



AUDITING POLICY

A text for the student body

1. The College has a 'fee charging and auditing policy' which, among other things, says the following:
 - a. Ad hoc admission to classes is via the Director of Studies' office only.
 - b. Ad hoc attendees are called auditors. Auditing is defined as presence in the lectures for a Unit without the intention to achieve academic credits or other material benefits.
 - c. For full-time courses the fees charged are the maximum amount students have to pay for tuition. Full-time students can audit extra lectures without being charged extra fees.

2. When a student attends Units with a view to taking them for credit, this is not seen as auditing. This can happen when a student wants to achieve extra credits.

3. In case students change their minds whilst or after auditing a module and want to take the module for credit instead, they should speak to the Director of Studies and expect to be invoiced.

4. BU ministerial students who follow a tailored programme of studies can be asked by the Director of Training to audit a particular Unit or Units.

| Document control box | | | |
|-----------------------------|------------------------|---------------------|----------------|
| Title | Auditing Policy | | |
| Date approved | June 2016 | Implementation date | June 2016 |
| Next review date | | | |
| Version | 2 | Supersedes version | 1 (March 2008) |
| Approving body | Teaching Staff | | |
| Quality Code consulted | B6 | | |
| Member of staff responsible | Director of Studies | | |