



## Procedure: Student academic study load and progression (coursework)

### 章程：学生课业量与学业进展（授课型课程）

#### Purpose

#### 目的

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

本章程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
- Identification of 'at-risk' students  
确定“有风险”的学生

## Procedure

### 规章

#### 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。

### Full-time and part-time load

#### 全日制和非全日制课业量

2. Full-time and part-time status is generated automatically in the Student Administration Enterprise System based on the load undertaken by a student in a study period or trimester as defined in the Glossary: student policies and procedures. This status is available in reports from the Student System.

根据学生在学习时段或学期(三学期制)内所选课程数量,按照《术语表:学生政策与章程》(Glossary: student policies and procedure)中的规定,学生管理企业系统(Student Administration Enterprise System)自动将学生划分为全日制或非全日制。此状态可见于学生系统的报告中。

3. Students on an International Student Visa who are not able to complete their program within the expected duration of their Electronic Confirmation of Enrolment (eCoE) on the grounds of compelling or compassionate circumstances or as part of Academic progress procedures request an extension of the eCoE via the approved University proforma.

对于持国际学生签证的学生,如果基于令人信服或令人同情的理由或由于学业进展流程的原因而无法在电子录取确认书(eCoE)的预期期限内完成学业,需依照经大学批准的形式申请延期。

## Concurrent studies

### 同时入读两个课程项目

4. Students indicate as part of their application for admission if their intention is to undertake concurrent enrolment.

学生如果打算同时入读两个课程项目，请在入学申请中申明。

5. Approval from the respective Delegated Authorities is required for each program for concurrent enrolment in two programs as part of the admissions process.

作为录取流程的一部分，学生需分别获得两个课程项目对应的负责部门的批准，才能同时入读两个课程项目。

6. Students who are currently enrolled in a program at ANU and intend to concurrently enrol at another institution, separate to a joint or dual Award that is covered by a formal agreement, submit a request, in writing, to their respective College Student Administration. This request addresses why the student should be permitted to remain enrolled at ANU whilst studying at the other institution.

对于正在澳大利亚国立大学就读课程的学生，如果打算同时入读另一所机构的课程（不同于有正式协议的联合学位或双学位），须以书面形式向所在学院的学生管理部门提出请求。该请求须阐明为什么学生在就读其他机构期间仍应被允许入读澳大利亚国立大学的课程。

7. If approved, this is recorded by the College as a comment in the student system under “SPRG Student Program” and comment category ‘CONC Concurrent Studies’. The student is informed of the outcome by the College.

如请求获得批准，学院会将此以批注形式记录在学生系统内“SPRG 学生课程项目”中，批注类别为“CONC 同时入读两个课程项目”。学院会将结果通知学生。

8. Students concurrently enrolled only have their ANU enrolment used to calculate full-time or part-time status unless their enrolment is part of a joint or dual Award that is covered by a formal agreement.

对于同时入读两个课程项目的学生，在判定全日制或非全日制状态时只能参照其在澳大利亚国立大学注册的课程数量，除非其入读的课程属于有正式协议的联合学位或双学位项目。

## Overloading

### 加课

9. Students apply for an overload on the approved University proforma and submit it to their College office for consideration.

学生以经大学批准的形式向所在学院办公室申请加课。

10. Where the student's record meets the criteria specified in the Student Academic Study Load and Progression Policy, the College overrides unit limits (Max Total Units) on Term Activation > Enrolment Limit in HRSA to the approved unit limit.

如果学生的成绩符合《学生课业量与学业进展政策》（Student Academic Study Load and Progression Policy）中的评判标准，则学院将把 HRSA 中“学期激活>入读课程限制”的学分限制（最大总学分）上调为批准后的学分。

11. If approved Colleges record this in the student administration system. This generates an email to students indicating that they may enrol on ISIS in their requested course.

如申请被批准，学院会将其记录在学生管理系统中。系统将生产一份电子邮件发送给学生，表明他们可以在 ISIS 上报名所申请的课程。

12. Students not approved for overload are emailed by their College and advised of the reason(s). No comment is added for students who are not approved to overload.

加课申请未获批准的学生将收到所在学院发送的电子邮件并被告知原因。加课申请未获批准的学生无需添加任何批注。

13. Where a student is unable to enrol on ISIS due to enrolment deadlines having passed, the College enrolls the student into the requested and approved course.

如果由于已过截止日期而导致学生无法在 ISIS 上选课，则学院会将学生加入被批准入读的课程。

## Maximum degree completion time-limits

### 最长学位完成时限

14. A time-limit report is run annually and circulated to Colleges.

大学每年发布一份时限报告并分发给各学院。

15. Colleges contact students who are approaching their maximum degree completion time-limit.

学院会联络将要超过最长学位完成时限的学生。

16. If required, students request an extension in writing to the maximum degree completion time-limit from the Delegated Authority with a proposal for completion within the shortest period possible. If a student is undertaking a double degree, approval is required from both program owners.

如有需要，学生可以书面形式向相关负责部门申请延长最长学位完成期限，并附上在最短时间内完成学位的方案。如果学生正在攻读双学位，则需要两个学位项目负责人的批准。

17. Students are advised in writing of the agreed plan for completion and the revised end date is recorded on the unofficial student transcript as a comment.

商定后的学业完成方案将以书面形式发给学生，修订后的结束日期将被以批注形式被记录在非正式的学生成绩单上。

18. If no application is received, or the application for extension is not approved, students are discontinued at the end of the calendar year. The Division of Student Administration notify the students who have been cancelled.

如果校方未收到任何申请，或延期申请未获批准，则学生将在该日历年末被停学。学生管理部（Division of Student Administration）会通知被停学的学生。

## Course requisites

### 课程前置要求

19. Students who do not have the requisites for a course:

不满足课程前置要求的学生：

- a. Complete the enrolment change form;  
填写课程注册变更表格；
- b. Have the form endorsed by the Course Convenor; and  
将该表格交给课程召集人签注；并
- c. Submit the form to the College office that administers the course.  
将该表格提交课程所在的学院办公室。

20. Students are advised by the College of the outcome. If approved by the Delegated Authority a permission code is provided to the student and the student enrolls in their course on ISIS.

学院须把结果告知学生。如果获得了相关负责部门的批准，学生会收到一份许可码，学生在 ISIS 上进行课程报名注册。

21. Where a student is unable to enrol on ISIS due to enrolment deadlines being passed, the College enrolls the student.

如果由于已过截止日期而导致学生无法在 ISIS 上选课，则学院会将学生加入课程

22. Students who are enrolled in a course on the assumption that they will pass the requisite course before commencement but then fail the requisite are notified automatically and the 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，则会自动收到通知，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 Delegated Authority for approval to undertake the course.

向相关负责部门申请入读该课程。

## **Non-enrolment in an academic year**

### **学年内不入读任何课程**

23. 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 is discontinued. This is determined on an annual basis by Student Administration and Records (STAR).

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。学生管理和记录部门（STAR）每年对此进行一次决议。

24. To re-enrol, a student is required to re-apply to the University through the appropriate application process as a new student.

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。

25. Students who successfully re-apply have any relevant credit from their previous degree applied automatically as part of the admissions process subject to the relevant Awards Rules.

根据相关学位规则，作为录取流程的一部分，成功申请重新入学的学生将自动获得其先前所修的相关学分。

## Transfers

### 转课

26. A student may not transfer between awards at different career levels [e.g. Master of Psychology and Doctor of Psychology or Bachelor of Laws and Juris Doctor] unless they are enrolled in a vertical double degree. Movement across careers requires a new application for admission. Students apply to the University through the appropriate application process as a new student.

除非入读垂直双学位课程，否则学生不得在不同课程等级间进行转课 [例如心理学硕士和心理学博士，或法学学士和法律职业博士]。跨课程等级的转课需要学生重新申请入学。学生通过适当的申请流程以新生的身份向大学递交入学申请。

## Academic progress

### 学业进展

#### *Monitoring and early intervention*

#### *监测和早期干预*

27. Student academic progress is monitored by the Division of Student Life (DSL) each semester, using a range of risk indicators, to implement early intervention strategies for students who fail one or more courses in the previous study period or trimester and up to but not more than 50% of enrolment.

每学期，学生生活部（DSL）监测学生的学业进展，并使用一系列风险指标来对上一学习时段或学期（三学期制）内未通过一门或以上但未超过 50%课程的学生实施早期干预策略

28. Early intervention strategies will include at least one of the following:

早期干预策略将至少包括下列中的一项：

a. Email contact early in the semester;

学期初用电子邮件联系学生；

b. Telephone follow-up;

电话跟进；

c. Referral to a course advisor in the relevant College or specialist Student Services area to develop a personalised program of support.

转介给相关学院或专门的学生服务领域的课程顾问，以制定个性化的支持方案。

## Unsatisfactory progress

### 学业进展不理想

29. Students who fail more than 50% of their courses in a given study period or trimester but are not on Show Cause are contacted by the College(s) that own the program in which the student is enrolled and are asked to make an appointment with an academic advisor to discuss their progress. This communication is based on templates provided by DSL.

在某一学习时段或学期（三学期制）内未通过超过 50% 的课程但未在情况说明会（Show Cause）名单上的学生，将由课程所在学院进行联络并将被要求与学业顾问约时间见面讨论学业进展。这一沟通流程遵照 DSL 提供的模板进行。

30. The meeting with the academic advisor will touch upon both academic advisement issues and personal study issues and will be guided by information provided by DSS.

与学业顾问的会面将涉及学业咨询和个人学业问题并将以文件提供服务部门（DSS）提供的信息为指导。

31. Students who fail more than 50% of their courses and are placed on Academic Probation are required to reduce their study load, if recommended by the Delegated Authority, to:

未通过 50% 以上课程的学生将进入留校查看（Academic Probation）阶段，如被相关责任部门建议减少课业量，其课业量将减少至以下标准：

a. A maximum of 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. A maximum or 12 units in the next trimester for programs taught in trimesters.

对于三学期制的课程项目，下学期最多可修 12 学分。

32. Students are informed that their study load will be reduced and a record of this decision is given to the student and kept on the student record.

学生会得知其课业量将减少，学生会收到一份此决定的记录，该决定将被记录在案。

33. As a minimum requirement, students who fail a coursework course in any award program for a second time are contacted by the College(s) that own the program in which the student is enrolled and are asked to make an appointment with an academic adviser to discuss their progress.

作为最低要求，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，将由课程所在学院进行联络并被要求与学业顾问约时间见面讨论学业进展



*Unsatisfactory progress: Show cause*

*进展不理想：情况说明会*

34. Students on Show Cause follow the recommendations of the Academic Progress Committee.

参加情况说明会的学生须遵循学业进展委员会（Academic Progress Committee）的建议。

## **Record keeping and communications**

### **记录保存与沟通**

35. A record of meetings with students are emailed to students using base templates that can have information deleted and then be emailed. The templates are provided by DSL.

使用基本模板通过电子邮件将与学生的会面记录发送给学生。该模板由 DSL 提供，可以进行信息删减后以电子邮件的形式发送。

36. A record of meetings with students by Colleges will be recorded in HRSA under the Administrative Function "SPRG Student Program" and Comment Category "EAIN Early Intervention"

学院与学生的会面记录将记录在 HRSA 管理功能“SPRG 学生课程项目”中，批注类别为“EAIN 早期干预”

37. A record where students who have not attended meetings as detailed in this section, after they have been requested to, is recorded in the student administration system.

如果学生在被要求参加会面后并未按照本章节规定参加会面，该记录将被记在学生管理系统中。

### **Appeals 上诉**

38. Students may appeal to the Associate Dean (Education) of the relevant College if any of the above procedures have been incorrectly applied.

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

39. Where the Associate Dean (Education) was involved in the original decision, the appeal is 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。

40. Appeals against clause 33 may only be made under the Academic Progress Rules and may not be made to the Associate Dean (Education).

针对第 33 条的上诉只能依照《学业进展规则》（Academic Progress Rules）进行且该上诉不得向副院长（教育）提出。

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