MSPGH COURSEWORK SUBJECT ENROLLMENT POLICY

It is the expectation of the School that all participants in SPH subjects will be formally enrolled. However students are very welcome to attend components of subjects within the guidelines below.

**Graduate coursework students**

If a graduate coursework student wishes to complete a coursework subject in addition to the subjects they are formally enrolled, it is recommended that the subjects be undertaken through the Community Access Program (CAP). Students can enrol through CAP as an assessed or non-assessed student at the completion of their course. For information regarding CAP please refer to the website: http://www.unimelb.edu.au/community/access/.

Students enrolled in graduate School of Population and Global Health coursework subjects may attend up to two hours of pre-timetabled lectures as non-assessed students with subject coordinator approval. This allows students to sample a subject prior to enrolling in it. Students are requested to apply to the subject coordinator if they wish to attend as a courtesy, to ensure there is not overcrowding in the lecture theatre or disruption to planned events. Under this allowance graduate coursework students cannot attend tutorials, workshops or access the LMS.

Students requests to attend more than three hours of lectures, attend tutorials or workshops will be considered if:

- students can demonstrate that at the completion of their program that the alternative of completing the proposed subject through the Community Access Program is not an option available to them (i.e. visa limitations will not allow the time to complete the subject).
- they are achieving a 70% average in subjects completed;
- there is no quota on student numbers in the subject. The handbook subject description has the quota information for subjects with quotas recorded under “Commencement Date & Location”.

Requests to attend subjects under these circumstances must be made in writing (via email) to the subject coordinator and subsequently to the Director of Teaching and Learning. Please note that it is at the discretion of the subject coordinator to control attendance, even if these criteria are met.

**Graduate research students**

PhD and MPhil students should discuss coursework subject options with their supervisor and must apply in writing (via email) to the coordinators of subjects the student wishes to attend. Subject coordinators have the discretion to accept or limit PhD and MPhil student attendance. With subject coordinator approval PhD and MPhil students may enrol in selected coursework subjects or attend lectures and/or tutorials within a subject without formally enrolling.

PhD and MPhil students will generally not be able to access the LMS or be assessed unless enrolled.

**Staff/Other potential contributors**

Attendance at lectures, tutorials, workshops may be allowed at the discretion of the subject coordinator under certain conditions:

- visiting staff from other Universities;
- MSPGH staff;
- individuals external to the School that are also contributing to the teaching of the subject.

Subjects within the Biostatistics Collaboration of Australia subjects cannot be audited under any circumstance.

Any subject in which a student is not formally enrolled will not appear on their transcript. The University will not support a student or be liable for a student attempting to use their attendance in subjects without being formally enrolled as a potential qualification.