# Hohai University Graduate Education and Teaching Management System

# Student Version
# 版本：GMIS5.0

# User Manual

# 【Application for Course Exemption】

南京南软科技有限公司

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# Training management (培养管理)

## Types of Course and Requirements for the Exemption

### 1.  Chinese Language

The Master students can apply for exemption of "Chinese Language I" (2015LXS01) if they have passed the HSK4.

The Master students can apply for exemption of "Chinese Language I" (2015LXS01) and "Chinese Language II" (2015LXS02) if they have passed the HSK5.

The PhD students can apply for exemption of "Chinese Language I" (2015LXS01) if they have past the HSK5.

### 2. China Introduction

The Master and PhD students can apply for exemption of "Introduction to China" (2015LXS03) if they have passed the HSK5 and studied a course like "Introduction to China" or "Chinese Culture" and scored above 80 points(80%) in their previous Chinese Universities.

### 3. Other Courses

The PhD students can apply for a course exemption if they have studied the course during their master studies in Hohai University and have scored above 80 points (80%).

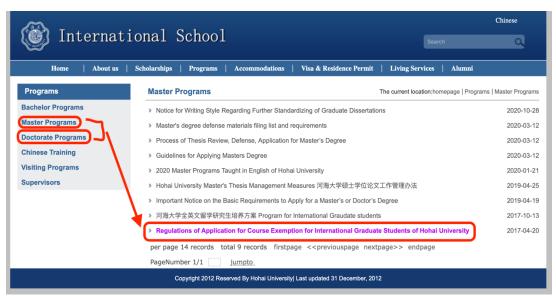**Visit the page below (fig.1) on the school website for more information about the regulations**



Fig 1: Regulations of Application for a Course Exemption.

## Operation instructions

Step-by-step procedure on how to apply for a course exemption;

(1) Edit your plan in the training plan submission (培养计划提交)**.** Make sure you add and submit the course you want to exempt on your system. See fig. 2 below.

(2) Go to course exemption application (课程免修申请) to apply. See fig. 3 below.

(3)  Download the application form on the school website (see fig. 1 above…. Click and scroll down to get the application form).

(4) Fill in the form and get a signature from your supervisor then submit the filled application form and the photocopy of the relevant certificates on the system (see fig. 4 below).

P.S: Original documents (Signed application form and transcript) shall be presented to the academic office of the International School.



Fig. 2: Course submission

Fig. 3: Course exemption application

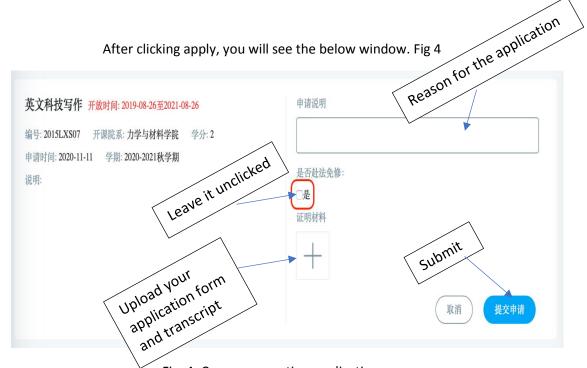After clicking apply, you will see the below window. Fig 4



Fig. 4: Course exemption application

You can check (edit or delete) your application status here after submission.



Fig. 5: Course exemption application status

The course will be shown "Exempted" on your system/account.