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| DOCUMENT TYPE | P |  |
| ACADEMIC | 1 | |
| TEACHING AND LEARNING | 1 | |
| ACADEMIC AWARDS | 3 | |
| NUMBER | 009 | Policy Database Document Reference Number 113009P |

SINGLE SUBJECT STUDIES POLICY

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| Purpose/ objectives | To make provision for members of the community to enrol in single subjects to develop their own knowledge and skills without enrolling in a course of the University. |
| Scope/ Application | <ul style="list-style-type: none"> • all campuses • all subjects |
| Policy Statement | <p>Permission to enrol in a subject on a single subject studies basis will be granted by the relevant Faculty on the advice of the Head of School in which the subject is taught.</p> <p>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</p> <p>If the student attempts assessment and is successful, a result will be provided.</p> <p>People may also apply to audit a subject, in which only lectures are attended and no assessment is attempted.</p> <p>No more than 40 credit points may be attempted under the single subject studies provisions in any academic year.</p> <p>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 Procedures.</p> <p>Fees for single subject studies are subject to the provisions of the Higher Education Support Act (ss 306-55 and 19-90(3)), and may not be less than the tuition charged for a student enrolled in a course of the University.</p> <p>An audited subject is not covered in HESA as the student does not enrol, and fees may be set by the faculty as desired.</p> <p>People enrolled under this policy and those auditing a subject have the same entitlements and responsibilities as students enrolled in a course of the University.</p> |
| Supporting Procedures | Single Subject Studies Procedures |
| Responsibility for implementation | Academic Board |
| Responsibility for monitoring implementation and compliance | Deputy Vice-Chancellor Academic Board Deans Heads of Schools Director, Academic Services Division |

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| Status | <p>Revised format. The implementation of the latest version of this policy supersedes all previous versions of this policy.</p> <p>This information was previously contained in the Non-award Studies Policy, approved by Academic Board in October 1994 and August 2007.</p> |
| Key stakeholders | <p>Deputy Vice-Chancellor</p> <p>Deans</p> <p>Heads of Schools</p> |
| Approval Body | Academic Board 14 November 2007 item 420.3.2 |
| Initiating Body or person(s) | Programs Committee |
| Definitions | Not applicable |
| Related legislation | Higher Education Support Act |
| Related Policy and other documents | <p>Qualifications Policy</p> <p>Advanced Standing, Credit Transfer and Articulation Policy</p> <p>La Trobe University Qualifications Framework</p> |
| Date Effective | November 2007 |
| Next Review Date | October 2011 |
| Keywords | Non award, single subject, enrolment, audit, single, audit, qualification |
| Owner/Sponsor | Deputy Vice-Chancellor |
| Author | Pro Vice-Chancellor (Quality Enhancement) |
| Contact person or unit | quality@latrobe.edu.au |