

Auditing Common Awards modules

Policy

The Federation's policy is to enable individuals recommended by its member institutions to audit Common Awards classes when possible.

Definition

An auditor is someone who attends a number of taught classes but who will not have work assessed and will not receive any academic credits for attending classes. A member institution may make informal arrangements to provide feedback to individual auditors¹ but this is outside the scope of the services offered by the Federation and will not be considered for credit.

Process

1. A potential auditor speaks to the Director of Studies or Principal at their member institution who will assess their suitability to audit a module or class.

In this context, suitability includes a judgement about whether the individual is at least of a broadly similar academic standard to others in the class (whether or not formally recognised by qualifications) and whether the individual will engage actively and positively with the class. The Director of Studies will also ensure that the individual has any prior knowledge if a module requires it.

2. If they support it, the Director of Studies will send the request to Bounds House by the start of term. They will then enrol the student as an auditor on Hedwig.

There is a presumption that the module leader will allow the request, subject to availability and provided that the student experience for those on accredited courses is not diminished. The exception is that auditing Pastoral Care modules will only be available to ordinands.

3. If the module leader decides their class is too full, Bounds House staff will notify the DOS that the application is rejected, who will contact the student prior to the start of teaching.

¹ Member institutions must not use the assignment questions given in the module guides if they are setting their students work to mark.

Auditor code of conduct

1. Auditors must commit to attending all agreed classes.
2. Auditors must respect that the needs of the registered students come first. We welcome auditors who enrich the student experience through positive engagement; diminishing the experience will not be tolerated (including by dominating discussions.).
3. An auditor not satisfied with a module, its content or teaching may request to withdraw by writing to the module leader and the DOS. Ordinands auditing modules must consult their DOS before withdrawing. There are no rights of complaint.

Tutors are encouraged to speak to the relevant DOS about any issues with auditors. However, a tutor, acting reasonably, may at any time withdraw permission for an auditor to attend their classes. There is no right of appeal.

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