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<b>Version</b>	2.1
<b>Short description</b>	A policy on the auditing of a unit.
<b>Relevant to</b>	All students, employees, and community members
<b>Authority</b>	Academic Board
<b>Policy owner</b>	Provost
<b>Responsible office</b>	Office of the Provost
<b>Date approved</b>	18 May 2016
<b>Date effective</b>	18 May 2016
<b>Review due</b>	April 2019
<b>Related Avondale documents</b>	Assessment Policy (HE Coursework) Assessment Procedure (HE Coursework) Unit Enrolment Policy
<b>Related legislation</b>	
<b>Key words</b>	audit, auditing, unit

## 1. PURPOSE

- 1.1 This document sets out Avondale University's (Avondale) policy on auditing a unit.
- 1.2 The objectives of the scheme are to allow an individual who is eligible for entry into a unit to attend class sessions for a unit but without necessarily completing the assessment tasks. Students who have successfully completed the auditing of a unit are not eligible to obtain credit for the unit by challenge assessment.

## 2. SCOPE

- 2.1 This policy applies to:
  - Current Avondale students
  - Current Avondale employees
  - Community members

## 3. REFERENCES

- Assessment Policy for Higher Education Coursework Units
- Unit Enrolment Policy

## 4. DEFINITIONS

- 4.1 **Auditing a unit:** to attend class sessions associated with the face-to-face activities of a unit without submitting assessment tasks for grading. No academic credit is given for an audited unit and auditing a unit does not entitle a person to accrue academic credit

## 5. RESPONSIBILITIES

- 5.1 Individuals wishing to enrol in a unit for auditing purposes:
  - a) Must obtain written permission to audit it from the relevant unit coordinator.
  - b) If not a current student at Avondale, need to submit an application form to Avondale Admissions and identify they wish to enrol in the course category 'Audit degree units'.
  - c) If a current student at Avondale, must submit an 'Addition of a Course' form to the academic office, requesting enrolment in the course category 'audit degree units'
- 5.2 Students enrolled in audited units:
  - a) It is the responsibility of auditing students to ensure they are correctly enrolled, and that the enrolment of audited units is correct so they do not attract the tuition fee instead of an audit fee or fee waiver.
- 5.3 Academic Office:
  - a) Staff in the Academic Office are required to complete the unit enrolment process for an audited unit because online enrolment is not available for this course category.
  - b) The Academic Office is responsible for maintaining a record of audited units in the student management system.

- c) An individual's enrolment for auditing purposes will be recorded within a special course category called 'Audit degree units', noting these enrolments are reportable to the Commonwealth Department of Education.
- d) Details of the audited unit will be recorded on an individual's transcript of academic record, with the relevant grade.

## 6. ELIGIBILITY TO AUDIT A UNIT

To audit a unit, an individual needs to meet the entry requirements for the course in which the unit belongs, and:

- 6.1 **Current Students:** Current students may audit a unit provided that no more than one unit is audited each semester (or teaching period); the prerequisites have been fulfilled and the lecturer has approved the audit arrangements. There is no cost for auditing a unit for currently enrolled students taking at least a 75% load at Census date for the teaching period/s in which they are enrolled, except where specialised personal items/equipment are required, in which case the student will be responsible for their expenses. If a student's enrolment drops below 75% and they continue to audit the unit, a fee will apply. The relevant fee is published on Avondale's [website](#).
- 6.2 **Avondale Staff Members:** Current Avondale staff may audit a unit, free of a fee, on the understanding that their supervisor has approved this, the lecturer agrees, and it is in their own time (i.e. they have to make up the time taken to attend classes). Sessional staff may audit a unit, free of a fee, on the understanding that it is in their own time, the lecturer agrees, and they are on a current contract, otherwise they will be considered to be a community member. In the case of units offered in intensive or winter residential school sessions, if a sessional staff member has completed a contract just preceding the session in which the unit they wish to audit is offered, they will be classed as on contract for that residential session only. Where there is a requirement for specialised personal items/equipment, the staff member will be responsible for their expenses.
- 6.3 **Community Members:** Community members may audit one (or more) unit(s) per semester (or teaching period) for a fee, provided the relevant lecturer has approved the audit arrangements. The fee for auditing a unit is published on Avondale's [website](#). Additionally, where there is a requirement for specialised personal items/equipment, the individual will be responsible for their expenses. Costs associated with additional services such as car parking are at the person's own expense.

## 7. SERVICES FOR COMMUNITY MEMBERS AUDITING A UNIT

- 7.1 Community members are entitled to the following services associated with units in which they are enrolled for auditing purposes:
  - a) Use of library books and journals within the library;
  - b) Support from library staff to find resources in the library which are relevant to the unit;
  - c) Access to Student Connect;
- 7.2 Community members enrolled in units for auditing purposes will not normally be able to:
  - a) Borrow books from the library, unless they are required to by the lecturer or they have borrowing rights for other reasons, noting that library resources associated with the unit must be available to students enrolled in the unit for academic credit;

- b) Access the unit on Moodle, unless specifically required by the lecturer;
  - c) Access the Avondale computer network, unless specifically required by the lecturer or they have access rights for other reasons.
- 7.3 Where a lecturer requires a community member to have access to any of these services the request must be made by the lecturer through the relevant request channels.

**Table of amendments**

<b>Version Number</b>	2.1	<b>Replaces Version</b>	2.0, 18 May 2016
<b>Implementation Date</b>	7 March 2023	<b>Scheduled Review Date</b>	April 2019
<b>Approving Body</b>	Academic Board	<b>Approval Date</b>	7 March 2023
<b>Policy Owner</b>	Provost	<b>Date first introduced</b>	17 April 2013
<b>Short description of amendment</b>	v2.1 updated clauses 6.1 and 6.3 removing the exact fee and adding reference to the website for the up to date fee. v2.0 Updated to new template.		