



CREATIVE
MEDIA
EDUCATION

2020

SAE INDONESIA

STUDENT HANDBOOK



AUDIO



BUSINESS



FILM



ANIMATION

Academic Calendar September 2020
(Sub-subsequent semester calendars will be published before the relevant semester commencements)

| Semester September 2020 | | |
|--------------------------------|--------------------|---|
| Lecture Week | Date | Note |
| Week 1 | Sep 14 - 18 | |
| Week 2 | Sep 21 - 25 | |
| Week 3 | Sep 28 -Oct 02 | |
| Week 4 | Oct 05 - 09 | |
| Week 5 | Oct 12 - 16 | |
| Week 6 | Oct 19 - 23 | |
| Week 7 | Oct 26 - 30 | 29 & 30 October - Maulid Nabi Muhammad SAW |
| Week 8 | Nov 02 - 06 | Assessment of Students at Risk |
| Study Week 1 | Nov 09 - 13 | |
| Week 9 | Nov 16 - 20 | Mid Term |
| Week 10 | Nov 23 - 27 | |
| Week 11 | Nov 30 - Dec 04 | |
| Week 12 | Dec 07 - 11 | |
| Week 13 | Dec 14 - 18 | |
| School Closed | Dec 21 - 25 | Natal |
| School Closed | Dec 28 - Jan 01 | |
| Week 14 | Jan 04 - 08 | If attendance below 70% no admission to final exam |
| Study Week 2 | Jan 11- 15 | |
| Week 15 | Jan 18 - 22 | Final Term Exam |
| Week 16 | Remedial | |
| Semester Break | | |
| Start next Semester | March 2021 | |

The most important page - The Golden Rules of SAE Indonesia

1. Attendance must not fall below 70%, otherwise you will fail the module. Academic probation may be imposed on students with academic problems. If your attendance is below 70% in week 14 you will not be permitted to attend the final exam. A GPA of 2,0 is required to successfully graduate at SAE Indonesia.
2. Always check your student portal and Canvas for updates and deliver your assignments on time. "I didn't get your email" and "I couldn't upload to Canvas" is no excuse
3. Mitigation / Special circumstances may be granted for late submission or non- attendance when respective form is filled out and submitted correctly. Forms are available in the Student Portal and through Student Services Department.
4. Maximum 1 remedial of your assignments with maximum pass grade, as long as you fulfil the minimum attendance requirements.
5. Be respectful to other students, staff and teachers, no abusive language or harassment in any form will be tolerated. Follow our online etiquette guide in the Student Portal
6. You are responsible for proper backup of your working files and documents
7. Strictly no alcohol and illegal drugs allowed at campus.
8. Strictly no food and drinks in class.
9. Dress appropriately, no slippers or sandals.

1. 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 great 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, music business, 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, music business, 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 programs 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

SAE Indonesia, Jalan Pejaten Raya, No 31, Pasar Minggu, Jakarta Selatan, Indonesia

12540 Phone: 021-7890145, Fax: 021-7818847 <http://indonesia.sae.edu>

4. SAE Indonesia Staff

| | |
|--|---|
| Director | Alexander Gehrig, a.gehrig@sae.edu |
| Animation Department Coordinator | Aditya Prabaswara, a.prabas@sae.edu |
| Audio Department Coordinator | Yandha Krishna, y.krishna@sae.edu |
| Film Department Coordinator | Ali Munandar, a.munandar@sae.edu |
| Music Business Department Coordinator | Budi Sulistio, b.sulistio@sae.edu |
| Student Services Coordinator | Lawrence Philip, l.philip@sae.edu |
| Finance Director | Ella Evrita, e.evrita@sae.edu |
| Finance Admin | Nensih Martinah, n.martinah@sae.edu |

| | |
|-----------------------------|--|
| Admissions Counselor | Yudha Diputra, y.diputra@sae.edu |
| IT Support Staff | Jaka Sugi, j.sugi@sae.edu |
| Front Desk Officer | Nana Oktaviana, n.octaviana@sae.edu |

5. Operation Hours

Normal Operating Hours for General Administration: **Monday to Friday 10am – 5pm**

Operating Hours for Class & Facilities: **Monday to Friday 8am – 10pm**

**Student must fill form/s signed by Department Coordinator and/or Academic Coordinator for additional hours to use SAE facilities, this includes using facilities during the semester holiday and for competition or festival submission purposes. Unable to provide such information, students may be penalized accordingly.*

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.

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.

Change of class schedule

SAE Indonesia reserves the right to change the class schedule at any time. SAE Indonesia will communicate any class changes through the online Student Portal / Canvas. Students are required to check the Student Portal / Canvas regularly.

6. General Administration

Cancelation of Student Visa

International students are required to surrender their student visa for cancellation within seven (7) days from the date of cessation or termination of their study. SAE Indonesia is required by law to notify the appropriate government bodies, including the immigration authority, after international students complete their study.

Non-attendance of classes by an international student will constitute a formal cancellation from the program and of the student visa. SAE Indonesia will send a report to the appropriate government agency should there be any student who fails to maintain 80% monthly attendance (90% for degree) or who is missing for seven (7) consecutive days.

Access to Forms & Documents

All administrative forms and documents are available through the Student and Academic Affairs Coordinator. Simply approach the staff, if you are not sure what specific form you require, explain what you need to do and they will hand you the appropriate form.

Document Request

Student requesting official letters from the Institute will have to send an email to the Student and Academic Affairs Coordinator. No verbal requests over-the-counter will be accepted. **The School requires five (5) working days for preparation of such request.**

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

Cooling off period

SAE Indonesia Cooling off period is two weeks after the Course Commencement Date. If the student withdraws with written notification within this period, he/she may be eligible for refund of 100% of applicable Course Fees. Registration fees will not be refunded. After this period all fees are payable, even if the student decides to terminate his or her studies after census date.

Change of course / Deferment / Termination / Course Fees

All rules and regulations around change of course, deferment and termination as well as payment of course are stated in the "SURAT PERJANJIAN – PEMBAYARAN BIAYA KULIAH" which needs to be signed by students as part of the enrolment procedure at SAE Indonesia.

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 enrolment. For students who defer and fail to turn up for the class, there will be no refund. Note: an **IDR 2.000.000** processing fee will be charged for each semester deferred. 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. International students who are approved for deferment, SAE Indonesia will cancel his/her student visa. SAE Indonesia will assess and reply to any request for deferment within a timeframe of not more than two weeks.

8. CODE OF CONDUCT FOR STUDENTS

Student Responsibilities

- Conduct yourself professionally at all times;
- Respect the rights of others;
- Payment of tuition and fees by established deadlines;
- Know and abide by the SAE Indonesia code of conduct;
- Know the content of your student handbook and student agreement;
- Attend all scheduled classes and labs with punctuality;
- Do not miss scheduled studio/lab time;
- Complete all assigned work;
- Notify the Campus Admin Services if you intend to withdraw from the school;
- Notify the Campus Admin Services of any changes in your personal particulars (i.e. changes of address or telephone number etc.).

Identification Card

All applicants enrolled in our SAE Indonesia courses (Full-time/Part-time/Short Course) might need to have a Student ID Card during the duration of their courses. 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.

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.

General School and Classroom Conduct

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

- **who fails to maintain satisfactory attendance and grades;**
- 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 Indonesia 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 COMPLAINT & GRIEVANCES PROCEDURE

Non-Academic Complaint / Grievances and Appeal Procedure

Situations may arise in which a student believes that he/she has not received fair treatment by a representative of SAE Indonesia. Student who wishes to have a complaint addressed by SAE Indonesia should first use the following complaint procedure and then utilize the grievance procedure if the complaint procedure proves unsatisfactory.

All students are encouraged to discuss concerns, academic issues or complaints with the SAE Indonesia staff and faculty including Programme Coordinator and Campus Academic Coordinator. Problems should first be discussed directly with the faculty member involved. Questions about non-academic matters should be discussed with an appropriate member of the administration.

Unresolved concerns should be referred in writing to the Director.

Academic Grievances and Appeal Procedures

A student should lodge his/her academic grievance through writing and submit it to Academic Coordinator within 3 working days. The grievance will be considered by the Head of Department in liaison with the Director and where appropriate, other SAE Indonesia staff. In all cases, SAE Indonesia will provide a written explanation to the student of the outcomes of any grievance and the reason for the decision. This notification will be given in writing within 14 days of the grievance having been received.

If student is not satisfied with the decision, they may appeal to the Academic Examination Board (through the Campus Academic Coordinator). The student shall submit the appeal in writing within ten working days of receiving the written notification from previous stage. A grievance appeal panel will then be held. The decision of the panel will be in writing and given to student within 10 days.

Harassment Policy

Verbal or physical conduct by any employee, faculty member or student that harasses, disrupts, or interferes with another's performance or which creates an intimidating, offensive, or hostile environment, will not be tolerated. Each lecturer has a responsibility to maintain a workplace and classroom environment free of any form of harassment.

Any employee, lecturer, or student who believes that the actions or words of, employee, lecturer, or fellow student constitute harassment has a responsibility to report or complain as soon as possible. It should also be noted that the definition of harassment is not limited to the -employee or lecturer-student relationship. Peer harassment will also be reported.

Other sexually harassing conduct at or during activities associated to SAE Indonesia is prohibited. Such conduct includes, but is not limited to:

- Sexual flirtations, touching, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- The display of sexually suggestive objects or pictures.

Any person who has a complaint regarding sexual harassment should contact the Student Counsellor. All complaints of any type of harassment will be investigated promptly, in an impartial and confidential manner. Formal complaints of sexual harassment will be addressed by the Student Counsellor in the following manner:

- Upon receipt of a written complaint, an in-depth investigation will be conducted. After evaluating the specifics of the investigation,
- Student Counsellor will issue a finding and attempt to resolve the matter.
- In cases in which a student chooses not to file a formal complaint, SAE Institute may still take appropriate action being mindful of the complainant's desire for confidentiality.
- In all cases, the person making a complaint is to be informed in writing about the findings and conclusions reached regarding the complaint.

Any employee or student who is found, after appropriate investigation, to have engaged in harassment will be subject to appropriate disciplinary action, possibly including dismissal.

Sexual harassment may also constitute a violation of local law and offenders may be referred to appropriate authorities.

Disciplinary Action Procedures

When a student fails to abide by the rules and regulations of SAE Indonesia or fails to obey the ordinances or laws of local governments, disciplinary action may be taken. The Director has authority in consultation with the involved parties to take the following action:

Students may be dismissed, suspended, or placed on a probationary period by the Director depending upon the seriousness or severity of the incidents as outlined in the registration booklet and / or this handbook.

Disciplinary Actions include but are not limited to:

Dismissal is the immediate and involuntary loss of the right to attend courses or be present on school premises. Students will be withdrawn effective the date of action and the permanent file will reflect the dismissal from the institution.

Suspension is the temporary loss of the right to attend courses or be present on school premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all schoolwork and projects upon return to the school.

Disciplinary probation is a formal warning to the student to correct their behavior. The Director, depending upon the specific incident(s) and situation will determine the length of a suspension or probation. Disciplinary action may be appealed.

Appealing Disciplinary Action

A student may appeal any decision in writing. In the event of a formal appeal, the Director may reconsider his/her decision if new evidence is introduced. If the decision stands, the student may request a hearing consisting of the Director, a faculty member and an administrative staff member. A SAE Indonesia corporate officer may be consulted. Witnesses can be called to the hearing. If after the hearing the outcome remains unchanged then the decision is deemed final.

10 ACADEMIC POLICIES

Graduation Requirements

To complete requirements for graduation the following criteria have to be met:

- **Satisfy the Academic Examination Board on all modules of study with a minimum GPA of 2,0 or better and have attended at least 70% of the class hours in the program.**
- Have met all financial obligations to the school
- Students, who have borrowed equipment, books, CDs etc. and have not returned them by the last day of regular class, will be charged for the missing item(s). This will place the student in a situation of financial obligation to the school, and may prevent graduation until those obligations are met in full.

Students who have met all the listed graduation requirements will be awarded a certificate in the program of study

Academic Probation / Intervention and Student 'At Risk'

'At Risk' is a classification used to denote a student who has been identified as potentially being in a position where they may not successfully progress through their course and achieve the award. A student may be at risk due to poor academic performance, low attendance or failing to meet other course requirements, personal welfare, or other mitigating circumstances such as illness. Students identified as at risk will receive Early Intervention Support where the student's individual needs are assessed and a support plan may be developed for the current semester through consultation between the Academic Coordinator or Head of Departments, Student Services and the student. The personalized support plan will outline the strategy designed to support the student with their progression.

1. Student Services Administration will undertake regular attendance Audits
2. Student Administration will issue students identified through the Attendance Audits with an attendance reminder notification; The AC or DC may decide to develop and implement a Personalized Support Plan for the current semester to assist the student to meet course progress and the AC or DC will flag the student as 'At Risk' with the implementation of a Student Support Plan.
3. Students "at risk" will be invited to meetings with the Head of Departments to discuss academic progress and to develop a personalized support plan.
4. Early intervention for students at risk will usually happen at the midterm exams.

Attendance Requirements

Attendance must not fall below 70%, otherwise you will fail the module. Academic probation may be imposed on students with academic problems. If your attendance is below 70% in week 14 you will not be permitted to attend the final exam. A GPA of 2,0 is required to successfully pass your modules and to graduate at SAE Indonesia. Exceptions will only be granted in the case of demonstrable mitigating circumstances and, should non-attendance have resulted for medical reasons, the student will be required to present the appropriate medical certificates.

Failure to maintain 70% attendance requirements without mitigation in a unit or module could disrupt the student's progression through the program, as the student may be required to retake the unit or module. Where there is no mitigation for attendance failure, the student would need to pay for the unit or module retake. In certain circumstances, non-attendance of theory classes may result in a ban on the use of practical resources. Students who have applied for funding should note that most lenders will monitor attendance and that financial support may not be on-going in the event of attendance falling below the stated minimum.

Where students are studying under country-specific student visas, SAE Indonesia is obliged to inform government authorities if attendance falls below the required minimum. Under these circumstances, a student could lose their right to hold a student visa and may be required, under immigration legislation, to leave their country of study.

Attendance Monitoring

Student class attendance is monitored daily and records are kept by Student and Academic Affairs Coordinator. If you have missed one or several classes, it is the student's responsibility to submit Mitigating Circumstances form and evidence of mitigation for absence (e.g. medical certificate) to Student and Academic Affairs Coordinator at the day or following day of absence the latest (1-2 days) – except for medical reason – otherwise, student will attendance will consider as absence. Where students present valid mitigation for absence, their attendance records remain complete. Letters will only be accepted maximum 2 weeks after the day of absence.

Student and Academic Affairs Coordinator makes regular checks on class attendance. Emails are sent to students who have unmitigated absences. Please respond immediately to these emails with required mitigation forms. Students who continue with unmitigated absences are sent a second letter referring them to the Director.

Policy On Late Arrival

Students arriving after commencement of class, will be marked late. Students arriving more than 30 (thirty) minutes after commencement of class will be permitted to enter the class but will be deemed absent.

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 Student and Academic Affairs Coordinator and you will be notified within 5 days.

Examination Deferment Request Letter

Students who are unable to be present for any examinations are required to inform the Institute by writing. The letter with attached documentary proof must be submitted to the Academic Admin Services at least five (5) working days prior to the examination date.

For emergency cases such as sickness or compassionate grounds, students are to submit the documentary proof at least 48 hours after the event. Please do not assume that upon submitting documents, approval will be granted. Students will be notified of a deferred examination date.

Requests for deferment will only be considered based on the following reasons:

A student who is absent from a scheduled re-examination, re-test of any examinations shall be deemed to have sat and failed the examination unless the college is satisfied that there is a valid and acceptable reason (Mitigating Circumstances) for the absence.

DOCUMENTS TO BE SUBMITTED

- Medical Certificate (M.C.)
- Outstation Flight Tickets and/or copy of passport
- Compassionate Ground (Death of Next-of-kin, Emergency Cases, etc...)
- Hospitalization Documents, etc...

Mitigating Circumstances Form

Where the student has missed the deadline for exams or assessment submission, valid mitigating circumstances is required to avoid penalty grade or examination failure.

Mitigating Circumstances form must normally be submitted to Student and Academic Affairs Coordinator within five (5) working days of the missed deadline. The form is also available from the Academic Coordinator. Student must complete the form and state valid reasons for mitigation and, where applicable, nominate a new date for submission, normally no longer than ten (10) working days from the missed deadline. Attached should be documented proof to substantiate the mitigation request.

Grading System

Grades are on a 40-95% scale. The grade of 50% is considered the lowest possible grade to pass, and can be used as a penalty grade in certain instances, such as resubmission of assignments without mitigation. The grading scale is:

| GRADING MAP | |
|--------------------|-------------------|
| Below 50 | E / FAILED |
| 50 - 59 | D |
| 60 - 69 | C |
| 70 - 84 | B |
| 85-100 | A |

Academic Examination Board

SAE Indonesia has set up an Academic Examination Board. Its responsibilities include: Developing the policies and procedures to ensure academic quality and rigor such as: Facilitating the private education institution to implement and comply with the policies and procedures developed; and reviewing, at least once a year, the academic policies and procedures.

Counseling and Advice for Students with Special Needs

Students, who have a learning difference that may adversely affect their class and/or academic performance, are advised to discuss them with the Admission Officer and Department Coordinator prior to enrollment so that any necessary and reasonable arrangements can be made. However, if such learning differences only became evident after commencement, such students should schedule a meeting with the Department Coordinator and/or Campus Academic Coordinator to arrange an appropriate plan to facilitate any special needs or requirements.

11. ACADEMIC REPEAT PROCEDURES

A student may be advised and allowed to sit for the re-assessment or a resubmission on a particular assessment.

- Students with a regular attendance record may re-sit the failed exam or resubmit the failed assignment within the duration of the course.
- The maximum grade for a re-sit of re-submission without mitigation is 50 (a marginal pass).
- At the end of the course, students who still have failed modules may have to pay to re-sit the assessments for the module. Only one re-sit is possible. Students who fail this re-sit will be advised to re-attend the relevant section of the course.
- The Student may have to pay the current (published) course fees upon confirmation, and must have a regular attendance record.
- All course practical and theoretical assessments must be re-done by the student.
- All grades obtained during the repeat of the course will be used to replace the original grades in the student's assessment database.
- ***Students may NOT take more than 24 Credits per semester*** (if students wishes to join one of our Short Courses programme, student must consult and have letter of consent signed by the Department Coordinator before enrolling).

Note: For International students, if the re-sit is required AFTER the termination of the student visa, then the student is responsible to cover all costs of transportation/hospitality/visit visas for the re-sit.

12. 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.**

13. HEALTH AND SAFETY

SAE Indonesia complies fully with the health and safety legislation applicable in all countries of operation. Students should note that government policy in this regard may differ from one country to another. Copies or applicable legislation are available, upon request, at each Institute. In compliance with fire regulations, SAE Indonesia normally requests that students sign in and out when entering or leaving the premises. In addition, most SAE Indonesia premises are subject to regular fire drills.

14 IT RULES & REGULATIONS

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

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.

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.