

Single Subject Studies Policy

Section 1 - Background and Purpose

(1) Members of the community may apply to undertake a single subject at La Trobe University, without enrolling in a course of study, to develop their own knowledge and skills, to improve their chances of selection into an award course, or to demonstrate academic rehabilitation (in cases where the applicant has previously been excluded from a course of this or another university).

(2) This Policy outlines the various ways in which single subjects may be undertaken at the University.

Section 2 - Scope

(3) Single subjects may be undertaken on any of the University's campuses, partner campuses or online.

(4) For online open access subjects, the provisions of Section 4 Part A - Application and Approval do not apply and Part B - Limits on Single Subjects, do not apply.

Section 3 - Policy Statement

(5) Members of the community may participate in single subjects offered by the University, without enrolling in a course of the University, in the following ways:

- a. enrolling on campus in a single subject and participating in all assessment;
- b. enrolling off campus through La Trobe Online and participating in all assessment;
- c. auditing a subject where only lectures and/or other classes such as laboratory sessions are attended and assessment is not attempted.

(6) Any enrolment in a single subject must not cause a subject quota to be exceeded nor must it displace the enrolment of a student enrolled in a course of the University.

(7) Students enrolled under this Policy have the same entitlements and responsibilities as students enrolled in a course of the University.

(8) Individuals auditing a subject will usually not be entitled to University support services and resources and will usually not have an expectation of direct interaction with and/or supervision by teaching staff in the subject.

Section 4 - Procedure

Part A - Applications and Approvals

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

(10) The Head of School or nominee 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.

(11) In making this decision, the Head of School or nominee 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 - Limits on Single Subjects

(12) No more than 45 credit points may be attempted under these single subject studies provisions in any academic year. Audited subjects do not count towards this limit.

Part C - Fees and Charges

(13) Fees for single subject studies are subject to the provisions of the [Higher Education Support Act 2003](#) [ss36-55 and 19-90(3)], and may not be less than the tuition charged for a student enrolled in those subjects within a course of the University.

(14) An audited subject is not covered by the [Higher Education Support Act 2003](#) as the person does not enrol in University student management systems for the audited subject/s. The charge for auditing a subject is at the discretion of the Head of School.

Part D - Assessment and Record of Results

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

(16) 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.

(17) A person who audits a subject does not complete assessment requirements and does not receive a formal statement of their results or participation in or completion of the subject.

Part E - Entitlement to Course Entry and Credit

(18) Completion of a single subject does not automatically entitle a student to entry to a course.

(19) A student who is admitted to a course of the University may apply for credit for subjects completed with at least a Pass result in the manner specified under the [Advanced Standing Policy](#) and supporting procedures.

(20) When a subject is advertised specifically for the purposes of single subject enrolment, the courses for which credit may be gained are listed.

(21) A student who is admitted to a course of the University and has audited a subject under this Policy cannot apply for credit for that subject.

Part F - Withdrawal From a Subject

(22) A student withdrawing from enrolment in single subject studies is treated in the same way as a student

withdrawing from subjects comprising part of an enrolled course.

(23) 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 G - Reporting and Recording Requirements

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

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

Section 5 - Definitions

(26) For the purpose of this Policy and Procedure:

- a. Open access online subject: A wholly online subject made available outside of a University award course on approval of the administering School.
- b. Single Subject: A single subject is a subject taken as an individual subject on a non-award basis by a student who is not enrolled in any formal course of study.
- c. Auditing a subject: a person audits a subject of the University when they attend lectures or laboratory classes but are not formally enrolled in the subject and assessment is not attempted.

Section 6 - Stakeholders

Responsibility for implementation – Executive Director, Student Services and Administration.

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

Status and Details

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