



## 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;  
课程预修要求；
- Non-enrolment in an academic year;  
一学年内未登记入学；
- 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，并附上尽可能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。

## Waiving of a course requisite

### 预修课程要求的豁免

19. Students who do not have the requisites for a course in which they seek to enrol, or want to apply for recognition of prior or external learning for a requisite:

不满足预修课程要求，或者需要申请对其过往学历和外部学历的认可的的学生：

a.	Complete the enrolment change form; and 完成注册更改表格；并且
b.	Where the case is based on formal learning, include an official transcript and course outlines or handbook as evidence; 如果使用正规学历进行申请，则应提供官方成绩单和课程大纲或学生手册作为申请材料；
c.	Where the case is based on non-formal or informal learning: 如果使用非正规或非正式学历进行申请： <ul style="list-style-type: none"> <li>• address any application requirements there may be specified on the course page on Programs &amp; Courses; or otherwise 满足“专业与课程”课程页面上指定的任何申请要求； 否则</li> <li>• include a statement of no more than 500 words of how they have achieved the requisites through their prior non-formal or informal learning, including</li> </ul>

	<p>evidence in support of the statement such as a sample of work or a detailed employer reference; and          需包含一份不超过 500 字的陈述，说明如何通过先前的非正规或非正式学习达到了预修条件，并提供支持该陈述的证据，例如工作样本或详细的雇主证明；并且</p>
d.	<p>Submit the application to the College Student Office that administers the course.          向负责此课程的“学院学生处”递交申请。</p>

20. Additional information and documentation may be required for an application to be assessed, including completion of an assigned task that demonstrates attainment of learning outcomes.

审核申请可能需要额外信息和文件，其中包括课业任务结业书以证明已达成学习成果。

21. The relevant Delegated Authority of the College administering the course, or their delegate, decides the application, consistent with Policy: Recognition of prior and external learning.

与课程行政管理相关的学院授权代表或其委托人，依据政策《对过往学历和外部学历的认可》决定申请结果。

22. The approval may include conditions that restrict the student's enrolment in courses earlier in a sequence of courses relevant to the requisite.

批准许可可能附含限制条款：限制学生较早注册和预修课相关的一系列课程。

23. The College Student Office advises the student in writing of the outcome and provides a permission code to the student. The permission code is ticked in SAS, and the student enrolls in their course on ISIS.

学院学生处以书面形式通知学生审核结果，并向学生提供许可代码。许可代码在 SAS (Student Administration System: 学生管理系统) 中进行勾选，然后学生在 ISIS (Interactive Student Information System: 交互式学生信息系统) 中进行课程注册。

24. Where a student is unable to enrol on ISIS due to enrolment deadlines being passed, the College Student Office owning the course enrolls the student.

如果由于已过选课截止日期而导致学生无法在 ISIS 上选课，则负责该课程的学院学生处会完成该生的选课。

25. 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:

如果学生注册某课程的前提是在该课程开始之前需要通过预修课考核，但却未通过预修课程考试，则会自动收到该课程被退课的通知，并且学生需要：

- a. Add an alternate course where they satisfy the requisite; or  
添加一门满足预修要求的其他课程；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**

### **一学年内未登记入学**

26. 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未能至少注册一门课程，而且也未正式通知本校其推迟入学或休学的决定，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。

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

如需重新注册，学生需要通过适当的申请程序以新生的身份重新申请入读大学。

28. 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.

根据相关授予规则，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专业所修的相关学分。

## **Transfers**

### **转课**

29. 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.

除非入读连读双学位课程，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，或法学学士和职业法律文凭]。跨课程等级的转课需要学生重新递交入学申请。

30. Students apply for program transfer in [ISIS](#).

学生在 ISIS 系统中进行转专业申请。

31. Transfer Applications are assessed by the College that owns the new program. Unless otherwise advised to the student, this includes an assessment for credit for courses from the old program into the new program in line with Procedure: Credit and Exemption, in which case no separate application for credit is required.

转专业申请由负责新专业的学院进行审核。除非另行通知学生，依据《学分和免试》政策，审核通常包含从原专业到新专业的免修学分评估。在这种情况下，学生无需另行申请免修学分。

32. Credit for courses completed as part of the old program is granted as specified credit.

原专业修读完成部分课程而授予的学分被认为是指定学分。

## **Academic progress**

### **学业进展**

#### *Monitoring and early intervention*

#### 监测和早期干预

33. Student academic progress is monitored by the Division of Student Administration and Academic Standards (DSAAS) 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.

每个学期学生管理和学术标准部（DSAAS）都会监测学生的学业进展情况，通过使用一系列风险指标，对上一学习期有一门或多门课程尚未通过的学生实施早期干预策略。

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

早期干预策略至少包含以下其中一项：

- a. Email contact early in the semester;

学期初的电子邮件联系；

- 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.

移交至相关学院或学生服务处的课程顾问，以制定个人专属的支持方案。



## Unsatisfactory progress

### 进展不佳

35. Students who are placed on academic probation 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 DSAAS.

就读该专业的学生如果处于学术察看期，负责该专业的学院将联系他们并要求他们与学术顾问会面讨论他们的学业进展情况。此通信基于 DSAAS 提供的模板。

36. The meeting with the academic advisor touches upon both academic advisement issues and personal study issues and is guided by information provided by DSAAS.

与学术顾问的会面以 DSAAS 提供的信息为指导，既会涉及学术咨询问题，也会涉及个人学习问题。

37. Students who are on academic probation are required to reduce their study load, if recommended by the Delegated Authority, to a maximum of 18 units in the next study period.

如果在授权代表的建议下，处于学术察看期的学生需要将下个学习期间的课业任务减少到最多 18 个学分。

38. 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.

学生会收到其课业负担减少的通知，该决定的记录会发送给学生并保留在学生记录中。

## *Restoration of Good Standing*

### *恢复良好学籍状态*

39. Undergraduate students, in eligible coursework programs, who are placed on academic probation may restore their academic standing by passing 8 or more courses, without failing any further courses, in the study periods subsequent to the last period in which a fail grade was recorded and they were placed on academic probation.

本科学生修读其有资格就读的授课式课程期间，如果上一个学期有过不及格的成绩导致其处于学术察看状态，但在之后的一个学期中没再有不及格的课程，并且完成了 8 门或者 8 门以上课程，则该生可以恢复学籍状态。

40. Postgraduate students, in eligible coursework programs, who are placed on academic probation may restore their academic standing by passing 6 or more courses, without failing any further courses, in the study periods subsequent to the last period in which a fail grade was recorded and they were placed on academic probation.

研究生修读其有资格就读的授课式课程期间，如果上一个学期有过不及格的成绩导致其处于学术察看状态，但在之后的一个学期中不再有不及格的课程，并且完成了 6 门或者 6 门以上课程，则该生可以恢复学籍状态。

***Unsatisfactory progress: Show cause***

*进展不佳：陈述理由*

41. Students who fail to maintain satisfactory course progress in their program or programs are placed on Show Cause.

未能在所读专业或项目保持良好课程进度的学生，则会勒令陈述理由。

42. Students who fail a coursework course in an award program for a third time are placed on Show Cause.

学生在就读授课式学位授予课程第三次不及格之后，则会勒令陈述理由。

43. Students on Show Cause receive notification inviting them to submit an appeal to the Academic Progress Committee against their exclusion from their academic career or, in the case of medical students, from their medical program.

勒令陈述理由的学生会收到通知，可以向学业进度委员会提出上诉，以免其被开除学籍或者如果是医学院学生不能继续其医科项目。

44. Students on Show Cause may submit an appeal to the Academic Progress Committee via the email provided on the Response to Show Cause cover sheet.

勒令陈述理由的学生可以通过《陈述理由回执》首页上提供的电子邮件向学业进度委员会提出上诉。

45. The Academic Progress Committee decides the outcome based on the student's academic record, Show Cause appeal (if one is submitted) and any other information requested by the committee.

学业进度委员会根据学生的学业成绩，“陈述理由”上诉（如果已提交）以及委员会所需要的其他任何信息来做出决定。

46. Students who are allowed to continue under conditions outlined by the Academic Progress Committee who then fail to meet those conditions, may subsequently be placed on Show Cause.

在学业进度委员允许下，学生可以在一定条件下继续学习，如果接下来未能满足这些条件，随后可能会被要求陈述理由。

***Unsatisfactory progress: failure to maintain results at an established level***

*进展不佳：成绩未能保持在既定水平*

47. Students who fail to maintain results at an established level for their program, and are notified that they must transfer, may request a review of the decision to transfer.

如果学生未能将课程成绩保持在既定水平上，因而被告知必须转学，则可以要求对转学决定进行复审。

48. Students submit their request for review in writing, including any evidence in support of their claims, to the Associate Dean of their College.

学生提出的复审理求，需要以书面形式并附有支持其主张的所有证据，递交至学院副院长。

49. The Associate Dean decides the outcome and provides a response in writing which includes the reasons for the decision.

副院长的决定结果将以书面形式进行回复，回复内容会包含作出决定的原因。

## **Record keeping and communications**

### **记录保存与沟通**

50. 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.

与学生的会面记录通过电子邮件发送给学生，会议记录使用基础模板，可以进行内容删减后再以邮件形式发出。该模板由 DSL 提供。

51. 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管理功能“SPRG 学生课程”下面的 HRSA 中，批注类别为“EAIN 早期干预”。

52. 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.

如果学生被要求参加本章节所规定的会面，但之后并未出席，该缺席记录将被记录在学生管理系统中。

### **Appeals 上诉**

53. 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。

**54. 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。

**55. 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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