

TAI

Class audit programme
regulations



ESCUELA UNIVERSITARIA
DE ARTES @ *taiarts.com*
RECOLETOS-22 MADRID

Document versions/modifications

<i>Version number</i>	<i>Date</i>	<i>Description of the Modification</i>
	September 2019	First version
	July 2021	Update paragraph 01, with path to audit request form

	<i>Responsible Authority</i>
<i>Authorship</i>	Registrar's Office
<i>Review</i>	Department of Quality and Development
<i>Approval</i>	Office of Academic Affairs
<i>Scope (Applies to)</i>	Faculties



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In order to encourage the free exercise of teaching and learning, strengthen synergy and interdisciplinary collaboration and promote participation and teamwork, TAI has established a procedure that allows and regulates how its teachers, staff and students from all disciplines can, as auditors, attend or sit in on lectures, practical sessions, seminars, workshops and other activities held by the School.

The timetable of the different courses within each degree programme taught at the School can be found on the TAI Timetable Portal platform, which should be consulted to find out the times at which the classes that you wish to audit are given. The Guide to the Timetable Portal shows you how to consult this information (section D. Subjects by degree). This guide can be found in the "Resources" folder of the *Secretaría Alumnado* and *Secretaría Profesores* groups on Classlife.

01 *Application procedure*

Anyone interested in auditing a class must first fill out the Request to Audit form in the "Resources" folder of the *Secretaría Alumnado* or *Secretaría Profesores* group on Classlife. The completed form must be submitted via email to secretaria.alumnos@taiarts.com at least one week prior to the class session that you wish to audit.

Route to access the Request to Audit form: Classlife --> Groups --> *Secretaría Profesorado / Secretaría Alumnado* --> Resources --> Forms --> Auditing request form.

The request must be approved by the lead teacher of the course, who may if necessary, deny the request, depending on the nature of the session.

Once the request has been reviewed, the Registrar's office will inform the sender if the request has been granted or denied.

Important: On the request form, you must provide the full course and session information as it appears on the Timetable Portal: course (full name), teacher and programme group (e.g. 1GAE_A, 1DICINE, etc.). In addition, you must specify if the request is for full or partial attendance.

02 *Requirements and conditions*

Matriculated students can audit up to 48 hours of classes per academic year, distributed as they choose across all of the programmes offered at TAI School of the Arts.

Classes may only be audited in person, provided that COVID restrictions do not affect this modality. All hours of class specified on an approved request for audit form will count towards the maximum number permitted of 48 hours, regardless of whether the person auditing attends all of those hours of class.



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Approval of requests is subject to classroom capacity and place availability. The number of places for auditors is limited.

Requests may not be made for hours over the maximum limit of 48.

03 Rules of attendance

- * Persons auditing a session or class must arrive on time and adhere to the timetable established by the School. Access will not be granted once the session has begun.
- * Persons auditing a class or session do not have the same standing as regular students of that class, and therefore do not have the same entitlements; they cannot participate in its assignments and practical exercises, interrupt the class or ask questions or make comments that hinder the teaching and learning process in any way.
- * Persons auditing a class or session are not entitled to have their work corrected or individual doubts clarified by the teacher.
- * Audio and/or video recordings of the class are not permitted under any circumstances.
- * The teacher has the authority granted by the School to expel the person auditing the session if he/she deems this action to be necessary.