

	Observers in Classes Policy
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Introduction

The College occasionally receives requests from people who are not enrolled as students to observe classes, or may wish to permit visitors to Campion to observe classes as part of broadening their understanding of the College. This policy outlines the College's position on observers in classes, as well as indicating the appropriate mechanisms for consideration of requests.

Scope

This policy applies to all teaching and learning activities of Campion College.

Policy

1. Campion will only consider requests to observe lectures. Observers will not be permitted to attend tutorials.
2. Requests for observers to attend lectures must be approved by the Dean of Studies (or the Vice-Dean if the Dean of Studies is absent).
3. In considering a request to observe a lecture, the subject co-ordinator will be consulted with reasonable notice in advance of the specific date of attendance to seek their agreement.
4. Where approval is granted, this will normally be for attendance on one day only. Approval will not be given for observers to attend all lectures for a subject. Requests for occasional attendance at more than one lecture for a subject may be approved.
5. Observers are in attendance at a lecture as a guest and are required to remain quiet and conduct themselves in an appropriate manner. Observers are not permitted to participate in the class, such as asking or answering questions. Where only a portion of a lecture is to be attended, observers are required to enter and leave quietly, to cause as minimal disruption to the conduct of the lecture as possible.