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<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Student Code of Conduct</li> <li>• Assessment Policy</li> <li>• Attendance Policy</li> </ul>

It is proposed that the College's policy relating to visitors in classes be modified to include the following:

**1. External visitors auditing classes**

- External people can request permission to audit a subject for the whole semester. If approval is granted, they will pay an upfront fee of not less than 50% of the domestic tuition fee and will be able to attend all lectures and tutorials for the subject. This fee will cover attendance at classes, but will not involve participation in assessable tasks.
- The option to audit a subject will only be available in subjects with lectures and tutorials. Language subjects, for example, will not be available for audit.

**2. Current students**

Provisions for the auditing of classes by current students are covered under existing rules relating to approval of enrolment programs. The Dean of Studies will continue to consider requests from existing students to audit subjects, and will use the following as guidance:

- Students can attend (and fully participate in) any subject into which they are eligible to enrol until the Census Date for that subject. If they chose not to continue, they can withdraw from the subject and not be charged any fees. Normally, students would be required to formally enrol in the subject, and then delete it from their enrolment records if they choose not to continue.
- If a student wishes to 'try out' a number of subjects, issues may arise in relation to the total number of subjects in which a student has enrolled (or has an interest) during this period. This will be managed by the Dean of Studies through the normal academic advising process.
- Beyond the Census Date, students can request approval to audit a subject in which they do not wish to formally enrol. If approval is granted, they will not be charged a fee and can attend lectures only for that subject. They will not participate in assessable tasks beyond the Census Date and the subject will not be recorded on their academic transcript.

- Students ineligible to enrol in a subject in accordance with their standard progression within the BA will not normally be allowed to audit a subject (for example, a first year student will not normally be allowed to audit a third year subject).
- The option to audit a subject will be available only in subjects with lectures and tutorials. Language subjects, for example, will not be available for audit.

**Recommendation:**

**That the substance of the above guidelines for the auditing of classes be included in the College's policy relating to visitors in classes**