Auditors within the Cambridge Theological Federation

Introduction

The CTF has an established tradition of welcoming auditors to courses offered through the Federation in Cambridge and in the Region. We have developed this Code of Practice so that teachers, registered students and auditors can share an understanding of what is involved, respect the boundaries of auditing and undertake the practical steps that are needed to make it work for everyone.

A fee of £40 per modules is charged for auditing Cambridge-based Federation modules. This fee applies to each module audited (i.e. the fee to audit two modules is £80) and also applies to individuals auditing a lecture course as background for an ILM, dissertation etc. Fees are non-refundable once the second class session of a module has started. Students wishing to audit in-house courses should check with their Director of Studies for more information.

Who can audit a CTF module?

Auditors must be current members of the Federation and may belong to one of a number of categories:

- Students who are registered for a qualification through the CTF and who are auditing to support an Independent Learning Module, dissertation or similar.
- Students who are registered for a qualification through the CTF and who have an interest in taking an additional course but not being formally assessed. Such a student should only do so with the support of his or her Director of Studies.
- Individuals who are members* of one of the CTF institutions but who are not registered for a qualification through the CTF: for example, a sabbatical visitor or exchange student, or a registered student of an institution who is not taking one of the qualifications offered through the Federation.
- Spouses* of students who are registered for any CTF qualification.

*An annual Federation membership fee is payable in addition to the fees for modules audited. Please check with the Federation office.

What does auditing mean?

Auditing a module or an individual component of a degree programme means attending the lectures or classes for that module without submitting any assessment (including formative assessment).

The normal expectation is that an auditor will attend all lecture sessions of the module(s) he or she is auditing. Irregular attendance can be disruptive, and, in a class with limited space, denies other interested students the opportunity to audit the module. Auditors who do not attend the majority of lectures in a module they are auditing may be refused permission to audit further modules.
Auditors may be invited to make contributions during the class in the same way as other student, but must respect the need for registered students to have priority if there is limited time for discussion.

What can be audited?

The CTF has three awarding universities, Cambridge University, Durham University and Anglia Ruskin University. Each has somewhat different practices in relation to auditors. The CTF takes the practices of our partner universities into account in drawing up this Code of Practice which fully recognises the concerns and interests that the awarding universities have in the student experience and in quality assurance. It is not possible to audit modules through Anglia Ruskin, as the programmes offered are research-based doctorates.

Auditing refers to:

(i) the undergraduate programmes offered through the CTF:

- BTh for Ministry/ Diploma of Theology for Ministry (University of Cambridge). BTh/DTM papers can only be audited by graduates of Cambridge University or by individuals registered for a University of Cambridge qualification.
- Certificate in Theology, Ministry and Mission (Durham University). Cert TMM modules can be audited upon application and approval
- Diploma in Theology, Ministry and Mission (Durham University). Dip TMM modules can be audited upon application and approval.
- BA (Hons) in Theology, Ministry and Mission (Durham University). BA TMM modules can be audited upon application and approval.
- Graduate Diploma in Theology, Ministry and Mission (Durham University). Grad Dip TMM modules can be audited upon application and approval

and

(ii) its taught postgraduate programmes:

- Post-graduate Certificate in Theology, Ministry and Mission (Durham University). Auditors for this programme must demonstrate that they are able to work at Masters level.
- Post-graduate Diploma in Theology, Ministry and Mission (Durham University). Auditors for this programme must demonstrate that they are able to work at Masters level.
- MA in Theology, Ministry and Mission (Durham University). Auditors for this programme must demonstrate that they are able to work at Masters level.

There is no automatic right to audit a course or module because of a range of other factors which need to be taken into account. Some aspects of the CTF’s programmes, such as the January Intensives, are not always available to auditors.
Students who are approved to audit a module:

- should note that modules will not run if they have fewer than 6 CTF students attending them for credit;
- must be recommended by a Director of Studies and the decision to admit an auditor lies with the module leader in discussion with the Award Leader;
- must apply to audit well in advance the first class of the module (i.e. by the published deadlines);
- do not have access to any tutorial time beyond the lecture or class either for supervision or for questions before or after class;
- should check the timetable and location of the classes;
- are not normally permitted to audit more than four courses in any one academic year;
- cannot request permission to submit an assignment for credit towards an audited course or module, either whilst they are auditing or at any point in the future;
- **are making a commitment to attend all class sessions and adhere to the Federation’s attendance policy**
- *should note that fees are non-refundable once the second session of a module or course has begun.*

**Who needs to do what to make auditing work for everyone?**

A booking form needs to be completed for each request to audit a course. Booking forms are available on Hedwig. They must be signed by a Director of Studies (for a CTF student) or the Principal of the relevant institution (for a spouse or Sabbatical Visitor etc).

The booking form should be sent before teaching starts to the Federation Registrar who will then liaise with the module or course leader.

Auditors will need access to Hedwig to access module guides and resources.

Where there are more requests than spaces for auditors, priority will be given as follows:

i) A student registered for an award through the CTF who is auditing for ILP, BTh34 or BTh47 or dissertation purposes;

ii) A student registered for an award through the CTF who is auditing for another reason;

iii) All other students, who will be treated on a first-come first-served basis.

The lecturer will be given the names of all auditors once permission has been agreed and will keep attendance records. Auditing students who do not attend all classes may be refused permission to audit additional modules in the future.

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