

# Auditing of modules Policy

## 1. Policy

- 1.1 Registered students and staff of the University of Southampton may audit modules offered at any level of study within the University. Students may wish to do this for a number of reasons, such as general interest, or to broaden their learning either within or in addition to their main discipline area. Students considering auditing a module are encouraged to seek academic advice before doing so.
- 1.2 Postgraduate research students required to undertake, or wishing to undertake, particular modules as part of their agreed programme of research and transferable skills training are not covered by this policy, and should consult their supervisors about the arrangements to be followed. However, it is open to postgraduate research students wishing to audit modules for interest to do so under this policy.
- 1.3 Members of staff who wish to audit a module may do so only with the permission of their manager.

## 2. Conditions

Given limits on space and resources a number of conditions apply, as indicated below:

- 2.1 A student or staff member wishing to Audit a module must seek the permission of the module lead before attending the module.
- 2.2 A module lead may decline a request to Audit a module if they have legitimate concerns that the learning experience of students enrolled on the module for credit may be adversely affected as a result of the Auditing.
- 2.3 A module lead may ask an Auditing student or staff member to leave a module at any point if they have legitimate concerns that the presence of an Auditing student or staff member is creating an adverse learning experience for students enrolled on the module for credit.
- 2.4 The module lead's decision is final.
- 2.5 Modules that involve placement or fieldwork are not available for Auditing. Modules involving work in laboratories, or otherwise requiring specialist equipment, facilities or study visits are not normally available for Auditing although in some instances it may be possible for lectures associated with such a module to be Audited. The Module Lead should be consulted.
- 2.6 Auditing is subject to timetable constraints and is permitted only where this is compatible with the student or staff member's teaching timetable; the timetable will not be amended to take into account requests to Audit modules. When scheduling rooms for teaching, allowances will not be made for Auditing students. Therefore, if a room is over capacity at the start of a session, students registered on the module for credit will be given priority and those Auditing the module may be asked to leave.
- 2.7 Auditing students may not submit assignments, sit examinations or tests. If an element of coursework is necessary for week to week progression of a module, Auditing students will be expected to undertake this, although it will not be marked. As a result, where weekly assessed work is an integral part of a module it may not be appropriate for students to Audit such modules
- 2.8 Those Auditing a module may participate in class discussions, but are not permitted to take part in group work which leads to assessment for credit bearing students.

- 2.9 All students are required to identify the modules they wish to take as credit bearing before the deadline for late option changes (the end of week two in each semester). A student cannot subsequently choose to make an Audited module credit bearing.
- 2.10 An Auditing student or staff member may cease attendance on that module at any point in the semester, but should advise the module lead of his/her decision.
- 2.11 A record of the fact that a student has audited a module will be recorded on their transcript, coded as 'AU'. An explanatory note, stating what AU stands for, is on the reverse of the transcript.
- 2.12 A student's decision to Audit a module or modules will not be accepted as grounds for special considerations for work on credit bearing modules.
- 2.13 The expectations of the University's Student Charter apply to Auditing students.

<b>Document Information</b>	
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