
Hohai University Graduate Education and
Teaching Management System
Student Version
(Master & Doctor)

Version: GMIS5.0

【Graduation and Degree Part】
User Manual

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2021 年 01 月

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I. Introduction

Graduate students must log in [Graduate Education and Teaching Management System] to go through the procedure of the application of opening report, pre-review, mid-term examinations, and blind review of doctoral dissertations. All the graduate students who apply for a degree must fill in the relevant information as required, submit the application and check progress in the system.

2. Training management

2.1. Thesis application

Function description: Fill in the opening report and upload materials.

Instructions:

1. Enter the page of the opening report as shown in Figure 2.1.1, and fill in the corresponding information (the required items must be filled in as required, otherwise the submission cannot be saved). If the thesis is classified as confidential, please check whether it is classified as confidential, and click the button [Select File 选择文件] to upload the confidential approval form. After completing the basic information, click the button [Save 保存] to save the relevant information. Confirm that it is correct, click the button [Submit 提交], and submit the opening report information as shown in Figure 2.1.2.

2. After submission, wait for the approval by supervisor and the relevant dean of the college, and the final result will be returned as shown in Figure 2.1.3.

The screenshot shows the 'Thesis Application' form in the Graduate Education and Teaching Management System. The form is titled '我的位置: 培养管理 > 论文开题申请'. It has three tabs: '未提交' (Waiting for submission), '导师审核' (Waiting for supervisor review), and '学院院长审核' (Waiting for dean review). The '未提交' tab is active. The form contains the following fields:

- 附件: 选择文件 C:\fakepath\测试文档. 如果字数太多无法提交, 请在此上传开题报告附件!
- 论文题目: 论文题目论文题目论文题目
- 论文类型: 工程规划
- 论文开始年月: 2020-11
- 开题日期: 2021-01-13
- 开题地点: 开题地点开题地点开题地点
- 文前陈述报告: 选择文件 C:\fakepath\测试文档
- 涉密表领取地: 选择文件 上传保密审批表
- 是否涉密:
- 经费: 123 (万元)
- 论文截止年月: 2021-01
- 题目来源: 国家计委、科委项目

The left sidebar contains a list of navigation items, with '论文开题申请' highlighted in a red box. The bottom of the form shows a rich text editor with a text area containing information about socialism with Chinese characteristics.

Figure 2.1.1: Fill in the opening report

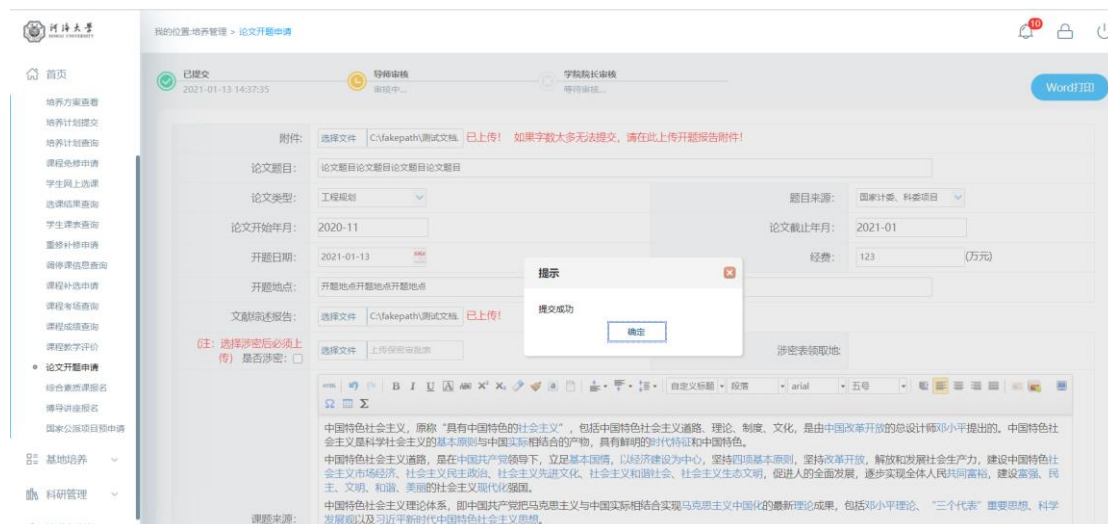


Figure 2.1.2 Submit

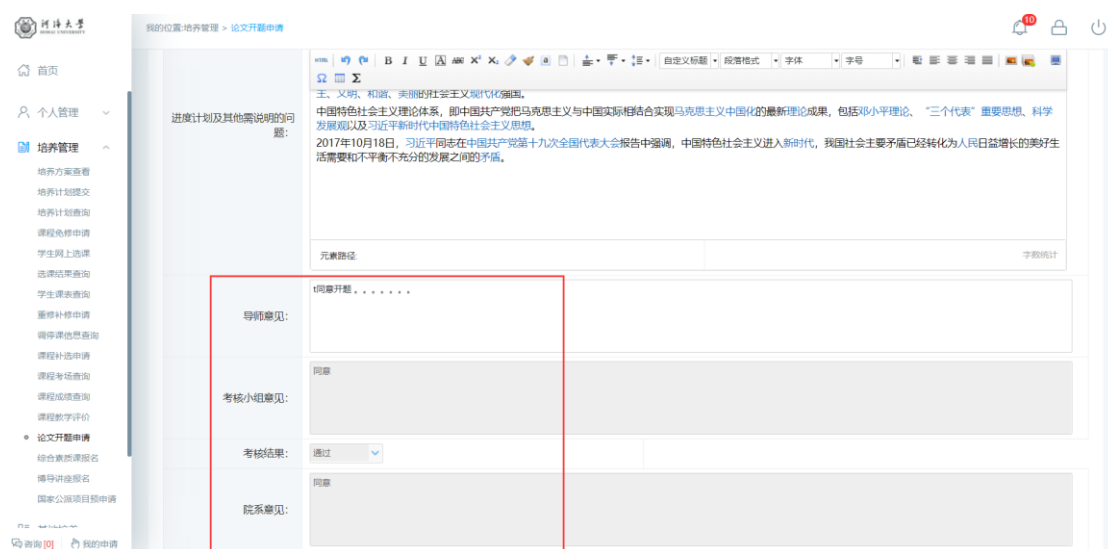


Figure 2.1.3 Results returned

3. Scientific research management

3.1. Published paper registration

Function description: Registration academic papers published.

Instructions:

1. Enter the page of published paper registration as shown in Figure 3.1.1, click the button [Add 新增], and fill in the relevant content of the published paper (the required items must be filled in as required, otherwise the submission cannot be saved), as shown in Figure 3.1.2. Click the button [Select File 选择文件], select the attachment of the essay certification, and click the [Save 保存] button after uploading (it cannot be edited and modified once it is approved).
2. Wait for the approval by supervisor, college and Degree Office (For PhD). After the approval, as shown in Figure 3.1.3, the academic paper can be used as the material for the mid-term examinations later. If the process of approval of published paper is not completed, the data is invalid.

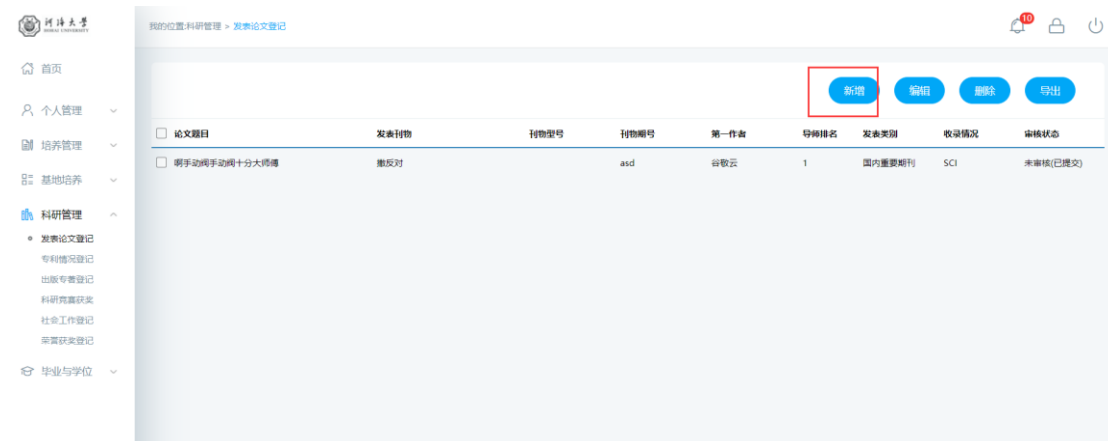


Figure 3.1.1 Published papers and achievements



Figure 3.1.2 Registration information

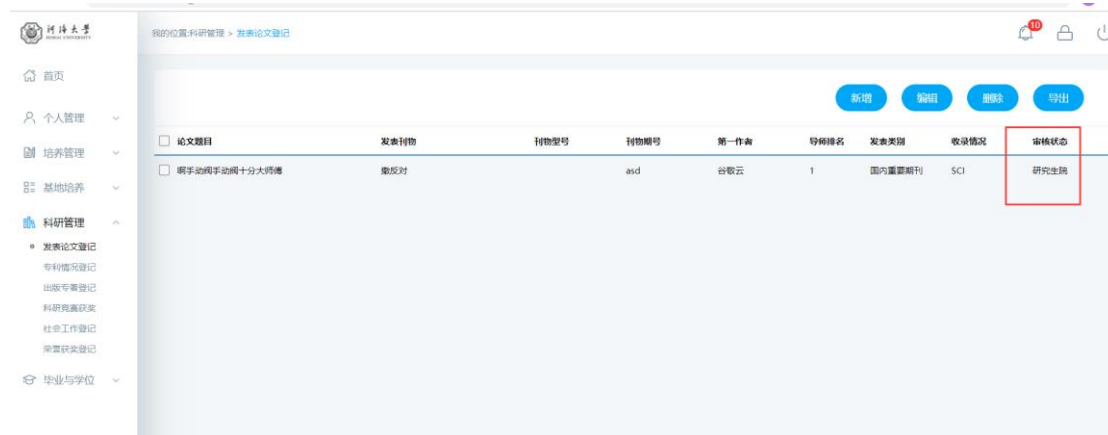


Figure 3.1.3 Results returned

4. Graduation and Degree

4.1. Mid-term examinations

Function description: Fill in the mid-term examinations of the thesis, and register the progress

of thesis writing and the published paper.

Instructions:

1. Enter the page of mid-term examinations as shown in Figure 4.1.1, and fill in the corresponding information. Click the button [Save 保存] to save the information.
2. Click the button [Select 选择] of published papers, as shown in Figure 4.1.2 Check the published papers that are applicable to the applied degree, click the button [Batch selection 批量选择], and select to the mid-term examinations (Note: Approve here only: the affiliation of the first author as Hohai University; the supervisor as the first author, and the second author as the applicant).
3. After completion, click the button [Submit 提交] to submit the application. Wait for the approval by supervisor and the relevant dean of the college.



Figure 4.1.1 Mid-term examinations

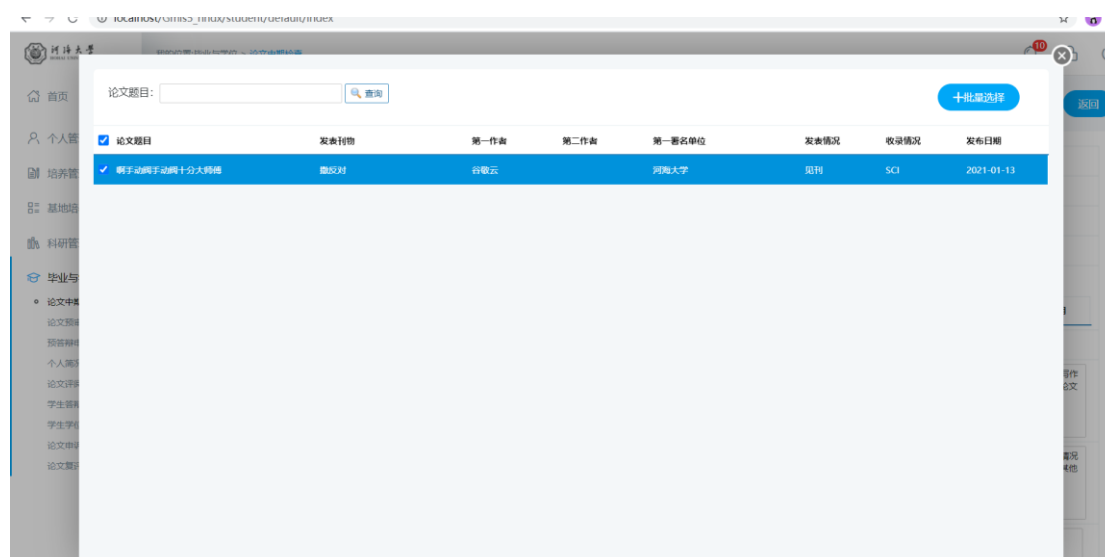


Figure 4.1.2 Published papers



Figure 4.1.3 Submit



Figure 4.1.4 Results

4.2. Paper pre-review application

Function description: upload the thesis for pre-review and check the reviewers' opinions.

Instructions:

1. Enter the page of pre-review application as shown in Figure 4.2.1, and fill in the corresponding information. Click the button [Select File 选择文件] to select the thesis for pre-review.
2. After saving, click the button [Submit 提交] to submit the application. Wait for the approval of supervisor, and check the corresponding revisions as shown in Figure 4.2.2.



Figure 4.2.1 Pre-review application



Figure 4.2.2 Opinions

4.3. Pre-defense application

Function description: register the participants and content of pre-defense.

Instructions:

1. Enter the page of thesis pre-defense registration as shown in Figure 4.3.1, and fill in the corresponding information. Click the button [Add 新增] and fill in the participants' information as shown in Figure 4.3.2.
2. After saving, click the button [Submit 提交] to submit the registration information. Wait for the approval of the relevant dean of the college as shown in Figure 4.3.3.



Figure 4.3.1 Pre-defense registration

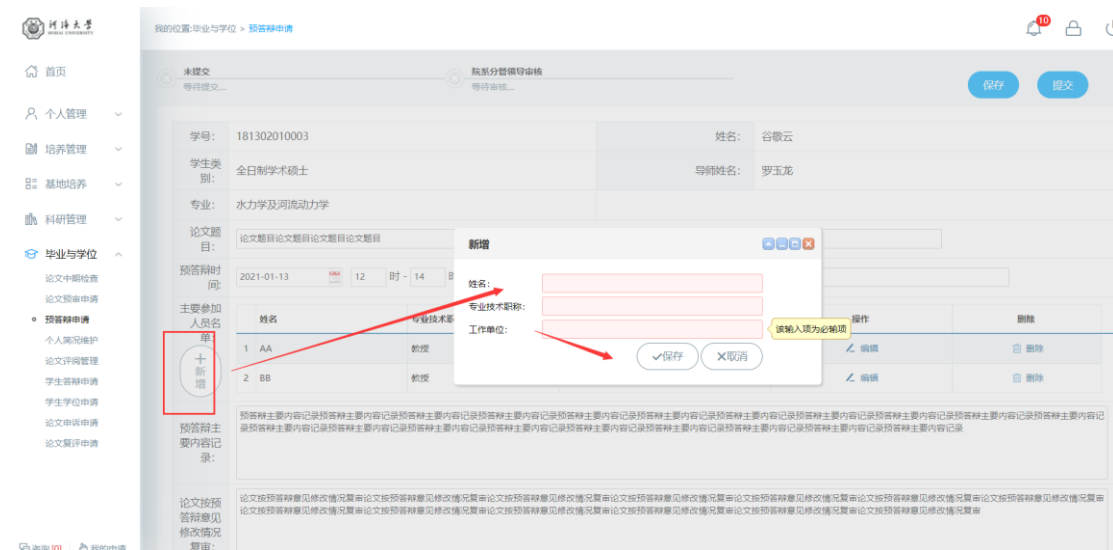


Figure 4.3.2 Add participants

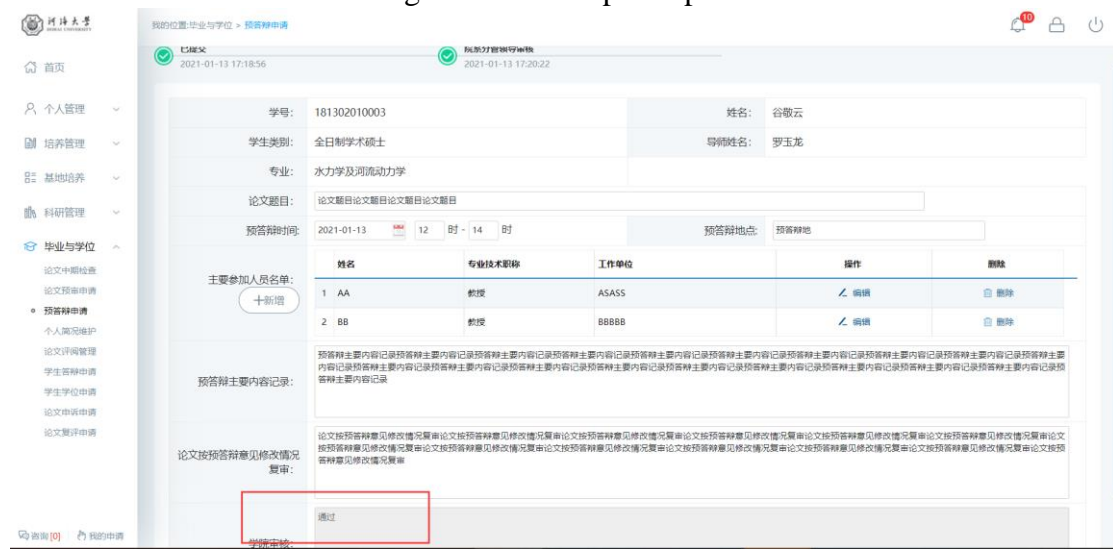


Figure 4.3.3 Results

4.4. Personal profile

Function description: modify personal profile information.

Instructions:

Enter the page of personal profile as shown in Figure 4.4.1, and fill in the corresponding information. Click the button [Save 保存] to save the information.

The screenshot shows a web application interface for personal profile modification. The page title is '我的位置: 毕业与学位 > 个人情况维护'. The left sidebar contains navigation options: 首页, 个人管理, 培养管理, 基地培养, 科研管理, and 毕业与学位 (expanded). Under '毕业与学位', there are links for 论文中期检查, 论文预审申请, 预答辩申请, 个人情况维护 (highlighted with a red box), 论文评阅管理, 学生答辩申请, 学生学位申请, 论文申请申请, and 论文复评申请. The main content area is titled '基本信息' and contains a form with the following fields:

Field	Value
学号	181302010003
姓名	谷敬云
性别	女
民族	汉族
出生日期	1995-01-18
导师	罗玉龙 (选择)
入学日期	2018-09-13
政治面貌	中国共产主义青年团团员
证件号码	130182199501180928
籍贯	(选择)
录取类别	请选择
培养方式	非定向
联系电话	15531772731
通信地址	按方
电子信箱	897244399@qq.com
学制	3
本人工作单位	阿迪斯
从事专业	水利水电
现任职务	职员
现任职称	硕士研究生
工作单位通信地址	新乡市凤雏路
工作单位邮政编码	120000
单位人事部门联系电话	02522222222

The 'Save' button (保存) is located in the top right corner of the form area and is highlighted with a red box.

Figure 4.4.1 Personal profile modification