HEP MODULE CREDIT PROCEDURE

SECTION D - PROCEDURE

Related Policy

HEP Module Credit Policy

D.1   Procedure

Responsible	Procedure Steps			W/I
	1	**Application prior to enrolment**		
Admissions		**1.1**	If the student indicates during their application process that they may be entitled to credit, send a copy of the student's transcript to the Academic Director for credit assessment.	
Student		**1.2**	A student may also choose to complete the **Application for Credit** and send the form directly to Admissions.	
		1.3	Send the completed form to Admissions including supporting documentation as required and stated on the form.	
Admissions		**1.4**	Send completed form and supporting documentation to the Academic Director.	
	2	**Application after enrolment**		
Student		**2.1**	Obtain an **Application for Credit** from Student Services or download a copy from the website.	
		2.2	Send the completed form to Student Services including supporting documentation as required prior to the end of Week 2 of the trimester.	
Student Services		**2.3**	Send completed form and supporting documentation to the Academic Director.	
	3	**Assessment of Application for Credit form**		
Academic Director		**3.1**	Review the Application for Credit form and request any additional supporting documents required.	
		3.2	In conjunction with Academic Directorate staff and others if necessary, assess if the student is entitled to any credit.	
		3.3	Advise the outcome of the application as appropriate: • prior to enrolment, advise Admissions • after enrolment, advise Academic Support	
Admissions		**3.4**	If the application is received prior to enrolment, generate the Letter of Offer as required incorporating any awarded credit.	

Responsible	Procedure Steps			W/I
		3.5	Add the awarded credit to Studylink and it will sync into the Student Management System.	
		3.6	Save the outcome response email to the Student File.	
Academic Support		**3.7**	If the application is received after enrolment add any credits to the student's enrolment, inform the student and adjust the Confirmation of Enrolment (CoE) for the reduced duration of the course (if applicable).	
	4	**Appeals**		
Student		**4.1**	If not satisfied with a decision refer to the **Student Grievances and Appeals Policy** and **Student Grievances and Appeals Procedure** to lodge an appeal.	

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	Eynesbury Policy and Procedures webpage
Student Grievances and Appeals Procedures	Eynesbury Policy and Procedures webpage

Form templates	Location
Application for Credit Form	Eynesbury Documents and Forms webpage
Student notification email template	Student services directory

Records (including completed forms)	Location
Application for Credit	Student e-file
Student notification email	Student e-file; Student management system

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

D.3   Version Control

Version Number	3.1
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