

2023

SAE Indonesia

Student Handbook



AUDIO



BUSINESS



FILM



ANIMATION

ODD SEMESTER 2023/24 ACADEMIC CALENDAR

September 2023							
	Su	Mo	Tu	We	Th	Fr	Sa
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
W1	17	18	19	20	21	22	23
W2	24	25	26	27	28	29	30

October 2023							
	Su	Mo	Tu	We	Th	Fr	Sa
W3	1	2	3	4	5	6	7
W4	8	9	10	11	12	13	14
W5	15	16	17	18	19	20	21
W6	22	23	24	25	26	27	28
W7	29	30	31				

November 2023							
	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4
W8	5	6	7	8	9	10	11
SW1	12	13	14	15	16	17	18
W9	19	20	21	22	23	24	25
W10	26	27	28	29	30		

December 2023							
	Su	Mo	Tu	We	Th	Fr	Sa
						1	2
W10	3	4	5	6	7	8	9
W11	10	11	12	13	14	15	16
W12	17	18	19	20	21	22	23
W13	24	25	26	27	28	29	30
	31						

January 2024							
	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6
W14	7	8	9	10	11	12	13
SW2	14	15	16	17	18	19	20
W15	21	22	23	24	25	26	27
W16	28	29	30	31			

February 2024							
	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29		

Semester Start

Semester teaching days (Check Student Portal for class details)

Public Holiday (Subject to announcement/change)

Campus Closed

Mid Term

Final Week

Remedial Week

Public Holiday

28 September : Maulid Nabi Muhammad SAW

25 December : Natal

1 January : Tahun Baru

8 February : Isra Mi'raj

10 February : Tahun Baru Imlek

W = WEEK

SW = STUDY WEEK

The most important page - The Golden Rules of SAE Indonesia

1. Attendance must not fall below 80% (maximum 3 time absences), otherwise you will fail the module and your grades will not be released. Academic probation may be imposed on students facing academic issues.
2. Always check your email and SIAKAD for updates and submit your assignments on time. Any technical/internet difficulties such as “I didn’t get your email”, “Internet errors“, “I couldn’t upload to Google Form” are not an excuse.
3. Mitigation / Special circumstances may be granted for late submission or non-attendance when the relevant form is filled out and submitted correctly.
4. Be respectful to other students, staff and teachers, no abusive language or harassment in any form will be tolerated.
5. You are responsible for adequate backup of your working files and documents to your personal external hard-drive/thumb-drive/cloud.
6. Strictly no alcohol and illegal drugs allowed at campus.
7. Strictly no food, drink, smoking, vaping during class.
8. Dress appropriately, no slippers or sandals.
9. Wear a mask if you are not feeling well.

1. Director's Welcome – Ningsih Soedarmadji

I would like to welcome and congratulate you on this very special day. You are arriving here in SAE Indonesia for what is sure to be a transformative new chapter in your life. You are starting a journey, ready to experience the creative adventure in a place where you'll discover something new, learn from mistakes, and live an artful purpose-driven life.

I am inviting you to take advantage of everything this state-of-the-art campus has to offer. Our faculty and staff members are committed to providing quality education and guiding you to be the best of who you are as a creative individual. We are looking forward to building your legacy with SAE Indonesia.

Once again, Welcome to the SAE family.

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 become the industry standard in audio, film, animation and creative media education. The SAE Institute international headquarters in Oxford, UK, work 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 Career and Consultation or Head of Department or Academic Coordinator.

3. CONTACT DETAILS

SAE Indonesia, Jalan Pejaten Raya, No 31, Pasar Minggu, Jakarta Selatan, Indonesia 12540

Phone: 021-7817188, Fax: 021-7818847

<http://indonesia.sae.edu>
jakarta@sae.edu

4. SAE Indonesia Staff

Managing Director	Ningsih Soedarmadji, n.soedarmadji@sae.edu
Academic Coordinator	Yani Oktaviana, y.oktaviana@sae.edu
Academic Administrator	F. Rendy Retanubun, r.retanubun@sae.edu
Campus Operation Assistant Manager/ Head of Audio Department	Krishna Niti Yandha, y.krishna@sae.edu
Head of Animation Department	Matheus Prayogo, m.prayogo@sae.edu
Head of Film Department	Ali Munandar, a.munandar@sae.edu
Head of Creative Entertainment Business/ Music Business Department	Budi Sulistio, b.sulistio@sae.edu
Head of Finance	Ella Evrita, e.evrita@sae.edu
Finance Admin	Nensih Martinah, n.martinah@sae.edu
Admission/Marketing	Yudha Diputra, y.diputra@sae.edu
IT Support Staff	Jaka Sugi, j.sugi@sae.edu
Studio Manager	Ryan Andriesyah, r.andriesyah@sae.edu
Audio Supervisor	Tama Riadi, t.riadi@sae.edu
Animation Supervisor	Timothy Bryan, t.limahu@sae.edu
Film Supervisor	Arlingga Putra Utama, a.putra@sae.edu
Film Supervisor	Katristyia Widyasaviera, k.widyasaviera@sae.edu
Industry Course Coordinator	Lawrence Philip, l.philip@sae.edu
Career & Care Consultation	Ziad Sofyan, z.sofyan@sae.edu
Front Desk Officer	Nana Oktaviana, n.oktaviana@sae.edu

5. Operating Hours

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

Operating Hours for Class & Facilities:
Monday, Tuesday & Friday 10am – 10pm, Wednesday & Thursday 8am - 10pm

**Students must fill form/s signed by the Head of Department 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. If they are 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 with your lecturer to make the necessary arrangements.

Public Holidays

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

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 SIAKAD. Students are required to check SIAKAD 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

Administrative forms and documents are available through the **Admin Form Folder**. Additional administrative forms and documents are also available through the **Academic Administrator**. 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

Students requesting official letters from the Institute will have to send an email to the Academic Administrator. No verbal requests over-the-counter will be accepted. **The Campus requires five (5) working days for preparation of such a 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 check the email at least once a day. If you change your email address, please update your biodata at SIAKAD and notify SAE Academic Administrator by email.

Use appropriate email etiquette.

- Use a professional email address.
Example: nadia.hutagalung@gmail.com Not y4n1k3rensquad1990@gmail.com
- Write email with a proper subject and email body to communicate with SAE Team

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.

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 enrollment procedure at SAE Indonesia.

8. CODE OF CONDUCT FOR STUDENTS

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 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 Campus;
- 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. IDs 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 Campus 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 Campus.

General Campus and Classroom Conduct

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

- who fails to maintain satisfactory 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 Campus'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 Campus can be effected only through appropriate procedures of SAE Indonesia.

Online Learning Resources

<https://southernsaelibrary.on.worldcat.org>

<https://e-resources.perpusnas.go.id/>

<https://help.library.sae.edu.au/lm>

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 Head of Department or 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.

The use of ChatGPT must not be claimed as the work of students. Failure to do so will be considered academic misconduct.

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. A 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 The Head of Department and 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 must lodge his/her academic grievance only through writing and submit it to the Head of Department within 3 working days. The grievance will be considered by the Head of Department in liaison with the Academic Coordinator 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 the student is not satisfied with the decision, they may appeal to the Academic Examination Board (through the Academic Coordinator). The student shall submit the appeal in writing within ten working days of receiving the written notification from the previous stage. A grievance appeal panel will then be held. The decision of the panel will be in writing and given to the 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 Career & Consultant and Head of Department and/or Academic Coordinator. 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 in the following manner:

- Upon receipt of a written complaint, an in-depth investigation will be conducted. After evaluating the specifics of the investigation,
- The Academic Coordinator 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 the 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 at Campus 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 at Campus premises. Suspension shall not exceed 5 class days. Students that are suspended will be expected to make up all Campuswork and projects upon return to the Campus.

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 & Graduation Ceremony 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 grade of 60 (C) or better and have attended at least 80% of the class hours in the program.
- Have met all financial obligations to the Campus
- Students, who have borrowed equipment, books 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 Campus, 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.

Intervention and Students '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, 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 Head of Department and Academic Coordinator, Career & Consultant, and the student. The personalized support plan will outline the strategy designed to support the student with their progression.

1. Student Administrator will undertake regular attendance Audits
2. Student Administrator will issue students identified through the Attendance Audits with an attendance reminder notification; The Academic Coordinator or Head of Department may decide to develop and implement a Personalized Support Plan for the current semester to assist the student to meet course progress and the Academic Coordinator or Head of Department 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 Department 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.

Academic Probation

Academic Probation is triggered on the following grounds:

1. Failing 50% or more of modules in a semester;
2. Failing the same module too many times: failing a module three times is a ground for exclusion;

Students on Academic Probation will need to abide by the following rules:

1. Reduced study load
2. Regular meetings with the Head of Department to advise on progress
3. 80% attendance

Students failing to meet those requirements will be excluded from their programme of study.

Attendance Requirements

SAE Indonesia operates an 80% attendance requirement for all classes and reserves the right to cancel a student's course or withhold results should attendance fall below this required minimum. 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 80% 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 the Academic Administrator. 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 the Academic Administrator at the day or following day of absence the latest (1-2 days) – except for medical reasons – otherwise, the student's non-attendance will be considered as an absence. Where students present valid mitigation for their absence, their attendance records remain complete.

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

Policy On Late Arrival

Students arriving more than 15 (minutes) minutes late for class, will be marked absent. In addition, and at the discretion of the Lecturer, they may be marked as late without penalty if they arrive within the first hour of class. Students arriving more than 40 (forty) minutes late will be permitted to enter the class but will be deemed absent.

Deadline Extension Request (Form)

Requests for extension of assignments are not encouraged by the SAE Indonesia. However, under unforeseen circumstances the student may request such an extension by completing the Assignment Extension Form. Such an extension must be requested five (5) days before the deadline of the submission. The form is available from the Academic Administrator. Students must complete the form and state reasons for such a request all documentary evidence to substantiate their request. Documentary evidence refers to a medical certificate or hospitalization certificate etc. Submit the request to the Academic Administrator 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 evidence must be submitted to the Academic Administrator 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 evidence 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 are required to avoid penalty grade or examination failure.

Mitigating Circumstances form must normally be submitted to the Head of Department and Academic Coordinator within five (5) working days of the missed deadline. The form is also available from the Academic Administrator. The 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 60% 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	
<49,99	E / FAILED
≥ 50,0 < 59,99	D/FAILED
≥ 60,0 < 69,99	C*
≥ 70,0 < 84,99	B
≥ 85	A

** Students are allowed to receive C only for Common Classes except for "SCC - 22, 23, 24, 25 Ethics, Citizenship, Pancasila, Bahasa Indonesia" (Students must achieve a minimum grade of B). For all Major Modules, Students must achieve a minimum grade of C.*

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 Head of Department and Academic 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 Head of Department and/or Academic Coordinator to arrange an appropriate plan to facilitate any special needs or requirements.

11. ACADEMIC REPEAT PROCEDURES / REMEDIAL

A student may be advised and allowed to take a remedial for the reassessment or a resubmission of a particular assessment.

- Students with a regular attendance record may retake the failed exam or resubmit the failed assignment within the duration of the course.
- Students must contact the lecturer by e-mail in order to do a remedial
- Students will retake the necessary practical and theoretical assessments, or may be given a supplementary assessment, to meet the required Learning Outcomes of the module, as discussed with their Lecturer and Head of Department.
- All grades obtained during the remedial process will be used to replace the original grades in the student's assessment database.

Note: For International students, if the re-sit module 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 to 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 of 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 to 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 basis.
- 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 lecturer for future use.