



Policy: Student academic study load and progression

政策：学生课业量与学业进展

Purpose

目的

This policy sets out the principles for student academic workload and progress across the University for coursework students.

本政策规定了澳大利亚国立大学授课型学生课业量和学业进展的原则。

Overview

This policy covers the eight key areas associated with student academic workload:

本政策涵盖了与授课型学生的课业量相关的八个关键方面：

- Full-time and Part-time status;
全日制和非全日制状态；
- Concurrent studies;
同时入读两个课程项目；
- Overloading;
加课；
- Maximum Degree completion time-limits;
最长学位完成时限；
- Course Requisites;
课程前置要求；
- Non-enrolment in an academic year;

学年内不入读任何课程；

- Transfers; and
转课； 及
- academic progress
学业进展

Scope

适用范围

All coursework students.

所有授课型学生。

All staff with education responsibilities.

负教育责任的所有教职员工。

Policy statement

政策声明

1. ANU student academic workload activities:

澳大利亚国立大学学生的学业活动：

- a. align with the strategic directions of the University;
与大学的战略方向保持一致；
- b. align with national and international disciplinary and interdisciplinary standards;
and
与国家与国际学科与跨学科标准保持一致； 以及
- c. are consistent with the Australian Qualifications Framework and the Higher Education Standards Framework (Threshold Standards).

与《澳大利亚学历资格框架》（Australian Qualifications Framework）和《高等教育标准框架》（Higher Education Standards Framework）（门槛标准）保持一致。

2. Study period 1: is 1 January to 30 June including Summer Session, First Semester and Autumn Session, and study period 2: is 1 July to 31 December, including Winter

Session, Second Semester and Spring Session. Trimesters are excluded from study periods.

在校学习时段 1: 1 月 1 日至 6 月 30 日, 包括夏季课程, 第一学期和秋季课程; 在校学习时段 2: 7 月 1 日至 12 月 31 日, 包括冬季课程, 第二学期和春季课程。三学期制学期不包括在学习时段内。

Full-time and part-time load – Semesters and non-standard sessions

全日制和非全日制课业量 - 学期和非标准学期

3. ANU students studying 18 or more units (0.375 EFTSL or greater) in a half year (January – June or July – December) are considered full-time.

在半年（1 月至 6 月或 7 月至 12 月）修 18 个或更多学分（0.375 EFTSL（全日制学习课业量）或更高）的澳大利亚国立大学学生被视为全日制学生。

4. Students on an International Student Visa must complete their program within the expected duration specified in their Confirmation of Enrolment (CoE), which normally equates to 24 units in a half-year.

持国际学生签证的学生必须在其入学确认书（CoE）中指定的预期期限内完成课程，学生通常被要求每半年完成 24 个学分。

5. Students on an International Student Visa are only able to undertake less than the student load defined in clause 4 in compassionate or compelling circumstances, or as part of an intervention strategy for students at risk of not meeting satisfactory academic progress.

只有出于令人同情或令人信服的理由，或是有风险的学生因学业进展不理想而被采取干预策略时，持国际学生签证的学生所修课业量才可以少于第 4 条规定的课业量。

6. ANU students studying less than 18 units (0.374 or less) over a six-month period (Jan – June, July – Dec) are considered part-time.

在 6 个月（1 月至 6 月，7 月至 12 月）修少于 18 个学分（0.374 或更少）的澳大利亚国立大学学生被视为非全日制学生。

7. If a part-time load is unable to be undertaken as part of the degree requirements, this will be stated in the degree program orders.

如果某一学位课程要求不能以非全日制方式进行，则将在学位课程详情中予以说明。

8. Calculation of load is done on an overall basis, counting all programs undertaken during the study period.

课业量的计算以整体为单位，即计算该学习时段内所修的所有课程项目。

Full-time and part-time load – trimesters

全日制和非全日制课业量-三学期制

9. ANU students studying 12 or more units (0.25 EFTSL or greater) in a trimester are considered full-time.

澳大利亚国立大学学生在一学期（三学期制）内修 12 个或更多学分（0.25 EFTSL 或更高）被视为全日制学生。

10. ANU students studying less than 12 units (0.24 or less) in a trimester are considered part-time.

每学期（三学期制）内修少于 12 个学分（0.24 或更少）的澳大利亚国立大学学生被视为非全日制学生。

11. Calculation of load is done on an overall basis, counting all programs undertaken during the trimester.

课业量的计算以整体为单位，即计算该学期（三学期制）内所修的所有课程项目

Concurrent studies

同时入读两个课程项目

12. The respective delegated authorities for each program may approve concurrent enrolment in two programs.

每个课程项目各自的负责部门可批准学生同时入读两个课程项目。

13. Any overloading as a result of concurrent studies adhere to the overload principles within this policy.

同时入读两个课程项目而导致的任何加课情况都应遵循本政策中与加课相关的原则。

Overloading – Semesters and non-standard sessions

加课 – 学期和非标准学期

14. A standard study load is 24 units in a standard period.

一个标准学习时段内的标准课业量为 24 个学分。

15. Undergraduate students wishing to enrol in more than 24 units but not more than 30 units in a single study period at a minimum meet all of the following criteria in their current ANU program:

打算在一个学习时段内修多于 24 个学分但不超过 30 个学分的本科生，须至少在其正在就读的澳大利亚国立大学课程项目中满足以下所有标准：

- a. successful completion of at least 48 units;
成功修完至少 48 个学分;
- b. successful completion of at least 24 units of courses in a single period;
在单个学习时段内成功修完至少 24 个学分;
- c. an overall mark average of at least 60 per cent (NCN and WN counting as zero per cent in this calculation); and
总体平均分数至少为 60% (在此计算方法中, NCN (课业未完成) 和 WN (退课失败) 计为 0 分); 且
- d. an average mark of at least 60 per cent (NCN and WN counting as zero per cent in this calculation) in the previous study period.
上一个学习时段的平均分数至少为 60% (在此计算方法中, NCN 和 WN 计为 0 分)。

16. Undergraduate students wishing to enrol in more than 30 units but not more than 36 units in a single study period at a minimum meet all of the following criteria in their current ANU program:

打算在一个学习时段内修多于 30 个学分但不超过 36 个学分的本科生, 须至少在其正在就读的澳大利亚国立大学课程项目中满足以下所有标准:

- a. successful completion of at least 96 units;
成功修完至少 96 个学分;
- b. successful completion of at least 30 units of courses in a single study period;
在单个学习时段内成功修完至少 30 个学分;
- c. an overall mark average of at least 70 per cent (NCN and WN counting as zero per cent in this calculation); and
总体平均分数至少为 70% (在此计算方法中, NCN 和 WN 计为 0 分); 且
- d. an average mark of at least 70 per cent (NCN and WN counting as zero per cent in this calculation) in the previous study period.
上一个学习时段的平均分数至少为 70% (在此计算方法中, NCN 和 WN 计为 0 分)。

17. Graduate coursework students wishing to enrol in more than 24 units but not more than 30 units in a single study period at a minimum meet all of the following criteria in their current ANU program:

打算在一个学习时段内修多于 24 个学分但不超过 30 个学分的授课型研究生，须至少在其正在就读的澳大利亚国立大学课程项目中满足以下所有标准：

- a. successful completion of at least 24 units of courses in a single study period;

在单个学习时段内成功修完至少 24 个学分；

- b. an overall mark average of at least 60 per cent (NCN and WN counting as zero per cent in this calculation); and

总体平均分数至少为 60%（在此计算方法中，NCN 和 WN 计为 0 分）；且

- c. an average mark of at least 60 per cent (NCN and WN counting as zero per cent in this calculation) in the previous study period.

上一个学习时段的平均分数至少为 60%（在此计算方法中，NCN 和 WN 计为 0 分）。

18. Graduate coursework students wishing to enrol in more than 30 units but not more than 36 units in a single study period at a minimum meet all of the following criteria in their current ANU program:

打算在一个学习时段内修多于 30 个学分但不超过 36 个学分的授课型研究生，须至少在其正在就读的澳大利亚国立大学课程项目中满足以下所有标准：

- a. successful completion of at least 48 units;

成功修完至少 48 个学分；

- b. successful completion of at least 30 units of courses in a single study period;

在单个学习时段内成功修完至少 30 个学分；

- c. an overall mark average of at least 70 per cent (NCN and WN counting as zero per cent in this calculation); and

总体平均分数至少为 70%（在此计算方法中，NCN 和 WN 计为 0 分）；且

- d. an average mark of at least 70 per cent (NCN and WN counting as zero per cent in this calculation) in the previous study period.

上一个学习时段的平均分数至少为 70%（在此计算方法中，NCN 和 WN 计为 0 分）。

19. Students who have only 30 units remaining to complete their award but do not satisfy the above criteria may apply to the Associate Dean (Education) of the relevant College(s) for permission to undertake the remaining 30 units in one study period to complete their degree. Approval is at the discretion of the Associate Dean (Education) and will not be granted for more than 30 units.

仅剩 30 学分即可完成学位课程项目但不满足上述条件的学生，可向所在学院的副院长（教育）申请批准其在一个学习时段内修完剩余的 30 个学分以完成学位课程项目。副院长（教育）酌情决定是否批准申请，30 学分以上的申请不会被批准。

20. The average is calculated using the following formula: $\Sigma (\text{Mark} \times \text{Units}) / \Sigma \text{Units}$

平均分使用以下公式计算： $\Sigma (\text{分数} \times \text{学分}) / \Sigma \text{学分}$

21. Students undertaking enrolment in non-standard teaching sessions that do not overlap with the standard semester are not considered to be overloading if they only undertake 24 units during the semester.

对于入读与标准学期没有重叠的非标准学期课程的学生，如果在标准学期中仅修读 24 个学分，则不被视为加课。

22. Students are not given permission to enrol in more than 36 units in a study period.

学生不被允许在某一学习时段内修 36 个学分以上的课程。

23. Courses undertaken at another institution on a cross-institutional basis are included in consideration of whether a student is overloading.

在认定学生是否存在加课情况时，学生以跨机构方式所上的其他机构开设的课程也将被考虑在内。

Overloading – Trimesters

加课 - 三学期制

24. A standard study load is 18 units in a trimester.

一学期（三学期制）的标准课业量为 18 学分。

25. Students wishing to enrol in more than 18 units but not more than 24 units in a single trimester must at a minimum meet all of the following criteria in their current ANU program:

打算在一个学期（三学期制）内修多于 18 个学分但不超过 24 个学分的学生，须至少在其正在就读的澳大利亚国立大学课程项目中满足以下所有标准：

a. successful completion of at least 18 units of courses in a single trimester;

在单个学期（三学期制）时段内成功修完至少 18 个学分；

b. an overall mark average of at least 60 per cent (NCN and WN counting as zero per cent in this calculation); and

总体平均分数至少为 60%（在此计算方法中，NCN 和 WN 计为 0 分）；且

- c. an average mark of at least 60 per cent (NCN and WN counting as zero per cent in this calculation) in the previous trimester.

上一个学期（三学期制）的平均分数至少为 60%（在此计算方法中，NCN 和 WN 计为 0 分）。

26. Students wishing to enrol in more than 24 units but not more than 30 units in a single trimester must at a minimum meet all of the following criteria in their current ANU program:

打算在一个学期（三学期制）内修多于 24 个学分但不超过 30 个学分的学生，须至少在其正在就读的澳大利亚国立大学课程项目中满足以下所有标准：

- a. successful completion of at least 48 units;

成功修完至少 48 个学分；

- b. successful completion of at least 24 units of courses in a single trimester;

在单个学期（三学期制）内成功修完至少 24 个学分；

- c. an overall mark average of at least 70 per cent (NCN and WN counting as zero per cent in this calculation); and

总体平均分数至少为 70%（在此计算方法中，NCN 和 WN 计为 0 分）；且

- d. an average mark of at least 70 per cent (NCN and WN counting as zero per cent in this calculation) in the previous semester.

上一个学期（三学期制）的平均分数至少为 70%（在此计算方法中，NCN 和 WN 计为 0 分）。

27. Students who have only 24 units remaining to complete their award but do not satisfy the criteria for overload may apply to the Associate Dean (Education) of the relevant College(s) for permission to undertake the remaining 24 units in one trimester to complete their degree. Approval is at the discretion of the Associate Dean (Education) and will not be granted for more than 24 units.

仅剩 24 学分即可完成学位课程项目但不满足上述条件的学生，可向所在学院的副院长（教育）申请批准其在一个学习时段内修完剩余的 24 个学分以完成学位课程项目。副院长（教育）酌情决定是否批准申请，24 学分以上的申请不会被批准。

28. The average is calculated using the following formula: $\Sigma (\text{Mark} \times \text{Units}) / \Sigma \text{Units}$

平均分使用以下公式计算： $\Sigma (\text{分数} \times \text{学分}) / \Sigma \text{学分}$

29. Students are not given permission to enrol in more than 30 units in a trimester.

学生不被允许在某一学期（三学期制）内修 30 个学分以上的课程。

Maximum degree completion time-limits

30. The time-limits specified in the [Coursework Awards Rule](#) apply across a career and do not reset if students transfer between awards.

《授课型学位规章》（Coursework Award Rule）中规定的时限适用于同一课程等级，如果学生在同一课程等级之间进行转课，该时限不会重置。

31. Part-time load or taking official periods of leave whether voluntary or enforced do not increase the time-limits specified in the [Coursework Awards Rule](#).

非全日制上课或自愿、被迫休学都不会使《授课型学位规章》中规定的时限延长。

32. Upon completion of the entirety of their award, single, or double degree, a student has their time-limit reset if they are admitted to a new award, even if it is in the same career.

完成整个学位课程项目（单学位或双学位）后，如果学生入读新的学位课程项目，即使属于同一课程等级，其学位完成时限也将被重置。

Course requisites

课程前置要求

33. Students who do not have the requisites for a course obtain approval from the Course Convenor if they wish to enrol in the course.

没有满足课程前置要求的学生如果想报名参加该课程，则需要获得课程召集人的批准。

34. Students who are enrolled in a course on the assumption that they will pass the requisite course before commencement but then fail the requisite have the enrolment course dropped and are required to:

如果学生基于可以通过前置课程考试的假设而注册了某课程，但却未通过前置课程考试，该课程将被退课，并且学生还须：

- a. add an alternate course where they satisfy the requisite, or
添加一门前置要求已被满足的替代课程；或
- b. apply to the Course Convenor for approval as per clause 24.

依照第 24 条，向课程召集人申请入读该课程。

Non-enrolment in an academic year

学年内不入读任何课程

35. If a student does not have an active enrolment in at least one course in two calendar years and has not formally notified the University that they have deferred or are on

program leave, their program will be discontinued. To re-enrol, a student must re-apply to the University.

如果学生在两个日历年中没有满足至少入读一门课程的要求，并且也没将推迟入学或休学的决定正式通知大学，则会被停学。要想重新入学，学生必须通过适当的申请程序以新生的身份重新申请入读大学。

36. However, a student enrolled in a plus one Honours plan is enrolled in courses or on a period of leave formally approved by the delegated authority. A student enrolled in a plus one honours plan who is not enrolled in courses or on leave formally approved by the delegated authority is discontinued.

然而，加入“加 1 荣誉学士”计划的学生须入读课程或得到相关责任部门的正式休学批准。未入读任何课程且未得到相关责任部门的正式休学批准的“加 1 荣誉学士”学生将被停学。

Transfers

转课

37. A student may not transfer between awards or nested awards at different career levels. Movement across careers will require a new application.

学生不得在课程等级不同的学位项目或嵌套学位项目之间进行转课。跨课程等级转课需重新申请。

Academic progress 学业进展

38. The University monitors student academic progress every study period or trimester as a component of the University's early intervention strategy.

作为大学早期干预策略的一部分，大学在每个学习时段或学期（三学期制）监测学生的学业进展情况。

39. Students who fail one or more courses in the previous study period or trimester and up to but not more than 50 per cent of enrolment are referred to their College for advice and to student support services.

在上一个学习时段或学期（三学期制）内未通过一门以上但未超过 50%课程的学生，将被转介至其所在学院接受建议和学生支持服务。

40. Students who have failed more than 50 per cent of their courses in their previous study period or trimester speak with an academic adviser about their progress.

在上一个学习时段或学期（三学期制）内有超过 50%课程未通过的学生须与学业顾问讨论其学业进展。

41. Students who have failed more than 50 per cent of their courses in their previous study period or trimester reduce their study load if recommended by the delegated authority, to a maximum of:

如被相关责任部门建议减少课业量，在上一个学习时段或学期（三学期制）内有超过50%课程未通过的学生课业量将减少至：

a. 18 units in the next study period for programs taught in semesters and non-standard sessions; or

对于学期制或非标准学期的课程项目，下一学习时段最多可修 18 学分；或

b. 12 units in the next trimester for programs taught in trimesters.

对于三学期制的课程项目，下一学期最多可修 12 学分。

42. Students who fail a coursework course in any award program for a second time speak with an academic adviser about their progress.

在任何一个学位课程项目中第二次未通过某门课程的学生，须与学业顾问探讨其学业进展。

Appeals

上诉

43. Students may appeal to the Associate Dean (Education) of the relevant college if any of the above principles have been incorrectly applied.

如果存在上述任何原则应用不当的情况，学生可以向相关学院的副院长（教育）提出上诉。

44. Where the Associate Dean (Education) was involved in the original decision, the appeal must be considered by the Dean of the relevant college.

如果原始决定涉及副院长（教育），则由相关学院的院长对上诉进行审理。

45. A person may appeal to the Deputy Vice-Chancellor (Academic) on procedural grounds only against an appeal outcome decision made under the above two.

基于程序上的理由，只有在对有关上述两项的上诉结果有异议时，才能上诉至副校长（学术）。

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