




<b>DOCUMENT TYPE</b>	<b>D</b>	 <b>LA TROBE UNIVERSITY</b>
<b>ACADEMIC</b>	<b>1</b>	
<b>TEACHING AND LEARNING</b>	<b>1</b>	
<b>ACADEMIC AWARDS</b>	<b>3</b>	
<b>NUMBER</b>	<b>010</b>	Policy Database Document Reference Number <b>113010D</b>

## SINGLE SUBJECT STUDIES PROCEDURES

<b>Parent Policy Title</b>	Single Subject Studies Policy																				
<b>Associated Documents</b>	Qualifications Policy and Procedures Advanced Standing and Credit Transfer Procedures																				
<b>Preamble</b>	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.																				
<b>General</b>	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).																				
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<b>1. Head of School's Responsibilities</b>	<p>When an application to enrol in or audit a single subject is made, permission is granted by the Faculty on the advice of the Head of School.</p> <p>The Head of School must be satisfied that:</p> <ul style="list-style-type: none"> <li>• the applicant has satisfied any pre-requisites or special considerations for the subject</li> <li>• the enrolment of the applicant will not cause a subject's enrolment quota (if any) to be exceeded; and</li> <li>• the enrolment will not displace the enrolment of a student of a course of the University</li> </ul> <p>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.</p>																				

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<b>2. Reasons for application</b>	<p>A person may apply for single subject enrolment to</p> <ul style="list-style-type: none"> <li>• pursue personal interests</li> <li>• satisfy pre-requisites for career advancement</li> <li>• improve their chances of selection into an award course</li> <li>• improve the chances of admission to an honours course</li> <li>• demonstrate academic rehabilitation (in cases where the applicant has previously been excluded from a course of this or another university)</li> </ul>
<b>3. Reporting and recording requirements</b>	<p>An enrolment on a single subject studies basis is required to be reported to the government and is recorded in the student enrolment database.</p> <p>A person who is auditing a subject is not reported to the government and is not recorded in the student enrolment database.</p>
<b>4. Transcript of results</b>	<p>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.</p> <p>A person who audits a subject does not complete assessment requirements and does not receive a formal statement of their results.</p>
<b>5. Credit for single subject studies in a course of the University</b>	<p>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 the single subject studies policy.</p> <p>A person who is admitted to a course of the University and has audited a subject under the single subject studies policy cannot apply for credit for that subject.</p> <p>Audit of a subject may be used towards completion of a Faculty certificate.</p>
<b>6. Fees for auditing a subject</b>	<p>Fees to audit a subject are determined by the Faculty and are not subject to any restrictions as the person auditing is not an enrolled student.</p>
<b>7. Fees for a second attempt at a subject</b>	<p>Faculties 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.</p>
<b>8. Withdrawal from subject</b>	<p>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.</p> <p>That is, 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.</p>
<b>9. Assessment</b>	<p>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.</p>

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<b>Status</b>	Revised format. The implementation of the latest version of these procedures supersedes all previous versions of these procedures. This information was previously contained in the Non-award Studies Policy approved by Academic Board in October 1998 and in August 2007.
<b>Approval Body</b>	Academic Board 14 November 2007 item 420.3.2
<b>Initiating Body</b>	Programs Committee
<b>Definitions</b>	Not applicable
<b>Date Effective</b>	November 2007
<b>Next Review Date</b>	October 2011
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<b>Owner/Sponsor</b>	Deputy Vice-Chancellor
<b>Author</b>	Pro Vice-Chancellor (Quality Enhancement)
<b>Contact person or unit</b>	<a href="mailto:quality@latrobe.edu.au">quality@latrobe.edu.au</a>