



# Essential course information

课程基本信息 Beijing 北京



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# 1. Introduction 项目简介

This Handbook deals with questions such as:

- Enrolment
- Changing your study plans
- Withdrawing/discontinuing from a unit
- Deferring exam dates
- Satisfactory progress/performance
- Academic integrity
- Assessment and
- Requests for a review of grade

If you have any questions on any matters in this Handbook please contact the Program Director on [studentsupport@mafc.mq.edu.au](mailto:studentsupport@mafc.mq.edu.au)

All the information that is in this handbook and more can be found on the Macquarie Business School Applied Finance Centre student website. This is also where we post notices on the student noticeboard as well as in iLearn. Quicklinks to frequently used systems and sites can also be found here <https://mafstudents.mq.edu.au/>.

这个手册解答如下问题:

- 注册
- 改变学习计划
- 撤消或者终止一个科目
- 延期考试
- 学习进展标准/学术表现标准
- 学术诚信
- 评估以及申请重新评审成绩

如果您对这个手册的内容有任何问题, 请联系学习主管 [studentsupport@mafc.mq.edu.au](mailto:studentsupport@mafc.mq.edu.au)

麦考瑞商学院的应用金融中心的学生网站 <https://mafstudents.mq.edu.au/> 提供 这个手册的所有信息和更多内容。在学生通知栏和 iLearn 中我们也会更新通知。在这里也可以找到常用的系统和网站的快捷链接。

## 1.1 COMMUNICATING WITH MACQUARIE BUSINESS SCHOOL 与麦考瑞商学院的交流

Macquarie Business School uses your firstname. [lastname@students.mq.edu.au](mailto:lastname@students.mq.edu.au) email address as the preferred method of contact. It is Macquarie University policy that emails are sent to your @students.mq.edu.au email address provided to you by the University. This is both for security reasons and to minimise spam. Consideration will not be given, in any instance if you have missed information sent from Macquarie Business School because you have not logged into and checked this email account. It is your responsibility to ensure your contact details in iManage are up to date at all times.

麦考瑞商学院使用学生邮箱, 名.姓(拼音)@students.mq.edu.au, 作为首要联系方式。把邮件发送到学校提供的邮箱是麦考瑞大学的政策, 基于安全和减少垃圾邮件的双重原因。在任何情况下, 都不会因为你没有登录邮箱检查邮件帐户而错过了麦考瑞商学院的重要信息而开特例。始终保证在 iManage 中更新你的最新联系信息是你的责任。

FORMS Available from the MAFC student website <https://mafstudents.mq.edu.au/student-administration/student-forms/>. 麦考瑞商学院表格在 MAFC 的学生网站上可以找到。

### GENERAL 一般信息

- Change of Name - To advise change to your name
- Application for Credit/Exemption
- Application for Special Approval (Prerequisites) - To request waiver of prerequisites
- Application to Withdraw without Academic and/or Financial Penalty - Must be submitted before the final assessment task for the unit
- Change of Unit (Addition and/or Discontinuance) - To add and/or discontinue units after census dates
- 改名 - 告知姓名变化

- 申请学分/豁免
- 申请特殊批准（必修课程）申请特批上课，不受必修课程限制
- 申请撤销课程学习并且不受学术或者经济上的一惩罚必须在科目的最后考核任务前提交申请
- 改变科目（增加和/或者终止）在统计日之后增加和/或者终止科目

#### EXAMINATION 考试:

- **Special Consideration Application** - To notify us when you have experienced serious and unavoidable disruption to your studies. Your submission will be used to determine the outcome in accordance with the Special Consideration Policy.
- **Final Grade Appeal Application** - To appeal the final mark you received in a recent unit of study
- **Professional Authority** - To support a Special Consideration application when required by the Policy or as requested
- 特殊考虑-当你经历严重和不能避免的学习妨碍请通知我们。你提交的申请会根据特殊考虑政策来决定你的结果。
- 最终成绩申诉申请可以对你最近的科目学习的最终分数进行申诉。
- 专业证明-特殊考虑的申请必须付予专业证明以兹证明情况特殊

## 2. Your Study Plan 你的学习计划

### 2.1. ENROLMENT 注册

Most requests to alter your study plan require completion of the appropriate student form and the correct supporting documentation. Student forms can be found in Quick links from the MAFC student website.

大多变更学习计划的需求需要填写相应的学生表格和提供正确的支持文档。学生文档可以在 MAFC 的学生网站的快捷链接里找到。

Enrolment is to be completed on-line via iManage. You can enter the iManage site via Essential Services in the MAFC student website [mafcstudents.mq.edu.au](http://mafcstudents.mq.edu.au). Enrolment is available for units offered in the current calendar year only.

注册可以通过 iManage 在线完成。你可以从 MAFC 的学生主页 [mafcstudents.mq.edu.au](http://mafcstudents.mq.edu.au) 上的“必需服务项”进入 iManage。只有本自然年度提供的科目才可选注册。

This is very important. If you wish to discontinue a unit once the census date has passed please complete a 'Change of Unit' form and submit to [studentsupport@mafc.mq.edu.au](mailto:studentsupport@mafc.mq.edu.au) (refer Section 2.4 'Discontinuance'). All changes to a student's study plan will be confirmed in the main Macquarie University student management system (AMIS) and can be viewed by a student by logging into eStudent. Please note that it can take a few days for the data to be confirmed.

以下信息非常重要，如果你需要在统计日过后终止一个科目，请完成“改变科目”表格并且提交给 [studentsupport@mafc.mq.edu.au](mailto:studentsupport@mafc.mq.edu.au)（参考章节 2.4 的“终止”）。所有的学习计划变化都会在麦考瑞大学的学习管理系统（AMIS）中确认，并且可以在登录 eStudent 后查看。请注意信息确认需要几个工作日。

Further information regarding enrolment dates, pre-requisites, unit note collection and other general enrolment information can be found at [mafcstudents.mq.edu.au](http://mafcstudents.mq.edu.au)

其它关于注册日期，前提必修课，各科目讲义收集的信息和其它一般注册信息可以在 [mafcstudents.mq.edu.au](http://mafcstudents.mq.edu.au) 内找到。

#### 2.1.1. ENROLMENT IN UNITS FOR WHICH THERE ARE PRE- REQUISITES 注册有前提条件的科目

You may enrol only in units for which you have satisfied the pre-requisites (eg: successful completion of a specified core unit). In general, pre-requisites will not be waived, other than in exceptional circumstances. Any request to enrol in a unit for which a pre-requisite has not been met requires the completion of an 'Application for Special Approval' form. It must be submitted no later than five (5) working days prior to the commencement of classes and can be found in Quicklinks on the MAFC student website: [mafcstudents.mq.edu.au](http://mafcstudents.mq.edu.au). Late forms will not be accepted.

你只可以注册那些满足前提条件的科目（比如：预先完成指定的核心科目）。通常来说，前提条件不能被免除，除非是特殊情况。任何注册任何没有满足前提条件的科目都必须完成“前提条件特殊批准申



请”表格。免除表格必须在开课前五个工作日提交并且可以在麦考瑞应用金融中心网站：[mafstudents.mq.edu.au](http://mafstudents.mq.edu.au)的快捷链接中找到。晚交的表格不能被接受。

The expectation is that all students enrolled in the Masters will complete the majority of their core units prior to studying electives. 在学习选修课程前所有注册硕士的学生都应该能够完成大部分核心课程。

## 2.2. RECOGNITION OF PRIOR LEARNING (RPL) FOR CREDIT /EXEMPTION 学分认可及豁免

We recognise prior learning. For specific credits / exemptions please refer to <https://www.mq.edu.au/about/about-the-university/faculties-and-departments/business/study-with-us/macquarie-applied-finance-centre/credit-and-exemption>  
我们认可之前的学习。特别的学分/豁免请参考 <https://www.mq.edu.au/about/about-the-university/faculties-and-departments/business/study-with-us/macquarie-applied-finance-centre/credit-and-exemption>

## 2.3. DEFERMENT AND RE-ADMISSION 延期或者重新入学

It is not possible to formally defer enrolment at postgraduate level. A candidate who chooses not to study for 4 consecutive semesters must apply for re-admission. This application for re-admission must be completed by the relevant closing date.

正常情况下研究生学习的注册不能延期进行。学员如果超过四个连续的半年学期没有注册课程必须申请重新入学。重新入学的申请必须在特定截止日期前提交。

Previous Macquarie University students returning to the same program must complete an on-line Application Form. 之前的麦考瑞应用中心学生重新回到同样的项目必须完成在线申请表格。

If your request for re-admission is successful, you will receive a new offer into the current in-take of your course and you will be liable for the current year's fees for your course.

如果你的重新入学申请成功，你会收到新的一期的课程的录取通知书并且适用本年度的课程费用。

## 2.4. DISCONTINUANCE OF A UNIT 终止一个科目

You should note discontinuance does not happen automatically. In particular, non-attendance at class or failure to collect the notes or failure to meet unit pre-requisites does not amount to discontinuance. 你应该了解终止一个科目不是自动成立的。例如，不上课或者不去获取讲义或者没有满足科目学习的前提条件都不是终止这个科目的理由。

If you discontinue from a unit, the following rules apply:

- If you discontinue from a unit before the census date (refer glossary) and return the notes, you will be treated as not having been enrolled (NE). No result will show on your academic transcript.
- If you discontinue from a unit up to four (4) weeks after census date, you will be treated as having withdrawn (W) and this will show on your transcript. As you have been given a result for this unit, your fees will still be allocated against this unit. This means you will not be able to claim a refund.
- If you discontinue from a unit more than four (4) weeks after the census date, your result will be a fail (F) and this will show on your transcript. As you have been given a result for this unit, your fees will still be allocated against this unit.

如果你需要中断一个科目的学习，要遵守以下规则：

- 如果你在课程的统计日（参见词汇表）之前中止并且归还学习笔记，你可以被视为没有注册。在你的学习成绩单上不会有所体现。
- 如果你在统计日后四周之内中断学习，你被视为撤消科目（W），这会在学习成绩单上有所体现。如果你已经得到这个科目的成绩，你付的学费就已经计入了此科目。这说明你不会得到退款。
- 如果你在统计日后四周后中断学习，你的学习结果会被标注为“未通过”(F)，并且这个结果会出现在学习成绩单中。并且因为你已经得到了这个成绩，你的学费会被计入到这个科目。

### 2.4.1. DISCONTINUANCE OF A UNIT WITHOUT PENALTY 无惩罚条件的中断科目

If you believe that you need to discontinue from a unit at any time after the census date but before the final examination due to 'serious and unavoidable disruption' you may submit an Application to Withdraw without Academic and/or Financial Penalty form. This form must be submitted with evidence

of the event or circumstance which result in it not being possible for you to continue to effectively study in that study period.

如果你认为有“严重的不能避免的妨碍”需要在统计日后期末考试前的任何时间中断一个科目，你需要提交无学术或者财务惩罚撤消申请表格。这个表格必须和证明事件或者环境导致你不能继续在本学习周期里继续学习的材料一起提交。

Serious and unavoidable disruption is defined in the University's Withdrawal and Discontinuance (Coursework) Policy at <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/withdrawal-and-discontinuance-coursework> Serious and unavoidable disruption is an event or circumstance that:

- a) could not have reasonably been anticipated, avoided or guarded against by the student, and
- b) was beyond the student's control, and
- c) caused substantial disruption to the student's capacity for effective study and/or the completion of required work, and
- d) occurred during an event critical study period and was at least three (3) consecutive days duration, and / or
- e) prevented completion of a final examination.

严重和不能避免的状况在学校的撤消和中断(课程) 规则里有定义，  
<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/withdrawal-and-discontinuance-coursework> 严重和不可避免情况包括：

- a) 不能合理的预测到、避免或者防止，并且
- b) 超出学员的控制，并且
- c) 影响到学员的有效学习和课程的完成，并且
- d) 在学习的决定性重要阶段发生而且持续三日以上，并且/或者
- e) 导致学生不能完成期末考试。

Circumstances may involve medical reasons, family or personal reasons or employment related reasons. They do not include issues such as being very busy at work.

状况可以包括医疗原因，家庭和个人原因或者雇主原因。但是不包括工作很繁忙这类问题。

For a request to withdraw without academic and/or financial penalty to be considered, you must submit the application before you sit the final exam (or submission of the final assessment task for that unit if applicable). Once a grade has been ratified by the Academic Senate it will not be changed.

In exceptional circumstances the Deputy Vice-Chancellor may approve an application submitted at a later date.

你必须在期末考试（或者适用于最终的评估任务提交）前提交，无学术或这财务惩罚的撤消申请才会被考虑。一旦分数被学术理事会认可，成绩不会再被改变。在极端情况下，代理系主任有可能批准迟交的申请。

## 2.5. SPECIAL CONSIDERATION 特殊考虑的情况

The University's Special Consideration Policy can be found at: <https://students.mq.edu.au/study/my-study-program/special-consideration>

学校的特殊考虑政策可以在以下网址找到：<https://students.mq.edu.au/study/my-study-program/special-consideration>

The Special Consideration Policy applies only to short-term, unexpected, serious and unavoidable circumstances that arise after a study period has commenced.

《特殊考虑政策》只适用于在学期开始后遇到的特殊并且不可避免的状况。

If a student believes that their studies have been seriously and unavoidably disrupted by any of the events set out in the Special Consideration Policy, a Special Consideration Application form must be submitted together with supporting evidence to the Program Director at [studentsupport@mafc.mq.edu.au](mailto:studentsupport@mafc.mq.edu.au) no later than five (5) working days of the assessment task date or due date. This form can be found in Quicklinks on the MAFC student website ([mafcstudents.mq.edu.au](http://mafcstudents.mq.edu.au)).

如果学生确信他们的学习被严重并不可避免的事件打断了，而此事件又符合《特殊考虑政策》中的规定，那么学生必须在作业评估日或递交日之后的 5 个工作日内将《特殊考虑申请表格》以及相关的支持证据一并递交给项目主管：[studentsupport@mafc.mq.edu.au](mailto:studentsupport@mafc.mq.edu.au)。这个表格可以在麦考瑞应用金融中心的学生网站 [mafcstudents.mq.edu.au](http://mafcstudents.mq.edu.au) 的快速链接中找到。

If a serious and unavoidable disruption event affects your ability to complete a scheduled exam, and your application in respect of special consideration is approved by the Program Director, you will be required to sit a supplementary exam on the date specified by the Program Director and you will need to make yourself available for this exam.

如果这个严重并且不可避免的妨碍事件影响到您完成规定的考试，在你的特殊考虑申请已经被项目主管批准的条件下，您会被要求参加一个项目主管指定的补考并且您必须确保准时参加考试。

## 2.6. CENTRE OF STUDY 学习中心

Your centre of study is, in general, the Centre at which you intend to attend the majority of your lectures. Assessment of your study centre remains at the discretion of the Centre and we reserve the right to review your centre of study subject to your enrolment. Your centre of study will be used to determine your unit fees.

你的学习中心通常是你将要参加大部分课堂/课程的学习中心。你的学习成绩由你选择上课的中心裁定，但是我们有权利审核或重新评估你的成绩。你注册学习的科目费用由学习中心的地点决定。

## 2.7. ATTENDANCE AT CLASS 课程的出勤

Class attendance is not compulsory. However, the Master of Applied Finance is a face-to-face teaching program and attendance and participation is strongly encouraged. If you choose not to attend classes your non-attendance will be noted. Any applicable in-class exercises or participation mark will receive a mark of zero if classes are not attended, unless special consideration has been approved by the Program Director under the University's Special Consideration Policy.

课程的出勤不是强制性的。但是，应用金融硕士是一个面授课程，所以我们强烈建议出勤和参与课程。如果你选择不出勤课程，你的缺勤会被记录。在学生缺勤课程的情况下，所有的课上练习和课堂参与的分数会被记为 0 分。由学习主管依据特殊考虑政策批准的特别情况除外。

## 2.8. REMOTE STUDY 远程学习

The Graduate Certificate of Finance is an online program, with four commencing dates per year.

Both the Master of Applied Finance and the Graduate Diploma of Applied Finance are face-to-face teaching program and all students are encouraged to attend all classes. Where a student is transferred overseas and only has a few elective units remaining to complete their degree, a student may apply to study on a remote basis. Approval is at the discretion of the Program Director.

金融毕业证书课程是个完全在线的学习的项目。每一个学年有四个时段入学。学生可以根据自己的进度和时间学习。

应用金融硕士学位和应用金融毕业生文凭都是面授课程 并且我们鼓励所有的学生都参加课程。如果一个学生因故出国并且只有少数的选修课需要完成以获得学位，该学生可以申请远程学习。申请会由学习主管自行决定批准。

# 3. Assessment 学术表现评估

## 3.1. GRADES 评分

You receive a grade for each unit. You will also receive a numerical mark (the way this mark is determined is outlined in the Unit Guide for each unit.) The cut-off levels are: 85 and over High Distinction; 75-84 Distinction; 65-74 Credit; 50-64 Pass; 0-49 Fail.

您的每门科目都会获得一个等级评分。同时，您也会获得一个数字分数（每一门科目的评分标准都会在各科目的科目指引中说明。）分数的等级划分如下：85 分及以上优异（HD）；75-84 优秀（D）；65-74：良好（Cr）；50-64：及格（P）；0-49 不及格（F）。

For more details about Grades, please refer to 有关学分的详细资料可以在麦考瑞应用金融中心的学生网站找到 <https://mafstudents.mq.edu.au/student-administration/program-rules/program-rules-online-version/grades/>

### 3.1.1. RESULTS 结果

Results for core and elective units will normally be available within six to eight (6~8) weeks after the final exam. An email will be sent by student support informing students to log into the student portal to view results when available. To obtain general feedback on your performance in specific assessments please contact your lecturer via email.

核心课程和选修课程的结果通常在期末考试后六-八周内公布。当成绩出来时，学生会发送邮件通知学生登录他们的学生账户去查看成绩。如需成绩反馈意见，请给讲师发送邮件。

### 3.1.2. APPEAL OF GRADE 成绩申诉

The grade appeal process ensures that students are not disadvantaged on procedural grounds (i.e. where stated procedures are not followed). It is not to be submitted as an automatic response to an undesirable outcome. Appeals will be treated seriously and fairly but in return they must be genuine and carefully justified in terms of the allowable grounds for appeal.

成绩申诉流程保证学生在申诉流程上不会处于劣势（比如声明的流程没有被遵守）。申诉不是给学生要求重审考试成绩的机会。申诉会被严肃和公平的对待，但是申请者也必须真实并认真的判定自己是否符合申诉的条件。

A student is expected to seek feedback from their lecturer or unit convenor in regard to their performance in specific assessments in advance of submitting a grade appeal. Grade appeals will be screened prior to processing and those found not to meet the grounds set out below will be rejected without further consideration. The following are not valid grounds for appeal:

- Failure, including claims regarding effort put in or beliefs about performance
- Challenges to marking - the academic judgement of unit convenors and markers is not open to question. Questions on these points should be addressed via consultation with the unit convenor.

在提交成绩申诉之前，学生可以通过他们的讲师或者科目的负责人寻求对特定的评估内容的反馈。成绩申诉在处理前会被审核，如果不符合以下的设定立场申诉不会被考虑并被驳回。以下是无效的申诉的理由：

- 不及格，包括对所付出的努力或者对成绩的信心的说明
- 对评分的质疑--对科目负责人和评分者的学术判断的怀疑，这是不允许质疑的，不予讨论。这些问题的讨论需要与科目负责人进行咨询。

A formal grade appeal must be supported by evidence. Grounds for a grade appeal are limited to:

1. A clerical error occurred during the determination of a final grade;
2. The Unit Guide was not in accordance with the Unit Guide Policy, which can be accessed at [mq.edu.au/policy/docs/unit\\_guide/policy.html](http://mq.edu.au/policy/docs/unit_guide/policy.html);
3. Due regard was not paid to illness or misadventure that had been found to be eligible for special consideration;
4. The student had been disadvantaged in some way due to the conduct of the an assessment task;
5. The student had been disadvantaged by variation of the assessment requirements or feedback provisions laid out in the Unit Guide; and

正式的申诉必须有证据支持。成绩申诉的基本条件限定为：

1. 在判定的最终成绩中有书写错误；
2. 科目指引不符合科目指导政策规定，详细信息请见：[mq.edu.au/policy/docs/unit\\_guide/policy.html](http://mq.edu.au/policy/docs/unit_guide/policy.html);
3. 截止时间没有考虑疾病或者其他符合特殊情况的不利因素；
4. 学生在完成某项评估时处于某种不利的境地；
5. 学生因为评估要求或者在科目指导中反馈条款的变化导致的不利境地；

If after reviewing this list you believe you have grounds for a grade appeal, and you can demonstrate those grounds, please complete and submit a 'Final Grade Appeal Application' form to [studentsupport@mafc.mq.edu.au](mailto:studentsupport@mafc.mq.edu.au) within twenty (20) working days of receiving your recommended result. Your submission MUST include detailed evidence to support a grade appeal. The Final Grade Appeal Application form can be found in Quicklinks on the MAFC student website.

如果重新查阅了这个列表后你确信有成绩申诉的理由，并且你可以为你的理由提供证明，请完成并且提交“最后成绩申诉表格”到 [studentsupport@mafc.mq.edu.au](mailto:studentsupport@mafc.mq.edu.au)，在收到建议结果的二十个工作日之内。你必须提交详细证据来支持成绩申诉。最终成绩申诉表格可以在麦考瑞应用金融中心网站的“快速”链接中找到。



### 3.2. EXAM RULES 考试规定

1. You are expected to comply with the exam requirements ([mafcestudents.mq.edu.au/student-administration/program-rules/exam-requirements/](https://mafcestudents.mq.edu.au/student-administration/program-rules/exam-requirements/)).
  2. We expect you to sit exams on the scheduled date. To assist you to do that, an exam date is published in the timetables on our website for some months before that exam.
  3. Macquarie University operates under a 'Fit to Sit' model. This means that in sitting an exam and/or in-class test or a quiz or otherwise submitting an assessment, you declare yourself fit to do so. Therefore, if you are feeling unfit to sit the exam, test or quiz, or otherwise submit the assessment (as the case may be), you should not do so. If you sit an exam, test, quiz, or otherwise submit an assessment, knowing that you are unfit to do so, you will not be granted Special Consideration. For more details: <https://students.mq.edu.au/study/my-study-program/special-consideration>
  4. Exam charges will be applicable for students intending to sit an exam outside their centre of enrolment.
  5. If you want to sit an exam in a different location other than a MAFC teaching centre (e.g. due to business travel to another city, or to be closer to your home residence), please contact the Program Director at studentexams@mafcestudents.mq.edu.au, no later than four (4) weeks before the exam. Requests made after this time will not be accepted.
  6. You will be charged the cost for holding an exam outside an MAFC teaching centre, and will be liable for these fees. Fees could cost up to AU \$1,500 depending on the venue and location of the exam. If you are studying in Beijing please refer to section 8 for fee information. Please note that we cannot guarantee that we will always be able to make arrangements for you to sit your exam at another location other than a MAFC teaching centre. Please also note that non-payment of this exam fee will result in no further exams being organised and you will be expected to sit the exam in the centre that you are enrolled in.
  7. If you do not attend an exam you will be given a Fail (F) grade on your transcript unless special consideration has been approved by the Program Director under the University's Special Consideration Policy.
  8. Most of the Centre's units have exams. To pass most of those units you must pass the exam(s) for that unit (no matter how well you have performed in earlier assessments). (Details are provided in the relevant Unit Guide for each unit.) This is known as a hurdle requirement. If you fail to meet the hurdle requirement on your first attempt, and the Examiners' Committee judges that you have made a serious attempt at passing that exam (e.g. you got close to passing it), you will be provided with a single opportunity to sit a supplementary exam at a date specified by the Program Director and you will need to make yourself available for this exam. If you are awarded a supplementary hurdle exam, it will be graded on a pass/fail basis. If you pass this examination the mark you will be awarded for the unit will be the original raw total of all your assessment tasks including the original exam. That is, the supplementary hurdle exam only impacts your meeting of the hurdle requirement. Passing that exam does not impact your raw total.
1. 学生需严格遵守考试要求 ([mafcestudents.mq.edu.au/student-administration/program-rules/exam-requirements/](https://mafcestudents.mq.edu.au/student-administration/program-rules/exam-requirements/))
  2. 我们要求你在规定的日期参加考试。为了协助你做到这一点，考试日期在考试前几个月就会在网站时间表里发布。
  3. 麦考瑞大学的考试运作遵循“状态良好才考试”的模式。这意味着如果您参加了这次考试、课堂测验、或者递交了作业，那么学校将会默认您是在自己感觉状态良好的情况下参加的考试或递交的作业。所以，如果您在参加考试或者地交作业之前感觉自己的状态不好，您就不应该参加考试或递交作业。如果您在自己状态不好的情况下参加考试、测验或递交作业，那么您即使在之后申请特殊考虑也不会被获批。更多详情请参见 <https://students.mq.edu.au/study/my-study-program/special-consideration>
  4. 如果你希望在注册学习的中心之外参加考试，那么你需要对该考试付费。
  5. 如果您想在 MAFC 教学中心之外的某一个地点参加考试（例如您因为工作原因要出差去另一个城市，或者您想选择一个离自己的住处更近的地点），请在考试之前的至少 4 周之内联系项目主管 studentexams@mafcestudents.mq.edu.au。
  6. 如果您想在 MAFC 教学中心之外的地点参加考试，那么就需支付相应的费用。取决于考试的地点及场地，该费用可能会高至\$1,500 澳元。如果你在北京学习，请参考第 8 章的费用信息。请注意我们不能保证一定可以安排在麦考瑞应用金融教学中心之外的考试。请注意如果不支付这个费用，可能导致不能给你安排考试因此你必须在注册中心考试。
  7. 如果你来参加考试，成绩单上会显示不及格 (F)，除非你得到了项目主管根据《特殊考虑政策》制定的特别批准。
  8. 中心的大多数科目都有考试。要通过这些科目，您必须通过这些科目的考试考核（无论您在之前的作业评估中表现多么出色）。（具体事项会在每一科目的科目指引中说明。）该原则被称

为门槛要求。如果您第一次没有达到门槛要求通过考试，但考试委员会的审核人员认为您在这次考试中已尽力（例如您非常接近及格的分数），那么您会获得仅有的一次补考机会，补考日期将由项目主管指定，您必须按时参加补考。如果学员获得补考资格，那么补考结果将分为“及格”或“不及格”两等。如果您补考的分数致使您通过本科目的考试考核部分，那么您获得本科目的最终成绩将基于您该科所有评分项目的原始成绩计算，而考试部分的成绩也将使用您原始的考试成绩。补考的具体得分不会影响您该科的原始成绩（也就是您最终将获得的总分）。

### 3.3. ASSIGNMENTS 作业

#### 3.3.1. GENERAL INFORMATION 一般信息

You are expected to submit assignments by the due dates.

你被期待在截止日期前提交作业。

An 'Application for Special Consideration' must be submitted to request for extension of any assessments. You can find the form here: <http://mafstudents.mq.edu.au/student-administration/student-forms/>

学生必须提交‘特殊考虑申请表格’以要求延期递交作业。点击下载申请表格

<http://mafstudents.mq.edu.au/student-administration/student-forms/>

For more information regarding Special Consideration, please visit:

<https://students.mq.edu.au/study/my-study-program/special-consideration>

有关特殊考虑的详细信息, 可以在此学生网站找到 <https://students.mq.edu.au/study/my-study-program/special-consideration/>

Requests to extend assignment due dates are separate from requests to defer exams. Approval of a request to defer an exam date does not give an automatic extension of the assignment date.

迟交作业的申请和延期考试申请是分开的。延期考试的批准不自动给予作业的延期。

#### 3.3.2. SUBMISSION OF ASSIGNMENTS 提交作业

All assignments are to be submitted electronically via Turnitin within the Unit iLearn site, unless otherwise instructed by your lecturer. Instructions on how to submit your assignment via Turnitin can be found at: <http://china.mafc.mq.edu.au/>

You should keep a hard copy (printed version) of your assignment until you have your final result in case your original is misplaced. This is rare, but it happens.

所有作业都需要在 iLearn 系统的 Turnitin 上提交电子版本，除非导师有特别的指示。如何通过 Turnitin 提交作业的指导可以在以下网址找到: <http://china.mafc.mq.edu.au/>

你需要保留一份硬拷贝（打印版本）直到收到你的最终成绩以避免你的原版被错放。虽然很少见，但是发生过。

## 4. Satisfactory Performance 学术表现标准

### 4.1. SATISFACTORY PROGRESS 学习进展标准

You are expected to maintain satisfactory progress in this Master's program. After two semesters of part-time study, you should normally have sat for the final exam for at least two core units. If you have not met that benchmark, your participation in the program will be subject to review by the Centre's Review Committee and can lead to termination of your studies.

在这个硕士项目中你需要达到学习进展标准。两个半年学期的兼职学习后，你应该至少完成了两门核心课程。如果没有达到这个评价准则，你对这个项目的参与度需要被中心的评审委员会进行重新评审，这可能导致你学习的中止。

### 4.2. UNSATISFACTORY PERFORMANCE 未达标的学术表现

Unsatisfactory performance can lead to termination of your studies. Grounds for unsatisfactory performance are a fail grade in two core units or four elective units or an equivalent mix of a core unit and elective units, or two fail grades in the same core unit (that is, 8 credit points).

If you fail to provide sufficient evidence to explain your performance within the required time frame you may be excluded from the program. Students who are permitted to continue will likely be placed on a

restricted study plan. Failure in the first 2 units of study in the program is likely to lead to termination of your studies.

未达标的学术表现可以导致你学习的中断。未达到标准的基本条件是两门核心课程或者四门选修课程不及格，或者等同于此学分的核心课和选修课组合，或者在同一门核心课两次不及格(也就是 8 个学分)。如果你在所需要的时间间隔内不能提供足够的证据解释你未达标的表现，你可能会被除名。被允许继续学习的学生会被安排限制性的学习计划。如果项目开始的两门科目未通过很可能导致你的学习中止。

## 5. Academic Integrity 学术诚信

Academic honesty is at the nature of scholarly endeavour. Academic honesty means that:

- All academic work claimed as original is the work of the author making the claim;
- All academic collaborations are acknowledged;
- Academic work is not falsified in any way; and
- When the ideas of others are used, these ideas are acknowledged appropriately.

We expect our students to conduct themselves with integrity; particularly as it relates to plagiarism and exam conduct.

学术诚实是学术性成就的前提。学术诚实意味着：

- 所有声明是原创的学术工作都是声明者做出的工作；
- 声明所有的学术合作工作；
- 学术工作不是伪造的；并且
- 如果作者使用了其他人的想法，那么这些想法会被适当公布为其他人的贡献。

我们期望我们的学生能够贯彻这一原则，特别是涉及到抄袭和在考试中的行为。

For more details about the Academic Integrity Policy, please refer to 有关学术诚实政策的详细说明可以在麦考瑞应用金融中心的学生网站找到 <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/academic-integrity>

### 5.1. PLAGIARISM 剽窃

You should acknowledge appropriately the sources of the material you use in an assignment or any other piece of work. To maintain good academic practice on acknowledging sources, you should always:

1. State clearly in the appropriate form where you found the material on which you have based your work;
2. Acknowledge the people whose concepts, experiments, or results you have extracted, developed, or summarised, even if you put these ideas into your own words; or
3. Avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that you have thought about the material and understood it, but remember to state clearly where you found the ideas.

你需要如实的告知你在作业和其它工作中所引用的材料。为了保证在引用其它材料基础上获得满意的学术实践，你需要：

1. 以合适的形式标明你的工作所依赖材料的出处；
2. 说明对其他人的概念、实验或者结果进行摘录、延展、总结甚至只是重述；
3. 即使标明了出处，你也要避免对另外一个作者过多的段落抄写。你需要使用另一种表述方法表明你对材料的思考和对内容的理解，注意一定要标明此想法的出处。

If you take and use the work of another person, including your classmates, without clearly stating or acknowledging your source, you are falsely claiming that material as your own work. This is not good practice and you will be penalised by loss of marks, sometimes all marks. You will also be penalised in these ways if you encourage or assist another person to do this.

如果你接受并使用了其他人的工作内容，包括你的同学，然而没有明确的表明或者告知出处，你就错误的声明了那些素材是你自己的工作。你将会为此行为被处罚，包括减分，有些情况会给予零分。如果你促使或者帮助其他人这样的行为，你也会同样会被处罚。

Misconduct and academic misconduct allegations are handled and resolved in accordance with the Student Discipline Rules and Procedure found at <https://students.mq.edu.au/study/getting-started/student-conduct>

学生纪律和学术不当行为指控是根据学生纪律规则程序处理，网址为 <https://students.mq.edu.au/study/getting-started/student-conduct>

## 5.2. STUDENT'S CONDUCT IN EXAMINATIONS 考试行为准则

Students are required to:

- provide their Macquarie University student card as photographic proof of identity for the duration of the examination. This must be visible at all times during the examination. In exceptional circumstances, the Examination Supervisor may allow alternative photographic proof of identity such as a current driver's licence, a current Proof of Identity card or a current passport
- leave mobile phones, electronic devices, bags, computers, notes, books or similar at the front or back of an examination venue unless with the written permission of the unit convenor
- ensure any water brought into the examination room is in a clear and unmarked bottle
- obey all instructions provided by an examination supervisor
- refrain from communicating in any way with another student once they have entered the examination venue.

学生需要遵守如下原则:

- 在考试期间提供麦考瑞大学的学生证作为有照片的身份识别。这个学生证在整个考试期间必须保持在可见范围内。在特殊情况下，监考人员可以允许考生提供其它照片身份证明，比如现有的澳洲驾照，现有的澳洲照片证明或者现有的护照
- 考生需要把手机、电子设备、包、电脑、笔记、书和其它类似的物品放置在考试地点的前方或者最后，除非有科目负责人的特别书面允许
- 保证带入考场的水瓶干净并没有标记
- 服从监考人员的所有指示
- 一旦进入考场避免和任何学生以任何方式交流

Students are not permitted:

- into an examination venue once one hour from the time of commencement (excluding any reading time) has elapsed
- to leave an examination before one hour from the time of commencement (excluding any reading time) has elapsed
- to be readmitted to an examination venue unless they were under approved supervision during the full period of their absence
- to obtain, or attempt to obtain, assistance in undertaking or completing the examination script.
- to receive, or attempt to receive, assistance in undertaking or completing the examination script.

学生不允许:

- 在考试开始后一个小时不允许进入考场（不包括阅读时间）
- 在考试开始后一个小时不允许离开考场（不包括阅读时间）
- 离场考生不允许再次进入考场除非他们离开时有监考人员全程陪同
- 获得或者试图获得帮助答题或者完成考卷
- 接受或者试图接受帮助答题或者完成考卷

A student in breach of any of the conditions relating to an examination will be referred to the Director and in severe cases will be referred to the Executive Dean and the University's Disciplinary Committee. Procedures and penalties are as set out in the University's Academic Integrity Policy, which can be accessed at <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/academic-integrity>

在考试中违反任何情况都会被报告给主管，在严重情况下会被报告给执行系主任和大学纪律委员会。流程和处罚在学校学术诚信政策，在以下链接中访问，<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/academic-integrity>



## 6. iLearn 课程管理系统

iLearn is the online system for:

- Submitting assignments
- Retrieving course notes, readings and other unit resources
- Communicating with your cohort and lecturer

iLearn 是一个在线课程管理系统，它可以：

- 提交作业
- 获取课程笔记，读取其它资源
- 和讲师以及同伴联系

Students are expected to login to iLearn frequently, at a minimum twice a week. iLearn can be accessed in Quicklinks on the MAFC student website. Announcements, forum posts and notifications are directed to the students' MQ student email only.

期望学生能够经常访问 iLearn，一周最少两次。iLearn 可以通过麦考瑞应用金融中心网站的快速链接访问。通告、论坛帖子和通知会被直接发送到学生的麦考瑞邮箱中。

The login point for access to an iLearn unit is <http://china.mafc.mq.edu.au/>

访问 iLearn 科目的链接是 <http://china.mafc.mq.edu.au/>

## 7. Fee and Refund Policy 学费及退还的政策

This is applicable to students studying in Beijing only. Tuition fees are payable to Tsinghua University at the beginning of each academic year for the full year. Students commencing study in 2010 or later who withdraw completely from the program for any reason, including those who are required to withdraw due to poor performance, will receive a refund of 90% of their course fees for any units in which they have yet to commence study. The 10% of the fees for untaken units that is not refunded will be retained by Tsinghua. Students who require a partial refund of fees due to changing the location in which they choose to study will not be subject to this policy.

Where additional credit points are done to successfully complete the program, these will be assessed at a reduced “repeat fee” rate of 60% of the current fee applicable to the units studied.

Course materials fees will not be refundable for any student who withdraws from the program for any reason. If you choose to sit an exam in another city in China, a fee of ¥500 will be applicable. A fee of ¥500 will be charged for each deferred exam held in Beijing.

这仅适用于在北京学习的学员 学员应在每学年初支付全年的学费给清华。

2010年或其后学年入学的学员因任何原因彻底退学的，包括因成绩不合格而被要求退学的，对于他们尚未开始学习的科目，将退还 90%的科目学费。未被退还的 10%的学费将由清华保有。对于改变学习地点而需要退还部分科目学费的学员，将不按此规定办理。

如果需要额外的学分以完成有关课程，每个学科的学费将以“重复学费”计算，学生只需要支付该学科全数学费的 60%。

不论何种原因退学的学员，教材讲义费不退。如学员选择在中国另一个城市参加考试，需支付的费用为 RMB500 或以下如学员被批准在北京参加延期的考试，每科需支付的费用为 RMB500。

## 8. Glossary 词汇术语表

### 8.1. CENSUS DATE 统计日

Unit census date is the last date that you can withdraw from a unit without incurring academic penalty. 科目统计日是你可以撤消科目而没有相关的学术处罚的最后一天

### 8.2. SERIOUS AND UNAVOIDABLE DISRUPTION 严重并不能避免的妨碍

Serious and unavoidable circumstances is defined in the University's Special Consideration Policy. Circumstances are deemed to be serious and unavoidable if arising from a set of circumstances that:

- Could not have reasonably been anticipated, avoided or guarded against by the student; and
- Was beyond student's control; and



- Caused substantial disruption to the student’s capacity for undertaking assessments for the unit; and
- Occurred during an event critical study period and was at least three (3) days duration or a total of 5 days within the teaching period and/or
- Prevented completion of an assessment task scheduled for a specific date (e.g. final examination, quiz or assignment)

严重并不能避免的妨碍在学校的特殊考虑政策中定义政策中定义。严重并不可避免妨碍情况定义为以下事件的结果或者设置的条件：

- 学生不能合理的预测到，避免或者提出反对
- 超出学生的控制范围，并且
- 影响学生能有效学习和完成需要的习作，并且
- 在本学习的决定性事件阶段发生并且持续三日以上，并且/或者
- 导致学生不能完成期末考试。

### 8.3. SPECIAL CONSIDERATION 特殊考虑

Special consideration is defined in the University’s Special Consideration Policy. The purpose of Special Consideration is to enable the University to support students who have been impacted by circumstances that are unexpected, unavoidable, significantly disruptive and beyond the student’s control, and which may affect their performance in assessment.

特殊考虑在麦考瑞大学学校的特殊考虑政策中定义。特殊考虑定义为以保障学生不能预测，不能避免或超出学生的控制范围，能有效学习和完成需要习作的额外条款。

### 8.4. UNIT, SUBJECT 科目

(for example, ECFS867 Financial Instruments)

科目（比如 ECFS867 金融工具）

### 8.5. WITHDRAW 撤消科目

See Discontinue Studies in a Unit in section 2.4.

查看 section 2.4 中的中断科目学习

## 9. Office Details 办公室详情

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