

A13 Student Engagement Policy

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1 Introduction

1.1 Purpose

Student engagement refers both to pedagogy and governance, that is, both to the degree of interest and attention students demonstrate in their studies as well as the extent to which they collaborate with peers and staff to improve the quality of their learning experience. SAE Institute is committed to cultivating students' interest in their learning, encouraging their involvement in all aspects of student life and fostering a sense of belonging into a community of partners who share common interests and goals. The processes that are outlined in this policy aim to empower and capture the student voice and ensure that it is heard and acted upon.

1.2 Related Policies and Documents

This policy should be read in conjunction with the following:

- A02 Public Information Policy
- A18 Student Code of Conduct
- Student or Programme Handbook
- QAA Quality Code Chapter B5: Student Engagement.

2 Scope

This policy applies to students of all SAE campuses involved in the delivery of UK-validated programmes.

3 Policy

3.1 Student Engagement and Active Learning

Student engagement is directly related to the degree to which students show interest in their own learning. The learning and teaching strategies adopted by SAE aim to inspire in students an enthusiasm for learning, allowing them to become active, autonomous learners. Employing active learning strategies, SAE staff motivates students to engage fully in the learning process and cooperate effectively with their peers. These active learning techniques range from simple to more complex ones, including, among others, interactive lectures, discussion, peer assessment and self-assessment, hands-on technology, and experiential learning.

3.2 Student Engagement and Campus Community

3.2.1 Student Representatives

SAE operates a student representative system intended to promote communication between the student body and the Institute. Student representatives are elected by their peers to represent them on various boards and committees, acting as a bridge between the student community and campus staff.

Elections are held once a year, with each cohort (class/intake) electing one or two representatives. All students can nominate themselves, including those that have already served as student representatives. The details of the electoral process are regulated by the students of each cohort. After each election, the student representatives notify their Programme Coordinator and the Academic Coordinator about their appointment and receive appropriate training and support to fulfil their role.

Student representatives hold monthly meetings with their peers to discuss and record concerns, criticisms, and suggestions related with their learning experience and student life. Student representatives alert their Programme Coordinators to any issues that arise during those meetings.

3.2.2 Boards of Studies

The purpose of the Board of Studies is to provide a forum for discussion between students and staff about all aspects of the student experience, whether this concerns learning and teaching, the curriculum, assessment, student support or student and staff performance. Board of Studies meetings aim to promote a sense of shared purpose within the campus and encourage students and staff to express their concerns and ideas while engaging in a constructive dialogue.

Each SAE campus holds Board of Studies meetings once per term. The Board consists of the following members:

- Academic Coordinator (Chair)
- Student representatives for each programme
- Campus Manager
- Academic staff aligned to the delivery of the programme or modules
- Support services staff
- Learning Manager and/or Quality Manager

Minutes taken during the Board meetings are approved by the Chair and published through the Virtual Learning Environment along with the relevant Action Table so that all students have access to them.

3.2.3 Student Surveys

Student surveys are a valuable means of gathering information about the learning and teaching experience and the quality of the programmes of study.

Feedback on all programmes is gathered throughout the academic year after the completion of each module via a survey process that is designed to protect the anonymity of the respondents, the confidentiality of the proceedings and the accuracy of the collected data.

Feedback data are analysed and evaluated by the Academic Coordinator and the Campus Manager, and general findings are reported to the relevant Board of Studies together with actions planned or taken.

3.2.4 Open Communication

All SAE Institute campuses operate an open-door policy where all members of staff, including senior management, can be approached directly. SAE has relatively smaller class sizes than other HE institutions, and lower staff-student ratios, so that a great deal of informal staff-student interaction occurs on a daily basis.

3.2.5 Student Ambassadors

Selected SAE Campuses may offer Student Ambassador opportunities to students. Student Ambassadors can collaborate with SAE staff at recruitment fairs and industry engagement events.

3.2.6 Focus Groups and Working Groups

Focus groups offer a great opportunity for academic staff to gauge student opinion, generate ideas and receive in depth feedback on any matters that pertain to the student experience. Whenever focus groups and working party initiatives take place at SAE, students are invited to participate and contribute with their comments and suggestions.

3.2.7 *Institute and Industry Events*

SAE provides various opportunities for students to participate in Campus run events and other on and off campus industry and SAE Alumni events which aim to enhance their learning experience and prepare them for a career in the creative media.

3.3 **Student Engagement and Governance**

3.3.1 *Participation in Validation and Review Events*

Student representation and participation is actively sought at all formal validation and review events, e.g., where a new programme is validated by a University partner, there is a required student membership on the panel for the procedure. A student representative or, where that is not feasible, an appropriate student volunteer, will be invited to join the panel and will have a right to vote in any decision.

3.3.2 *Observers at Standing Committees*

Student representatives and students in general have the opportunity to participate as observers at SAE standing Committees and working groups, such as the Programme Committees and the Industry Advisory Council (IAC), in addition to students who may be members of such groups.

3.3.3 *Reviewing of Public Information*

Student views are sought when updating or redesigning content for website, brochure, or programme material. Any changes made as a result of such consultations will be reported back to the students.

4 **Policy History**

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