duplicate or replacement transcript for a Middlesex University validated programme can make a request for such through the SAE EU Registry office. Issuing of duplicate transcripts will usually incur a fee, which the student will be notified of before confirming their request.

Any student currently enrolled at SAE, or who has withdrawn from a programme without receiving an award, may request an Academic Progress Report, which will provide details of all programmes and modules in which the student was enrolled, as well as any module grades received.

4.3 Names on Graduate Documents

Students have responsibility to ensure that their personal data is correct and up-to-date. certificates and transcripts will be issued in the registered name at the time of the Finalist Assessment Board. Student records held by partner institutions are updated periodically – SAE must normally be notified of any changes *a minimum of six months* prior to the Finalist Board where the award is confirmed.

Any requirement for replacement documents to be issued due to incorrect student record information will incur a cost to the student. Where replacement documents are required due to an administrative error from SAE or a partner institution, the institution in question will be liable for the cost of replacement.

Students must be registered in their full legal name as defined in a document provided by a Government Agency (e.g. passport). Initials and abbreviations should not be used other than in cases where these have been adopted legally by the candidate.

Any changes of name, for example, as a result of a change in marital status, must be notified by the candidate to the DASS via their campus, prior to the date of the Finalist Assessment Board and must be accompanied by confirmatory legal evidence. DASS staff make the necessary changes to the student record prior to the meeting of the Finalist Assessment Board and will provide them with the confirmatory legal evidence. Candidates cannot alter their names unless this is as a result of a process that is recognised in law, such as a marriage or deed poll. It should be noted that, although a marriage certificate is legal proof of a change to an individual's family name, it is not legal proof of any change to their forename(s).

Names on certificates will appear in the format as defined in a document provided by a Government agency (e.g., passport).

4.4 Outstanding Debts

Students who have any outstanding debts to SAE Institute (course fees or other debts) shall not be permitted to graduate until such debts have been paid or arrangements for payment have been made and approved by the relevant Campus Manager. Similarly, students with unpaid debts shall not be eligible to receive a certificate or transcript from SAE.

5 Graduation Ceremonies

SAE Institute campuses will regularly host presentation ceremonies for graduates from all programmes delivered. These ceremonies are organised locally. Eligible students and graduands will be informed of local arrangements when they are published.

5.1 Middlesex University awards

Students on programmes validated by Middlesex University are eligible to attend a graduation ceremony hosted by the University at their London campus. These are usually held in July of each year, with invitation issued in April. SAE is responsible for identifying eligible students or graduands from the previous year and submitting their details to the University. Invitations will be issued to all eligible students or graduands by SAE; registration and all further organisation of ceremonies will then be managed by the Middlesex administration. Further information can be found in the Middlesex University LQEH.

Students receiving Middlesex awards are also invited to attend local or regional SAE ceremonies where eligible. Information on these ceremonies will be published in each academic year.

5.2 University of Hertfordshire awards

Students on programmes validated by the University of Hertfordshire are not eligible to attend graduation ceremonies at the University. These students are invited to attend an SAE graduation ceremony hosted at their local campus or at a regional centre. Information on these ceremonies will be published in each academic year and distributed to eligible students and graduands.

6 Policy History

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