

## COURSE AUDITING POLICY

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1. This policy does not apply to UK-only top-up degrees.
2. Auditing is the act of formally attending and participating in an academic course without seeking a grade or credit.
3. An undergraduate or postgraduate student may choose to register for an undergraduate-level course on an audit basis.
4. The student is expected to attend and to participate in all class activities, assignments, and assessments, except for the final examination which is optional.
5. As an auditor, the student will not receive a final grade for the course. The student's academic record will show a grade of AU for audit.
6. The following regulations apply to registering for a course as an auditor:
  - a. Approval from the student's advisor or MA Convenor/MBA Programme Director and the faculty member teaching the course must be obtained in advance
  - b. An undergraduate student's status in a course may be changed between audit and credit no later than the end of the add/drop period
  - c. A postgraduate student may not change status between audit and credit
  - d. Audited courses do not count towards the student's course load for UK Visas and Immigration (UKVI) requirements
  - e. Audited courses will not be included in the calculations of a student's eligibility for scholarships, financial assistance or funding, subject to the rules of the relevant scholarship, aid or funding body. It is the responsibility of the student to determine this
  - f. A student taking a course for audit will be subject to the usual course load policies, with the audited course counting towards the total maximum allowed number of courses
  - g. If a course is oversubscribed, students registered as auditors may be subject to deregistration
  - h. Audited courses may not be used to satisfy prerequisite, major, degree, or Master's degree exemption requirements
  - i. A student auditing a course is subject to a standard per-credit fee. The fee amount is published alongside the other tuition and fee information on the University website.

**VERSION MANAGEMENT**

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
<b>Version no.</b>	<b>Key Changes</b>	<b>Date of approval</b>	<b>Date of effect</b>
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