Peer Tutor and Teaching Assistant Program Policy

1. Overview

SAE Institute Dubai offers academic support through two primary initiatives: The Peer Tutor Program and The Teaching Assistant Program.

2. Program Definitions

a. **Peer Tutors (PTs):** These are designated for students currently in the first stage (Diploma stage and Associate's Degree) of their studies. Peer Tutors are senior students from the third stage (Degree stage) who assist stage 1 students in their academic endeavors.

b. **Teaching Assistants (TAs):** Designed for students in stages 1(Diploma) and stage 2 (Associate's Degree) who require academic assistance. TAs are alumni graduates selected to support these students.

3. Eligibility Criteria

a. **For Peer Tutor:**
● Must be in Stage 1 (Diploma stage and Associate's Degree).
● Must have an average class attendance rate of 80%.
● Must have demonstrated proactive engagement with Faculty and staff consultations.
● Must demonstrate academic challenges and receive approval from the department head.

b. **For Teaching Assistant:**
● Must be in Stage 1 or 2 (Associate's Degree).
● Must have an average class attendance rate of 80%
● Must have demonstrated proactive engagement with Faculty and staff consultations.
● Must demonstrate academic challenges and receive approval from the department head.

c. **Ineligibility:**
● Stage 3 (Degree stage) students.
● Students in the Creative Media Preparatory Course (CMPC).

ANIMATION   AUDIO   DESIGN   FILM   GAMES   COMPUTER SCIENCE

SAE Arabia FZ-LLC, Block 2B
Office G39, Knowledge Park
P.O. Box 500648, Dubai, UAE
t. +971 (04) 360 6456
e. hello@saedubai.com
w. dubai.sae.edu

4. Selection Process

a. Peer Tutors:

- Must be high-performing senior students from the third stage. Exceptions will be granted to students who are at the end of the second stage.
- Must have displayed outstanding academic achievement.
- Recommendations are shared by the Student Services Department with the Department Head and academic team for approval.
- The Student Services team contacts potential Peer Tutors by phone, followed by an official email confirmation.

b. Teaching Assistants:

- Must be distinguished alumni graduates from the previous year.
- Must have demonstrated academic excellence during their course.
- Graduates that are within 4 terms past their graduation are eligible. Graduates older than 4 terms of the current trimester are not eligible.
- The Student Services Department shares TA recommendations with relevant heads for approval.
- The Student Services team contacts potential candidates by phone, followed by an official email confirmation.

5. Program Assignment

- The Head of Department reviews and sends recommendations for struggling students to Student Services before the start of week 3 of the trimester. Allocation to PTs/TAs will not be assigned after week 10 of the trimester.
- Department Heads will then assign students to the respective programs.
- The Student Services department confirms the student's enrollment. Students can opt to avail or decline the support via email.
- Students are only allowed to be selected for the program a maximum of 3 trimesters (throughout their studies). This ensures that students understand the independent nature of the program.
- Peer Tutors will be assigned a maximum of 3 students per trimester.
- Teaching Assistants will be assigned a maximum of 5 students per trimester.

ANIMATION   AUDIO   DESIGN   FILM   GAMES   COMPUTER SCIENCE

UNIVERSITY COLLEGE

SAE Arabia FZ-LLC, Block 2B
Office G39, Knowledge Park
P.O. Box 500648, Dubai, UAE
t. +971 (04) 360 6456
e. hello@saedubai.com
w. dubai.sae.edu

6. Monitoring Mechanism

- Both TAs and PTs must maintain detailed log entries of consultations, including dates, topics covered, feedback, and development pointers for future sessions.
- Logs are shared with the Student Services department and Heads of Departments weekly.
- The Student Services department conducts regular check-in meetings throughout the trimester.

7. Student Guidelines

a. Attendance:
- Mandatory 100% attendance in the program.
- To cancel a session, legitimate evidence must be provided to the Student Services Department.
- Rescheduling requires a 24-hour notice, and can only be done twice per term. Failure to give notice results in an absence mark.
- Three unexcused absences result in the removal of support with immediate effect.

b. Communication:
- Must be through official channels (student email).
- Weekly meetings with course instructors and bi-weekly check-ins with the Student Services department are essential and are the student's responsibility to schedule.

8. Guidelines for Peer Tutors and Teaching Assistants

a. Record Keeping:
- Maintain detailed log entries for assigned students.
- Submit logs to the Student Services department weekly.
- Templates of log entries and documentation are provided by the Student Services team.

b. Scheduling:
- Coordinate session schedules with students to avoid clashes.
- PT/TA must at least have 2-3 days out of the week to be available for scheduling sessions with appropriate timeframes.

c. Communication:
- Must be through official email channels.

ANIMATION   AUDIO   DESIGN   FILM   GAMES   COMPUTER SCIENCE

SAE Arabia FZ-LLC, Block 2B
Office G39, Knowledge Park
P.O. Box 500648, Dubai, UAE
t. +971 (04) 360 6456
e. hello@saedubai.com
w. dubai.sae.edu

- Alternative methods of communication can be agreed upon with the student.

d. Invoicing:
- Ensure all logs and requirements are completed.
- Invoices must be submitted no later than 15 days post-term end.

Conclusion

The Peer Tutor and Teaching Assistant programs at SAE Institute Dubai aim to ensure academic success and uphold a culture of mutual learning and mentorship. Adherence to this policy ensures the integrity and efficiency of these initiatives.

Records	7th of September 2023. Peer Tutor and Teaching Assistant Program Policy_Version 1 developed. Approved by Jan Horn
	9th August 2024. Peer Tutor and Teaching Assistant Program Policy_Version 2 developed. Approved by Jan Horn
	8th July 2025. Peer Tutor and Teaching Assistant Program Policy_Version 3. Letterhead updated. Approved by Jan Horn

ANIMATION   AUDIO   DESIGN   FILM   GAMES   COMPUTER SCIENCE