

Single Subject Studies Policy

Section 1 - Background and Purpose

(1) La Trobe University allows members of the community to enrol in single subjects to develop their own knowledge and skills without enrolling in a course of the University.

(2) These Procedures encompass both enrolment in a single subject (where assessment is attempted) and audit of a subject (where only lectures and laboratory classes are attended and assessment is not attempted).

Section 2 - Scope

(3) Applies to:

- a. All campuses
- b. All subjects

Section 3 - Policy Statement

(4) Permission to enrol in a subject on a single subject studies basis will be granted by the relevant College on the advice of the Head of School in which the subject is taught.

(5) The enrolment must not cause a subject quota to be exceeded (if any) nor must it displace the enrolment of a student enrolled in a course of the University.

(6) If the student attempts assessment and is successful, a result will be provided.

(7) People may also apply to audit a subject, in which only lectures are attended and no assessment is attempted.

(8) No more than 45 credit points may be attempted under the single subject studies provisions in any academic year.

(9) People who enrol in a course of the University after successfully completing subjects on a single subject studies basis may apply for credit for those subjects in the manner specified under the Advanced Standing, Credit Points and Articulation Policy and supporting procedures.

(10) Fees for single subject studies are subject to the provisions of the Higher Education Support Act (ss 36-55 and 19-90(3)), and may not be less than the tuition charged for a student enrolled in a course of the University.

(11) An audited subject is not covered in HESA as the student does not enrol, and fees may be set by the college as desired.

(12) People enrolled under this policy (excluding those auditing a subject) have the same entitlements and responsibilities as students enrolled in a course of the University.

Section 4 - Procedure

Part A - Head of School's Responsibilities

(13) When an application to enrol in or audit a single subject is made, permission is granted by the College on the advice of the Head of School.

(14) The Head of School must be satisfied that:

- a. the applicant has satisfied any pre-requisites or special considerations for the subject
- b. the enrolment of the applicant will not cause a subject's enrolment quota (if any) to be exceeded; and
- c. the enrolment will not displace the enrolment of a student of a course of the University

(15) In making this decision, the Head of School may consider whether the applicant would qualify for special entry conditions if attempting to enrol in a course of the University. Other considerations could include the completion of professional accreditation requirements.

Part B - Reasons for Application

(16) A person may apply for single subject enrolment to:

- a. pursue personal interests
- b. satisfy pre-requisites for career advancement
- c. improve their chances of selection into an award course
- d. improve the chances of admission to an honours course
- e. demonstrate academic rehabilitation (in cases where the applicant has previously been excluded from a course of this or another university)

Part C - Reporting and Recording Requirements

(17) An enrolment on a single subject studies basis is required to be reported to the government and is recorded in the student enrolment database.

(18) A person who is auditing a subject is not reported to the government and is not recorded in the student enrolment database.

Part D - Transcript of Results

(19) A person who has enrolled in a subject on a single subject basis and who completes all required assessment, including any examinations, is entitled to a formal statement of their results.

(20) A person who audits a subject does not complete assessment requirements and does not receive a formal statement of their results.

Part E - Credit for Single Subject Studies in a Course of the University

(21) A person who is admitted to a course of the University may apply for credit for subjects completed with at least a Pass result under this policy.

(22) A person who is admitted to a course of the University and has audited a subject under this policy cannot apply

for credit for that subject.

(23) Audit of a subject may be used towards completion of a College certificate.

Part F - Fees for Auditing a Subject

(24) Fees to audit a subject are determined by the College and are not subject to any restrictions as the person auditing is not an enrolled student.

Part G - Fees for a Second Attempt at a Subject

(25) Colleges may permit students to enrol in a subject a second time to improve their result without charging a fee. The student must have achieved at least a pass result on the first attempt.

Part H - Withdrawal from Subject

(26) A person withdrawing from single subject studies is treated in the same way as a person withdrawing from subjects comprising part of an enrolled course.

(27) Withdrawal on or before the census date for that subject results in a refund of the fee charged and withdrawal after the census date for that subject results in no refund of fees charged.

Part I - Assessment

(28) Assessment of people enrolled on a single subject studies basis will be identical to that for people enrolled in the subject as part of a course of the University.

Section 5 - Definitions

(29) Nil.

Section 6 - Stakeholders

Responsibility for implementation – Academic Board.

Responsibility for monitoring implementation and compliance – Senior Deputy Vice-Chancellor; Academic Board; College Pro Vice-Chancellors; Heads of Schools.

Status and Details

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Unit Head	Nicolette Lee Executive Director, Quality and Standards +61 3 9479 6480
Author	Nicolette Lee Executive Director, Quality and Standards +61 3 9479 6480
Enquiries Contact	Educational Partnerships and Quality