



## Procedure: Credit and exemptions

### 程序：学分和免修

#### Purpose

#### 目的

To describe the University's requirements regarding the application for, and processing of requests for credit and exemptions.

描述本校对学分和免修请求的申请和处理要求。

#### Procedure

#### 程序

1. The assessment and granting of credit and exemptions is in accordance with Policy: Recognition of prior and external learning.

依据政策《对先验和外部学习的认可》，对学分和免修行评估和授予。

2. An application for credit may cover more than one category of prior learning (formal, non-formal and informal learning).

学分申请可以包含一种以上的先前学习类型（正规，非正规和非正式学习）。

3. An application for credit is not considered prior to an application for admission being received.

在收到入学申请之前，将不予考虑学分申请。

#### Initiation of a Credit Assessment

#### 初始学分评估

4. The University may consider an application for admission as an application for credit, and assess students for credit at admission based on the documents the applicant has submitted as part of the admissions process, and communicate available credit, without a separate request by the applicant.

本校可将入学申请视为学分申请，并根据申请人在入学申请过程中提交的文件，在审核入学资格时评估学生是否可以获得学分，并告知其可获得的学分，而无需申请者另行申请。

5. The applicant is advised with the offer of admission whether a credit assessment has been undertaken, and otherwise how to request an assessment based on the documentation provided for admission.

录取通知书中会对申请人明示是否已经进行了学分评估，如果尚未评估，则会告知申请人如何申请基于入学申请材料的学分评估。

6. The University assesses students for credit when a program transfer is approved, and communicate available credit. No separate application for credit is required for credit for prior study at ANU as part of a program transfer.

学生的课程转换申请获得批准后，本校会进行学分评估，并告知可获得的学分。作为课程转换的一部分，对于之前在澳国立学习而获得的学分，学生无需另外递交学分申请。

7. After admission, students who wish to apply for

获得录取资格后，学生如果需要申请：

- a. credit for prior learning that was not assessed at the time of application or program transfer; or

基于先前学习而获得免修学分，但在入学申请或课程转换申请中尚未对其先前学习进行学分评估；或者

- b. for external learning during their program enrolment; or

在注册课程时，基于外部学习而获得免修学分；或者

- c. for an exemption.

免修。

apply through the College Student Office of the program towards which they are seeking credit.

申请应递交至负责该专业（学生需要获得免修学分的专业）的学院学生处。

## Application Requirements

### 申请条件

8. Applications for credit or exemptions are submitted to the College Student Office and include the following:

免修学分或课程免修申请应递交至学院学生处并包含以下内容:

|    |   |
|----|---|
| a. | The application form;<br>申请表格;  |
| b. | <p>For applications based on formal learning must include:<br/>对于基于正式学习的申请, 必须包括:</p> <ul style="list-style-type: none"> <li>• The official transcript, or a certificate of completion of a microcredential. A certified copy must be provided unless the original is sent directly from the awarding institution to ANU, or the document is submitted as part of the admission application; and<br/>官方成绩单或微证书完成证明。文件必须为经认证的版本, 除非原件直接由授予机构发至澳国立, 或者文件为录取申请的一部分; 和</li> <li>• A course outline or handbook entry, unless the application is for prior completed or incomplete qualifications and the student only seeks unspecified credit.<br/>课程大纲或手册条目, 除非申请是基于先前已完成的或尚未完成的学历, 并且学生仅申请未指定学分。</li> </ul>  |
| c. | <p>Applications based on non-formal or informal learning gained through professional experience must include:<br/>基于通过专业经验而获得的非正式或非正规学习的申请, 必须包括:</p> <ul style="list-style-type: none"> <li>• a curriculum vitae clearly identifying periods of full-time and part-time professional experience;<br/>包含有明确标示全职和兼职专业经验时间的简历;</li> <li>• the contact details of two referees who can verify the experience;<br/>可以证明其工作经验的两位证明人的联系方式;</li> <li>• a statement addressing the relevant learning outcomes as specified in Policy: Recognition of Prior Learning; and<br/>《对过往学历和外部学历的认可》政策中指定的学习项目的相关学习成果的声明; 以及</li> <li>• A statement from the employer confirming relevant experience, alternative evidence verifying the professional experience or a statement why such a statement cannot be provided.<br/>用于确认其相关经验的雇主声明, 或者可以证明其专业经验的其他证据, 亦或无法提供此类声明的原因的声明。</li> </ul> |

9. The documents in 8(a)-(c) may be complemented by additional documentation requirements, or replaced by different documents where the University publishes alternate application requirements specific to the program or to an applicable credit transfer register.

第 8 条 (a) - (c) 中所列出的文件可以由额外文件进行补充, 或者其他文件代替, 只要文件满足本校所发布的课程申请或者适用学分转移登记的其他申请要求。

10. The Delegated Authority may seek additional information to make a final determination. The College assessing the request contacts 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.

获得授权的人员可以要求额外信息用于最终决定。对于请求进行评估的学院将与学生联系以获得所需信息。如果所需信息在请求发出后的 20 个工作日内尚未收到, 则将取消该申请。

## **Assessment, communication, acceptance and cancellation of credit and exemptions**

### **对学分和免修的评估、通知、接受和取消**

11. Credit and exemption requests are assessed by the Delegated Authority in line with Policy: Recognition of prior and external learning.

学分和免修的请求由获得授权的人依据政策《对先前和外部学习的认可》进行评估。

12. The Delegated Authority may offer exemptions with or instead of credit.

获得授权的人可以批准免修学分的同时批准课程免修或者将课程免修替代免修学分。

13. The outcome of the assessment is communicated in writing to the student via the Admission process or by the College Student Office. Where a student has applied to the College Student Office, a student is advised of the outcome of an application within 20 working days of the student providing complete information.

评估结果通过录取过程或由学院学生处以书面形式通知学生。如果学生的申请已递交至学院学生处, 在学生提供完整信息后的 20 个工作日内, 会得知其申请结果。

14. The outcome advises:

申请结果内容有:

- a. The reasons for the decision;  
决议的理由;
- b. Any approved specified credit;

任何获得批准的指定学分；

- c. Any approved exemptions and alternative program orders that a student is required follow;

任何获得批准的课程免修以及学生需要遵守的课程秩序；

- d. Any approved unspecified credit and where it applies in the program orders;

任何获得批准的未指定学分以及适用于该课程秩序的学分；

- e. Any conditions on the enrolment in other courses as a result of the award of credit;

因获得授予学分，在注册其他课程时需要满足的条件；

- f. How the student accepts the credit or exemption, if approved; and

如果获得批准，学生如何接受学分和免修；以及

- g. Rights to a review of the decision under the Coursework Awards Rule.

根据《授课式文凭授予原则》对决议进行复审的权利。

- 15. International students confirm acceptance of the offer of credit in writing within 20 working days. No response is taken as a decision not to accept the credit.

国际学生需要在 20 个工作日内以书面形式确认接受免修学分。如果未收到回复，将视为不接受免修学分。

- 16. Exemptions and credit for domestic students is applied to the student's program, unless they decline the offered credit or exemption in writing within 20 business days of the date at which the outcome was communicated to them by email.

本地学生获得的课程免修和免修学分将用到其学习项目中，除非学生在收到通知邮件之后的 20 个工作日内以书面形式拒绝接受免修学分或课程免修。

- 17. After 20 business days following the communication of the application outcome to domestic students, or after the conclusion of an appeal period and/or process, credit or exemptions are only cancelled where there are exceptional academic reasons demonstrated to, and approved by the Associate Dean.

在申请结果通知本地学生的 20 个工作日之后，或在申诉期和/或申诉程序结束后，只有存在特殊的学术理由，并获得副院长的批准后，方可取消免修学分或课程免修。

18. To request a rescission of credit or exemption, a student submits a statement to the College Student Office administering the program outlining the academic reasons for which approved credit should be rescinded.

如需请求取消免修学分或课程免修，学生需向负责该项目的学院学生处提交一份声明，陈述需要取消已批准学分的学术原因。

19. The Associate Dean (Education) considers the request and advises the student of the outcome within 20 working days of receiving the request.

副院长（教学）考虑请求并在收到请求后 20 个工作日内将结果告知学生。

## Academic records

### 学术记录

20. College Student Offices enter information on credit into the Student Administration System, which then displays on the official transcript.

学院学生处将学分信息录入到学生管理系统后，该信息会显示在正式成绩单上。

21. Specified Credit and Exemptions are recorded against the course code of the course against which it is awarded.

根据学位授予项目课程的课程代码记录指定学分和免修记录。

22. Unspecified credit is recorded against the credit course with the relevant alpha code and level.

未指定学分记录在含有相关数字代码和等级的学分课程中。

23. STI/EXI is used to record Credit or Exemptions awarded for prior study or microcredentials completed at ANU. STE/EXE is used for Credit or Exemptions awarded in recognition of prior or external learning at a different institution than ANU.

如果先前在澳国立完成的学习或取得的微证书，则使用 STI / EXI 记录获得的学分或免修课程。如果在澳国立以外的机构完成先前学习或外部学习而获得认可，则使用 STE / EXE 用于记录获得的学分或免修课程。

24. The following information is recorded on the unofficial transcript:

以下信息记录在非正式成绩单上：

- a. Amendments to program orders for unspecified credit, including which plan and requirement in that plan the credit applies to; and

因授予未指定学分而进行的课程秩序修正，修正内容包括采用何种课程计划和免修学分所适用的课程计划要求；以及

b. Any restrictions on enrolment that accompany the offer of credit.

免修学分通知书所附带的任何入学限制。

25. The College Student Office notifies the Student Administration and Records (STAR) team where approved credit results in a revised program end date for an international student on a Student Visa.

学院学生处负责通知学生管理和记录（STAR）部门，对于持有学生签证的国际学生，由于批准其免修学分，其课程结束日期将进行修改。

26. The STAR team generate a new CoE to reflect the revised program end date and provide the CoE to the student via their ANU student email account.

学生管理和记录部门会重新生成新的入学确认函 (COE)，新的入学通知函含有修改后的课程结束日期，并将通过澳国立学生邮箱发送至学生。

27. Where possible, courses credited or exempted are included in the calculation of the final classification of performance in accordance with the Coursework Awards Rule.

根据《授课式文凭授予原则》，在可能的情况下，已计入学分或免修的课程将包含在最终成绩分类计算中。

## Appeals

### 申诉

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

[《授课式文凭授予原则》](#) 中的标准申诉和审查程序适用于该申诉过程。

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