SAE INSTITUTE STUDENT HANDBOOK
DUBAI
1  WELCOME

Welcome to SAE Institute and Qantm College, and to your chosen course of study. You are now the member of an association comprising thousands of students who, like you, have chosen to be part of the SAE Institute and Qantm College global network. We are confident that you will find your learning experience fun, stimulating and academically challenging, and when you graduate, you will be well equipped to begin a rewarding career in the creative media industries.

As a fundamental part of the SAE Institute and Qantm College ethos, our courses provide you with hands-on, practical experience that is second-to-none, placing you well ahead of the game when seeking employment. We hope that during your studies you will discover, and master, the multidisciplinary aspects that are uniquely part of creative technology education.

Studying at SAE Institute or Qantm College gives you the opportunity to network with others who, like you, will become future industry leaders. We encourage you to take full advantage of the opportunities and unique experiences that SAE Institute and Qantm College have to offer, and wish you the best of luck during your studies and for your future endeavors.

2  PURPOSE OF THE STUDENT HANDBOOK

The purpose of the Student Handbook is to provide you with an informative overview about the things you need to know while studying at SAE Institute or Qantm College.

The Student Handbook is supported by a Campus Guide (available for each Campus), SAE & Qantm Course prospectus, SAE & Qantm Brochures and SAE/Qantm Policies and Procedures, which together provide you with a comprehensive suite of information to assist you with your studies.

It is important you take the time to read through these documents thoroughly to make sure you understand all the expectations and requirements relating to your studies. Do not hesitate to contact Student Administration if you have any queries about your studies.

3  VISION AND MISSION

Vision
To be the world leader in private post-secondary education for creative media technologies.

Mission
• We provide specialist vocational and higher education courses worldwide to inspire and develop our graduates.
• Our courses emphasise practical experience and the needs of students and industry.
• Our students access the latest knowledge and outstanding facilities to enhance their skills.
• We are globally networked as a professional community in creative media.

4  INSTITUTIONAL GOVERNANCE

SAE Institute Pty Ltd trading as SAE Institute and Qantm College (‘the Institutions’) is quality assured through external registration and accreditation processes conducted by State Government accrediting authorities. The Institutions are also subject to regular quality audits conducted by appointed State and Federal government agencies.

As a result of fulfilling the quality assurance requirements determined by these external departments and agencies, the Institutions are:

• Registered with the Australian Government as Higher Education Providers (HEP) in relevant states to deliver accredited higher education degree courses.
• Registered Training Organizations (RTO) offering accredited vocational education and training courses through face-to-face and/or online delivery modes.
• The Institutions offer a variety of non-accredited short courses in highly specialized niche areas of the creative media industries.
The following provides a brief description of the internal governance committees that oversee the Institutions’ activities:

**Governing Council:**
is the governing body for SAE Institute Pty Ltd. It assists the Managing Director and owners of the legal entity to ensure the Institutions fulfill their responsibilities as detailed in their Mission Statements, as well as ensuring the Institutions continue to meet their obligations as accredited higher education providers.

**Academic Board:**
is the peak academic body. It is the principal academic body responsible for establishing and maintaining the highest standards of teaching and learning, and appropriate research, and it provides independent, authoritative advice to the Governing Council on all academic matters.

**Board of Studies:**
is responsible for monitoring and reporting on quality assurance processes for teaching and learning within each institution in order to ensure day-to-day academic operations meet quality educational standards. The Boards of Studies is also responsible for advising on policies and guidelines related to teaching and learning in the Institutions’ courses, and to ensure the ‘student voice’ is heard and considered.

**Program Advisory Committees:**
provide advice on new course proposals; report on applications for accreditation of new courses and re-accreditation of existing courses and to review existing courses. The contributions of many external academic and professional members on these Program Advisory Committees provide an additional measure to assist with assuring the quality, industry relevance and value to clients of SAE and Qantm courses.

## 5 ABOUT SAE INSTITUTE

SAE Institute was established by Dr Tom Misner in 1976 as the world’s first practical audio engineering college to address a growing demand for skilled audio engineers. The mission of our first campus was to provide aspiring audio engineers with the best practical and hands-on education possible, a creed we have upheld to this day. Whilst audio engineering continues to be a very important part of SAE’s focus, the institution has continued to expand and diversify its courses to include other creative media specializations.

SAE Institute has become a successful global network of campuses offering a variety of courses in audio engineering, digital film making, multimedia, animation, music business and electronic music production, all of which are delivered using SAE Institute’s proven teaching method that combines sound theoretical knowledge with invaluable hands-on training.

**Current Courses Available in Dubai**

<table>
<thead>
<tr>
<th>Higher Education Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Audio ((Studio Production and Post Production)</td>
</tr>
<tr>
<td>Bachelor of Film (Production and Post Production)</td>
</tr>
<tr>
<td>Bachelor of Games Development</td>
</tr>
<tr>
<td>Bachelor of Design (Graphic Design)</td>
</tr>
<tr>
<td>Bachelor of Animation (Modelling and Character Animation)</td>
</tr>
</tbody>
</table>
6 CAMPUS LOCATION

United Arab Emirates

For specific information about your chosen campus, please refer to the relevant Campus Guide.

7 GENERAL CAMPUS REGULATIONS

To access any campus facilities or services, you must have your ID card you have been issued with or on you at all times and be able to provide them for inspection to any member of staff that may request them. Loss of ID cards should be reported to the Student Administration Department on campus as soon as possible.

7.1 Student ID and Guest Registration
You will be issued with a student ID card upon course commencement. The ID card must be worn at all times when on campus. You may not access campus facilities without a valid student ID.

Any guests who accompany you to a campus are required to sign in and out and obtain a visitor's pass which must be worn visibly at all times whilst on campus. A registered student must accompany their guests at all times. Guests may be signed in at the reception during normal office hours or at the Supervisor's Office after hours.

You are responsible for ensuring any guests brought onto campus premises behave in an appropriate manner and comply with all campus rules set out in this handbook. In addition, all guests are required to be in possession of a guest pass, which will be issued at the reception or by the Supervisor.

7.2 Campus Opening Hours and Holidays
Campus opening hours, holidays and closures are published on the Institutions websites and in the relevant Campus Guide.

7.3 General Guidelines for All Resources
You should be aware of rules and regulations regarding the use of campus facilities and equipment. For specific guidelines regarding the use of equipment and shared work spaces such as studios, see the relevant Campus Guide.

7.4 Smoking
Smoking is only permitted within designated areas outside the campus. Illicit substances may not be consumed anywhere on campus premises and students not adhering to this ruling will face disciplinary proceedings.

7.5 Eating and Drinking
Eating and drinking is not permitted in any studios, computer labs or classrooms. There are designated areas set aside for this purpose, and you are requested to clean up after yourself.

7.6 Alcoholic Beverages And Drugs on Campus
Alcoholic beverage containers/drugs are not allowed on College property. The presence, possession and/or consumption of any alcoholic beverages/drugs on campus is prohibited anywhere on SAE Institute property, including the parking lots.
SAE complies with and upholds all federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs.

7.7 Cleanliness in college premises
It is the duty of each student to maintain highest degree of cleanliness in college premises. No students are allowed to loiter in and around the college premises. Designated Dustbin is provided for student convenience.

7.8 Animals on Campus
Pets are not allowed on campus.

7.9 Gambling
SAE Institute will follow Commonwealth guidelines which prohibit illegal gambling. This includes such games that result in the exchange of money.

7.10 Mobile Phones
Mobile phones must be switched off at all times during classes. In the event of an emergency where a mobile phone may be required, please discuss this with the instructor/lecturer prior to class commencing.

7.11 Personal Equipment
Equipment not listed as part of the Institutions stock is not covered by the campus insurance policies and any equipment brought onto the campus by you or your guests is at your own risk. For this reason, equipment belonging to you or your guests may not be stored on the premises without prior consent from campus management.

7.12 Computing Facilities
During your time at the Institutions, you will have access to the computing facilities on campus. The Institutions have implemented regulations for you to follow in order to keep these facilities operating at the best possible standard for your continued use. Please take note of the following rules and regulations:

- All computing facilities on campus are the property of the Institutions and are available for use by registered students only.
- Any willful or deliberate act to jeopardize the integrity of the computing facilities, their operating systems, system programs or other stored information could result in financial reimbursement or exclusion.
- Copying software and running file-sharing applications are strictly prohibited. Software licensing regulations apply.
- The Institutions reserve the right to periodically format and re-install computers as part of published maintenance schedules.
- The Institutions accept no responsibility for the backup and long-term storage of students’ digital material. Responsibility for backing up any important coursework lies exclusively with you. It is highly recommended you purchase an external hard-drive to store your course work.
- Assignment extensions will not be given where data has been lost due to your failure to follow correct backup procedures. This ruling also applies in the event of data being lost from a computer that is not owned or operated by the Institutions.

7.13 Student E-mail Accounts
You will be eligible for an `@saedubai.com` account which will be accessible for the duration of your studies. The email address will be issued upon course commencement. If you defer your studies by taking leave of absence, your account will be suspended until after the census date of the next trimester you enroll in.

7.14 Use of Campus Resources for Commercial Purposes
Campus facilities exist for educational purposes only. Generally, you are not permitted to use campus facilities for material gain. If you are intending on releasing (for commercial gain or otherwise) material that has been produced utilizing campus resources, you are required to obtain permission to do so from campus management. Such applications must be made in writing. Please refer to Intellectual Property Policy.

7.15 Equipment Usage and Insurance
All students attending the Institutions are insured against accidents whilst on the property. Any accidental damage, general wear and tear, and breakdown of equipment are also covered. However, you should be aware that you are liable to pay for any damage caused to college property, either through theft or negligence on your part to observe correct operating procedures. Failure to report breakages that occur during a student’s session may also result in that student being held liable for repair/replacement costs.

7.16 Health & Safety, Accident Reporting and Personal Injury
In order to comply with Government Workplace Health and Safety requirements, each campus has first aid equipment to administer when required. Basic first aid equipment is stored on campus. In the event of sustaining an injury whilst on campus, you should bring the matter to the attention of a staff member immediately.

7.17 Emergency Procedures
Fire Exits
There are fire exits located at designated points throughout each campus. All exits are clearly marked. For security reasons, some exits may be alarmed and should only be used in the event of an emergency.
Fire Drills
In compliance with relevant health and safety legislation, the Institutions will initiate fire drills at random intervals. These procedures help to ensure all staff and students are aware of the appropriate procedures in the event of a real emergency.

False Fire Alarms
False reporting of fire alarm is punishable by law for imprisonment of not more than one year in jail or fine of ADE 1850.00.

Action in the Event of Discovering a Fire
In the event of being the first to discover a fire:
- Immediately alert a campus staff member
- Trigger the alarms by activating a ‘break-glass’ panel if there is one at your location
- Assist any person in immediate danger only if safe to do so
- Close but do not lock any doors
- Attempt to put out the fire only if safe to do so
- Follow emergency evacuation procedures published throughout the campus premises

Using Fire Extinguishers
- When using a fire extinguisher you should:
  - Always keep an emergency exit clear behind you
  - Stay low to avoid heat or smoke
  - Direct the extinguisher stream at base of flame
  - Direct the extinguisher in a side-to-side sweeping motion
If it becomes clear that you are not successfully extinguishing the fire, retreat and close the door.

Emergency Evacuation
The following procedures apply for emergencies such as:
- Fire or explosion in the building or one adjacent to it
- Gas leak
- Ventilation system contamination
- Natural disaster
- Civil disorder

In the event of an emergency evacuation, the following procedures should be adhered to:
- Do not panic
- Immediately vacate the building
- Do not collect personal possessions
- Use all available emergency exits
- Do not use lifts
- Gather at the designated point(s) well away from the building

Emergency Contacts
For Police, Fire and Ambulance, phone 000, or 112 from a mobile (even if out of range). This is a free call from any phone, even a phone box or disconnected mobile phone. When dialing 000 an operator will ask which service you require – ambulance, police or fire. In the event of a medical emergency, ask for AMBULANCE. In the event of a crime ask for POLICE and in the event of a fire or emergency evacuation ask for the Fire Brigade. Local emergency telephone numbers are also listed in the Campus Guide.

7.17 Vehicle Access and Parking
All students are asked to follow Road Traffic Authority rules. Most campuses do not provide student car parking, however, where available, you may use the car park at your own risk and only whilst present on campus. You are requested to park in the designated areas and secure your vehicle.

8 CAMPUS STAFF

The staff body consists of four main groups:
- Campus Management
- General Staff (Administration)
- Academic Staff (campus academic coordinator, program coordinators, senior lecturers, unit coordinators, lecturers, studio and technical supervisors)
• Support Staff (Student Services Advisor, IT Support Officer, Library Assistant)

The major roles and responsibilities of key academic staff are outlined below. Staff contact details specific to each campus can be found in the campus guide.

**National Academic Coordinator**
The National Academic Coordinator has responsibility to ensure that there is a national consistency in academic course standards between SAE Institute and Qantm College Campuses in Australia, to ensure reliable implementation of academic policies and procedures, and to ensure that the quality assurance measures and resolutions of the Academic Board are put into practice.

**Campus Academic Coordinators**
At campus level, the smooth running of each course is the responsibility of the Campus Academic Coordinator. After lecturing, tutorial, supervisory staff and Unit Coordinators, Campus Academic Coordinators form the major point of contact between you and The Institutions about all matters relating to your course of study.

**Course Coordinators (Head of Department)**
Program Coordinators provide leadership within their respective disciplines and ensure that course content and staff are up to date with professional and academic standards. Program Coordinators assist the Campus Coordinator in ensuring that the highest levels of quality in teaching and course content are maintained.

**Lecturers**
Lecturers are responsible for the preparation and delivery of formal classroom and studio-based lectures, tutorials and seminars, and such other duties as may be assigned from time to time.

**Unit Coordinator**
The unit coordinator is a nominated senior lecturer or lecturer who is responsible for all aspects of the delivery of a designated unit of study in a degree course. The primary role of the unit coordinator is to ensure that a designated unit of study is effectively delivered in accordance with the approved unit outline and the relevant policies of the Academic Board, in particular but not limited to the Learning and Teaching Policy and the Student Assessment Policy.

**Tutors**
Tutors are the first port of call in regards to any student matters. Tutors are available to support you during tutorial sessions and they report directly to the lecturer and course coordinator.

**Studio and Technical Supervisors**
Studio and Technical Supervisors are employed at all campuses and across all disciplines. Their primary role is to support students during practical sessions using campus resources and equipment, and as such, supervisors are expected to have professional and technical knowledge of these resources. In the case of appropriately qualified staff, studio and technical supervisors may be called upon to fulfill roles as tutors.

In addition to the staff listed here, the Institutions also rely on the participation of guest lecturers and staff from affiliated institutions. You are encouraged to acquaint yourself with all members of staff so that any queries can be dealt with quickly and efficiently.

### 9 COURSE DELIVERY AND ASSESSMENT

#### 9.1 Course Delivery
The Institutions’ courses are delivered in a variety of modes, including:

- Lecture (teacher led sessions)
- Tutorial (interactive, learner-centred, opportunity to explore theory and concepts)
- Seminar (including oral presentations, demonstrations, can include guest speaker presentations)
- Workshop (practical hands-on sessions developing technical skills and abilities)
- Examination (formal assessment – oral or written)
- Excursion (off-campus, directed learning activities)
9.2 Face-to-Face
If you are studying via face-to-face mode you will attend lectures, classes and tutorials led by qualified academic staff and guest lecturers. Academic staff will use a variety of resources and will usually supply students with notes in electronic format. Under certain circumstances, and negotiated on an individual basis, academic staff may provide learning resources in printed format.

If you are a diploma or certificate student, you will learn aspects about the particular topic being taught in class and then be given hands-on time to practice and extend your skills and abilities.

For degree students, typically lectures will provide the theoretical aspects of the course, while tutorials will provide an opportunity to analyze the topic and explore the practical application of the theory. Labs will provide you with hands-on time to practice and extend your ability.

Delivery hours within courses may include both instructional sessions and guided or otherwise directed prototype and production time for each course.

At some campuses, evening/night sessions (including lectures and tutorials) may be provided as required for students to complete their studies.

9.3 Study Hours
The hours of study in a week vary according to the mode of study.

Full-Time
If you are studying full time you can expect to be on campus up to 12 hours each week in accordance with your accredited course. However please note that you are expected to complete additional independent or self-directed study that will normally result in a typical full-time workload of 24 hours per week.

Part-Time
If you are studying part time you can expect to be on campus up to 6 hours each week in accordance with your accredited course. However please note that you are expected to complete additional independent or self-directed study that will normally result in a typical part-time workload of 12 hours per week.

Online Study
If you are studying online your study patterns may be more flexible, but you should anticipate that you would normally need to complete up to 24 hours of study per week if your are studying full time or up to 12 hours per week if you are studying part-time.

9.4 Class Allocation
You are pre-allocated into classes upon enrolment. If you would like to explore options for changing class or tutorial allocations you need to contact the Campus Academic Coordinator at the earliest opportunity. While the Institutions will endeavor to accommodate such requests any changes to class allocations will be subject to availability and class sizes.

9.5 Changes to scheduling
While we endeavor to avoid making changes to the weekly study schedule once it has been published, sometimes changes cannot be avoided. If this occurs, you will be given sufficient advance notification and new timetables will be provided to you.

9.6 Classroom Conduct
• You are not permitted in “Staff Only” areas;
• You will conduct yourself according to the guidelines throughout this handbook at all times; and in accordance with the Institutions policies;
• Eating and drinking is prohibited in all classrooms, computer labs and studios;
• You must adhere to the computing facility requirements outlined in this handbook.

9.7 Assessment Types
Student assessment is a mechanism for ensuring the attainment and maintenance of academic standards. Each mode of assessment measures and confirms the standard of student performance in relation to explicit learning outcomes, and provides students with both formative and summative feedback on their performance.

It is important to be familiar with the Student Assessment Policy. This policy contains detailed information about assessment requirements, forms of assessment, submission requirements, extensions, moderation, appeals processes and grading. Refer to Student Assessment Policy online.

Assessment of theoretical work involves coursework, written tests, examinations and seminar contributions. Assessment of practical work involves progressive assessment, submission of logs, projects, and viva voce examination. These are graded by teaching staff and/or their nominated assessors.
Assessment may involve one or more of the following formats and is clearly set out in the course documentation given to students at the commencement of each unit:

**Written and Multiple Choice Exams**
Written exams take the form of short questions and essays. In some circumstances, written exams are combined with a multiple-choice format. Multiple-choice exams usually run for two hours, and in some circumstances, can be combined with written questions.

**Written Assignments**
Written assignments take the form of essays, reports, work logs, portfolios, etc.

**Seminars**
These sessions are based around formal discussion groups. Following an initial meeting, you will be delegated particular topics for research and will be required to present findings at subsequent seminars. Marks are allocated according to the standard of these presentations.

**Viva Voce / Practical**
These examinations are designed to test your abilities under ‘real world’ conditions and normally take place at one of the Institutions’ practical facilities. The duration of these examinations is normally one hour and you are questioned by examiners on a one-on-one basis.

**Practical Assignments**
You are required to complete a series of practical assignments utilizing practical resources. Marks awarded for these assignments are normally weighted in accordance with the unit outlines.

**9.8 Multiple Marking**
Certain assignments, particularly those that carry a significant weighting towards final results, may be subject to the judgment of more than one assessor. This is undertaken to avoid bias that may arise as a result of the subjective nature of creative material. In addition, external examiners may be involved in the assessment and moderation between markers. The Campus Academic Coordinator will normally be responsible for determining the final result.

**9.9 Assignment submission**
All assignments must be submitted in the required manner, as specified in assessment outlines, before the specified deadline unless explicitly instructed otherwise. You will be required to sign a submission slip confirming that all work is their own and that they have read and understood the Institutions’ policy on plagiarism and cheating.

Submissions containing multiple sheets, discs, CDs etc must be neatly packaged and contained in such a way that no items are easily separable. All individual items must also be clearly named and labeled with the student’s name, number and course code. The Institutions are not responsible for the loss of any items that have not been correctly packaged or labeled.

You are responsible for ensuring the integrity of your submitted work. Damaged CD-ROMs, tapes etc resulting from incorrect use of the equipment, failure to take sufficient precautions against damage (including poorly submitted or packaged items) or failure to check the integrity of the product prior to submission will require you to resubmit your work with penalty. The penalty applied will usually be equivalent to the penalty for late submissions unless there are mitigating circumstances.

Further submission guidelines will be published for each assignment as required. You should ensure you are familiar with these and any other applicable information. Make sure you retain a backup copy of all work submitted for assessment for the duration of your course. Remember your assessment submissions may also be valuable in building your portfolio and finding work within the industry.

**9.10 Extension to Assignment Deadlines**
Extensions to assignment deadlines based on mitigating circumstances shall be at the discretion of the Senior Lecturer, the Campus Academic Coordinator or the Campus Manager, and should be granted in writing.

**9.11 Special Consideration**
Campus Academic Coordinators may extend special consideration to a student in any course for which they are responsible, and in respect of any assessment item. You may apply for special consideration on the grounds of illness, accident, disability, bereavement or other compassionate circumstances. Refer to the Student Assessment Policy for further information.
9.12 Academic Honesty
You are expected to conduct yourself in your academic studies honestly and ethically, and are expected to carefully acknowledge the work of others in all your academic activities. For more information on academic honesty, plagiarism and guidance, see the policy entitled Academic Honesty Policy.

9.13 Grievances
The Institutions treat all grievances seriously and are committed to ensuring you have access to a transparent process for the resolution of grievances. Academic and non-academic grievances are addressed in the policy document Student Grievance Policy.

9.14 Subject Advice and Educational Guidance
Throughout your course, the Campus Academic Coordinator and Senior Lecturers are the first points of contact on academic matters, and should be consulted immediately for any advice. Where necessary, they will refer unresolved matters to an appropriate member of staff. For matters of a personal or confidential nature, the Campus Manager, Campus Assistant Manager, or Student Services Advisor can be consulted directly. The contact details for staff of your local campus are listed in the relevant Campus Guides.

The Institutions monitor your progress for the duration of your course; however you should also be aware of the importance of self-monitoring. Lecturers and other academic staff may seek to discuss your progress with you, particularly if they feel cause for concern. If you are worried about your progress, you should seek advice without delay. If uncertain who to speak to, you should direct your concerns in the first instance to your campus’s Student Services Advisor.

You will receive documentation from the Institutions outlining the structure and content of your course. You should make yourself familiar with all course materials as soon as the course commences. Guidance on course materials will be given during class, however, you should source and thoroughly read all available course information and resources.

9.15 Career Path Advice and Opportunities
The Institutions maintain active affiliations with the audio, multimedia, animation and film industries with a view to providing a good transition into the workplace for graduates. This means many graduates are successful in their efforts to find employment within the industry.

Over the years, a large number of employers have approached the Institutions seeking staff with particular skill sets. Your progress will be observed by staff who will advise in situations where a prospective employer is seeking someone with a particular range of skills and expertise. Should you meet the criteria, you will be put in touch directly with the individual or company seeking staff. The Institutions also encourage prospective employers to forward descriptions of generic job opportunities, which are posted on the relevant campus notice boards. If you are seeking employment, you are encouraged to monitor these notices on a regular basis.

Relevant industry experience is crucial for the recruitment of staff, which means you will be learning under the tuition of experience rich teaching staff who are active within the creative industries. Staff members are well qualified to offer help and give guidance on matters related to prospective employment. You are encouraged to communicate with staff to seek career advice throughout your course in order to find the best possible employment outcome for your skills and interests.

The Institutions have also established an Alumni association, which aims to encourage networking and help to develop employment opportunities for our graduates. For more information regarding Alumni, go to section 12.9 of this handbook.

The Institutions endeavor to select a range of guest lecturers from within the industry. In addition (and where timetabling allows), you may have the opportunity to visit career seminars and other industry events, which may help to establish worthwhile employment contacts.

In some degree level courses, you may be required to undertake a period of work placement or an internship. In addition to preparing you for employment, this also allows the Institutions to assess your suitability for employment in a ‘real world’ sense and thereby offers ample advice for the future.

The Institutions have a policy of employing past and present students who exhibit relevant skills and abilities. There are also opportunities for current senior students within the facility. A number of current staff members are former students. If you are interested in future job opportunities within the Institutions, you should approach your local Campus Manager, Campus Academic Coordinator or Senior Lecturer.

9.16 Studying and Working
Full-time students often ask if it is possible to study full-time and maintain a job. Studying and working simultaneously is dependent on your individual circumstances. The Institutions endeavor to offer flexible study options where possible to assist students that choose to combine work and study. You need to make
sure that you are aware of your obligations as a full time student and there may be circumstances where you will need to prioritize your studies so that your course progression is not affected.

While we endeavor to avoid making changes to the weekly study schedule once it has been published, sometimes changes cannot be avoided. This means you should be flexible with your commitments if you intend to maintain a part-time or casual job.

Further information regarding additional study support can be found under section 12.4 of this handbook.

10 STUDENT FEEDBACK AND EVALUATION

10.1 Continuous Quality Improvement
The Institutions encourage you to give feedback with regards to any aspect of your time at the Institutions. Because your feedback is valuable toward our attempts at making your student experience the best it can be, evaluation questionnaires will be distributed to you throughout your course. The aim of this feedback process is to elicit views on the quality and experience of being a student in any of the Institutions’ programs. Questionnaires will invite general comments on your course, and also ask specific questions relevant to certain areas of study. In some instances, feedback on members of staff will be sought for reporting purposes. Your anonymity will be highly regarded unless otherwise specified.

Any issues identified within these questionnaires will allow management to standardize procedures and maximize the effectiveness of the courses. The report on student feedback will be an item for discussion during the Board of Studies meetings and will, where necessary, be reported upon during the annual monitoring process. The whole feedback process will also be reviewed on a regular basis to ensure it is effective in helping provide a good quality experience for you.

10.2 Student Council
The Institutions operate a Student Council which is intended to promote communication between the student body and campus management. It provides a forum for constructive feedback and engagement with the Intuitions’. The process aims to implement effective measures to optimize the learning experience for current and future students.

The Student Council is made up of elected students, normally consisting of one representative from each cohort. Candidates are elected by their peers, and meetings between representatives and campus management are scheduled at regular dates. Your attendance at these meetings is not compulsory but highly recommended.

Representatives should be willing to:
• Gather information regarding student concerns, suggestions and criticisms, and table them at meetings with campus management and other key campus representatives;
• Be responsible for helping students to assimilate within the student body and the campus;
• Be a good role model for the rest of the student community;
• Provide feedback to peers on the outcomes of meetings.

Selected representatives acting on behalf of the student body will also be required to participate in formal Board of Studies meetings.

10.3 Board of Studies
The Institutions’ Board of Studies is a formal sub committee of the Academic Board that provides advice on key academic strategies and directions regarding the delivery of higher education courses. The Board of Studies consists of campus academic staff members, and representatives from the Student Council to ensure the presence of a strong student voice. The Board of Studies supports, assists and promotes the growth and development of courses of study through the maintenance and improvements of academic standards in teaching, learning and research.

11 STUDENT SUPPORT SERVICES

The Institutions understand their duty of care and responsibilities towards you as a student, across a whole range of aspects of student life. We have therefore implemented a range of support services to provide you with assistance in areas of possible needs such as: study skills, academic issues, organizational issues and personal counseling needs. Student support services are available to you in a number of ways including: printed and electronic publications, web-based information services, campus programs/activities, student bodies, and formal and informal support groups.
All internal welfare related support services available at the Institutions will be provided to you at no additional charge. If you are referred to external support services, you will not be charged for the referral however there may be charges associated with the external services provided to you, and you will need to cover these costs.

Should you have any concerns regarding your personal welfare, you should approach the designated Student Services Advisor at your Campus. The Student Services Advisor will assist you by providing support, guidance and appropriate follow-up action to address your concerns.

11.1 Accommodation
On-campus accommodation is not provided to students. A detailed guide to accommodation options relevant to each campus is available on the websites and also in each Campus Guide.

11.2 Orientation Program
The Institutions recognize the importance of providing a comprehensive orientation program for new students to support you with the commencement of your studies. Prior to the commencement of your course, you are welcomed to Campus life and are introduced to the important aspects of the Institutions operations, activities, regulations and the expectations of its students. You will participate in a formalized orientation session and will be presented with a comprehensive Orientation Package that includes all the required administrative and organizational information and documentation related to your course enrolment.

11.3 Language, Literacy and Numeracy Assessment
The Institutions are committed to providing guidance and support to those students who have any needs in relation to language, literacy and numeracy and recognize the importance of identifying these needs prior to your commencement of study. Therefore, you are also asked to complete a diagnostic Language, Literacy and Numeracy (LLN) Test during the orientation process in order to identify any specific learning needs that may warrant additional support for your studies. If any specific needs are identified after taking the LLN, the Institutions will seek to provide additional support services to you.

The LLN is in no way an entry test, an academic test or an exclusionary measure. It is intended to be a diagnostic tool aimed at identifying learning needs where support may be required or desirable for you to succeed. The Student Services advisor can provide you with access to support in this area.

11.4 Additional Study Support
The Institutions closely monitor your learning and provide additional support classes as required, to ensure you are achieving your highest learning potential. The Institutions provide additional studio/lab sessions outside of class hours to support students working on individual projects, or who are refining their skill development. Lab sessions are available at selected campuses to enrolled students during the evenings and on weekends and are attended by a lab supervisor, who can provide tuition and educational support. The Student Services Advisor can provide you with access to support in this area.

11.5 Student Counseling
The Institutions acknowledge student life can be stressful and that at times, issues and problems you might encounter cannot always be easily resolved using prescribed Institution policies and procedures. In this instance you will be provided with alternative avenues of support including referrals to external qualified counselors. In addition, the Student Services Advisor will assist you to arrange your counseling needs and facilitate your access to assistance in strict confidence.

11.6 Information for Students with Disabilities or Special Learning Needs
The Institutions are committed to providing equal opportunities for students with disabilities or special learning needs and promotes strategies to develop a flexible teaching and learning environment, which is able to meet the needs of a diverse range of students.

If you have a disability or special learning needs, you are encouraged to discuss your requirements with your Student Services Advisor, Campus Academic Coordinator or Campus Manager and to provide information (including medical or other professional advice) regarding the nature of any disability or special needs during your application and enrolment process.

It is important that you provide the Institutions with these details as early as possible so that we can assess your support needs and ensure you are able to succeed in your chosen course of study.

11.7 Information Technology (IT) Support Services
Throughout your course, you will have access to workstations, the student network, printing facilities and secure internet access. IT support at each campus is provided.
The Institutions’ network set up allows you to store files and then access those files from any computer within that campus, allowing effective file storage and transportation. You are provided with space on the campuses local server within the first days of class commencement and login details will be provided during orientation. Tutorials regarding the effective use of the server are also provided.

You may access the photocopier/printer in the Library or other various locations depending on the campus (you may be charged for these facilities). For pricing information and if you are unsure of how to use the photocopier/printer, please seek advice from campus administration, IT or library staff.

For further information about IT services at specific campuses see the relevant Campus Guide.

11.8 Web-based Information Services
The Institutions provide a number of web-based support services that will assist you with the academic and organizational aspects of your studies. The Institutions’ websites provide information to current and potential students, and the general public regarding the history of the Institutions, news and events, courses on offer, course fees and enrolment information. It also provides links to a number of student services that may be required by enrolled students when off-campus, such as the Student Handbook, policies and procedures the student portal, the e-library catalogue, staff lists and some college based support groups.

The SAE/Qantm Student Portal is an in-house system available both internally and externally via a web interface. It is designed to provide the resources, assessment data and marking feedback for you as you undertake your study. The portal is available for all enrolled students and supports your learning by providing comprehensive academic and organizational information such as; timetables, student notices, the Institutions events, change of address, access to software download, enrolment details, college contact information, study resources, results and feedback, links to the library and handbooks. You should ensure administration has all current email details, as upon commencement you are sent an email with your username and log in for the Student Portal.

11.9 Alumni
The SAE/Qantm Alumni Association offers graduates information and services related to furthering their education and establishing industry contacts. It encourages the career development of graduate students and offers support in this development through the Alumni Association services, activities and the relationship with the Institutions industry partners. Its main focus is; the exchange of knowledge amongst association members, the identification and advertising of jobs and projects available to graduates, the establishment of connections to the industry, and the provision of support helps to ease the transition from study to entry into the digital media industry.

12 LIBRARY AND LEARNING ASSISTANCE

12.1 General Information
Each campus has a Library & Learning Centre, which provides a range of services to support your study and learning needs. Access a range of print and digital resources, undertake some quiet study or collaborative work, print assignments or just relax in these spaces. Library tours and Information sessions during Orientation will give you an introduction to services and resources.

12.2 Library regulations
Please note that no mobile phones or food and drink are allowed in the library. Students without their university I.D. card will not be allowed access to the library.

12.3 Opening Hours
Most campus Library & Learning Centre’s are open between 9am and 6pm, Sunday to Thursday. However, you should check with your campus administration or refer to the relevant Campus Guide, as library opening times can differ from campus to campus.

12.4 How to Find Books, Journals and Other Resources
• Use the online catalogue to find books and other resources in the library collection.
• Choose a search category from the dropdown list, then type the keyword/s into the search field and hit enter.

12.5 Online Resources
Access magazine and journal articles on a wide range of subjects including film, music, and computing, through library databases and subscriptions. Electronic books are also available to students and staff. Ask library staff for login details and a quick guide to using these resources. To access online resources follow the links to the Library & Learning Centre from the Student Portal.
12.6 Loans
• You will need your ID card to borrow items
• There is a limit of three items to be borrowed at one time
• Items from the general collection can be borrowed for one week
• DVDs are available for overnight loan with a limit of 2 at a time
• Journals, magazines and CDs are usually for use within the library only
• Certain books and readings that are in heavy demand will be placed on reserve. Reserve items are for use within the library, or for short loan in some circumstances. These items are housed in a separate area of the library.
• Holds can be placed on items that are already on loan.

12.7 Overdue Books and Penalties
To avoid fines, renew your loans before the due date. If you have overdue items, borrowing privileges are suspended and access to other practical resources may be curtailed. Fines will be imposed for all overdue items. The full replacement price plus a fine will be charged for lost or damaged items. Items are considered lost once they are four weeks overdue. If loans remain outstanding following course completion, exam results, certificates and other awards will not be issued. For a list of fines relevant to you campus, see the relevant Campus Guide.

12.8 Learning Assistance and Study Skills
For guidance on how to write a logbook, set out an essay, or manage your time, take a look at the study guides located in hard copy in the library. These guides aim to help you develop good study skills and strategies, and provide you with important guidance on academic conventions, research and referencing.

12.9 Help and Support
Contact Library & Learning Centre staff in person, via email, phone, or chat for information about services, facilities or help finding information for assignments. Further Information and support materials are available from the Library & Learning Centre web pages linked to the Student Portal.

13 STUDENTS’ RIGHTS AND RESPONSIBILITIES

The Institutions are committed to maintaining the highest quality in education provision and have developed policies and procedures to ensure best practice across all aspects of operations. You should be aware of, and adhere to current institutional policies and procedures.

The following policies and procedures can be viewed in detail online at dubai.sae.edu

Policies
Academic Honesty
Academic Quality Assurance and Improvement
Access and Equity
Academic Credit and Recognition of Prior Learning (RPL)
Code of Conduct
Critical Incident
Email and Internet Usage
Intellectual Property
International Student
Learning and Teaching
Standard Operating Environment (SOE)
Student Assessment
Student Discipline Rule
Student Grievance
Student Orientation
Student Progression, Exclusion, Graduation and Transfer
Student Selection and Admission
Student Support Services
Tuition Fees and Refund Policy

Procedures
International Student
Critical Incident
Student Grievance

Below is an overview of your rights and responsibilities, which are outlined in detail within the policies and procedures, listed above.
13.1 Student Selection and Admission
The Institutions uphold the principle that all applicants seeking to enroll in a course are treated fairly and equitably. The Institutions have open, fair and transparent procedures that are based on clearly defined entry criteria. For more information refer to the Course Prospectus, Application Form and the policy Student Selection and Admission Policy.

13.2 Student Declaration
You are required to complete Student Admission Agreement accepting an offer for a place with the Institutions. In this declaration you are expected to acknowledge that you:

• Meet the entry requirements specified for the course that you have applied for;
• Understand the details provided in this handbook;
• Have read and understood the policies and procedures;
• Undertake to abide by the Campus rules and regulations.

By signing the SAE/Qantm Student Admission Agreement, you are signing to agree to the above.

13.3 Change of Address and Contact Details
The Institutions require you to keep your contact details up-to-date at all times. You must promptly notify administration in writing of any changes to your contact details. A Change of Student Details form can be obtained from campus administration.

If you are an International student, you are reminded that it is a condition of the student visa that you notify campus administration immediately of any changes. The Institutions will communicate these changes to TECOM on your behalf.

13.4 Course Fees
You must ensure that your Course fees are always paid in advance and up to date. If you fail to meet this requirement, you may have restrictions imposed on access to resources or risk having your course cancelled. If you run into difficulty paying fees, you should consult the Campus Manager. Please refer to the Institutions Tuition Fees and Refund Policy and Fee Schedules for further information.

You should explore your opportunities for accessing these schemes as early as possible. Information booklets and application forms are available from Student Administration.

13.5 Course Withdrawal
Should you decide to withdraw from your course, you should advise Student Administration. You will be required to complete a Withdrawal form and meet with the Campus Academic Coordinator.

Students withdrawing within two (2) weeks of the first day of the trimester will not incur any financial, or academic penalties.

If you are electing to re-enroll in the course at a later stage, you should discuss your options with the Campus Academic Coordinator.

Students are reminded that withdrawing from your course may affect the status of your Student Visa. The Institutions are required to report to TECOM any students that withdraw from their enrolled course.

13.6 Refund of Fees
Where a student withdraws from a course, a refund, if payable, will be provided only to the person who made the initial payment and to no other person.

All requests for a refund must be made in writing unless a refund becomes payable because the Institutions did not commence a course on the scheduled date or does not provide a course in full.

In all circumstances where refunds are granted, students are provided with a statement showing how the refund amount was calculated. Refer to the Tuition Fees and Refund Policy for precise information on the refund of fees.

13.7 Academic Credit, Transfer and Recognition of Prior Learning (RPL)
The Institutions offer opportunities for prospective students with considerable industry experience and/or previous academic qualifications to apply for recognition of prior learning. For more information see Academic Credit and Recognition of Prior Learning (RPL) Policy.
It is important that you submit applications as early as possible to ensure no issues arise with course progression and fee charges.

13.8 Attendance Requirements and Monitoring
The Institutions have an 80% attendance requirement for all units of study. The Institutions reserve the right to cancel your enrolment or take other remedial action as deemed necessary where you maybe at risk of failing below this required minimum.

Exceptions will only be granted in the case of demonstrable mitigating circumstances and, should non-attendance have resulted from medical reasons, you will be required to present the appropriate medical certificates. In certain circumstances, non-attendance of theory classes may result in restrictions on the use of practical resources.

You must ensure that the relevant staff member has noted your attendance on the appropriate register for all theory and practical classes. Attendance is normally monitored periodically through screening of attendance registers.

If you are an International student, please be reminded that under the terms of the Educational Services for Overseas Students (ESOS) Act 2000, the Institutions are obliged to report failure to meet attendance requirements to the Department of Immigration of Dubai (TECOM). In such circumstances, there is a risk of your student visa being revoked.

If you are unable to attend a class, it is your responsibility to make contact with your teachers to obtain copies of handouts and notes for the class which you missed.

13.9 Late Arrival
If you arrive late for class without any mitigating circumstances, you will be marked absent. In addition, and at the discretion of the lecturer, you may be excluded from class until a suitable break in proceedings. If you are consistently late for class, you may have your course of study suspended.

13.10 Issuing of Qualifications
The Institutions issue qualifications when all assessment decisions have been ratified by the relevant Board of Studies and endorsed by the Chair of the SAE/Qantm Academic Board.

The Institutions issue qualifications for accredited training in accordance with the requirements of the Australian Qualifications Framework. Qualifications are valid only if, as a minimum, they include:
• The legal and trading name and logo of the Institutions;
• Full name of the person being issued the qualification;
• Full name of the qualification title, and if relevant, the qualification field and in brackets an occupational or functional stream;
• Date issued;
• The CEO and Chair of the SAE/Qantm Academic Board’s signatures;
• The AQF logo and statement;
• The Institutions seal.
• Attested by KHDA to use in Dubai.

Full AQF qualifications are only issued where all components of an accredited course have been successfully completed, and are issued in the form of a Testamur supported by an Academic Transcript or Statement of Results.

Partially completed AQF qualifications will be issued in the form of a Statement of Attainment or Academic Transcript.

13.11 Code of Conduct and Student Discipline
The Institutions’ code of conduct affirms that you adhere to the highest standards of conduct in relation to your studies, and specifies minimum standards and obligations for you to uphold. In conjunction with the code of conduct, the student discipline rule specifies your responsibilities and rights regarding appropriate student conduct. For more information refer to the Code of Conduct and the Student Discipline Rule.

14 OTHER STUDENT INFORMATION

14.1 International Students
The Australian government wants international students to have a safe, enjoyable and rewarding place to study. Australia’s laws promote quality education and consumer protection for international students. These
laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2007.

The ESOS Act 2000 determines, in part, the nature of the relationship the Institutions will develop with international students.

International students’ rights to study in Australia are embodied in the student visa, which in turn imposes conditions that international students must fulfill to stay in Australia. In addition, international students are required to have passed an English proficiency test.

Your responsibilities
As an international student on a student visa, you have responsibilities to:

• Satisfy your visa conditions
• Maintain your Overseas Student Health Cover (OSHC) for the full duration of your visa;
• Meet the terms of the written agreement with the Institutions;
• Inform the Institutions if you change your address;
• Maintain satisfactory course progress;
• Follow the Institutions attendance policy

Dependents of international students
International students who have school-aged dependents accompanying them to Dubai must ensure their school-aged dependents attend either a government or non-government school, which may attract full fees payable by them. International students should explore the schooling options available for their school-aged dependents in the city of Dubai, which they intend to study. For visa matters visit the Student Services Officer.

Also refer to the relevant policy International Student Policy.

15 SAE EQUIPMENT/STUDIO BOOKINGS

15.1 Guidelines for loan of General Equipment

Eg Power Leads, Cable Adaptors, Manuals, etc available from the Supervisors

• Student ID must be presented whenever equipment is booked or loaned out.
• All equipment must be returned by the end of the session(s) for which they were borrowed. Loan privileges will be withheld until outstanding equipment is returned. Students will be charged for equipment, which is outstanding for more than 24 hours.
• Loaned equipment may not be removed from the campus.
• No student may access or return equipment on behalf of another student.

15.2 Guidelines for loan of Audio Equipment

Eg Microphones, Microphone/Guitar/Patch Leads, etc for use in Studio Sessions

• Student ID must be presented whenever equipment is booked or loaned59759 out.
• All equipment must be returned by the end of the session(s) for which they were borrowed. Loan privileges will be withheld until outstanding equipment is returned. Students will be charged for equipment, which is outstanding for more than 24 hours.
• Loaned equipment may not be removed from the campus.
• Damage to Equipment must be reported immediately to avoid penalty.
• No student may access or return equipment on behalf of another student.

15.3 Booking Procedures for Audio equipments and studios

When booking equipment in and out, please approach the SUPERVISOR ON-DUTY.

Student ID must be presented when booking. The Supervisor will enter your name, student ID and mobile number into the equipment register under the equipment booked for the practicum. After signing for equipment, you are solely responsible for the equipment until the Supervisor signs the equipment back in. Please be aware that you are also responsible for the care of equipment in the Lab. After returning equipment, the Supervisor will inspect the tidiness of the Lab. Bookings are also allowed by phone.

The student will be held financially liable for any damage caused to equipment (Computers, Audio Equipment, Cameras or Lighting) through incorrect or negligent use. Any damage must be reported directly to the supervisor or an available member of staff.
All studios and equipment:

Bookings are taken in 2-hour slots:
9am - 11am | 11am - 1pm | 1pm - 3pm | 3pm - 5pm | 5pm - 7pm | 7pm - 9pm

Workstations:

Bookings are taken in 2-hour slots:
9am - 11am | 11am - 1pm | 1pm - 3pm | 3pm - 5pm | 5pm - 7pm | 7pm - 9pm

Fortnightly/Advance bookings:

One booking per fortnight. Students can book two weeks in advance. If slots are available, film students can also make one overnight booking.

48 hour bookings:

If available, a student can make a booking for one slot within the next 48 hours. Once that booking has been utilized, the student is free to make another 48 hour booking.

Spot bookings:

Students may make a spot booking if any studio they have access to, is currently available. Spot bookings do not affect 48hour bookings. Spot bookings may be made if another student fails to turn up for a studio booking or is 15 minutes late for the booking.

16 Rental terms and conditions for Film equipment

All the students are required to submit “Video equipment rental agreement” form duly signed by the student (Hirer) and supervisor on duty.

16.1 EQUIPMENT

NO EQUIPMENT SHALL BE RENTED BY ANY STUDENT IF THEY DO NOT HAVE A SIGNED “DOU” BY THEIR LECTURER FROM WHICH THEY HAVE RECEIVED TRAINING AND ALSO HAVE THIS PAPER SIGNED BY THE HEAD OF THE FILM DEPT. THIS FORM WILL STATE THAT THEY HAVE RECEIVED PROPER TRAINING AND ARE ABLE TO USE THE REQUIRED EQUIPMENT.

All equipment is checked prior to dispatch. It is the responsibility of the hirer to check upon receipt of the equipment that it is in good working order and in undamaged condition. SAE Arabia will not be responsible for any defects or deficiencies in the equipment unless notification has been made in writing upon receipt of the equipment.

Unless a specific purpose has been stated and advised on in writing, SAE Arabia does not warrant that the equipment is suitable for the particular or any purpose for which it is or may be required.

The Hirer shall not assign transfer or otherwise part with possession of the equipment during the period of hire without prior written consent of SAE Arabia.

The Hirer shall not permit the equipment to be used for any abnormal or hazardous assignments without the prior written consent of the Head of the Film dept of SAE Arabia.

The equipment is to be used solely for the purposes of completing a given assignment in SAE. Any additional usage will not be permitted, and if caught in such an act might result in an indefinite ban from renting any equipment from SAE arabia during the remainder of your study period at SAE Arabia.

The Equipment allowed to be rented will vary according to the student’s (hirer) trimester and these terms and conditions will be defined by the Head of the Film Department.

16.2 LOSS OR DAMAGE

The Hirer shall be responsible for the safe keeping of the equipment throughout the hire period and shall be liable to SAE Arabia for all loss of or damage to the equipment howsoever caused.

Students renting equipment where the total new replacement value of the equipment hired exceeds 30,000 Dhs the Hirer shall be required to produce proof of signed PRE-PRODUCTION and SCHEDULING paperwork by his HEAD of Film Department and also provide proof of LECTURER consent form to be on their shoot to insure that there will be no loss or damage to the rented equipment.

The Hirer shall be required to repackage the equipment as delivered for return to SAE Arabia and as per the enclosed packing instructions. The Hirer shall be liable to SAE Arabia for all loss of or damage to the equipment in transit resulting from failure to repackage as per the instructions.

The Hirer shall notify the SAE Arabia of any loss or damage to any equipment on hire within 24 hours of such loss or damage being sustained.

The Hirer shall not carry out or attempt any repairs to damaged equipment without the prior written authority of SAE Arabia.

The Hirer shall pay to SAE Arabia all costs for repairs to damaged equipment. The Hirer shall pay to the SAE Arabia the full cost of replacing any lost equipment, or any equipment which in the reasonable opinion of SAE Arabia is uneconomic to repair, with new equipment of the same or similar specification to that
equipment which has been lost or damaged. The Hirer shall also without limitation be liable for any loss of rental income resulting from such loss or damage.

Where equipment is returned with missing components, the Hirer shall pay the equipment hire charge until either those components are returned to SAE Arabia premises or the cost of said components is paid in full by the Hirer. In such events, the Hirer shall also pay to SAE Arabia an administration charge of 50 Dhs. SAE Arabia recommends at all times that the Hirer uses tapes or memory cards tested and supplied by SAE Arabia. In the event of any damage relating to use of tapes or memory cards not supplied by SAE Arabia, the Hirer shall be liable for that damage to the equipment. SAE Arabia assumes no responsibility for damage to tape or film materials or liability of any kind resulting from the use of the equipment. All digital camera CCD chips are inspected and, where necessary, cleaned before dispatch of equipment. SAE Arabia assumes no responsibility for dust attracted to the chip after dispatch.

16.3 DEPOSIT
The Hirer will be required to leave a security deposit of 1500 Dhs before any equipment will be dispatched by SAE Arabia. SAE Arabia will secure this deposit and will return it once the student wishes to stop renting the equipment from SAE or has completed his studies in SAE.

16.4 RENTAL TERMS
When booking equipment in and out, please approach supervisor on duty. He is the only supervisor that can rent out film equipment to you. A Student ID must be presented when booking. The Supervisor will enter your name, student ID and mobile number into the equipment register under the equipment booked for the practicum.

SPOT BOOKING: Booking can be effective immediately provided that the camera is available for a period of 3 hours.

USAGE: Unlimited during the trimester

48 HOURS BOOKING: Booking can be effective within the next 2 days for a period of 3 hours

USAGE: Unlimited during the trimester

WEEKLY BOOKING: Booking that is going to take effect within the next week for a period of 3 hours.

USAGE: Only once a week

OVERNIGHT BOOKING: Booking that is going to be from 9PM to 9AM

USAGE: Only once a month.

WEEK-END BOOKING: Booking that is going to be from THURSDAY 6PM to SATURDAY 9AM

USAGE: Only once a month.

PENALTIES:
The ban comes into effect when:

a. The borrower must be on time and leave studios on time. Returning equipment more than 30 minutes late, or leaving studios late will result in a 2-week ban from borrowing equipment or using SAE Institute facilities.

b. It is the borrower’s responsibility to ensure that the borrowed equipment is returned in its original condition. If the supervisor on duty determines that equipment has been damaged or is lost, the borrower must cover the cost of repair or replacement.

Note: It is the borrower’s responsibility to sign back IN any borrowed equipment. Failure to do so could result in the borrower being held responsible for damage or lost equipment.

c. Food and drink is not allowed inside the studios or classrooms. If you are caught with such items in these areas, you will receive a 1-week ban from borrowing equipment or using SAE Institute’s facilities.
d. No person other than the borrower is to use the borrowed equipment. Booking for another person, or booking under someone else name will result in a 2-week ban from borrowing equipment or using SAE facilities.

e. No equipment (including chairs) is to be moved from any room unless accompanied by a supervisor. If you wish to move something, ask the supervisor on duty. Moving equipment without permission will result in a 2-week ban from borrowing equipment or using SAE facilities.

f. Leaving borrowed equipment unattended anywhere inside the premises of SAE Institute Dubai will result in a 2-week ban from borrowing equipment or using SAE facilities. Students are responsible for all equipment they borrow for the duration of the loan period.