

# Degree defense system

## 国际学生教育业务管理平台操作教程

### ——系统登录、培养指导、培养管理、学位管理

#### 登录 on load

网址 website : sep.ucas.ac.cn

用户名 account : students ID or email

密码 password : passport number or students ID

国科大网络中心电话 website center of UCAS : 010-88256622



# 1、培养指导系统

## instruction system

First, change the language from “简体中文” to “English”



点击“论文”，完成以下模块 Find the following items via click “Academic Paper”：

培养计划 Education Plan

开题报告 Thesis Proposal

中期考核 Mid-term Evaluation

答辩申请 Thesis Defense Application

点击“实践”，完成以下内容 Find the following items via click “Reports and social Acitivities”

学术活动和社会实践(至少填写听过的 10 个学术报告 ,不少于 1 次的社会实践 )

Academic Reports and social Acitivities(At least fill in the 10 Academic Reports, not less than 1 times of social practice.)

以上 5 个信息填写完整后，选择“请求指导”。 After completing the above 5

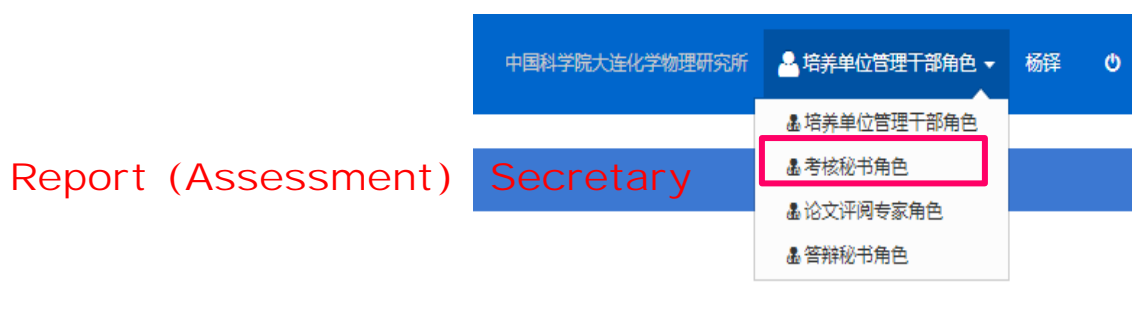
information, please Click "Please Advise" Button for Delivery to the Supervisor after Completion or Revision.

注：只选第一指导教师 Note: only the first instructor

## 2、培养管理系统

### Training management system

#### 2.1 开题与中期 Thesis Proposal and Mid-term Evaluation



#### 转换秘书角色（右上角）：考核秘书

Conversion secretarial role (upper right corner): Report( Assessment ) Secretary

开题报告与中期考核：Thesis Proposal and Mid-term Evaluation

填写考核专家、时间、地点、过程等全部信息。成绩查询我所研究生管理信息系统。 Fill out all information about assessment experts, time, place, process and so on.

专家：expert

从专家管理模块中选择。若系统中没有该专家，需统计其信息（身份证号码、单位、职称、博导或硕导、专业、研究方向、联系方式、邮箱等）添加。

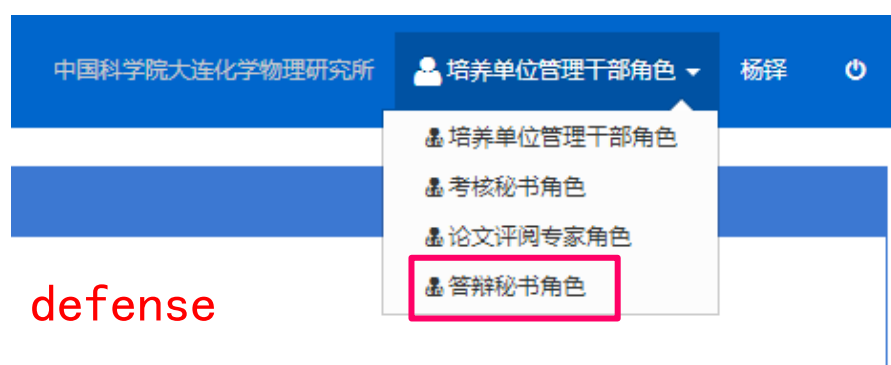
Select from the expert management module. If the expert you can not find the expert in system, you should added his information into the system(ID number, company, title, PhD mentor or master mentor, major, research direction, contact information, mailbox, etc.).

## 2.2 评阅与答辩 thesis appraisal and Thesis Defense

### 转换秘书角色：答辩秘书 Conversion Secretary Role: Thesis Defense Secretary

考核秘书需要转换为答辩秘书角色，点击系统**右上角考核秘书**，选择**答辩秘书**。

The report(assessment) secretary needs to be converted into the role of the defense secretary, clicking the button of “report(assessment) secretary ” at the upper right corner of the system and choosing the “defense secretary”.



## 2.3 评阅 thesis appraisal

- 选择专家：Selection of experts

方法同开题与中期考核专家的选择方法

Selection method for experts is similar as Thesis Proposal and Mid-term Evaluation as above mentioned.

**自己点击审核评阅人即可** Click on the button to approve your appraisal reviewers.

- 录入评阅意见：Input comments from appraisal reviewers

**找学位管理人员复印** copy the hardcopy of comments appraisal from the degree manager in Graduate Education Department

如实填写 Filled truthfully

**注：需要取消下面框内“√”，不要给专家发送邮件提醒。填写完成后，审核通过以上信息后继续填写答辩部分。Note: you need to cancel the “√” in the box below, it means “the system will not send email to expert”. After completing the audit, continue to fill in the defense part after the above information is approved.**



给论文评阅人发送邮件:

评阅截止时间: 2016-11-16 

联系方式:

## 2.4 答辩 Defense

- 答辩委员专家：Experts of the Defense Committee:

选择方法同开题与中期专家选择的方法 The choice method is same as the Thesis Proposal expert and the Mid-term Evaluation expert selection method.

**自己点击审核即可 You can click on approve thesis appraiser by yourself**

- 答辩决议、会议记录：

Result of defense, meeting record:

**向答辩秘书索要**

**ask from defense secretary**

如实填写 Fill in it truthfully

**注：填写完成后，审核通过以上信息后继续填写学位管理系统。Note: after**

completing the system, approve the above information, continue to complete the degree management system.



### 3、学位管理系统

#### 3. Degree management system

##### 3.1 基本信息 Basic information

上传数码相片：Uploading digital photos

学信网站下载（网站 [www.chsi.com.cn](http://www.chsi.com.cn)）download from “学信网”

**高等学历图像信息校对系统：Image information proofreading system for higher education**

输入姓名、身份证号码，下载照片，上传。Input name, ID number to download your photo, and submit into your degree management system

补充录入信息。Replenish information

个人信息	
学生学号	2010180038042
姓名	杨华
姓名拼音	Yanghua
出生日期	
民族	汉族
身份证类型	中华人民共和国
就业单位城市	1388省
前置学历	308T 专科(学位)
前置学历年月	2010 年 07 月
就业单位类别	2181 设计类
就业单位城市	2117 中德
考生号	
性别	男
国家和地区	156 中华人民共和国
政治面貌	01 中国共产党党员
身份证号	
培养单位	80038 大连化学物理研究所
前置学位一级学科	0817 化学工程与技术
前置学位授予单位	10082 河北科技大学
毕业去向	0188 0
工作性质	02 管理

##### 3.2 主要简历——同步数据

##### 3.2 Main resume - sync data

■ 填写时间：连续 Input interrupted time

大学本科读书经历开始，在我所读书经历结束 start from your undergraduation and stop for DICP

**注：硕博连读，从硕士入学时间到博士毕业时间写在一个阶段，不用分成硕士代培和我所两个阶段写。 Note:If you come to DICP from your master, you can fill all the time you study in DICP as a whole time(not necessary to separate into two part).**

### 3.3 课程学习——同步数据

#### Curriculum learning——synchronous data

**硕士课程成绩：** Master Credits

学位课不低于 19 学分 Degree courses credits no less than 19 , 总分不低于 30 学分 total credits no less than 30.

**硕博连读生课程总学分：** PhD degree(start from your Master in DICP) Credits

科大代培 42 学分 42 credits if you study in UCAS(Beijing campus)

北京代培 42 学分 42 credits if you study in University of Science and Technology of China(Hefei campus, Anhui province)

**博士课程总学分：** PhD degree(start from your PhD in DICP) Credits

15 学分 , Seminar 为专业基础课 15 credits, Seminar is a basic course

英语、政治(留学生：汉语、中国概况)归为公共必修课 English and Politics (for International students: China Panorama) are classified as public compulsory courses.

另有一门为专业课，均为学位课程。Another is a professional course(Another is a professional course, all of which are degree courses.cts,credits no less than 3 ), all of which are degree courses.



### 3.4 必修环节——同步数据

obligatory- synchronous data

**开题报告**：学分 1 分 Thesis Proposal: 1 credits

**中期考核（阶段报告）**：学分 1 分 Mid-term Evaluation (stage assessment): 1 credits

（以上成绩可在**研究生管理信息系统**查询）(above marks can also be found in postgraduate management information system).

**学术报告和社会实践**：学分 3 分，成绩为 A

**Academic reports and social practice**: the credit score is 3 points, the score is A

格式：format

#### ■ **学术报告**： Academic reports

- 1、报告题目、报告人、时间、地点。 title、reporter、date、location
- 2、同上 same as above
- 3、同上 same as above

#### ■ **社会实践（入所培训）**： Social practice (entrance training)

时间、地点、组织部门、参加者、活动内容简单叙述。所外单位参观或者爱国主义教育基地。 date, place, organization department, participants and activities are briefly described. Outside the unit visit or patriotic education base.

### 3.5 发表论文——同步数据

**Publish papers - synchronous data**

- 除了导师，排名第一的学术文章和发明专利，综述文章**不能**申请学位，不要填写。 First author published journals or invention patents(If the mentor is the frist, you are the second author is also accept), review articles can not apply for degree, do not fill in review articles.
- 实用新型专利等非发明专利**不能**填写。 Without invention patents such as

utility models can not be filled.

■ 注意：Be careful：

1. 文章名称、杂志名称要与刊印后文章校对检查，文字**完全符合**，包括英文

大小写要**完全一致**。The name of the journal and the name of the magazine must be in conformity with the proofreading and proofreading of the printed articles.

2. 没有页码的发表文章，属于接收文章。需要上传有**导师签名**的接收函原件。

Articles with no page numbers, but articles has been accepted, you need to upload the original receiving email letter with a tutor's signature.

### 3.6 评阅人意见——同步数据

thesis appraisal comments—- sync data

■ 专家姓名和意见**不需要**对应关系。There is no correspondence between the name and comments of each expert.

■ 意见：Opinion

录入要**完全**遵照原文专家意见，不能略写、删改，错别字可以修正。The input must be completely in accordance with the original expert opinion, and cannot be omitted or deleted.

### 3.7 答辩决议和会议记录——同步数据

Resolution and conference records - synchronous data

■ 内容：Content

和学位授予书上内容**完全一致**，不能略写和删改。It must be identical with the contents of the degree certificate, and can not be omitted or deleted.

委员列表			
同步数据	信息来自培养管理系统，如若修改请到培养管理系统维护信息。培养系统“论文答辩通过”后才能		
姓名	专业技术职务	是否博导	研究领域

synchronous data

### 3.8 论文提交电子版

#### Submit Electronic Edition

- 内部论文不能提交

Internal papers not permit to submitted

- 公开论文必须提交

Open papers must be submitted

- 要求：Requirements

PDF 格式 PDF format

一个文本提交 in a single PDF file

中国科学院教育 学位管理

首页 > 信息确认 > 信息确认

信息确认

请您审核以下栏目，可能信息不全或没有填写，必要的话请您完成这些信息，再确认信息。

- [基本信息] -> [基本信息] \*必填项
- [基本信息] -> [学习信息] \*必填项
- [基本信息] -> [导师信息] \*必填项
- [基本信息] -> [主要简历] \*必填项
- [课程成绩] -> [课程学习] \*必填项
- [必修环节] -> [中期考核] \*必填项
- [必修环节] -> [学术报告及社会实践] \*必填项
- [科研成果] -> [发表论文] \*必填项
- [科研成果] -> [出版专著] \*必填项
- [科研成果] -> [获得专利] \*必填项
- [科研成果] -> [科研奖励] \*必填项
- [学位论文] -> [论文信息] \*必填项
- [学位论文] -> [综合评价] \*必填项
- [学位论文] -> [论文摘要] \*必填项

Confirm information

### 3.9 学位管理系统小结

#### Remarks on degree management system

- 注意： Be careful:

学位管理系统（例如“个人情况”）必须全部填写完整（不能空项，填写“无”），

**同步数据**的地方才能同步，不允许在学位管理系统中录入，**同步数据**来自培养管理系统。

A degree management system (such as “personal situation”) must be complete (no column can be blank, you can input "none“ if necessary), where the **data synchronization** can synchronized data, and all the data synchronized comes from the training management system.

### 4. 关于涉密 Special achievements if involved in secret

- 严格，慎重 Strict and prudent

专利、文章**必须**在提交论文前撰写，**不能**因为没有写文章和专利，作为理由。

Patents and journals must be written before submission of degree thesis.

There is no excuse when you can not fill proper achievements.

- 涉密论文从开题时提交涉密申请表。

Submitting a secret application form at the beginning time of the Thesis Proposal.