



Pilgrim Theological College

Audit Policy 2015

Introduction

As a way of making the educational resources of Pilgrim Theological College available to a wide range of potential students, provision has been made for students to enrol in units on an 'audit enrolment' basis. The following determines the College's 2015 audit policy.

- Audit enrolments are for face to face classes only, either in weekly or intensive mode. In 2015 Audit enrolments are not accepted for online units.
- In usual circumstances a student is welcome to undertake one audit enrolment per semester.
- Audit enrolments are permitted at the discretion of the Coursework Studies Coordinator, Academic Dean or Unit Teacher and may be influenced by the number of audit enrolments in proportion to other students undertaking the unit.
- Audit enrolments require satisfactory completion of an Audit enrolment form.
- Audit enrolments are entered in the University of Divinity Learning Management system (TAMS), with Pilgrim Theological College fully responsible for the student.
- Audit enrolment students do not submit any work for assessment to the University and do not receive any academic credit from the University for the unit of study.
- Fess for audit enrolments are payable at the time of enrolment.

Entitlements

An audit enrolment student is entitled:

- To attend the course and receive access to all relevant teaching and learning materials, including access to the relevant webpage for the unit on ARK.
- Participate in all classroom based activities

Obligations

All audit enrolment students must:

- Seek approval for their audit enrolment from the Coursework Studies Coordinator or Academic Dean, who may in turn seek approval from the Unit Teacher.
- Provide, where requested, confirmation of support for their audit study

- Read the unit description and learning outcomes for the relevant unit of study to ensure that the unit is suitable.
- Participate in classroom based activities and preparation activities as requested by the unit teacher, including participation in and preparation for tutorials.
- Engage positively in the classroom experience and ensure participation does not interfere in the learning or participation of students taking the unit for academic credit.

Enhanced Audit

In certain circumstances, approved by the Academic Committee, students may take an 'Enhanced Audit Enrolment' for a unit. This kind of enrolment includes the entitlements and obligations outlined above, but also provides students with an opportunity to undertake some non-credited written work for assessment, related to the unit content. In 2015 Enhanced Audit enrolments are available for:

- Continuing Education: for all ministers in placement seeking to audit a unit as part of their Continuing Education plan in a given year. All such enrolments must be approved by the Continuing Education Coordinator at the CTM.
- Lay Preachers: for those formally engaged in lay preacher training who would benefit from attending a Pilgrim Theological College unit. All such enrolments must be approved by the Lay Education Co-ordinator at the CTM.

Fees for 2015

Standard Audit Enrolment Fee for 2015	\$300
Enhanced Audit Enrolment Fee for 2015	\$500