

## Procedure: Class summary (for 2019 onwards)

### 程序课堂摘要（自 2019 年起）

#### Purpose

##### 目的

To describe the University's requirements regarding the preparation, review and provision of class summaries for coursework courses.

描述本校关于撰写、审查和提供授课类课程课堂摘要的要求。

#### Procedure

##### 程序

**This procedure applies from 2019 onwards.**

此程序自 2019 年起适用。

1. The University's class summary template in the Curriculum Management System is used to develop a class summary for every coursework class offered in a teaching period.

采用大学课程管理系统中的课堂摘要模板为教学期间的每个课程编制课堂摘要。

2. Class summaries are written in English. Non-English versions may be offered in addition to English versions upon approval by the relevant College Education Committee.

课堂摘要用英文撰写。经相关大学教育委员会批准，除英文版本外，还可提供非英文版本。

3. Class summaries are approved by the Associate Dean or their nominee(s).

课堂摘要由副院长或其提名人选批准。

4. Class summaries are made available to students no less than two weeks prior to the start of the class.

至少在课程开始前提前两周向学生提供课堂摘要。

5. Amendment to any section of any class summary after the second week of the semester or trimesters, or after 10% of a class taught in a non-standard session has elapsed, are approved by the Associate Dean or their nominee(s). Where possible students are consulted about the proposed amendments and their feedback communicated to the Associate Dean before the Associate Dean or their nominee(s) approves the changes. Approvals are only considered in cases of serious, unforeseen and documented cases of needs. Students enrolled in the course are notified of any changes approved by the Associate Dean or their nominee(s).

在某学期或三学期制的某学期的第二周之后，或者在非标准学期中已讲授 10% 的课程之后，对任何课堂摘要的任何部分进行的修改均需经过副院长或其提名人选批准。在可能的情况下，应先征询学生的意见，并在副院长或其提名人选批准更改之前将其反馈传达给副院长。仅在严重、无法预见并且有文件记录必要性的情况下才考虑批准。注册就读该课程的学生将被告知副院长或其提名人选批准的任何变更。

6. Class summaries form part of the evidence used by Colleges to make determinations about the reaccreditation of courses.

课堂摘要是大学用来对课程进行重新认证的证据的一部分。

7. The class summary template in the Curriculum Management System supports regular and triggered course reviews undertaken by Colleges.

课程管理系统中的课堂摘要模板支持大学进行定期和临时的课程审查。

8. Approved class summaries are published on the University's online handbook, [Programs and Courses](#).

获批的课堂摘要发布在大学的在线手册、[项目和课程中](#)。

9. The class summary page on [Programs and Courses](#) will display the following template information:

项目和课程的[课堂摘要](#)页面将显示以下模板信息：

- Course code [*Fixed value*]  
课程代码【*固定值*】
- Class number [*new*] [*Fixed value*]  
课堂编号【*新*】【*固定值*】
- Title of the course [*Fixed text*]  
课程名称【*固定文本*】
- Course description [*Fixed text from course information*]  
课程说明【*课程信息中的固定文本*】

- Teaching period offered (term description) [*new*]  
提供的教学时间（术语描述）【*新*】
- Class start/end dates [*new*]  
课堂开始及结束日期【*新*】
- Census date [*new*] [*Fixed date*]  
免罚款退课截止日【*新*】【*固定日期*】
- Last date to enrol [*new*] [*Fixed date*]  
注册截止日期【*新*】【*固定日期*】
- Mode of delivery  
授课方式
- Course convener name  
课程召集人姓名
- Course convener contact details such as phone, email, hours for student consultation  
课程召集人的联系方式，例如电话，电邮及接待学生时间
- Lecturer(s) contact details such as phone, email, hours for student consultation  
讲师的联系方式，例如电话、电邮及接待学生时间
- Learning outcomes  
学习成果
- Teaching period schedule (week, summary of activities, assessment)  
授课时间表（每周、活动摘要、评估）
- Assessment requirements (use of Turnitin) [*Fixed text*]  
评估要求（使用 Turnitin）【*固定文本*】
- Moderation of assessment [*new*]  
评估审核【*新*】
- Assessment summary description  
评估摘要说明
- Assessment summary including assessment task, due date, percentage allocation, date for return of assessment, linked learning outcomes  
评估摘要，包括评估任务、截止日期、百分比分配、评估反馈日期及相关学习成果
- Assignment submission (online and hardcopy)  
作业提交（网上提交和纸质方式提交）

- Assessment task participation [*new*]  
评估任务的参与【*新*】
- Extensions and penalty information [*Fixed text*]  
延期和惩罚信息【*固定文本*】
- Referencing requirements [*Fixed text*]  
参考文献要求【*固定文本*】
- Late submission of assignments [*new*]  
迟交作业【*新*】
- Relevant policies (Grading scale, mark moderation, privacy notice, Distribution of Grades, Academic Integrity) [*Fixed text*]  
相关政策（评分等级，分数审核，隐私声明，等级分配，学术诚信）【*固定文本*】
- Marks that are allocated during semester are to be considered provisional until formalised by the College Examiners' meeting at the end of each semester. If appropriate, some moderation of marks might be applied prior to final results being released. [*Fixed text*]  
在每个学期末的大学考官会议正式确定之前，在学期中分配的分数将被视为临时分数。如果合适的话，可以在发布最终结果之前对分数进行适度调整。【*固定文本*】
- Student feedback [*Fixed text*]  
学生反馈【*固定文本*】
- Student support services [*Fixed text*]  
学生支持服务【*固定文本*】

10. The class summary page may display these optional fields on the template:

课堂摘要页面可能会在模板上显示以下可选内容：

- Class description  
课堂描述
- Research-led teaching features  
以研究为主导的教学特点
- Required resources  
所需的资源
- Additional course costs  
课程的额外费用

- Recommended resources  
推荐的资源
- Examinations  
考试
- Examination material or equipment details  
考试材料或设备详细信息
- Resubmission of assignments  
重新提交作业
- Returning assignments  
返回作业
- Course convener's research interests  
课程召集人的研究兴趣
- Administrator contact details such as phone and email  
管理员联系方式，例如电话和电邮
- Staff feedback expectations for students  
教职员对学生的反馈期望
- Assessment rubric (Criteria and other fields specified by designer) [*new*]  
评价量规（设计者指定的标准和其他内容）【*新*】
- Tutor contact details such as phone, email  
助教的联系方式，例如电话和电邮
- Demonstrator contact details such as phone, email  
演示者的联系方式，例如电话和电邮
- Field trip details  
实地考察的详细信息
- Tutorial registration information  
辅导课注册信息
- Other information for publication on P&C [*new*]  
要在 P&C 上发布的其他信息【*新*】
- Other information not for publication on P&C  
不在 P&C 上发布的其他信息

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