

# Guideline: Code of practice for teaching and learning

## 指导方针：教学实践守则

### Purpose

#### 目的

This Code describes how students, teachers and the University ensure teaching and learning excellence in undergraduate and graduate coursework programs, delivered face-to-face or in an online learning environment.

本守则描述了学生、教师和大学如何确保在面授或在线学习环境中给本科和研究生课程提供卓越的教学。

### Guideline

#### 指导方针

1. All those involved in teaching and learning:
  
2. 所有参与教学的人：
  - a. Adhere to the University's Rules, Policies and Procedures.  
遵守大学的规则、政策和程序。
  - b. Balance their commitment to teaching and learning with the need to engage in university life and the life of the broader community in a way that encourages healthy living.  
在他们对教学的承诺与参与大学生活以及更广泛的社区生活的需要之间取得平衡，从而鼓励健康生活。
  - c. Respect diversity (including, for example, diversity of culture, religious belief, age, race, gender and other personal and group-based attributes) and recognise that

diversity of student and staff backgrounds, opinions and views is a valuable resource for enhancing critical, motivated and dialogic teaching and learning.

尊重多样性（包括，例如，文化、宗教信仰、年龄、种族、性别以及其他基于个人和团体的属性的多样性），并认识到学生和教职员工的背景、观点和看法的多样性是增强关键的、积极主动的对话式教学的重要资源。

- d. Experience an educational environment that is equitable, collegial, and responsive to the diversity of individuals and the academic requirements of different disciplines.

体验公平、合议且对多元个性和不同学科的学术要求做出反馈的教育环境。

- e. Contribute to an environment free from harassment, discrimination and bullying, with access to complaint procedures which will facilitate speedy and just resolutions.

帮助营造一个没有骚扰、歧视和霸凌的环境，并提供能够迅速、公正地解决问题的投诉程序。

- f. Demonstrate integrity in scholarship and academic practice.

在学术研究和学术实践中表现出诚信。

### 3. Students:

学生：

- a. Prepare for undertaking a course to the best of their ability using orientation, induction and other preliminary resources and activities, including Course Outlines.

通过迎新、推介和其他初步资源和活动（包括课程大纲），尽其所能为课程做准备。

- b. Attend all scheduled activities for the courses in which they are enrolled, or make equitable and practicable alternative arrangements in consultation with teachers, which may include listening to lecture recordings or reading notes and/or slides.

参加其注册就读的课程的所有预定活动，或与老师协商做出公平合理的替代性安排，其中可能包括听取讲座录音或阅读笔记和/或幻灯片。

- c. Prepare in advance to participate in all scheduled activities for the courses in which they are enrolled to the best of their ability, including completion of reading, practice and other activities specified by teachers, and any other preparation that may be required to fully realise learning opportunities.

提前做好准备，尽其所能地参加注册就读的课程中所有预定活动，包括完成阅读、练习和老师指定的其他活动，以及能够提高学校效果的其他准备。

- d. **Recognise that many learning experiences are collaborative and that it may be necessary to be excluded from some activities when they have not prepared at the necessary standard communicated by teachers in advance in order to avoid negatively impacting the learning of others.**  
认识到许多学习经历是相互协作的，并且可能有必要在他们没有按照老师预先传达的必要标准进行准备的情况下将其排除在某些活动之外，从而避免对其他人的学习产生负面影响。
- e. **Complete assessment tasks to the best of their ability within the requirements communicated by teachers in advance, including assessment deadlines.**  
按老师事先提出的要求（包括评估期限在内），尽其所能地完成评估任务。
- f. **Acknowledge that academic staff are qualified by the University to make assessment judgements based on academic expertise and professional integrity.**  
认可大学的教学人员具有根据学术专长和专业素养做出评估判断的资格。
- g. **Improve their skills and knowledge by acting on assessment feedback provided by teachers and/or peers.**  
通过根据老师和/或同学提供的评估反馈来提高他们的技能和知识。
- h. **Recognise that it may not be possible to receive the same level of feedback for assessment submitted after the deadline as for assessment submitted on time when an extension to the deadline has not been granted.**  
认识到在未获批延期提交的情况下，在截止日期之后提交的评估可能无法获得与准时提交的评估任务相同水平的反馈。
- i. **Recognise that teachers may be available for individual consultation only during specified times, and that there may be delays when corresponding during some periods due to competing professional and personal responsibilities.**  
认识到教师可能仅在指定的时间内接受个人咨询，并且由于职业和个人责任之间可能会有冲突，有时候回复可能会有延迟。
- j. **Provide genuine, constructive and considered feedback about their learning experiences through regular formal course and program evaluation surveys conducted by the University and directly to teachers as opportunity arises in order to assist with continuous improvement of teaching and learning.**  
通过大学定期进行的正式的课程和项目评估调查提供有关学生学习经历的真实、建设性和经过慎重考虑的反馈，并在相应的合适时机出现时，直接向教师提供类似反馈，以帮助不断改进教学质量。
- k. **Use the University's support services and infrastructure to enable them to learn and demonstrate learning to the best of their ability, including learning**

management systems, discipline-based and University-wide academic support services, libraries and information services, counselling and medical services, and access and inclusion services.

利用学校的支持服务和基础设施，包括学习管理系统、基于学科的和学校范围内的学术支持服务、图书馆和信息服务、咨询和医疗服务以及残障人士支持服务，使他们能够尽其所能学习和展示所学。

**I. Participate in appeals and grievances procedures with integrity and without recrimination.**

本着诚信原则参与申诉和投诉程序，且不必担心会受到打击报复。

**4. Teachers:**

老师:

**a. Engage students with the latest research and scholarly developments.**

让学生参与最新的研究和学术进展。

**b. Provide orientation, induction and other preliminary resources and activities that enable students to prepare to undertake a course to the best of their ability, including detailed Course Outlines.**

提供迎新、推介和其他初步资源和活动，包括详细的课程大纲，帮助学生尽其所能地学习课程。

**c. Provide explicit learning outcomes that will be developed and assessed in a course and have been approved within the University's academic governance policies and procedures.**

提供将在课程中逐步获得并能得到评估的明确学习成果，并且这些学习成果已根据本大学的学术管理政策和程序得到批准。

**d. Teach courses in a structured, coherent manner appropriate to students at the target level and clearly communicate that structure to students in advance, including the relationships between learning outcomes, teaching and learning activities, taught content and assessment tasks.**

以适合目标水平学生的结构化、连贯的方式进行课程教学，并提前与学生清楚地交流该结构，包括学习成果、教学活动，所教内容和评估任务之间的关系。

**e. Provide opportunities for the application of skills and knowledge to genuine research questions and practical problem solving, enable interdisciplinary approaches and develop critical thinking.**

提供将技能和知识应用于真正的研究问题和解决实际问题的机会，采用跨学科方法并发展批判性思维。



- f. **Embed education of broad and/or discipline-specific academic integrity principles and practices in the curriculum, which may range from specific academic integrity education to academic referencing consistent with best practice in the discipline.**  
在课程中嵌入广泛和/或特定学科专有的学术诚信原则和实践教育，其范围可能涵盖特定的学术诚信教育以及符合该学科最佳实践的学术引用规范。
- g. **Design courses with workload demands appropriate for students with a range of personal circumstances and with respect to the unit value of the course.**  
设计适合各种个人情况且与课程单元值相关的课业量要求。
- h. **Make equitable and practicable alternative arrangements with students who are unable to attend scheduled activities, which may include providing lecture recordings, notes and/or slides.**  
与无法参加预定活动的学生商定公平可行的替代安排，其中可能包括，提供演讲录音、笔记和/或幻灯片。
- i. **Specify all reading, practice and other activities necessary for students to prepare in advance to enable them to participate in all scheduled activities to the best of their ability and with respect to a range of personal circumstances.**  
指定学生需要提前准备的所有阅读、练习和其他活动，以使他们能够根据自己的个人情况，尽其所能地参加所有预定的活动。
- j. **Clearly communicate in advance any standards of preparation necessary for students to participate in activities without being excluded to avoid negatively impacting the learning of others.**  
事先清楚地告知学生参加活动所需的所有先决条件，即，如果学生没有达到此标准，那么为了避免对他人的学习产生负面影响会被排除在活动之外。
- k. **Aim to design assessment that allows students from a range of personal circumstances to perform to the best of their ability and adjust assessment where necessary.**  
旨在设计可以使各种个人情况下的学生都能发挥出自己的最大能力的评估方案，并在必要时调整。
- l. **Clearly communicate in advance the requirements of assessment tasks to enable students to complete them to the best of their ability, including assessment criteria and deadlines.**  
事先清楚告知评估任务的要求，包括评估标准和截止日期，以使學生能够尽其所能地完成评估任务。

- m. Judge assessment transparently and equitably based on academic expertise and professional integrity.  
基于学术专长和专业素养，透明、公平地进行评判。
- n. Provide feedback from assessment that enables students to act to improve their skills and knowledge.  
提供评估反馈，以便学生能够采取行动提高自己的技能和知识。
- o. Give the same level of feedback from assessment submitted within an extended deadline granted in advance as from assessment submitted on time.  
对于事先同意延期提交的评估作业，提供与按时提交的评估作业相同水平的反馈。
- p. Are available to students seeking individual advice via methods and at times communicated in advance, such as consultation hours, by appointment or by email correspondence.  
在事先约定的时间（例如咨询时间、预约或通过电子邮件通信）做好接待学生的准备，以便为学生提供针对其个人的建议。
- q. Enable students to provide genuine and considered feedback about their learning experiences through regular formal course and program evaluation surveys conducted by the University and/or directly as opportunity arises in order to assist with continuous improvement of teaching and learning.  
使学生能够通过大学定期进行的正式的课程和项目评估调查提供有关其学习经历的真实、建设性和经过考虑的反馈，和/或在相应的合适时机出现时，直接提供类似反馈，以帮助不断改进教学质量。
- r. Encourage students to use the University's support services and infrastructure to enable them to learn and demonstrate learning to the best of their ability.  
鼓励学生使用学校的支持服务和基础设施，以便他们能够学习和展示所学知识。
- s. Participate in appeals and grievances procedures with integrity and without recrimination.  
本着诚信原则参与申诉和投诉程序，且不必担心会受到打击报复。
- t. Contribute to curriculum design, and the planning and review of the University's teaching and learning practices, governance and infrastructure, as relevant.  
助力课程设计，以及有关的大学教学实践、治理和基础设施的规划和审查。

## 5. The University:

本校:

- a. Designs coherently-structured coursework programs and courses, which are organised and delivered in a manner appropriate to the needs of students at the

related AQF level, and take into account relationships within the wider curriculum, such as the role of courses in a major or program and pathways between programs.

设计结构一致的课程项目和课程，以符合澳大利亚学历框架相关级别学生需求的方式组织和教授，并在广泛的层面考虑课程之间的关系，例如课程在专业或项目中的作用以及项目之间的衔接。

- b. **Involves teachers in the planning and ongoing development of the wider curriculum related to courses they teach.**  
让教师参与和他们所教课程相关的更广泛课程的计划和持续发展。
- c. **Supports students to make informed academic decisions by providing clear, timely, reliable and accessible information in advance, both via publication and in consultation with expert advisors.**  
通过发布或与专家顾问协商的方式，提前提供清晰、及时、可靠和易于获得的信息，支持学生做出知情学术决定。
- d. **Facilitates staff professional development in teaching and learning at all levels.**  
促进教员在各级教学中的专业发展。
- e. **Enables students to learn from a diverse range of teachers who possess the qualifications, experience, scholarly understanding and pedagogical ability to provide excellence in teaching.**  
让学生能够从诸多具有资历、经验、学术理解和教学能力，可提供卓越教学服务的老师身上学习。
- f. **Provides both specialist and flexible teaching and learning environments and infrastructure, including online environments and infrastructure, which enhance learning in a variety of contexts.**  
提供专业灵活的教学环境和基础设施，包括线上环境和基础设施，可以在各种情况下提高学习效果。
- g. **Allocates resources effectively to support high-quality teaching and learning.**  
有效地分配资源以支持高质量的教学。
- h. **Provides students and teachers with course and program evaluation tools and information which enable continuous improvement of curriculum design, and the University's teaching and learning practices, governance and infrastructure.**  
为学生和教师提供课程和项目评估工具和信息，以促进课程设计和大学的教学实践、治理和基础设施不断改善。
- i. **Provide support services and infrastructure to enable students to learn and demonstrate learning to the best of their ability, including learning management**



systems, discipline-based and University-wide academic support services, libraries and information services, counselling and medical services, and access and inclusion services.

为学生提供支持服务和基础设施，包括学习管理系统、基于学科的和学校范围内的学术支持服务、图书馆和信息服务、咨询和医疗服务以及残障人士支持服务，使他们能够尽其所能学习和展示所学。

- j. **Maintains transparent, equitable and just appeals and grievances procedures.**  
保持透明、公平、公正的申诉和投诉程序。

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