

Procedure: Professional and short courses

程序：专业和短期课程

Purpose

目的

This procedure covers professional and short courses offered by the University.
该程序涵盖了本校提供的专业和短期课程。

Procedure

程序

Governance

管理体系

1. Staff notify the Associate Dean of the relevant College of the provision of a short or professional course associated with an ANU certificate before delivery.
在授课之前，工作人员将短期或专业课程（结业后授予澳大利亚国立大学相关证书）的规定告知相关学院的副院长。
2. The Associate Dean informs the relevant College Education Committee of any short or professional courses offered. College Education Committees monitor such courses for quality assurance and viability purposes.
副院长将计划开设的短期或专业课程告知相关的学院教育委员会。为确保授课质量和可行性，大学教育委员会会监控此类课程。

Required information for participants

学员所需信息

3. Prior to the commencement of a course participants are provided with published information on:
在课程开始之前，向学员提供以下公开信息：

- a. The content of the course, the educational background and expertise of the teaching staff,
课程内容、教职人员的教育背景和专业能力，
 - b. Any assessment tasks,
所有评估任务，
 - c. The expected outcomes of the course,
课程的预期成果，
 - d. The nature of the certificate to be provided upon successful completion of the course,
成功完成课程后颁发的证书性质，
 - e. Whether completion of the course may be considered for credit at ANU, and,
完成的课程是否可能被授予澳大利亚国立大学的学分，以及，
 - f. Fees, associated costs, cancellation advice and refund policy.
学费、相关费用、取消建议和退款政策。
4. Participants are advised at or prior to the commencement of a course if the Student Complaint Resolution policy and procedure are applicable, or alternatively how they are to redress any grievances.
课程开始前或开始时，学员会被告知学生投诉解决方案的政策和程序在何时适用，或者他们感到不满时该如何解决问题。
5. Where participants are given access to any ANU infrastructure, they agree to the following and their agreement is recorded: “I agree to abide by the [Rules](#), [Statutes](#), [Orders](#), and [Policies](#) of the University and to comply with orders and directions made by the constituted authorities of the University”.
在允许学员使用任何澳大利亚国立大学基础设施的情况下，他们同意以下内容并且他们的协议被记录为：“我同意遵守大学的[规则](#)，[章程](#)，[指令](#)，和[政策](#)，并遵守由大学的相关部门及负责人发出的指令和指示。”
6. Participants are given the opportunity to provide feedback on the course.
学员有机会对课程提供反馈。

Certificates

证书

7. Where no assessment is undertaken participants are issued with a Certificate of Participation.
学员在不参加评估的情况下获颁学习证书。

8. Where assessment has been completed satisfactorily participants are issued with a Certificate of Completion.
学员在评估合格后，获颁结业证书。
9. All certificates issued for short and professional courses contain the text 'This is not an Australian Qualifications Framework qualification'.
所有为短期和专业课程颁发的证书均包含“此证书非澳大利亚学历资格框架学历”的字样。
10. Appropriate records are kept for any certificates issued to participants, and assessment results, to facilitate verification, reissuance or credit transfer if required.
颁发给学员的所有证书和评估结果都记录在案，在需要时可用于验证、重新颁发证书或学分转移。

Credit

学分

11. Where participants of a short and professional course apply for credit for that course towards an ANU qualification, the request is benchmarked against a standard total expected workload of 130 hours for a 6 unit course (comprising face-to-face contact and private study time), and assessment requirements and expectations for a comparable course in accordance with the ANU Credit Policy.
如果短期和专业课程的学员申请该课程的学分以取得澳大利亚国立大学的学历，则以一个 6 单元课程的 130 个小时的标准预期总工作量为基准时间（包括面授和私人学习时间），并根据澳大利亚国立大学学分政策参考对标课程的评估要求和期望。

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Source https://policies.anu.edu.au/ppl/document/ANUP_009008