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**

<table>
<thead>
<tr>
<th>Delegate</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic coordinator</td>
<td>Approve an application to audit a topic</td>
</tr>
</tbody>
</table>

5. **Form**

[Audit Application Form](#)

<table>
<thead>
<tr>
<th>Approval Authority</th>
<th>Deputy Vice-Chancellor (Students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer</td>
<td>Director, Student Administration Services</td>
</tr>
<tr>
<td>Approval Date</td>
<td>29 March 2018</td>
</tr>
<tr>
<td>Effective Date</td>
<td>29 March 2018</td>
</tr>
<tr>
<td>Review Date*</td>
<td>March 2021</td>
</tr>
<tr>
<td>HPRM file number</td>
<td>CF18/317</td>
</tr>
</tbody>
</table>

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

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