



I N D O N E S I A

HIGHER EDUCATION IN CREATIVE MEDIA

**CERTIFICATE PROGRAMME
STUDENT HANDBOOK 2018**

1. Managing Director's Welcome – ALEXANDER GEHRIG

Welcome to the SAE Indonesia located in Jakarta, where students can learn how to excel in the creative media industry. My faculty members and I are privileged to serve at SAE Indonesia, the first Indonesian branch of the world's largest creative media technology Institute.

At SAE, students can expect quality hands-on training by staff members who are industry veterans. Coupled with real-world experience, the faculty members share their knowledge and experience with real-world applications in a brand new campus that houses state-of-the-art facilities. Our students also enjoy on-the-job training programs with SAE Indonesia's local industry partners to get a better understanding of the workings of the industry and their future careers. We are committed to our students' success and strive to provide quality education and look forward to building upon our legacy at the SAE Indonesia.

2. Introduction

SAE Institute, through its wide international network of colleges, is able to adapt to the requirements of all its students in the various countries and to offer the best, most practical training in audio engineering, digital film, and interactive animation. The courses and equipment at SAE colleges around the world are constantly updated to reflect the latest developments and to keep up with the state-of-the-art of the audio, film, and animation industries.

Currently, with over 50 colleges throughout Europe, Australia, USA and Asia, SAE Institute has itself developed into the industry standard in audio, film, animation and creative media education. The SAE Institute international headquarters in Oxford, UK works in close co-operation with the individual campuses around the world and with industry experts to create teaching and instructional methods and concepts for the development of its vocational courses that are highly relevant, practical and flexible. Should students face any difficulties adapting to the new environment or any other course related difficulties, they should consult with the Student and Academic Affairs Coordinator or any staff.

3. CONTACT DETAILS

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4. SAE Indonesia Staff

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Nana Oktaviana

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**Student must fill form/s signed by Industry Course Coordinator for additional hours to use SAE facilities.*

5.1 Academic Staff hours

Lecturers have their own timing for when they are accessible to students outside class and what manner of communication they prefer. Consult a lecturer to make the necessary arrangements.

5.2 Public Holidays

SAE Indonesia is closed for all public holidays and no lessons are conducted on the eve of all religious holidays and between semesters. This includes General Administration and Studios.

6. Communication with Students**EMAIL**

The primary mode of communication with students is email. It is important that students maintain an active email address and that they check this address at least once a day.

PHONE

The SAE Indonesia will only contact the students by phone for emergencies or urgent notification of changes or urgent requests for information.

7. WITHDRAWALS, TRANSFERS, AND REFUNDS

7.1 Refund Policy Notification and Arrangement

SAE Indonesia shall inform the Student immediately if

- (i) It fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) It terminates the Course, for any reason, prior to the Course Commencement Date;
- (iii) It fails, for any reason, to complete the Course by the Course Completion Date;
- (iv) It terminates the Course, for any reason, prior to Course Completion Date; or
- (v) International student visa application is rejected by the authorities.

SAE Indonesia shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (iv), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

7.2 Drop Period

SAE Indonesia Add/Drop period is one week after the Course Commencement Date. If the student withdrawals with written notification within this period, he/she may be eligible for refund of 100% of Course Fees. Application Fees will not be refunded.

7.3 Change of Course

The student is allowed to transfer to another course offered by SAE Indonesia and such request must be made within 7 days after the date of commencement of classes. Students will be advised on the possible course fees (updated price list available on website) difference, and any requirement top-up or qualified for refund of excess course fees.

SAE Indonesia will assess and reply to any request for transfer within a timeframe of not more than 2 weeks. SAE Indonesia will not charge the student any processing fees for the transfer of courses.

7.4 Deferment Policy

All requests for deferment prior to or after commencement of course must fill up the "Change of Course Status Form." Deferment request through the telephone will not be entertained. The student must have a meeting with the Industry Course Coordinator providing the reasons for deferment.

Valid reasons due to medical problems, job related stress, financial reasons and family problems will be considered. *Approval for deferment is at the sole discretion of the SAE Indonesia and the decision of SAE Indonesia is final.*

There will be no course fees refund for approved deferment request. For students who apply for course deferment, there will be no refund of course fees paid. All the fees paid will be credited into the next course enrollment. For students who defer and fail to turn up for the class, there will be no refund.

If students do not resume their course within the stipulated deferment period in the change of course status form, they shall be considered to have withdrawn from the course and not entitled for any refund.

8. CODE OF CONDUCT FOR STUDENTS

8.1 Student Responsibilities

- Conduct yourself professionally at all times;
- Respect the rights of others;
- Pay tuition and fees by established deadlines;
- Know and abide by the SAE Indonesia code of conduct;
- Know the content of your student handbook;

- Attend all scheduled classes and labs with punctuality;
- Do not miss scheduled studio/lab time;
- Complete all assigned work;
- Notify the Campus Admin Services of any changes in your personal particulars (i.e. changes of address or telephone number etc.).

8.2 Identification Card

ID's are valid for the duration of the student's enrollment at SAE Indonesia. Students who are in the building for classes or who need to use equipment in the classrooms or studios outside of regular class times may be required to show a valid SAE Indonesia ID card.

8.3 Attire

SAE Indonesia students are expected to be neat, clean, and appropriately attired while attending class or school functions. Clothing with pictures or language denoting violence, prejudicial biases, sexual acts or other inappropriate depictions or suggestions is not acceptable. Lecturers will expect all students to be appropriately dressed in their classes. Clothing does give an impression. Please remember that potential employers as well as guests visit the school.

8.4 General School and Classroom Conduct

SAE Indonesia reserves the right to **dismiss, suspend, or place on probation** a Student:

- who fails to pay all tuition and fees as scheduled;
- who consistently violates the attendance policy;
- who disregards the authority of a lecturer, administrator; academic, or support staff of the Institute.
- whose behavior is in violation of the school's code of conduct or harassment policies.

Conduct considered harmful to the rights of others or to the reputation of SAE Institute will not be condoned.

Class Conduct

- Students are not permitted to use the classroom before a class
- Students are not permitted in "Staff Only" areas.
- Students will conduct themselves according to the guidelines throughout this handbook at all times and in accordance with SAE Indonesia policies.
- Eating and drinking is prohibited in all computer classrooms and studios.

Drugs & Alcohol

All students are expected to maintain high standards of conduct and honesty. SAE Indonesia has adopted standards that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on campus property. SAE Indonesia will impose disciplinary sanctions on students and employees consistent with SAE Indonesia policy and local, state, and federal laws. Sanctions may include expulsion, termination of employment, and referral for prosecution.

Authority

The lecturer has the primary responsibility for control over the classroom and studio behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior or conduct in violation of the rules and regulations of SAE Indonesia. Extended (such as through probation or suspension) or permanent exclusion (dismissal) from the classroom or school can be effected only through appropriate procedures of SAE Indonesia.

Plagiarism & Academic Dishonesty

Plagiarism refers to presenting as your own work the writings or creative works of others without due acknowledgment. Plagiarism is a form of academic dishonesty.

In the case of plagiarism, cheating, and other forms of academic dishonesty or misconduct the lecturer will report this to the Department Coordinator or Campus Academic Coordinator, who will review all evidence before deciding on whether a penalty is required and if so the severity of the penalty. Penalties can include failure of assessment or unit.

Other

If the student believes that he/she had been erroneously accused of academic misconduct, and if his/her final grade had been lowered as a result, the student may appeal the case to the Director. A student desiring a hearing should contact the Director within 10 days of receiving notice of a penalty.

A student dismissed or suspended is entitled to due process in the form of a hearing (See Student Complaints/ Grievance Procedure). A student who wishes to pursue this option should contact the Director.

9. Attendance Monitoring

Student class attendance is monitored daily and records are kept by Lecturer and Industry Course Coordinator. Students are required to attend all classes for the course.

10. Assignment Submission Procedures

- Students are required to submit assessment items at the time and date specified in the Unit Guide. Assessment items submitted after the due date will be subject to a penalty of 10% deduction per day unless students have completed Deadline Extension Form submitted 2 weeks prior to the deadline.
- Where specified in the Unit Guide, assessments can be submitted electronically, as a written paper or using other physical formats. Where assessment items are submitted electronically, the date and time the file was saved on the file-server will be considered the date and time of submission.
- All work must be the student's own work and must be new for each project. Duplication of work submitted in another class is not allowed without the expressed prior approval of the Lecturer.
- Students who knowingly submit as theirs work done by others (plagiarism) will receive a failure grade for that assessment.
- Students who retake a module are required to submit all new work for class work and assignments.
- An assessment item submitted after the assessment due date, without an approved extension or mitigation, will be penalized. The standard penalty is the reduction of the mark to a maximum grade of a pass (50).
- The maximum extension granted is ten (10) working days from assessment due date. Work submitted after this date, without mitigation, will be penalized with a pass grade (50).
- An assessment item submitted after the assessment due date or extension due date must have valid mitigating circumstances to avoid penalty grade (50).

11. Deadline Extension Request (Form)

Request for extension of assignments is not encouraged by the SAE Indonesia. However, if under unforeseen circumstances student may request for such extension by completing the Assignment Extension Form. Such extension must be requested five (5) days before the deadline of the submission. The form is available from the Student and Academic Affairs Coordinator. Students must complete the form and state reasons for such request. Attached all documented proof to substantiate your request. Documented proof refers to medical certificate or hospitalization certificate etc. Submit the request to the Industry Course Coordinator and you will be notified within 5 days.

12. FACILITY INFORMATION, USAGE RULES AND REGULATIONS

12.1 Reservation and Use of Studios, Labs and Workstations

Reservation Procedures and Allocation Limits per Student

*Booking of studios and other facilities must be done through the Supervisor staff. **Priority is given on a “first come, first serve” basis (diploma class/industry course class will be prioritized)***

- It is important that students follow the instructions for using the facilities or they could have their reservations cancelled or subject to disciplinary actions.
- **Reservation of facilities is only allowed for 1 week in advance.**

12.2 Checking in and Checking Out (Studio & Equipment)

All students attending the studio time must sign-in (name and time) at the front counter. Upon completion of the scheduled studio/lab time, the student is required to sign-out accordingly. Any students falsifying or failing to complete the sign-in/out sheet is subjected to disciplinary actions.

12.3 Troubleshooting and Reporting Faults

If a student discovers a fault in the studio during a session, they are expected to report this fault in writing. The fault reporting form is with the supervisors. Failure to do so might result in the student bearing responsibility for the faulty equipment and that will mean paying for it.

12.4 Hooking Up Personal Gear

Students are not allowed to alter the studio configuration in any manner. If students bring in personal gear that cannot be hooked up without altering the studio configuration, they are to approach the supervisors for assistance. *Any student caught altering the configuration in any studio or lab will be subject to disciplinary actions.*

12.5 Damage of Equipment

Students are responsible for the equipment in the studio during their sessions. The cost of replacement or repair of any equipment damaged by them or their guests will be borne by them.

12.6 Policy Regarding Guests and Musicians

Visitors are not allowed in the classrooms unless prior permission is granted from the Lecturer. We do encourage spouses and family members of the student or student applicant to tour the school with a SAE Indonesia staff member. Children are not permitted in the classroom as they may cause distraction to both the lecturer and other students. Therefore, we ask that you refrain from bringing them to SAE Indonesia while class is in progress.

Musicians accompanying students to practical sessions must comply with all rules and regulations of SAE Indonesia. The student is responsible for all equipment and fixtures during practical sessions. In all cases, only SAE Indonesia students (not guests) are allowed to operate equipment. The student is also responsible for the actions of musicians (guests) that may result in theft of equipment and/or damage to equipment, etc. SAE Indonesia is not responsible for any musician or group of musician's personal equipment and therefore is not covered by SAE Indonesia insurance. *SAE Indonesia does not supply musical instruments for sessions nor does the school provide musicians for studio projects.*

12.7 Policy for Film and Animation Studios

Food & Beverages are strictly **not allowed** in the studios. Personal water bottles are to be left outside the studios.

Shoes Policy. Students and Staff should always have their shoes off while in the studio's green area. Technician and operator can keep their shoes on only within the black painted area of the studio. The side of the studio to avoid clutter should place shoes and footwear, neatly at the entrance at all times. When actress and actor are required to use any footwear, the ground **must be covered** with green screen cloth to protect the flooring or to clean their soles prior stepping on the green area of the studio. Kindly refer to your storyboard and preproduction to efficiently plan your shoot with shots that may require footwear.

All Film & Lighting Equipment: **DO NOT** drag the tripods or lighting stands on the floor. This is to avoid chipping and scratches on the floor. Please refer to your lighting & camera setup plan before placing the lights and tripod. Lighting stands should be anchored down with **SANDBAGS**. Barn doors and tripod legs

must be in line to avoid toppling accidents. All electrical wiring **MUST** be gaffed or out of movement path. **Do not plug** more than 3 Red heads to 1 power point output. To prevent over loading of electrical outputs, please kindly **check all** equipment before using and returning to Technical Support Officers. If you noticed any chipped paint work, please kindly **notify** the Technical Support Officer. Packing and unpacking of equipment **MUST** be done outside the studio to avoid any scratches or chips to the flooring.

12.8 Booking Out of Cameras

One student is entitled to book ONE camera for ONE time-slot. Cameras are only checked out between 10AM and 6PM. Students are to LOAN OUT, and RETURN the camera PERSONALLY. All items are to be issued and returned to the staff on duty.

12.9 General Housekeeping

- i. Ensure that you clean up the resources/facilities area after use.
- ii. Food or drinks are strictly not allowed in the resources/facilities area.
- iii. Please make sure all cables are coiled properly before returning them.
- iv. Do not move any of the equipment or disconnect any of the cables on the console, patch bays, computers.

12.10 Data Storage/Back Up

- i. All students are advised to back up their work on their personal hard drives.
- ii. All students are to store their files in the allocated Students Folders.
- iii. Any files found outside of the Students Folder will be deleted.
- iv. SAE Indonesia is not responsible for any loss of data.
- v. Students will not be granted assignment extensions for loss of data.
- vi. No unauthorized programs should be installed on any computer nor should any of the installed software on any of the computers be uninstalled.
- vii. All files on the workstation including student's folder will be deleted at the end of each semester. Students should back-up all their information on private hard-drives. The Institute is NOT liable or responsible for keeping or maintaining student's stored data.

12.11 Warning & Penalties

- i. Unless otherwise stated, failure to comply with any other rules stated in the above will result in a **minimum one week ban from all facilities.**
 - 1st Offence will result in a formal warning letter.
 - 2nd Offence will result in a **ONE WEEK BAN**
 - 3rd Offence will result in a **TWO WEEK BAN**
- ii. All penalties are imposed and regulated by the management.
- iii. Any requests for review of the penalty imposed should be forwarded to the Director.

13. CLASS SCHEDULES

The class schedule will be emailed to every student at the beginning of the course.

14. STUDENT INTELLECTUAL PROPERTY

SAE Indonesia reserves the right to store, reproduce and give credits any student work created on campus or in the course of study for SAE's educational, promotional, and public relations purposes.

SAE will decide whether or not to put its name on a given Student Work. **If a student markets, commercially distributes, or transfers to a third party his or her rights in a Student Work, thereby limiting the primary educational purpose of the Student Work, the student must consult with The Academic Board.**

15. IT RULES & REGULATIONS

These rules and regulations are required by all parties currently working or attending the SAE Indonesia Jakarta Campus.

15.1 Prohibited use of systems

- a) It is prohibited to use the campus equipment to view illegal content such as pornography or other material which could be deemed demeaning to others or found to be objectionable. To do so is deemed serious misconduct.
- b) It is prohibited for persons to alter system configuration and preferences without permission from the IT manager. This includes changing projector resolution, or any projector setting, removal of LAN Ethernet cables and mice from the computers, etc.
- c) It is prohibited for anyone to remove IT equipment from campus without written or documented approval for either the IT manager and in cases of small equipment a Campus Supervisor.
- d) It is prohibited for anyone to try gain access to an Admin system without permission to do so. Such action is a case of serious misconduct.
- e) It is prohibited for anyone to lend access to a secured system without permission to do so. Such as to a lecturer computer without supervision. Such action is a case of misconduct.
- f) It is prohibited for anyone to distribute access to a secured system. Such as the password to a lecturer computer. Such action is a case of serious misconduct.

15.2 File management

- a) All files to be left on the computer must be in the correct folder, as described in the below section, or in the default designated location as set by an application. E.g. Final Cut
- b) At no time should files be left on student or lectures desktops.
- c) Any files left on desktops will be deleted without warning.

For sharing short term files can be shared using the class roomdrop boxes labelled "Lec Dropbox" as detailed in the *"IT Training Document 1 Systems V1 2017" section 4 "Files management; Classroom Sharing / Receiving Files"*

For storing files short term (Maximum 1 semester) move files to the required folder as detailed in the *"IT Training Document 1 Systems V1 2017" section 5 "Files management; local storage"*

For sharing long term files MUST be moved to a network storage folder as detailed in the *"IT Training Document 1 Systems V1 2017" section 6 "Files management; Network Sharing"*

- d) Any user files student or lecturer on the computers may be deleted 1 week before the next semester starts, to make more room on the hard drives.

For storing files long term including class materials and personal files see *"I.T. Training Document 3: SAE-NAS"*

For Submissions, See *"I.T. Training Document 2: File Submission Requirements"*

15.3 Internet usage

- a) It is prohibited to use the campus equipment to download illegal content such as pirated content, pornography and other material which could be deemed demeaning to others or found to be

objectionable. This will either be deemed misconduct or serious misconduct, on a case by case base.

- b) Browsing Facebook, Youtube, or other such sites and forums is prohibited during class, unless students are instructed to view such material.
- c) All files, videos and tutorials that are downloaded during class time must be given to the teacher for future use.

15.4 Server

- a) The common drive is for moving documents only; it is not a place for storing class files. Any file that is to be shared for a class should be in the student resources folder a week prior to the date it is required.
- b) DO NOT run or preview files from the sever, as it may cause it to crash. Any resource folder, such as the VFX resource, should be placed in the documents folder (OSX) or Data(E:) drive(windows), so all students may use and see it.

15.5 Terms, Conditions and Clauses

- a) Failure to follow these rules may result in a verbal warning.
- b) Failure to follow these rules a second time or misconduct may result in a written warning.
- c) Failure to follow these rules a third time or serious misconduct may result in disciplinary action, (as defined by the student or teacher contract, which ever applies) a fine or both.
- d) The fine will be determined on a case by case process, depending on the damage caused by the person in question.