

Procedure: Credit

程序：学分

Purpose

目的

To describe the University's requirements regarding the handling and consideration of requests for credit, and the roles of key stakeholders involved in the processing of requests.

描述学校在处理和考虑学分申请方面的要求，以及在处理申请过程中涉及的主要利益相关者的角色。

Definitions

定义

Course credit refers to the granting of credit towards the requirements of an Award based the demonstration of the achievement of learning outcomes relevant to that Award. Course credit may be specified or unspecified.

课程学分是指根据对与该文凭有关的学习成果的证明，授予该文凭要求的学分。课程学分可以是具体的也可以是不具体的。

Credit for admission is where prior non-formal or informal learning is deemed equivalent to all or part of the admission requirement for an ANU Award. Credit for Admission is available for all Awards unless an explicit exclusion is specified in the admission requirements

入学学分是指先前的非正规或非正式学习被视为等同于澳大利亚国立大学文凭的全部或部分招生要求。除非在招生要求中明确规定了不授予学分，否则所有文凭可获得入学学分

Exemption is where a student is permitted to substitute a required course with an alternate course, or to be deemed to have met the requisites for a higher level course. Exemption does not receive a unit value and does not reduce the total number of units required to be taken in an Award, but simply exempts undertaking a course. Exemption

falls under the umbrella of Course Credit.

免课是指学生被允许以替代课程代替必修课程，或被视为已满足更高级别课程的要求。免课不会获得单元价值，也不会减少学历中要求修读的单元总数，而只是免于学习某个课程。免课属于课程学分的一部分。

Formal learning refers to partial or total completion of an Australian Qualifications Framework Level 6 or higher qualification; and/or total completion of an AQF recognised RTO certificate, diploma, or advanced diploma.

正式学习是指部分或全部完成澳大利亚学历框架 6 级或更高级别的学习；和/或完全完成澳大利亚学历框架认可的注册培训机构的证书、文凭或高级文凭。

Informal learning refers to specific employment experience, volunteering or internship for which there is documentary evidence of attainment of the learning outcomes of the Award for which credit is sought. Typically, informal learning is not organised or externally structured in terms of objectives, time or learning support. Employment based experience could be in conjunction with one or more of the learning categories above and/or secondary school certification. Informal learning is only recognised where it has taken place prior to the commencement of an Award.

非正式学习是指特定的就业经历、志愿服务或实习，并由有书面证据证明取得了申请获得学分的该文凭的学习成果。通常，非正式学习在目标、时间或学习支持方面不是有组织的或有外部结构的。基于就业的经验可以与上述一种或多种学习类别和/或中学证书结合使用。只有开始文凭之前进行的非正式学习才会得到认可。

Non-formal learning refers to a successfully completed unit of learning that takes place through a structured program but does not lead to an officially accredited qualification, such as non-accredited but assessed workplace courses run by a tertiary institution, or tertiary courses taken on a non-award basis.

非正规学习是指通过结构化的项目成功完成了学习单元，但不会获得官方认可的学历，例如，由高等院校开办的未经认可但经过评估的工作场所课程或学习的非文凭类高等院校课程。

Specified course credit is when prior learning can be demonstrated to be a near or exact equivalent to an ANU course or courses. Specified credit allows an applicant to be excused from a nominated course or courses and receive the appropriate unit value in credit towards the completion of an Award.

具体课程学分是指可以证明先前的学习与澳大利亚国立大学课程接近或完全相同。具体学分允许申请人免修指定的某门课程，并获得可用于完成文凭的适当的单位价值学分。

Unspecified course credit is when prior learning cannot be demonstrated to be a near or exact equivalent to an ANU course or courses, unspecified credit of a given unit value can be granted towards elective requirements of an Award. It reduces the number of units

required to be taken by a student in an Award but does not exempt a student from a required course or courses.

不具体课程学分是指无法证明先前的学习与澳大利亚国立大学课程接近或完全等同的情况下，可以授予某文凭的选修课给定单位值的不具体学分。它减少了学生在文凭中必须修读的单元数量，但并未免除学生修读一门或多门必修课。

Procedure

程序

Types of prior learning

先前学习的种类

1. Credit is granted on the basis of prior learning where that prior learning is formal learning, non-formal learning, and/or informal learning.
学分是基于先前的学习授予的，其中先前的学习是正式学习、非正规学习和/或非正式学习。
2. An application for credit may cover more than one category of prior learning.
学分申请可能涵盖多个种类的先前学习。
3. Credit granted is either credit for admission or course credit.
授予的学分是入学学分或课程学分。
4. Any credited prior learning is not eligible for both credit for admission and course credit.
任何授予的先前学习都不能同时获得入学学分和课程学分。

Credit for admission

入学学分

5. Requests for credit for admission are submitted to the University Admissions Office as part of an application for admission.
作为入学申请的一部分，入学学分申请将提交给大学招生办公室。
6. Applicants are contacted by the College if further information is required to assess a request.
如果需要进一步的信息来评估此申请，学院将与申请人联系。
7. Applicants are advised by the relevant College Delegated Authority of the outcomes of requests for credit for admission, including
相关的院系授权人士会通知申请人入学学分申请的结果，包括

- a. the specific prior non-formal and/or informal learning that is being credited (if any),
授予学分的特定的先前非正规和/或非正式学习（如果有），
- b. that any credited prior learning is not eligible for course credit and
任何授予学分的先前学习不符合学分授予条件，以及
- c. rights to a review of the decision under the appropriate award rules.
根据适用的文凭规则审查决定的权利。

Course credit

课程学分

8. Course credit is granted when students demonstrate they have achieved learning outcomes relevant towards completion of their Award from prior learning.
当学生证明他们通过完成先前学习已经获得了完成其文凭所需的相关学习成果时，将授予课程学分。
9. The amount of credit granted is in accordance with the [Coursework Awards Rule](#).
授予的学分数额根据[授课程型文凭规则](#)而定。
10. Credit for formal learning is only assessed from completed, passed courses.
给正式学习的学分仅针对已完成并且已通过的课程评估。
11. Course credit from prior formal learning undertaken towards an Award that has been conferred may be granted towards the completion of only one other Award.
针对先前为了完成文凭进行的正式学习授予的课程学分，仅可用于完成另外一个文凭。

Application requirements

申请要求

12. An application for credit is not considered prior to an application for admission being received.
在收到入学申请之前，学分申请不予考虑。
13. Applications for credit from formal learning undertaken at ANU for where specified credit is sought indicate the courses for which credit is sought.
针对在澳大利亚国立大学正式学习进行的学分申请，如果申请具体学分的，已经在申请指明了寻求获得学分的课程。
14. Applications for credit from formal learning not undertaken at ANU include course outlines or handbook entries where specified credit is sought, and an official transcript from the institution.
针对没有在澳大利亚国立大学进行的正式学习的学分申请，其申请中包括了课程大纲或寻求获得具体学分的课程手册条目，以及该院校的正式成绩单。

15. Applications for credit from non-formal learning contain a maximum 500 word statement of how the learning outcomes for the ANU course, major, minor, or academic Award for which credit is requested have been attained, and evidence in support of the statement such as evidence of completion of the program or of the unit of learning.

针对非正规学习的学分申请包含了最多 500 字的陈述，说明针对寻求获得的学分，为何已经获得了澳大利亚国立大学课程、专业、辅修专业或学术文凭的学习成果，以及支持该陈述的证据，例如课程或学习单元完成的证据。

16. Applications for credit from informal learning contain a maximum 500 word statement of how the learning outcomes for the ANU course, major, minor, or academic Award for which credit is requested have been attained, and evidence in support of the statement such as a sample of work or a detailed employer reference.

针对非正式学习的学分申请包含了最多 500 字的陈述，说明针对寻求获得的学分，为何已经获得了澳大利亚国立大学课程、专业、辅修专业或学术文凭的学习成果，以及支持该陈述的证据，例如工作样本或详细的雇主证明信。

17. Additional information may be required for an application for credit from non-formal or informal learning, including completion of an assigned task that demonstrates attainment of learning outcomes.

非正规或非正式学习的学分申请可能需要额外信息，包括完成了可以证明已经获得学习成果的已分配任务。

Course credit granted as part of an admissions assessment

在招生评估中授予课程学分

18. Wherever possible course credit is assessed as part of an admissions application and advised to the applicant as part of their offer of admission.

在可能的情况下，课程学分将作为招生申请的一部分进行评估，并在招生录取通知中告知申请人。

19. If an agreement exists between ANU and the partner institution, credit may be advised without requiring the student to satisfy the documentation requirements specified under 'Application Requirements'.

如果澳大利亚国立大学与合作伙伴机构之间达成协议，则可以在不要求学生满足“申请要求”中指定的文件要求的情况下告知授予学分。

20. Students advised of credit as part of the admissions process follow the 'Course Credit for Enrolled Students' process when they commence to formalise the entering of course credit on their academic record.

在入学过程中被告知学分的学生在开始正式将学分数录入其学业成绩时，遵循“在校生的课程学分”程序。

Course credit for enrolled students

在校生的课程学分

21. Students lodge an application for course credit that satisfies the 'Application Requirements'. Examples of when an application may be submitted include following a program transfer, return from exchange or cross-institutional studies, or on commencing a degree following an offer of course credit in the admissions process.
学生提交符合“申请要求”的课程学分申请。何时可以提交申请的示例包括：在课程转移之后，从交换学习或跨机构学习后回校，或者在录取过程中提供课程学分之后开始学位课程时。
22. An application is assessed by the Delegated Authority in accordance with the Coursework Awards Rule.
受委托的人士应根据授课型文凭规则对申请进行评估。
23. If an application for credit is received with no supporting documentation, the request is not considered unless the request is regarding a pre-established formal articulation arrangement or an offer of credit from an admissions application.
如果收到没有任何证明文件的学分申请，则除非申请涉及预先确定的正式衔接安排或是招生申请的学分通知，否则不予考虑。
24. If an application for credit is received with incomplete supporting documentation, the College/s assessing the request contact the student to request the required information. If the required information is not received within 20 working days of the request, the application is cancelled.
如果收到的学分申请证明文件不完整，则评估请求的学院会与学生联系，要求提供所需的信息。如果在要求后的 20 个工作日内未收到所需信息，则取消申请。
25. A student is advised of the outcome of an application for course credit within 20 working days of the student providing complete information. This outcome advises:
在学生提供完整的信息后的 20 个工作日内，应告知学生课程学分申请的结果。该结果告知：
 - a. courses credited or exempted (if any),
授予学分或免除的课程（如果有），
 - b. the total amount of course credit in units approved (if any), and
批准课程学分的单位总数（如果有），以及

- c. rights to a review of the decision under the appropriate award rules.

根据适用的文凭规则审查决定的权利。

26. A student accepts the outcome of the application.

学生接受申请结果。

Academic records

学术记录

27. Where specified course credit, unspecified course credit, or exemption is accepted by a student it is recorded on a student's transcript of academic record. The grade awarded is 'Status', and 'Internal' or 'External' depending on whether the credit comes from ANU or elsewhere. It does not indicate the mark or grade used to indicate performance in the prior studies.

如果学生接受了具体课程学分，不具体课程学分或免课，则将其记录在学生的成绩单上。所授予的等级是“状态”，是“内部”还是“外部”则具体取决于学分是来自澳大利亚国立大学还是其他地方。它不显示先前学习用来表示表现的分数或等级。

28. Courses credited or exempted are included in the calculation of the final classification of performance in accordance with the Coursework Awards Rule.

根据《授课型文凭规则》，计入学分或免修的课程将包括在成绩的最终分类计算中。

Appeals

申诉

29. Standard appeal and review procedures within the University's [Coursework Awards Rule](#) apply.

[授课型文凭规则](#)中的标准申诉和审查程序适用。

Cancellation of credit

取消学分

30. After the conclusion of the appeal period and/or process, credit is only cancelled where there are exceptional academic reasons demonstrated to and approved by the Associate Dean.

申诉期和/或程序结束后，仅在向副院长表明并得到副院长批准的特殊学术原因下才取消学分。

31. To request cancellation of credit, a student must submit a statement to the Associate Dean outlining the academic reasons for which approved credit should be cancelled.

要申请取消学分，学生必须向副院长提交一份声明，概述应取消已批准学分的学术原因。

32. The Associate Dean considers the request and advises the student of the outcome within 20 working days of receiving the request.

副院长考虑此请求，并在收到请求后 20 个工作日内将结果告知学生。

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