

# GRADUATE RESEARCH

## COURSEWORK AUDITING

### HIGHER DEGREE RESEARCH (HDR) CANDIDATES

## Section 1 – Audience

- (1) These guidelines should be read and understood by:
- Candidates enrolled in HDR programs;
  - University staff responsible for the administration, management and supervision of HDR candidates;
  - University staff responsible for managing and delivering coursework eligible for auditing by HDR candidates.

## Section 2 – Context

- (2) The University of Newcastle is committed to providing HDR candidates with opportunities to develop specialised knowledge and skills relevant to their research area. Candidates may apply to audit select courses offered by Schools to further extend their learning.

## Section 3 – Definitions

**Audit(ing)** means to receive access to lectures, tutorials, and course materials without formally enrolling in a course. By default, auditors will not be required to complete assessments. Auditing a course will not result in a credit or grade, and will not appear on the auditor's testamur.

**Auditor** refers to a person who is auditing a course.

**HDR** means Higher Degree by Research program (i.e. a Doctor of Philosophy (PhD) or Master of Philosophy (MPhil)).

**University** means the University of Newcastle.

## Section 4 – Eligibility

- (3) HDR candidates must be enrolled and able to audit select University courses within the timeframe required to complete the HDR program they are enrolled in, as outlined in the relevant Awards and Program Schedule.
- (4) Courses may have a limit on the number of students that can audit the course. HDR Auditors will only be admitted to a course on a space-available basis with the approval of the School/Course Coordinator.
- (5) Candidates are only able to apply to audit a course from a list of select courses (HDR auditable courses list) available through [HDR HQ](#).
- (6) A Principal Supervisor may request a course be included on the audit list by contacting the Deputy Head of School (Research Training) to seek inclusion.

- (7) HDR candidates are not eligible to formally enrol in coursework as part of their higher degree research candidature unless this is an explicit requirement of their program (e.g. Clinical Psychology).

## Section 5 – Candidate and Course Coordinator Responsibilities

- (8) HDR candidates have the following responsibilities when acting as course auditors:
- Introduce themselves to the Course Coordinator;
  - Follow instructions given by the Course Coordinator or other teachers and tutors, including expectations set regarding participation as a course auditor; and
  - Be respectful of Course Coordinators', teachers' and tutors' time.
- (9) HDR candidates, Course Coordinators, teachers and tutors are responsible for understanding:
- Auditing a course is not the same as enrolling in a course;
  - Auditing a course does not incur fees;
  - Auditing a course does not include completion of assessment, as such Course Coordinators (or other teachers and tutors) will not provide feedback or comment on auditors' work; and
  - Admission as a course auditor will not result in a credit or grade for the course, and will not appear on the auditor's testamur.
- (10) Course Coordinators are responsible for determining the capacity of their course to accept coursework auditors, and to communicate this to Schools as required.

## Section 6 – Application Process and Documentation

- (11) To apply to audit one of the HDR auditable courses, eligible HDR candidates are to submit the [HDR Coursework Audit – School Application Form](#) to their respective School office for approval.
- (12) All submitted applications require justification of course relevance to the candidate's research topic and sign off from the Principal Supervisor.
- (13) As part of determining approval of the application, the School will assess the provided justification and liaise with the Course Coordinator to ensure there is space available in the course.
- (14) If the application is approved, the School will send the form to Graduate Research, who will perform a fee and enrolment check.
- (15) Subject to the fee and enrolment check, Graduate Research will contact the Learning Technology Support team to add the candidate into the course in a student role. Graduate Research will note the approval for the candidate to audit the course as part of Graduate Research Coursework Auditing.
- (16) The Learning Design and Teaching Innovation team will confirm with the School within 5 working days when the candidate has been added to the course.
- (17) The School will confirm with the Course Coordinator and provide the candidate with the

Course Coordinator details.

- (18) It is expected that candidates will audit no more than one course at a time. If a candidate wishes to audit multiple courses simultaneously, they must include a justification for this in their [HDR Coursework Audit – School Application Form](#) and receive approval from their School.

## Section 7 – Governance

- (19) Schools are responsible for:
- Processing and records management for course work auditing activities of candidates within their school; and
  - Providing Graduate Research with a record of auditor candidates at each census date.
- (20) Graduate Research (or an agreed delegate) is responsible for maintaining a central register of students who audit coursework

### Status and Details

<b>Status</b>	Current
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