

Auditing a Topic Procedures

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1. Governing Policy

[Enrolment Policy](#), section 3.9.

2. Purpose

To specify the application process for auditing a topic, and the restrictions which apply if approval is granted.

3. Procedures

- a. Whether a topic is available for audit, and the requirements for eligibility to audit, are at the discretion of the topic coordinator.
- b. A person wishing to audit a topic must:
 - i. submit an application on the approved [form](#)
 - ii. pay the required fee, and
 - iii. comply with any conditions of their approval.
- c. A person who is approved to audit a topic:
 - i. is not an enrolled student of the University, but is a member of the University community and must comply with the University's rules, policies and lawful directions
 - ii. is not eligible for Commonwealth support
 - iii. may attend lectures, but is not eligible to access or use other resources reserved for students (e.g. fieldwork trips, tutorials, laboratory classes, computing facilities, or resources and material available on Flinders Learning Online);
 - iv. is not required, nor eligible, to complete assessment in the topic being audited
 - v. cannot be awarded a participation certificate
 - vi. cannot qualify for admission to an award course solely on the basis of having audited a topic, and
 - vii. cannot count audited topics as credit in an award course under the University's [Credit Transfer Policy](#).

4. Authorities

Delegate	Authority
Topic coordinator	Approve an application to audit a topic

5. Form

[Audit Application Form](#)

Approval Authority	Deputy Vice-Chancellor (Students)
Responsible Officer	Director, Student Administration Services
Approval Date	29 March 2018
Effective Date	29 March 2018
Review Date*	March 2021
HPRM file number	CF18/317

* Unless otherwise indicated, this procedure will still apply beyond the review date.

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