

Procedure: Academic statements

程序：学术声明

Purpose

目的

This procedure sets out the University's processes in relation to the content, issuance and amendment of academic statements.

本程序规定了本校有关学术声明的内容、发布和修改的流程。

Procedure

程序

1. The University's academic statements are official documents and remain the property of the University. They are issued, reissued, altered or withdrawn at any time on the authority of and in accordance with the rules and policies of the University.
本校的学术声明是官方文件，知识产权属于本校。校方可基于和遵循本校的规章制度，随时发布、重新发布、更改或撤回本校的学术声明。
2. The University issues academic statements:
本校签发的学术声明：
 - to the individual student/graduate only and not to a third party without authorisation by the student/graduate in writing unless otherwise required for official or legal (e.g. *sub poena*) reasons, in accordance with the *Privacy Act (1988)*;
除非官方或法律（例如传票）另有要求，否则根据 1988 年隐私权法案，仅向学生/毕业生个人提供，并且不经学生/毕业生书面授权，不会向第三方提供；
 - in digital format through My eEquals online portal platform;
通过 My eEquals 在线门户平台以数字格式发布；
 - within a reasonable period in respect of inherent production timeframes.
在基于固有生产期限的合理期限内发布。
3. The University regards graduation as a public event and the University's Register of Graduates is thus a public document, and the University verifies upon request that a

particular Award has been conferred upon an individual by the University.

本校将毕业视为公开事件，因此，本校的毕业生登记册是公开文件，并且本校可以应要求去核实曾经由本校授予个人的特定文凭。

4. A digital and hard-copy testamur is issued to a graduand at the time of graduation and to a graduate in a reasonable timeframe where graduation is *in absentia*.

毕业时向即将毕业的学生发放电子和纸质的学历证书，如毕业生缺席，则在合理的期限内向其发放。

5. A joint testamur is issued only in the case of a formal written agreement with a partner institution(s) that is approved by the Vice-Chancellor and specifies that a joint testamur is to be issued.

只有在与合作机构正式签署的书面协议得到校长批准，并且协议中指出会发布联合学历证书的情况下，才可以发布联合学历证书。

6. A replacement hard-copy testamur is reissued upon application and with evidence that satisfies the Registrar that the original has been permanently lost, damaged or destroyed.

在学生提出申请并且有证据让教务长相信纸质学历证书已经永久性地丢失、损坏或毁坏的情况下，可重新签发纸质学历证书。

7. A corrected testamur is reissued on authorisation of the Registrar and only after the incorrect hard-copy testamur has been surrendered to the University and destroyed. A corrected digital testamur will rescind and replace the previous version.

如果学历证书出错，在教务长批准的情况下，并且只有在错误的纸质学历证书被交还给本校并销毁后，可重新签发更正后的学历证书。一份更正过的电子版学历证书将会撤销和替换之前的版本。

8. Replacement/corrected testamurs are issued in the format current at the time of reissue and state the both the date of printing as well as date of conferral. As a consequence, signatories to the replacement/corrected testamur may be different from those on the original testamur.

替换/更正过的学历证书将采用重新签发时的现行格式并注明印制日期和授予日期。因此，替换/更正过的学历证书的签名可能与原来的学历证书的签名不同。

9. A student/graduate is issued an official academic transcript either in hard copy or digitally by the University through My eEquals upon application. The issuing of an official academic transcript will rescind and replace a previous version if it exists through My eEquals.

通过 My eEquals 提出申请，学校会向学生/毕业生签发正式的纸质及电子的成绩单。如果 My eEquals 中有之前的版本，签发正式成绩单会撤销或替换掉之前的版本。

10. An official academic transcript is made available to graduates digitally by the University through My eEquals upon or after issuance of a testamur.
在发布学历证书时或之后，本校将通过 My eEquals 向毕业生提供电子版的正式学术成绩单。
11. Graduation statements are provided digitally by the University through My eEquals upon or after issuance of a testamur.
在发布学历证书时或在那之后，本校将通过 My eEquals 提供电子版的毕业声明。
12. Graduation statements are available only to graduates who graduated in December 2009 or later.
毕业声明仅向 2009 年 12 月或更晚时间毕业的毕业生提供。
13. Academic statements which refer to Awards rescinded or surrendered under the relevant policy and procedure are destroyed upon recovery by the University.
涉及到根据相关政策和程序被撤销或收回的学术声明，在由大学回收后销毁。
14. The content of academic statements is given in Table 1.
表 1 列出了学术声明的内容。
15. An unofficial academic transcript has the same content as an official academic transcript as well as any supplementary information required to monitor the student's academic progress.
非正式成绩单的内容与正式成绩单以及考察学生学业进度所需的任何补充信息的内容相同。
16. Authority to amend academic statements is given in Table 2.
表 2 列出了能修改学术声明的职权机构/人。
17. The Registrar may appoint a delegate to authorise routine amendments to official academic transcripts and graduation statements that do not affect impact, such as the amendment of a web address or correction of a typographical error.
教务长可以任命一名代表，授权其对不影响结果的正式成绩单和毕业声明进行例行修改，比如修改网址或纠正印刷错误。

Table 1: Content of academic statements

表 1 学术声明的内容

<p>Testamur 学历证书</p>	<p>The Australian National University arms. 澳大利亚国立大学徽章。</p> <p>The Australian National University seal, embossed and crimped. 澳大利亚国立大学压花和纹饰印章。</p>
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	<p>Graduate's legal name (excluding title). Date of conferral. 毕业生的法定姓名（不含头衔）。授予日期。</p> <p>Name of Award with any relevant coursework augmentation. 带有相关授课型文凭专业的文凭名称。</p> <p>Award exit standard if relevant (excluding honours level). Date of issue (if different from date of conferral). 文凭结业标准（如相关）（不包括荣誉级）。签发日期（如果与授予日期不同）。</p> <p>A unique document number (testamur number). Signatures of the Chancellor and Vice-Chancellor. 唯一文件编号（学历证书编号）。名誉校长和校长签字。</p> <p>Language of instruction – for any parts of a course of study or assessment that was taught in a language other than English, excluding programs designed for language acquisition and development. 教学语言——用于以非英语语言授课的学习或评估课程中的任何部分，但不包括为语言习得和发展而设计的项目。</p>
<p>Joint testamur awarded for completion of a program that requires 50 percent or more of the total EFTSL to be completed at a partner institution 联合学历证书，因完成在合作机构中需要完成的占总EFTSL的50%或以上的一个项目而获得。</p>	<p>All content for testamur (above). 学历证书的所有内容（见上文）。</p> <p>Signatures of the delegates of the partner institution and or the arms of the partner institution (as specified in the joint program agreement) 合作机构和/或合作机构下属分支机构的代表的签字（根据联合项目协议的规定）</p> <p>Any further items specified in the joint program agreement with the partner institution. 与合作机构签署的联合计划协议中指定的任何进一步的项目。</p> <p>Language of instruction – for any parts of a course of study or assessment that was taught in a language other than English, excluding programs designed for language acquisition and development. 教学语言——用于以非英语语言授课的学习或评估课程中的任何部分，但不包括为语言习得和发展而设计的项目。</p>
<p>Joint testamur awarded for completion of a program that requires 33 to 49 percent of the total EFTSL to be completed at a partner institution 联合学历证书，因完成在合</p>	<p>All content for testamur (above) 学历证书的所有内容（见上文）。</p> <p>The statement: <i>THIS IS TO CERTIFY THAT FOLLOWING THE COMPLETION OF AN APPROVED PROGRAM OF STUDY IN PARTNERSHIP WITH <PARTNER INSTITUTION></i></p>

<p>作机构中需要完成的占总 EFTSL 的 33%-49%的一个项目而获得。</p>	<p>声明：兹证明与以下机构合作完成了以下已获批项目的学习 <合作机构></p> <p>Any further items specified in the joint program agreement with the partner institution. 与合作机构签署的联合计划协议中指定的任何进一步的项目。</p> <p>Language of instruction – for any parts of a course of study or assessment leading to the qualification that was taught in a language other than English, excluding programs designed for language acquisition and development. 教学语言——用于为获得相关学历而以非英语语言授课的学习或评估课程中的任何部分，但不包括为语言习得和发展而设计的项目。</p>
<p>Official academic transcript (as at the time of issuance) 正式成绩单 (以签发时间为准)</p>	<p>Student/graduate's legal name (excluding title) and student ID number. 学生/毕业生法定姓名（不含头衔）和学生证号码。</p> <p>All courses undertaken at ANU including unit values, all recorded grades and marks, any failed courses or courses withdrawn from after the relevant census date. 在澳大利亚国立大学授课的所有课程，包括单元量、所有记录在册的评级和分数、任何挂科的课程或在相关免罚款退课日期后退选的课程。</p> <p>All programs undertaken at ANU in which the student/graduate was effectively enrolled, including those active, approved, awarded, discontinued or excluded from, including any relevant Augmentations and Specialisations. 澳大利亚国立大学学生/毕业生（包括正在入读、获批入读、获奖、辍学或被开除的学生）有效注册的所有课程，包括任何相关的扩展和专业化课程。</p> <p>A notation of “Excluded” adjacent to any program from which the/graduate student is excluded. 在毕业生被开除入读资格的项目旁边标注“被开除”。</p> <p>All completed majors, minors and specialisations. 所有已完成的主修专业、辅修专业和分支。</p> <p>All course credit counted toward a program (noting that Marks will not be recorded for courses credited). 所有课程学分都计入相关项目（请注意，不会记录被授与学分的课程的分數）。</p>

	<p>Thesis title for any sub-thesis or thesis of 18 units or more. 18 个或以上单元的任何子论文或论文的论文标题。</p> <p>Award exit standard if relevant. 文凭结业标准（如相关）。</p> <p>Honours level and final honours mark (honours degrees only). 荣誉级别和最终荣誉分数（仅限荣誉学位）。</p> <p>Merit based scholarships and prizes administered by ANU. 由澳大利亚国立大学负责择优评选的奖学金和奖品。</p> <p>Grade-point-average across each relevant career (undergraduate, graduate coursework, higher degree research). 每个相关学业（本科、授课型研究生、高等研究学历）的平均学分绩点。</p> <p>Language of instruction – for any parts of a course of study or assessment leading to the qualification that was taught in a language other than English, excluding programs designed for language acquisition and development. 教学语言——用于为获得相关学历而以非英语语言授课的学习或评估课程中的任何部分，但不包括为语言习得和发展而设计的项目。</p>
<p>Graduation statement (as at time of graduation) 毕业声明（截至毕业时）</p>	<p>All mandatory content specified in the <i>Guidelines for the Presentation of the Australian Higher Education Graduation Statement</i>. 澳大利亚高等教育毕业声明表述指南中规定的所有必须包含的内容。</p> <p>All completed majors, minors and specialisations for the Award. 所有为获得文凭已完成的专业、辅修专业和专业分支。</p> <p>Award exit standard (if relevant). Honours level (honours degrees only). 文凭结业标准（如相关）。荣誉级别（仅限荣誉学位）。</p> <p>Merit based scholarships and prizes administered by the University. 由澳大利亚国立大学负责择优评选的奖学金和奖品。</p>

	<p>Thesis title (any sub-thesis or thesis of 18 units or more). Thesis abstract (research degrees only). 论文标题（18 个或以上单元的任何子论文或论文）。论文摘要（仅限研究型学位）。</p> <p>Positions of President and Vice-President of the University Student Associations (if relevant). 学生会主席和副主席的职位（如果相关）。</p> <p>Language of instruction – for any parts of a course of study or assessment leading to the qualification that was taught in a language other than English, excluding programs designed for language acquisition and development. 教学语言——用于为获得相关学历而以非英语语言授课的学习或评估课程中的任何部分，但不包括为语言习得和发展而设计的项目。</p>
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Table 2: Authority to amend academic statements

表 2：修改学术陈述的职权机构/人。

Authority 职权机构/人	Amendment 修订内容
University Council 大学理事会	Presentation of testamurs 学历证书外观
Vice-Chancellor 校长	Presentation of official academic transcripts presentation of graduation statements 正式成绩单外观，毕业声明外观
Registrar 教务长	Content of official academic transcripts details within a testamur (corrections only) details within official academic transcripts 包含在正式成绩单中的学历证书中的正式成绩单详细信息的内容（仅更正）

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