



POLICY AND PROCEDURE

Name:	AUDITING A UNIT
Policy No:	PP3125
Approved by:	ACER Academic Board
Last Reviewed:	August 2018
Responsible Division/Department	Professional Resources Division/ACER Institute

1. Purpose

To set out the responsibilities of Students who wish to enrol in ACER Higher Education Courses for the purpose of Auditing a Unit or Course.

2. Scope

This policy applies to all Staff Members and Students.

3. Definitions

See [Glossary of Terms](#).

4. Legislation and related documents

Affirmative Action (Equal Employment Opportunity for Women) Act 1986 (C'wealth)

Equal Opportunity Act 1995 (Vic)

Racial Discrimination Act 1975 (C'wealth)

[ACER Student Policies](#)

[Australian Qualifications Framework \(AQF\) 2nd edn. \(Jan 2013\)](#)

[Disability Standards for Education 2005](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

5. Requirements and procedures for admission to a Unit for Auditing purposes

To be considered for admission to a Course or Unit for Auditing purposes, a candidate needs to:

- i. complete the Audit Application Form on the ACER Institute website;
- ii. submit the completed form;
- iii. pay the required fee;

6. General enrolment rules

6.1 Enrolment in Units or Courses

A Student may enrol in a Unit or Course for Auditing purposes provided that:

- i. the conditions for enrolment specified for that Unit or Course are satisfied;
- ii. the Unit or Course is not already fully subscribed;
- iii. the Unit or Course attracts sufficient Students to enable its delivery;
- iv. the Student is not suspended, excluded or expelled from the Institute as the result of a previous action;
- v. there are appropriate and sufficient personnel and resources to enable the delivery of the Unit or Course.

A Student enrolled in a Unit or Course in contravention of the conditions for enrolment shall be withdrawn from the Unit or Course unless permitted by the Director to remain enrolled.

6.2 Restrictions

- i. a Student will normally be entitled to attend specified sessions only. No assessment of Student work will occur.
- ii. a Student may not qualify for admission to an Award Course on the basis of completing Audited Units.
- iii. a Student may not gain credit on the basis of completing Audited Units.
- iv. a statement of participation may be provided, but no certification will be provided for participation in, or completion of, Audited Units.
- iv. The Cunningham Library may be used on payment of the membership fee.

6.3 Withdrawal from Units or Courses

- i. a Student may withdraw from a Course or Unit without financial penalty provided such withdrawal is made before the commencement of the Course or Unit. See also ACER PP3110 Course Rules.
- ii. a Student who withdraws after the Census Date but without obtaining an Approved Leave of Absence will have their enrolment lapsed and will forfeit all tuition fees. Once enrolment has lapsed, the Student will need to re-apply for enrolment.
- iii. a Student may apply to withdraw from a Course late without financial penalty through application to the Course Coordinator, and providing the reasons for withdrawal.
- iv. if an application for late withdrawal from a Course without financial penalty is Approved, the Student will be deemed to have withdrawn from the Course and shall be recorded as “Approved withdrawal” on the enrolment record.

7. Refusal of enrolment in Units or Courses

A Student may be refused enrolment in a Unit or Course through Misconduct, suspension, exclusion or expulsion from the Institute as a consequence of failing to comply with ACER PP3110 Course Rules

8. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it.

The policy will be available online at: <https://www.acer.org/professional-learning/postgraduate/students/policies>

9. Version Control

Authorised by: ACER Academic Board
Maintained by: Director ACER Institute
Written: November 2013
Review: November 2019
Version Number: 4

Version Control	Date effective	Amended by	Amendment
1.	26/11/2013	ACER Academic Board	New Policy
2.	12/11/2015	G. Appleby	Definitions, Purpose, Scope, Withdrawal from a Course Awareness of Policy, Version Control Details, formatting.
3.	17/8/2016	P. Taylor-Guy	Remove table of Definitions and add link. Update Legislation and Related Documents. Update Version Control
4.	1/8/2018	P. Taylor-Guy	Minor edits Update links Update version control