

Hohai University Graduate Education and
Teaching Management System
Student Version
版本：GMIS5.0

User Manual

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目录

1.Login	1
1.1 User login.....	1
2.Home Page	3
2.1 Home page function	3
3. Personal management.....	5
3.1 Academic progress.....	5
3.2 Semester registration.....	6
4. Master/PhD Program management.....	8
4.1 Master/PhD Program.....	8
4.2 Master/PhD program submission.....	9
4.3 Master/PhD program query	10
4.4 Online course selection.....	11
4.5 Course selection result query.....	12
4.6 Timetable query.....	12
4.7 Course result query	13

1.Login

1.1 User login

Description: students log in to the Postgraduate & PhD management system。

1. Use Chrome or IE10+ browser (360 browser version 8.1 or higher)

2. Browse this system with a resolution of 1280*800 or higher

3. Please do not block pop-up windows

Instructions: Enter URL 【 <http://yjss.hhu.edu.cn/gmis/home/stulogin> 】 or according to the link given by university, to enter the system login interface.

The **USERNAME** is your student id. And the **PASSWORD** is your birthday. For example; if your **DATE OF BIRTH** is 1990/01/24 then your password should be 19900124. See the description below:



fig. 1: login interface ○

Once you are logged in, the first thing that you will see is a congratulatory message and a disclaimer option, asking you whether to register or to abandon your admission.

1. If you wish to continue with your registration; then you can simply confirm it by clicking **DONE** and proceed. As seen in the fig. 2 below

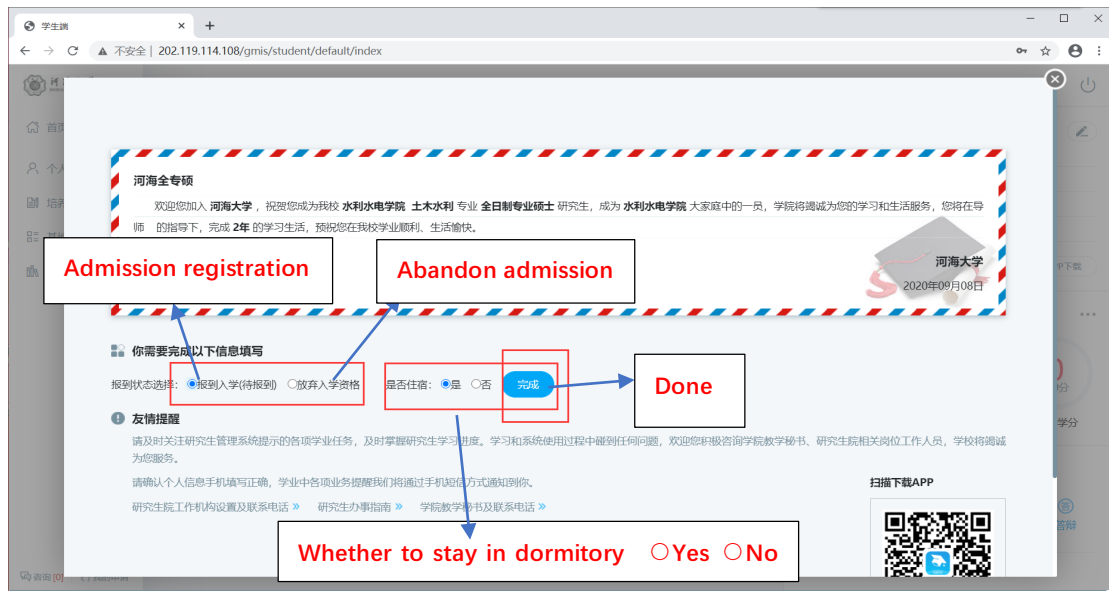


Fig. 2: Confirm admission registration

2. If you wish to abandon your admission; then you can simply click the ABANDON icon and upload your declaration file. As seen in the fig. 3 below



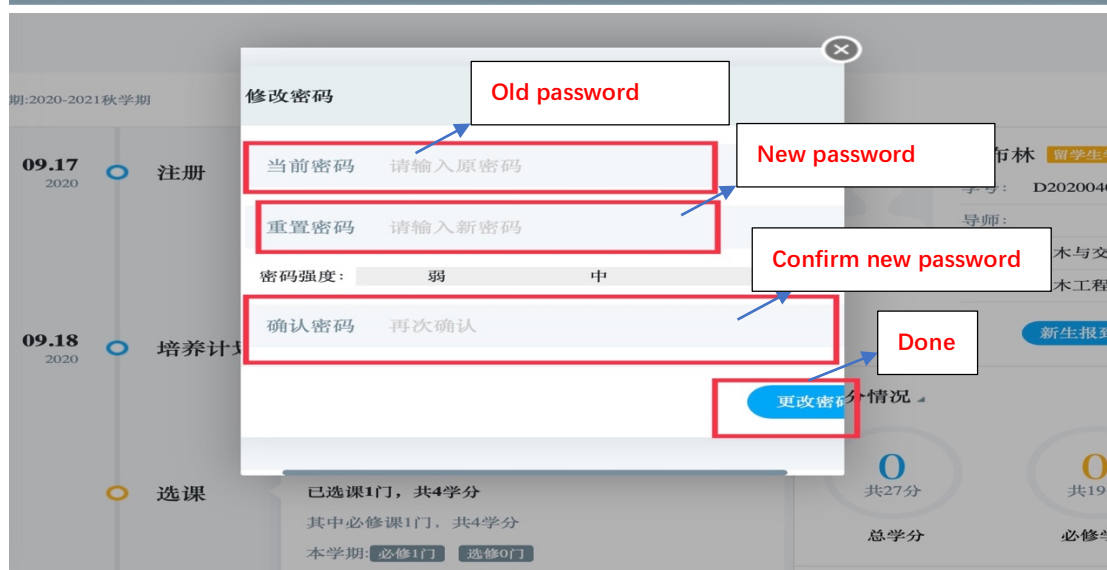
Fig. 3: Abandon admission, Upload declaration file

2.Home Page

2.1 Home page function

Description: This part is used to remind and display information related to the student's academic progress, including basic student information, academic progress, consultation, application, credit/planning, academic warning, etc.

Before you proceed, the first thing to do is to change your password. As shown in the following steps:



Next, is to go straight to the dashboard. Follow the instructions below

Instructions: 1. Menu area, click the corresponding menu to enter each function interface.

2. The academic process area shows the cultivation process, application process and status, the completion of each application and the corresponding completion time.

3. Area 3 is for notification, password modification and logout button.

4. Area 4 is personal information. Click [学业汇总 Study Summary], [学业任务 Study Tasks] to enter the corresponding operation query interface.

5. Area 5 is the credit completion status, click [学分情况 Credit Status] to switch to the completion status of the cultivation program.

6. Area 6 is the academic reminding, used to remind students to complete the corresponding academic tasks.

7. Area 7 is for consultation and application information submitted.

The image shows a screenshot of a university dashboard with several callouts and labels. The dashboard is for the current semester: 2020-2021 秋学期. The user is 吉布林 (Ji Buling), a 留学生学术博士 (International Student Academic Doctor) in 2020. The dashboard includes a menu on the left, a main content area with sections for registration (注册), cultivation plan (培养计划), course selection (选课), and grades (成绩), and a right sidebar with personal information, credit status, and academic warnings. Red boxes and numbers 1-7 highlight specific areas. Labels 'Personal Management' and 'Academic management' point to the menu items. The bottom left has '咨询' (Consultation) and '我的申请' (My Application).

Personal Management

Academic management

1. 首页 (Home)

2. 注册 (Registration)

3. 通知 (Notification)

4. 个人信息 (Personal Information)

5. 学分情况 (Credit Status)

6. 学业预警 (Academic Warning)

7. 咨询 (Consultation)

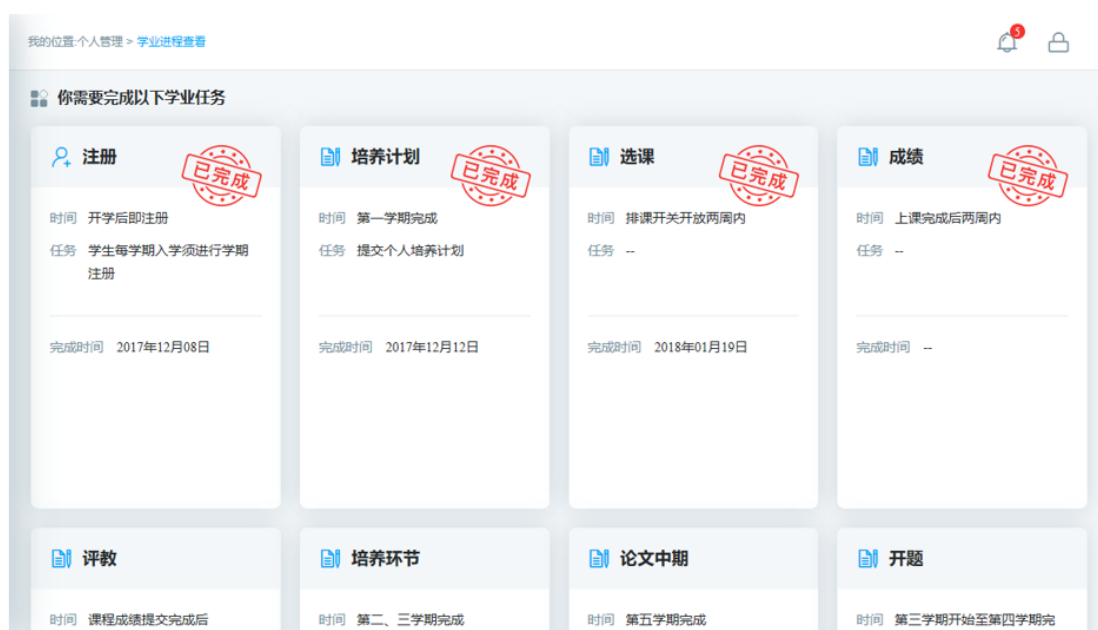
Home Page

3. Personal management

3.1 Academic progress

Description: Used to query academic tasks and enter the corresponding academic task operation interface.

Instructions: Enter the academic progress view page to view the completion of the academic progress. If the task and operation are completed, the system will automatically mark the "已完成 Completed" icon. If it is not completed, click the corresponding [开始任务 Start Task] to enter the operation page. Click [Application Rules] to view the corresponding application introduction, restrictions, rules and other information. **But these are not important for now.**



Academic progress



Completed

3.2 Semester registration

Description: Semester registration (Registration is required every semester, otherwise other functions of the system cannot be used. Please contact your college if you fail to register on time)



Click the second icon [学期报到注册] to register

Instructions: Click the [提交注册 Submit Registration] to register for the semester at the beginning of every semester. When the student meets the restriction conditions, it will prompt "registered successfully" and wait for review.



Did not complete semester registration



Pending registration



Registration is complete and waiting for review

4. Master/PhD Program management

4.1 Master/PhD Program

Description: Inquire about Master /PhD program

Instructions: Enter Master /PhD program view page, select the student category, and click the [查看 View] to inquire about the Master/PhD Program for each major.



Master/PhD Program query



4.2 Master/PhD program submission

THIS PART IS A MUST.

Description: Master/PhD program submission. (Be sure to choose the course according to the requirements, all the courses in your program must complete the course study to obtain the corresponding grades. If not completed, it will be treated as a missed or failed in exam. Please be carefully on choosing your program!) You must select and submit your courses.

Attention : If the student chooses to withdraw from the course, he must also cancel the selection here and adjust the Master /PhD program !)

Instructions: Enter the Master/PhD program interface, select the corresponding courses in the group according to the restrictions. Click [添加方案学科课程 Add courses], enter the course selection interface, after querying the course, click [选择 Select] choose the appropriate course. Using the same way to select interdisciplinary course. Click [删除 Delete] to delete the added course in program. After selection courses, click [保存 Save] button to save your program.

The screenshot shows the '课程选择' (Course Selection) interface. The table below represents the data visible in the interface:

课程编号	课程名称	课程类别	选课类型	学分	学时	学期	备注	删除
00D0001	第一外国语	公共课程	学位课	2	48	春/秋学期	必修	
66D0001	中国马克思主义与当代	公共课程	学位课	2	36	秋/春学期	必修	
01D0101	水文学及水资源学科前沿专题讲座	专业课程	学位课	1	16	春/秋学期	必修	
99D0101	学术活动 (含博导讲座)	教学环节	学位课	0	0	春/秋学期	必修	
99D0102	科学研究	教学环节	学位课	0	0	春/秋学期	必修	
99D0103	文献阅读与综述	教学环节	学位课	0	0	春/秋学期	必修	
00D0008	第二外国语 (法语)	非学位课程	非学位课	2	48	春/秋学期	6	删除
88D0001	应用泛函分析	专业基础课程	学位课	3	48	秋/春学期	选修	
88D0002	偏微分方程近代方法	专业基础课程	学位课	2	32	秋/春学期	选修	
88D0003	随机微分方程	专业基础课程	学位课	2	32	秋/春学期	选修	
88D0004	多元统计分析	专业基础课程	学位课	2	32	秋/春学期	选修	
88D0006	人工神经网络	专业基础课程	学位课	2	32	春/秋学期	选修	
88D0007	动力系统、混沌与分形	专业基础课程	学位课	3	48	秋/春学期	选修	
01D0102	水资源大系统多目标理论	专业课程	学位课	2	32	春/秋学期	选修	

Annotations in the image include:

- Course code**: Points to the '课程编号' column.
- Save**: Points to the '保存' button.
- Add courses**: Points to the '添加方案学科课程' button.
- Credit**: Points to the '学分' column.
- Group 1, select 2-4 credit**: Points to the selection options for '第1组, 选2-4学分, 基础课程'.
- Submit**: Points to the '提交' button.
- Course hour**: Points to the '学时' column.
- Delete**: Points to the '删除' button.

Master/PhD program selection

当前位置: 培养管理 > 培养计划提交

当前学位课: 15门, 25学分 非学位课: 6门, 10学分

选择课程

课程类型	课程名称	课程编号(名称)	类别	学分	学时	选择
全部	第二外国语学院					
全部	第二外国语学院					
00D0006	跨一级学科博士非公共课程	(日语)	非学位课程	2	48	✓
00D0007		(德语)	非学位课程	2	48	✓

当前显示 1 - 2 条记录 共 2 条记录

学时	学期	备注	删除
48	春秋学期	必修	
36	秋学期	必修	
16	春秋学期	必修	
0	春秋学期	必修	
0	春秋学期	必修	
0	春秋学期	必修	
48	春学期	6	删除
48	秋学期	选修	
32	秋学期	选修	
32	秋学期	选修	
32	秋学期	选修	
32	春学期	选修	
48	秋学期	选修	

Add course from other discipline

4.3 Master/PhD program query

Description: Master/PhD program query. (courses in course selection display are consistent with the program submitted above). After submitting the courses, you will be able to see them here.

Instructions: Query Master /PhD program information.

当前位置: 培养管理 > 培养计划查询

当前学位课: 9门, 12学分 非学位课: 3门, 6学分 本专业最低要求(学位分:11 总分:15 最高学分:无限制)

课程编号	课程名称	课程类别	选课类型	学分	学时	学期
00D0001	第一外国语	公共课程	学位课	2	48	3
00D0008	第二外国语 (法语)	非学位课程	非学位课	2	48	1
01D0101	水文学及水资源学科前沿专题讲座	专业课程	学位课	1	16	3
01D0102	水资源大系统多目标理论	专业课程	学位课	2	32	1
01D0103	分布式水文模型 (双语)	专业课程	学位课	2	32	1
01D0105	数学流域理论 (双语)	非学位课程	非学位课	2	32	1
01D0106	水文水资源不确定性分析 (双语)	非学位课程	非学位课	2	32	1
66D0001	中国马克思主义与当代	公共课程	学位课	2	36	2
88D0001	应用泛函分析	专业基础课程	学位课	3	48	2
99D0101	学术活动 (含导师讲座)	教学环节	学位课	0	0	3
99D0102	科学研究	教学环节	学位课	0	0	3
99D0103	文献阅读与综述	教学环节	学位课	0	0	3

4.4 Online course selection

This part is very important, please pay attention.

Description: Online course selection (①Withdrawal of courses within two weeks, unable to cancel the selection after expiration: Meaning, when a course is open, you have two weeks to select and register for that class otherwise you cannot be able to register the course after two weeks of its start. ②No cross-city selection, students in Changzhou and Nanjing only select the courses in their own city ③Delayed graduation students nor able to choose courses)

Instructions: Enter the online course selection interface, Click“公共课 Public Course,”“专业课 Professional Course,” check the classes of the courses planned for this semester. (Only able to select the courses in your program submitted above and the courses that has opened this semester) Click[选课 select course]button, select course (Courses can be selected on this interface within two weeks from its start), Click[退选 cancel] to cancel course selection. (You can only withdraw a course within two weeks from its start. Remember to delete the corresponding course on the Master/PhD program interface. Cannot withdraw after two weeks.) (Note : '必'=Compulsory course,'选'=Elective course)

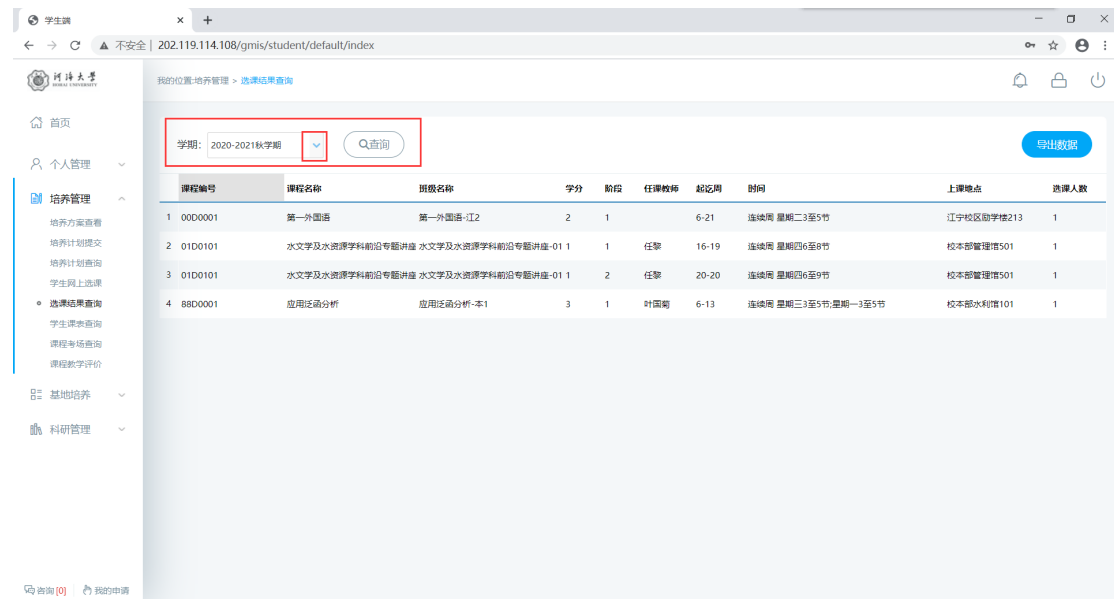
The screenshot shows the '学生选课' (Student Course Selection) interface. The main area displays a weekly schedule from Monday to Friday. A search filter is set to '公共课' (Public Course). A list of available courses is shown on the right, including '第一外国语-江1', '第一外国语-江2', '第一外国语-江3', '第一外国语-江4', '中国马克思主义与当代-本1', '中国马克思主义与当代-本2', and '中国马克思主义与当代-本3'. Each course entry includes details like '教师: null' and '人数: 0/59'. On the right side of the course list, there are buttons for '退选' (Cancel) and '选课' (Select). Annotations with red boxes and arrows point to the '公共课' and '专业课' tabs, the search filter, and the 'Cancel' and 'Select' buttons.

Online course selection

4.5 Course selection result query

Description: Query and export course selection results

Instructions: Enter the course selection result query interface, select semester, click[查询 search], query course selection results. Click[导出数据 export data] to export course selection results.



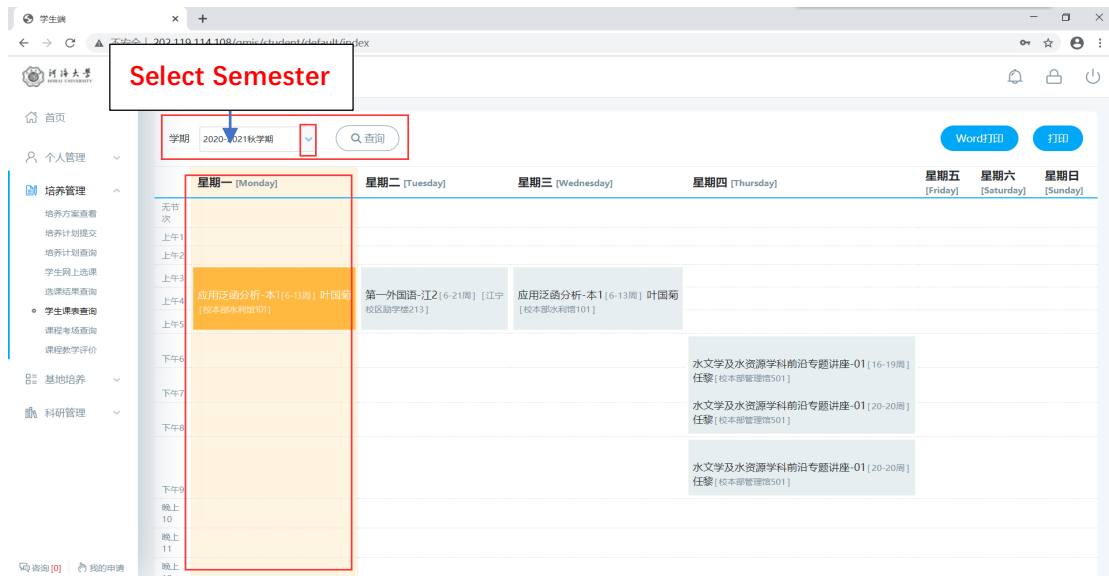
课程编号	课程名称	班级名称	学分	阶段	任课教师	起止周	时间	上课地点	选课人数
1 00D0001	第一外语	第一外语-江2	2	1		6-21	连续周 星期二3至5节	江宁校区助字楼213	1
2 01D0101	水文学及水资源学科前沿专题讲座	水文学及水资源学科前沿专题讲座-01 1	1	1	任黎	16-19	连续周 星期四6至8节	校本部管理楼501	1
3 01D0101	水文学及水资源学科前沿专题讲座	水文学及水资源学科前沿专题讲座-01 1	2	2	任黎	20-20	连续周 星期四6至9节	校本部管理楼501	1
4 88D0001	应用地质分析	应用地质分析-本1	3	1	叶国菊	6-13	连续周 星期三3至5节;星期一3至5节	校本部水利馆101	1

Course selection result query

4.6 Timetable query

Description: Timetable query

Instructions: Enter the student timetable query page, select the semester, and click the [查询 Query] to query the current semester timetable, click the [Word 打印 Word Print] to print the word format class schedule. Click the [Print] to print the class schedule.



Timetable query

4.7 Course result query

Description: Course result query

Instructions: Enter the course result query interface to query result for each course. Click the [Word Print] or [Print] to print the course results. You are not able to check the result of "未评价 Unrated" courses. Please make sure course evaluation is completed before checking result.



Course result query