



WYCLIFFE HALL

Wycliffe Hall Auditing Policy

Introduction

The purpose of allowing auditing lectures at Wycliffe Hall is to allow the Hall to serve the church at a slightly wider reach than confining our teaching to students only.

Types of auditing

There are six main types of auditing:

- a) a member of the University of Oxford;
- b) a student of Wycliffe Hall who wishes to attend a course of lectures not on their syllabus;
- c) a spouse from within the community;
- d) someone from another church organisation;
- e) local clergy who feel a gap in their CMD could be addressed by a specific course of lectures; and
- f) any others who may not be able to sustain part-time study or training but would still like to attend lectures.

Appropriateness of allowing auditing

Not all courses lend themselves to auditing.

In general, any course where there is general teaching followed by open discussion are suitable for auditing. However, the lecturer reserves the right at all times not to allow auditing.

Auditing entails:

- a) The right to attend a class or series of lectures as outlined above.
- b) The auditor will not participate actively in discussion.
- c) The auditor does not have access to administrative support. They may not request more of the lecturer's time or reading lists or any other support beyond the immediate classroom experience, unless they are a spouse of a current student. They do not have access to module overviews as these are only relevant to award-bearing courses.
- d) The Deputy Academic Administrator can provide a letter confirming that lectures were attended, but this does not constitute a certificate or award. We can also provide supporting letters for applications for short term study visas.

What auditing costs

Categories a, b, and c listed under paragraph 2 above are free. Pre-arrangement with the lecturer is required.

Categories d, e, and f listed under paragraph 2 above pay an agreed fee as follows:

- first eight hours of lectures: £20 per hour of lecturing
- next eight hours of lectures: £30 per hour of lecturing
- subsequent hours of lectures: £50 per hour of lecturing
- Integrated Study Weeks: £600 for teaching only

The counter on lectures is re-set at the start of each academic year.

Implementation

Requests must be made via the Deputy Academic Administrator. Categories d, e, and f listed under paragraph 2 above will be required to fill in a short form. The form will be passed to the course tutor for their approval and then returned to the Deputy Academic Administrator, who will pass it in turn to the Finance Bursar.

The Finance Bursar will invoice auditors in advance, and payment will be due at least fourteen days in advance of the first lecture. Auditors may not attend any lectures until the fees have been paid in full.

Auditors will be listed on attendance registers.

VERSION CONTROL					
Version Number	Policy Gatekeeper	Date of Approval	Sub-Committee	Date to Take Effect	Date of Next Major Review
2.0	KAR	09.11.16	Education	09.11.16	Michaelmas 2020
3	KAR	14.2.19	Education	14.2.19	Trinity 2022
4	HLS	3.11.21	Education	n/a – no changes	Michaelmas 2023

It is the responsibility of the Gatekeeper of each policy to check annually whether there have been any legislative and/or University policy changes that are relevant to Wycliffe Hall.

APPLICATION TO AUDIT LECTURES

Name:							
Address:							
Email:							
Phone:							
Lecture/Course for which you are requesting auditing access:							
Name of Tutor:							
Number of hours of lectures:							
Reason for wanting to audit this lecture/course of lectures:							
Auditing category (please circle):	a	b	c	d	e	f	g

I understand that auditing rights consist of attending and hearing lectures. I understand that no other teaching, help or support is contained within these rights. I agree to pay fees before the auditing can begin.

Signed:

Date:

Please return to the Deputy Academic Administrator at least three weeks before the start of the first lecture.