



**EYNESBURY**  
**COLLEGE**

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# HEP ACADEMIC STANDING PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

HEP Academic Standing Policy

### D.1 Procedure

Responsible	Procedure Steps		W/I
	<b>1</b>	<b>Monitoring of student progress</b>	
<b>Student</b>	<b>1.1</b>	Ensure you have read and understood the HEP Academic Standing Policy.	
<b>Academic Directorate</b>	<b>1.2</b>	Contact students during the trimester if it is considered that they are in need of additional academic support.	
	<b>1.3</b>	When notification of results is sent at the end of trimester, notify students that failing a module (or modules) may impact their academic standing or enrolment and refer to the <b>HEP Academic Standing Policy</b> .	
	<b>2</b>	<b>Reporting</b>	
<b>Academic Support</b>	<b>2.1</b>	At the end of the study period generate the <b>Academic Standing Report</b> after approval of results by the HEP Board of Examiners (BoE).	
	<b>2.2</b>	Send the <b>Academic Standing Report</b> to the Academic Directorate.	
<b>Academic Directorate</b>	<b>2.3</b>	Review the <b>Academic Standing Report</b> , and confirm student academic standing levels and associated actions.	
	<b>2.4</b>	Send the confirmed <b>Academic Standing Report</b> to Academic Support.	
	<b>3</b>	<b>Intervention letters</b>	
<b>Academic Support</b>	<b>3.1</b>	Enter the relevant academic standing status into the student management system.	
	<b>3.2</b>	Generate the <b>Intervention Letters</b> and send them to the students through the student management system.	
<b>Student</b>	<b>3.3</b>	Read the <b>Intervention Letter</b> and take any required actions detailed in the letter.	
<b>Academic Directorate</b>	<b>3.4</b>	Provide academic counselling and support as required and based on the student's intervention level.	
	<b>4</b>	<b>Appeals</b>	

Responsible	Procedure Steps		W/I
Student	4.1	If you want to lodge an appeal refer to the <b>Student Grievances and Appeals Policy and Procedure</b> .	
	5	<b>Re-admission</b>	
Student	5.1	Refer to the <b>Admissions Policy and Procedure</b> if you have been precluded from a program and want to apply for re-admission.	

## D.2 Supporting Documentation

Related material	Location
Admissions Policy and Procedure	Eynesbury Website
Student Grievances and Appeals Policy and Procedure	Eynesbury Website

Form templates	Location
Intervention Letter, Level 1 (Domestic and International)	Quality Unit, Document Management
Intervention Letter, Level 2 (Domestic and Non-student Visa)	Quality Unit, Document Management
Intervention Letter, Level 2 (International)	Quality Unit, Document Management
Results notification (includes Academic Standing information)	HEP Academic Directory

Records (including completed forms)	Location
Academic Standing Report	Navigate
Intervention Letter	Navigate
Attendance records for Tertiary Skills Development	Navigate
Student's profile notes	Navigate

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

**D.3 Version Control**

<b>Version Number</b>	<b>Summary of Changes</b>	<b>Approved by</b>	<b>Date of Effect</b>	<b>Privilege Level</b>
v1.0	Initial procedure (supersedes Student Progress and Intervention Procedure)	Academic Director	4/2019	Public