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

User Manual

南京南软科技有限公司

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翻译：国际教育学院

地址：雨花客厅 3 幢 8 层 803

目录

1. Login

1.1 User login

Description: students log in to the Master & 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 or student ID number. For example; if your DATE OF BIRTH is 1990/01/24 then your password should be 19900124. See the description below:

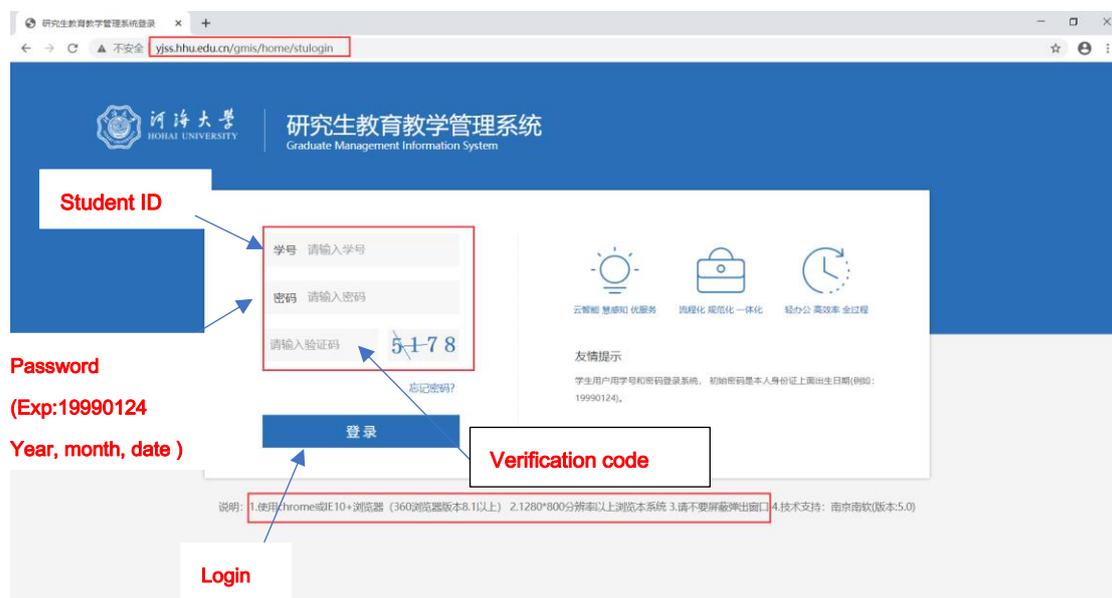

fig. 1: login interface

Once you are logged in, the first thing that you will see is a congralatory 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
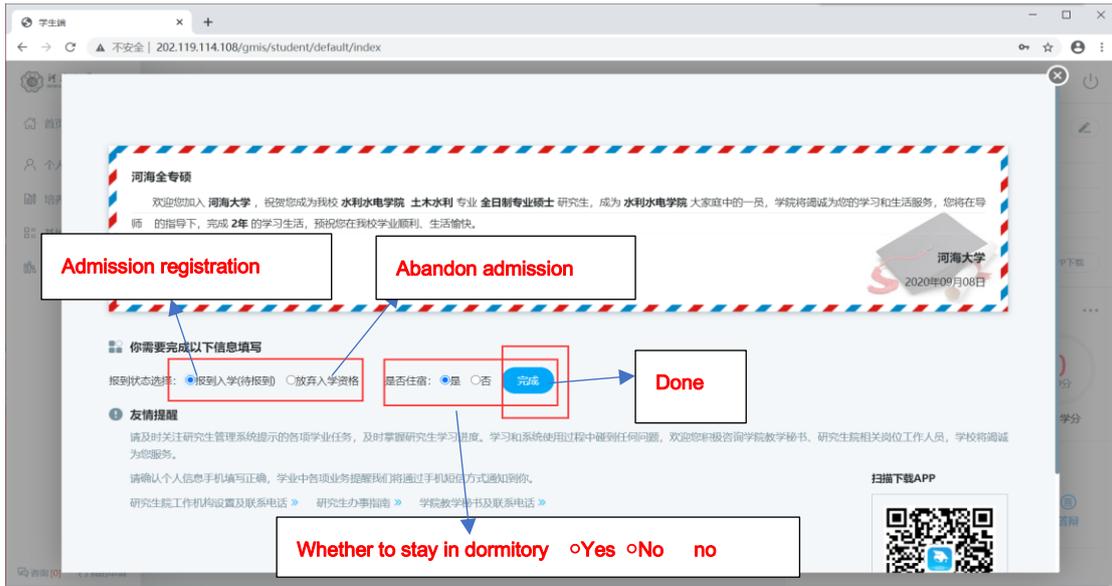
Fig. 2: Confirm admission registration

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:

Fig.: Change password

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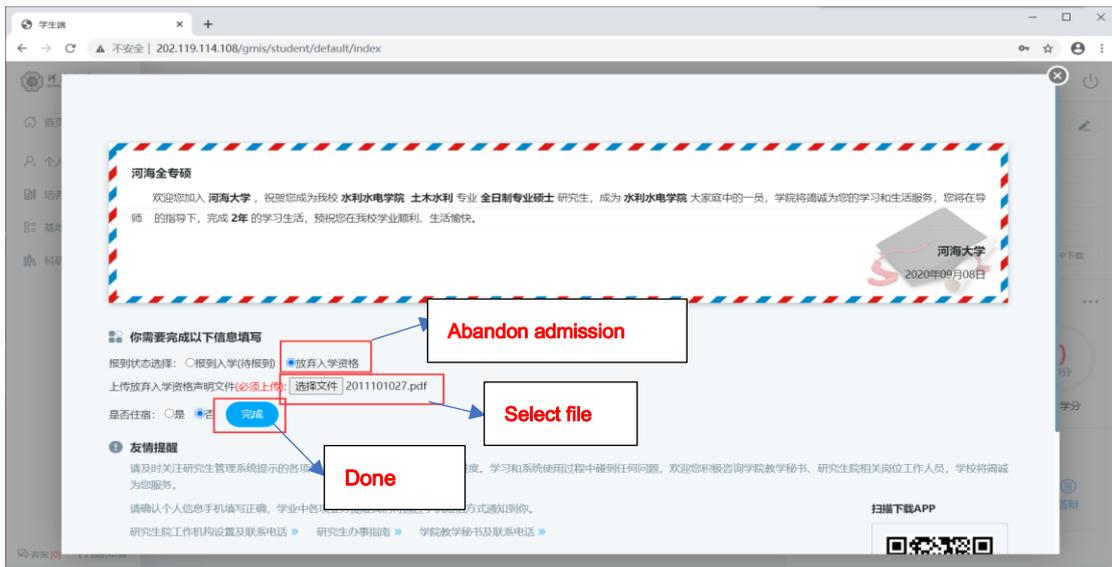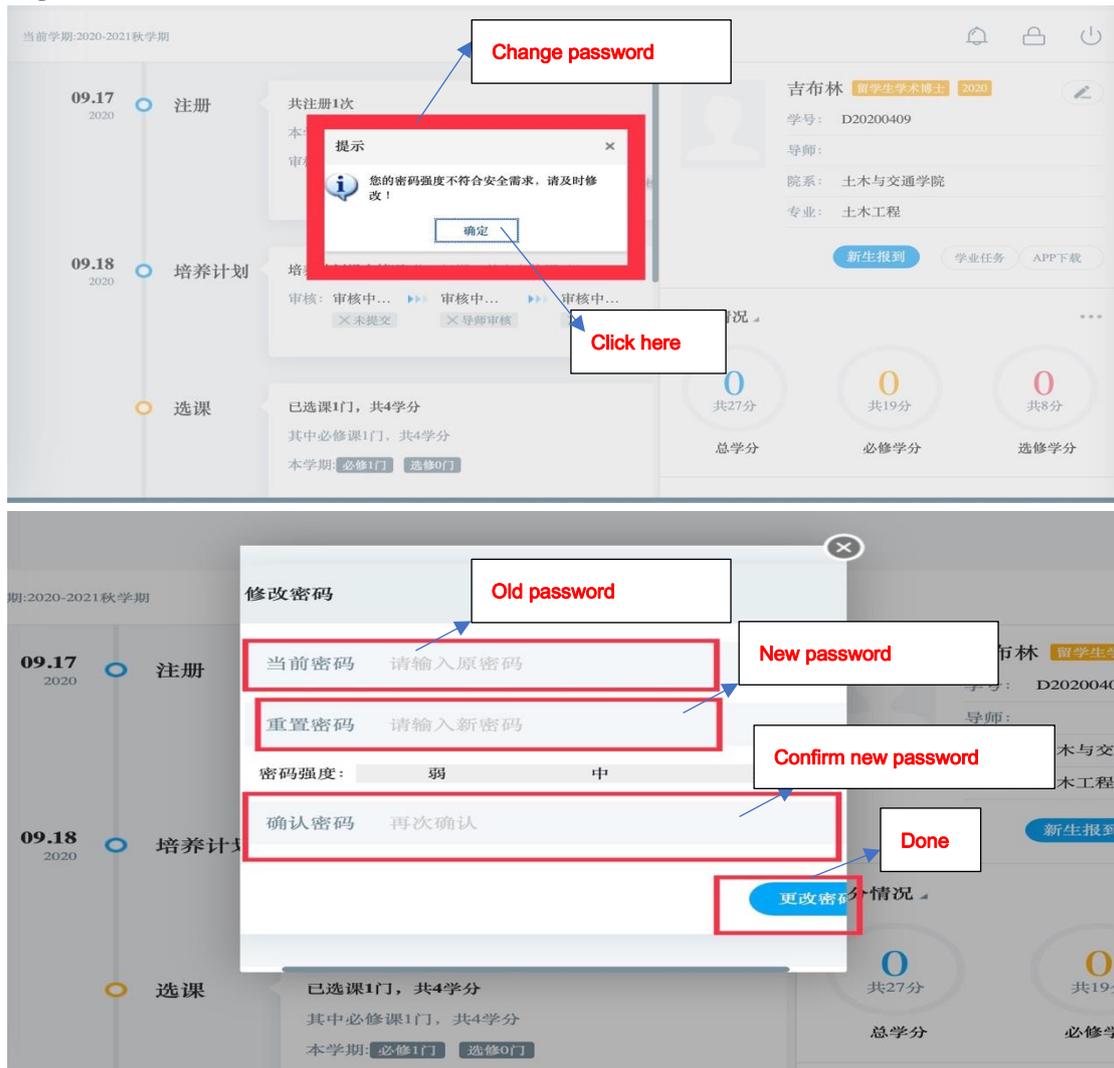
Instructions:

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.

Personal Management

Academic management

Home Page

My application

My application
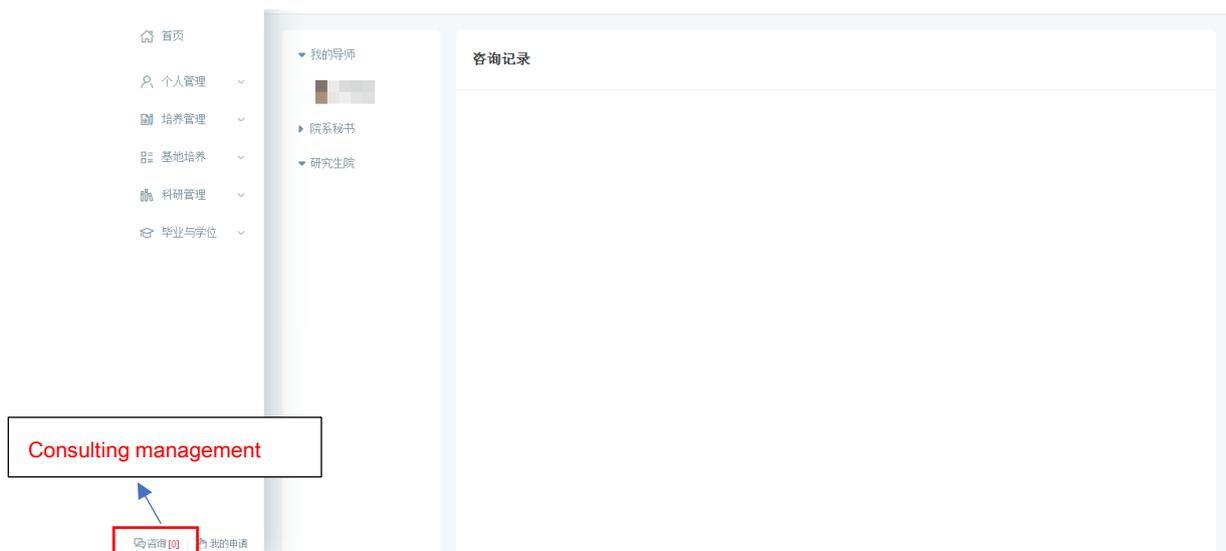
Consulting management

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.
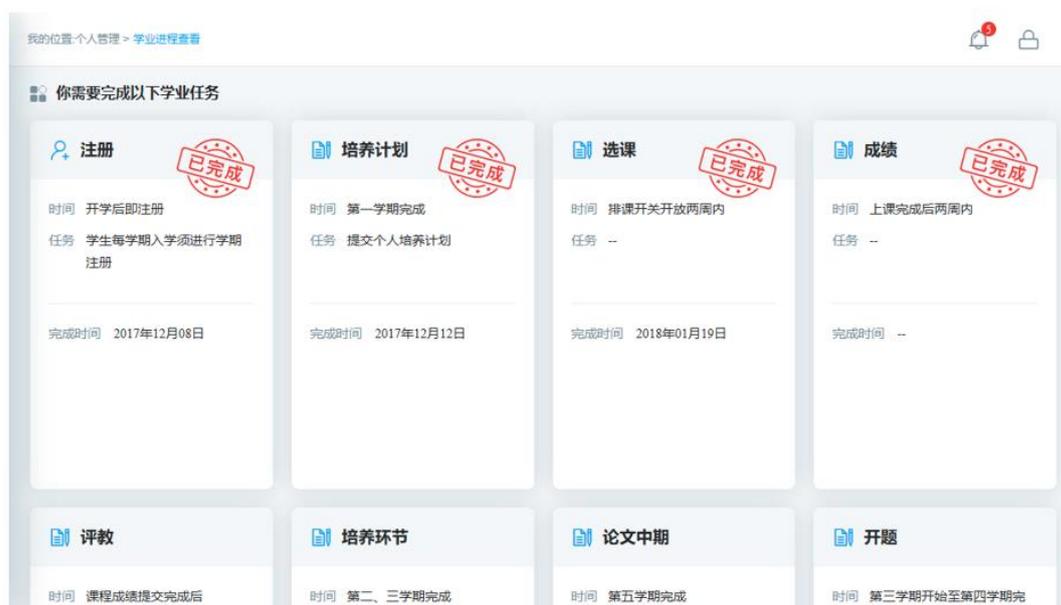
Academic progress

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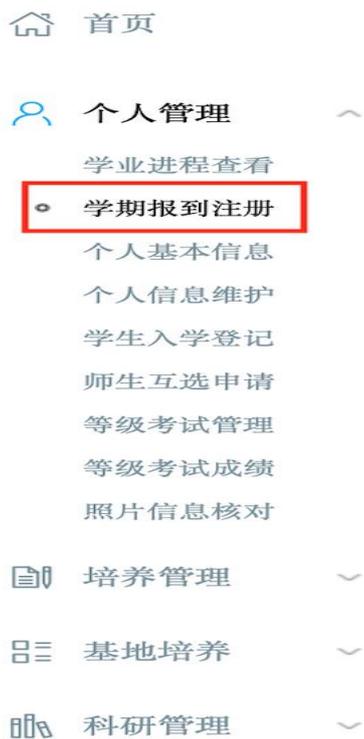
Click the second icon [学期报到注册] to register

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

3.3 personal information

Description: Personal information includes learning experience, training plan, grades, etc., Master/PhD Program management.

Instructions: Enter the personal basic interface, click on each information module to browse and query.
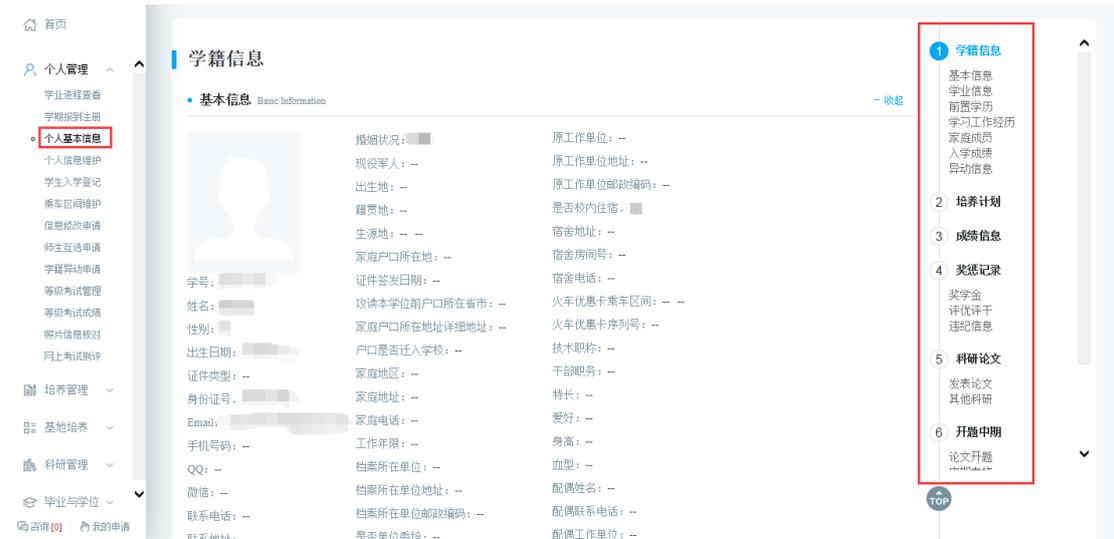
Personal information

3.4 Personal information maintenance

Description: Maintain and modify basic personal information (maintain the required fields marked with * to save it!).

Instructions: Enter the personal information maintenance interface, modify the corresponding information, click [保存 Save]. The information in the grayed-out area cannot be modified and can be modified by submitting a modification application.

Click [选择照片 select photo]，select the corresponding file, click [上传 upload] button to upload the photo.
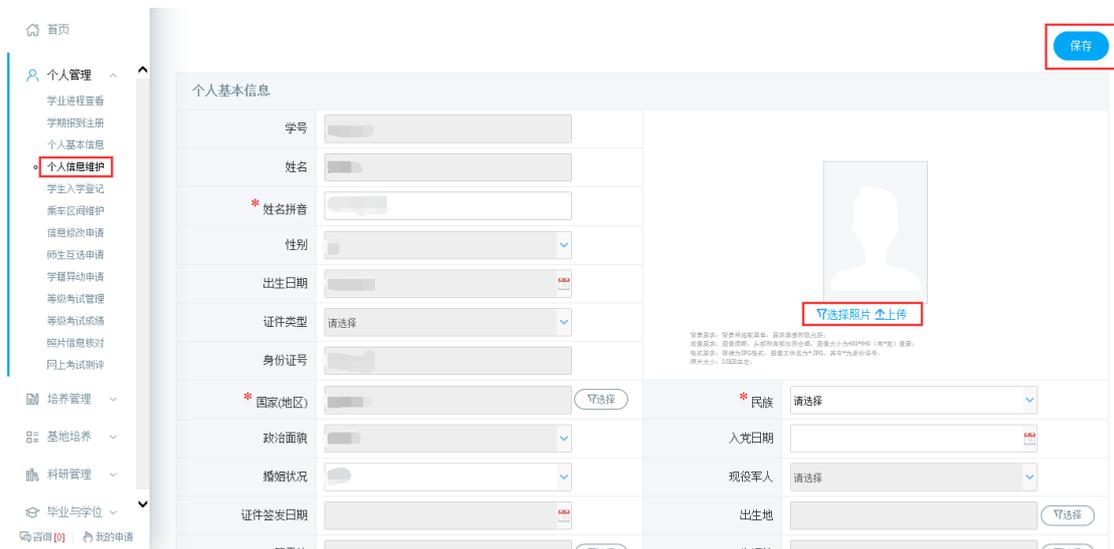
Personal information maintenance

3.5 Student Enrolment Registration

Description: Master /PhD Enrolment Information Registration.

Instructions: Maintain information, click [保存 save].

Enrolment Registration

3.6 Information modification request

Description: Personal information modification application.

Instructions: Click the [新增 Add], edit the information, click [保存 Save], wait for review, click [取消 Cancel]，cancel the addition. Check the application record，click [编辑 edit]， edit the application information (note: the reviewed information cannot be modified). Click[删除 delete]，delete the application (note: it has been reviewed and cannot be deleted).

Personal information modification application
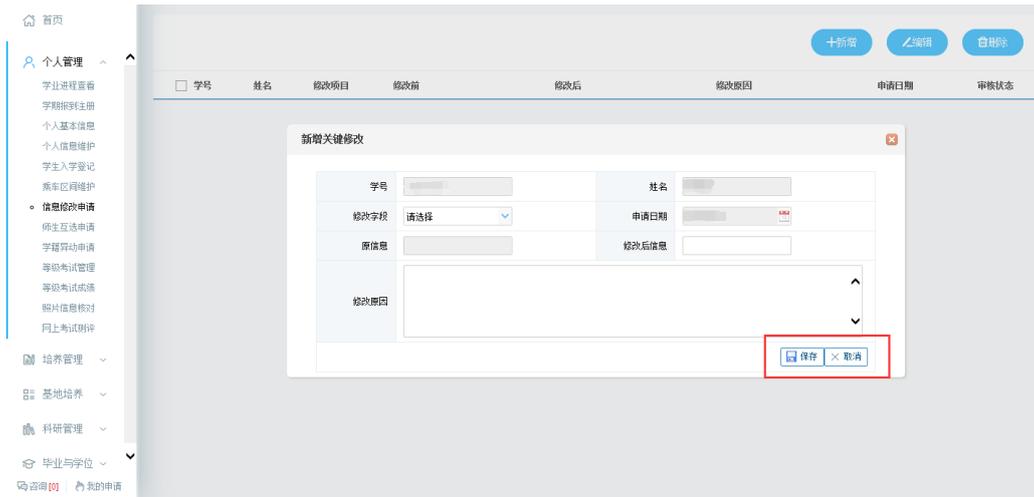
New application

4. 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.
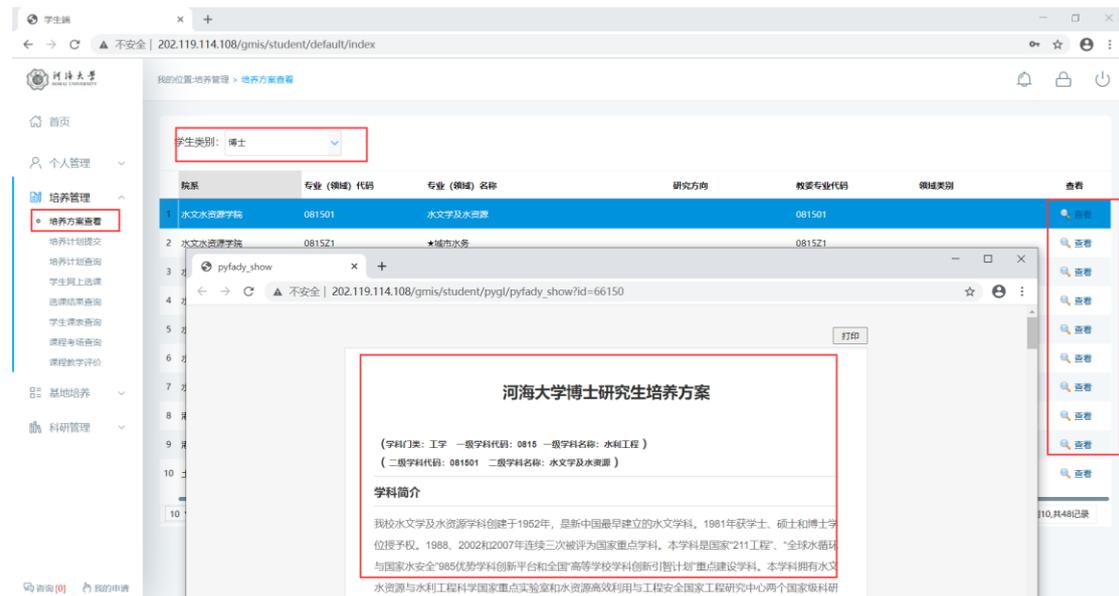
Master/PhD Program query
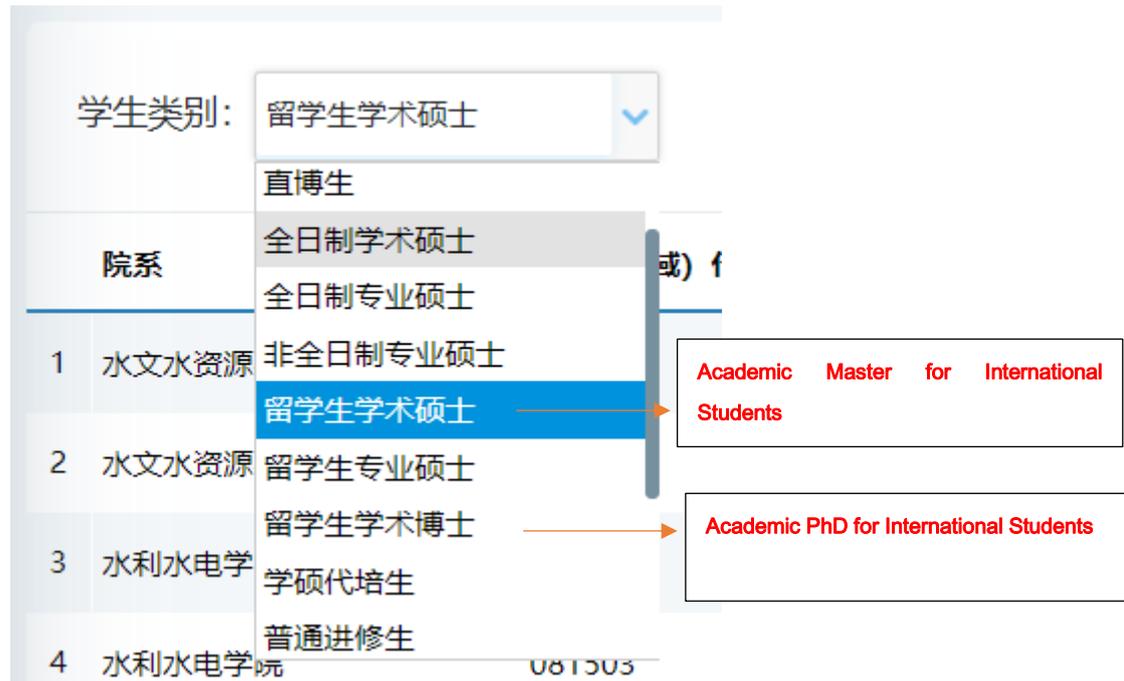
Student category selection

4.2 Master/PhD program plan submission

THIS PART IS A MUST.

Description: Master/PhD program plan 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.

Master/PhD program selection

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。

4.4 Course selection

<mark>This part is very important, please pay attention.</mark>

Description: Online course selection （①Withdrawal of courses within two weeks, unable to cancel the selection after expiration: Meaning, when a course starts, 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 General Course"，"专业课 Major Course"，check the classes of the courses planned for this semester. (<mark>Only able to select the courses in your program submitted above and the courses that has opened this semester</mark>) 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. <mark>Cannot withdraw after two weeks.</mark>） （Note：'必'=Compulsory course,'选'=Elective course）

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.
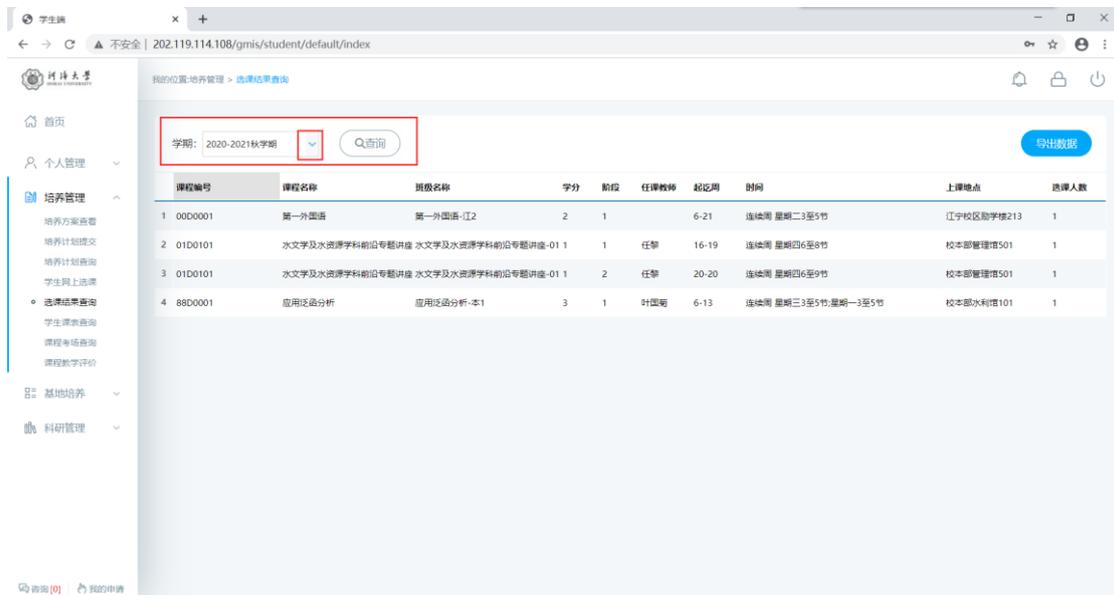
Course selection result query

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.
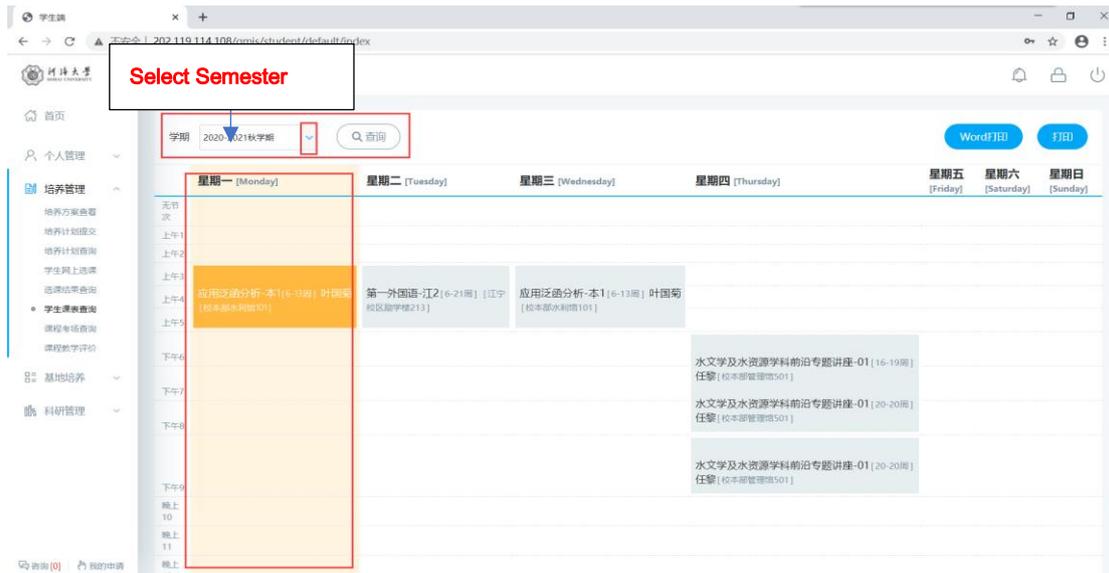
Timetable query

4.7 Course retake/makeup application

Description: This function is used to apply for a course retake or make up. <mark>Only the same course can be retaken here.</mark> You must choose the same course (the course number can be different, but the same course!), otherwise it will not be approved.

Instructions: Enter the course retake application page, you can query the list of retake-able courses [if you fail a course, or your score is less than 70 points, you can apply for retake!].

1. Retake application for the same course number: Click [重修 Retake], as shown in the figure (同课程编号重修申请 retake application for the same course number);

① After clicking, you can see the application information form, ② The original course information for the retake application（原课程编号+原课程名称 Original course number + original course name），③ Pull down to find the class opened for the course in the current semester, click to select the retake class, fill in the reason for application, and click [Save] to complete the application.

2. Application for retake of courses with different numbers: Click【补修 Makeup】，As shown in the picture (application for retake of different course numbers)①Drop down to select the course to be retaken, check the class opened for the course in the current semester, click to select the retake class, fill in the reason for application, and click【保存 Save】You can complete the application.

3. In the figure (application record query edit/delete), you can query the record of my application for re-revision, if you need to modify it, click【编辑 edit】，Save it. To delete, click【删除 Delete】.

After the re-study application is reviewed by the secretary, after the review is passed, the corresponding opening class can be arranged to complete the course!
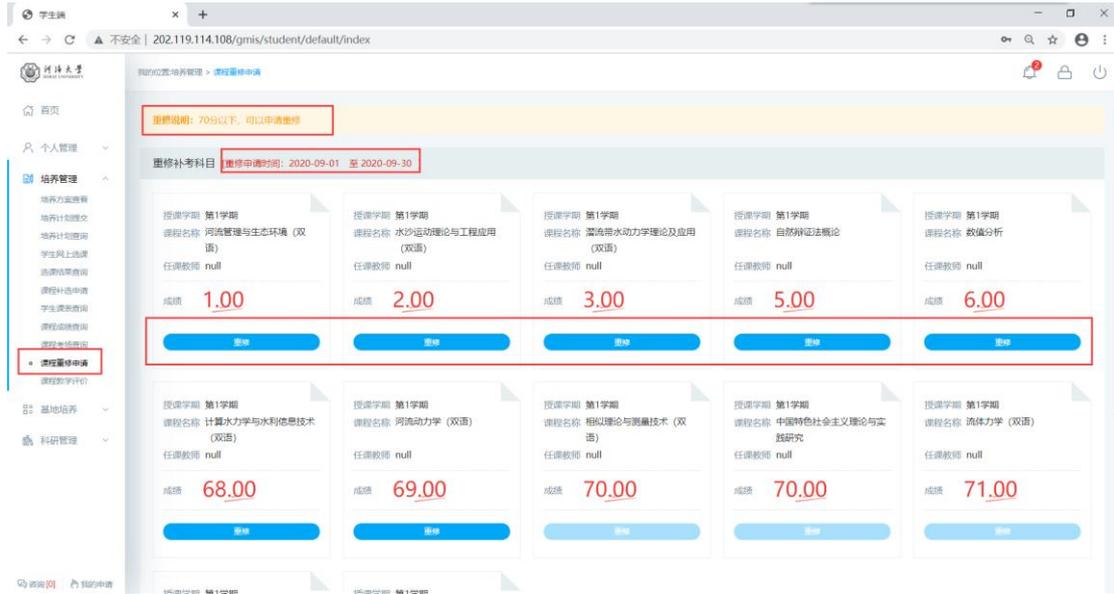
Figure: Re-repair application list

Figure: Retake application with the same course number
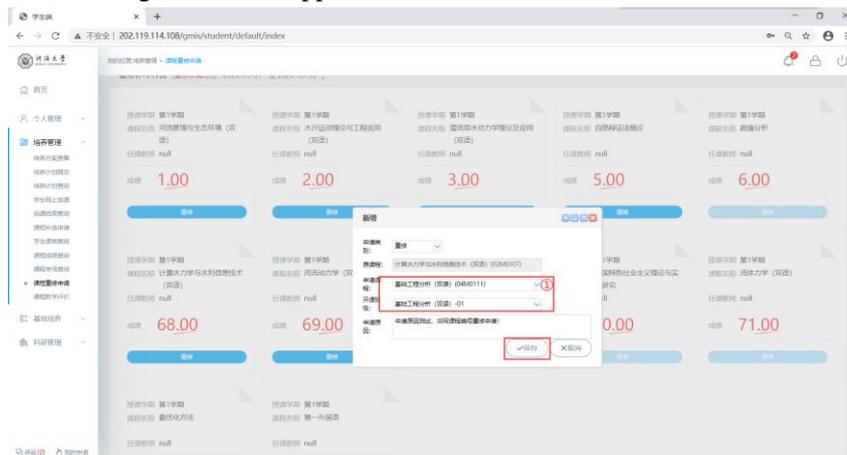
Figure: Application for retake of different course code

Figure: Application record query edit/delete

4.8 Course by-election application

Description: It is used for make-up course selection, (including students who cannot choose the course after the course selection time has passed, and students who have been in class but forgot to choose the course) can apply for courses two weeks after the start of the course. Print the application form and follow the process until the college reviews and records.

Instructions: Enter the make-up course interface, enter the course number of the make-up course, query the corresponding starting class of the semester, click the corresponding class [Apply for Course Selection] after querying the class information. After confirming the application, you can see the application success prompt. At this time, you need to click the corresponding class [Application form] in the list of applied for make-up courses to download, fill in the form information, print it out, and then sign and approve it by the instructor, and transfer it to the college for review. After the college has passed the review, scan the attachment/photograph and upload the application form for record before it can be reviewed and approved by the operating system.

By-election course

4.9 Mediation class information inquiry

Description: Inquire about the mediation of class information. (The specific situation is subject to the teacher's offline notification).

Instructions: Enter the mediation class information query interface to query mediation class information.

Mediation class information inquiry

4.10 Course examination room inquiry

Description: Inquire about the examination arrangement (for details, please refer to the offline notification of the Academic Affairs Office/Department Teacher!)

Instructions: Enter the course examination room arrangement interface to query examination information.
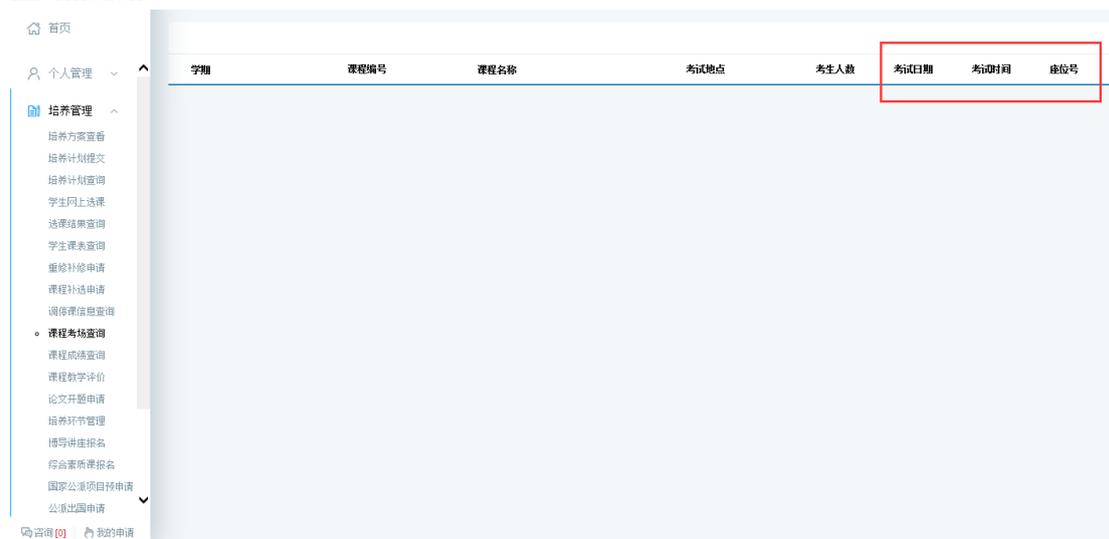
Examination room arrangement

4.11 Course score query

Course Score Query and Transcript Printing
(课程成绩查询及成绩单打印)

成绩单打印功能仅适用于完成规定课程学习后申请学位时使用。请在申请学位时将生成的 PDF 格式的文件打印出来后送至国教院教务办审核并盖章。

如有其他成绩单打印需求，请至自助打印机上出具。自助打印机使用说明如下：
http://ie.hhu.edu.cn/2020/1120/c7339a215390/page.htm

The function of transcript printing is only for the degree application after completing the courses. Please print out the PDF file, and take it to the Academic Office of International School for signature and stamp before the degree application.

If you need the transcript in Chinese and English, please go to the self-service printer. The instructions for the use of self-service printer are as follows:
http://ie.hhu.edu.cn/2020/1120/c7339a215390/page.htm

Operation Instructions

Step-by-step procedure on how to inquiry the course score and print out the transcript in PDF format

Method 1

Method 2

Step 1
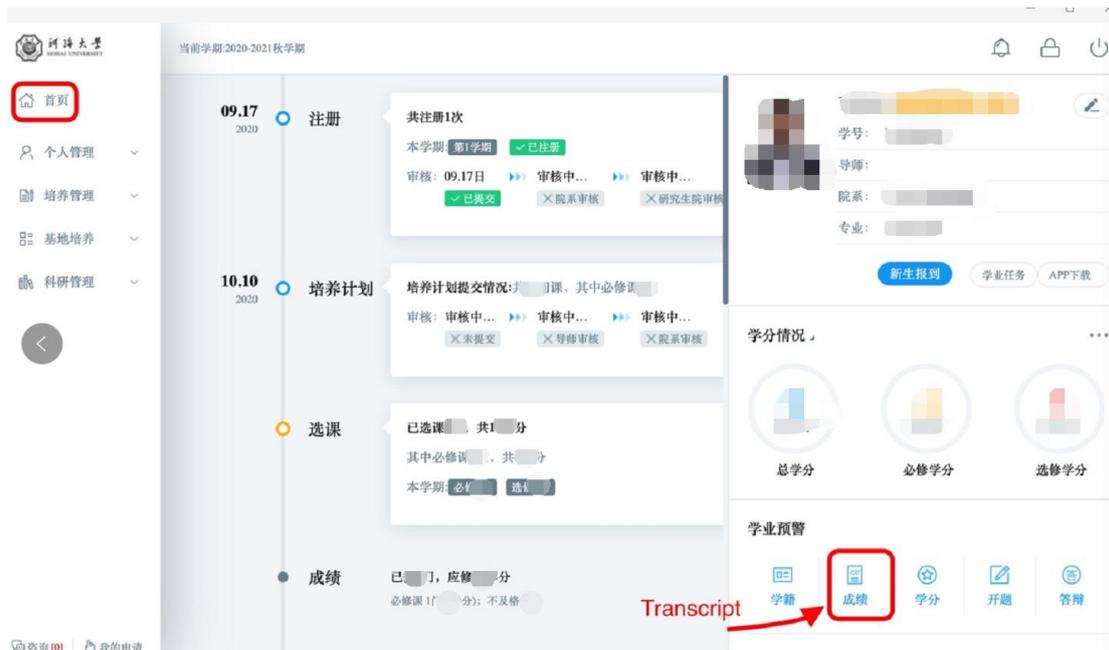
Step 2
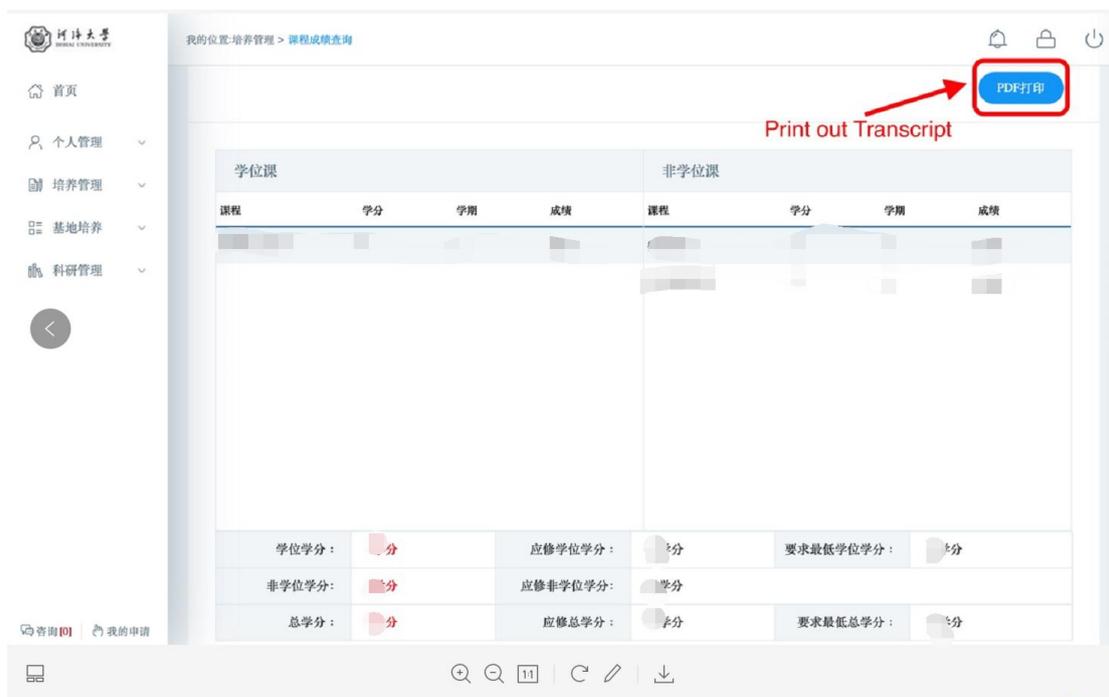
Course result query

4.12 Course Teaching Evaluation

Description: Evaluate the teaching course (if there is no content, this course does not need to be evaluated).

Instructions: Enter the course evaluation interface, click [Evaluation] to enter the evaluation interface. After completing the evaluation, click [Save] to submit the evaluation information (note: √ it is evaluated, ✎ it is to be evaluated).

Course Teaching Evaluation List

4.13 Opening Report of Thesis application

Description: Fill in the opening report and upload materials.

Instructions: 1. Enter the page of the opening report 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.2. After submission, wait for the approval by supervisor and the relevant dean of the college, and the final result will be returned.

Fill in the opening report
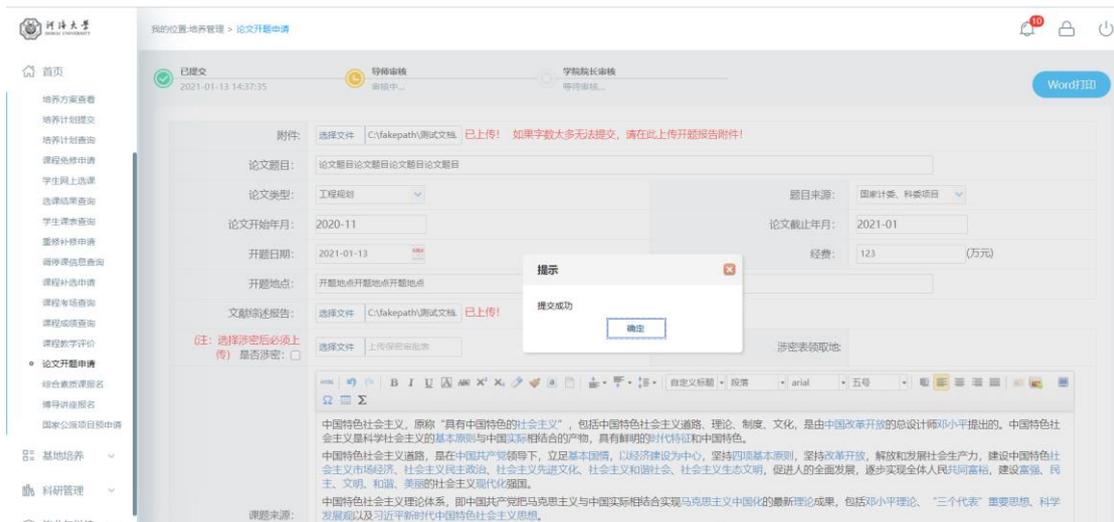
Figure 2.1.2 Submit
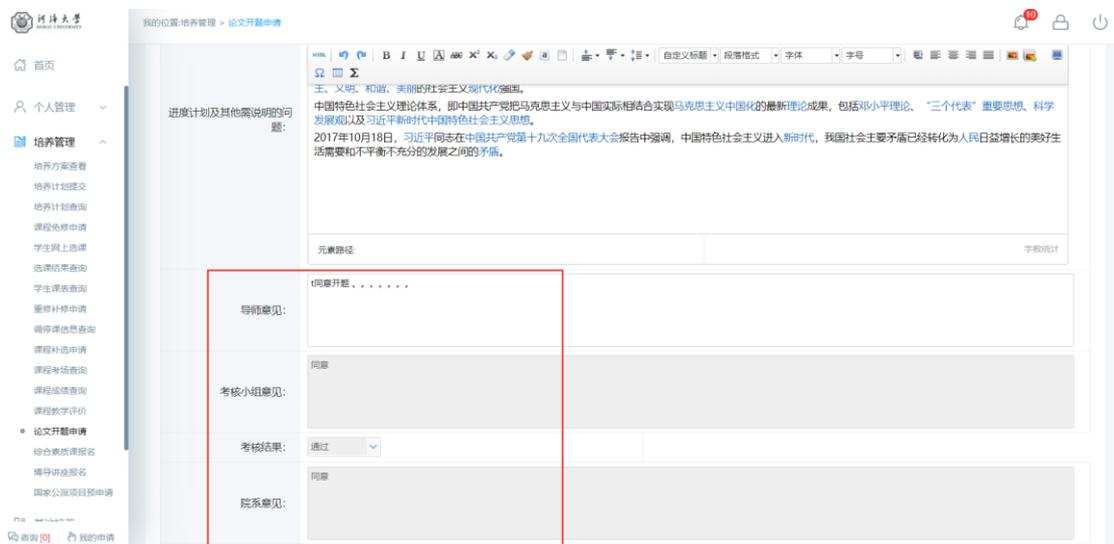
Figure 2.1.3 Results returned

5. Scientific research management

5.1 Published paper registration

Description: Registration and publication of academic papers information.

Instructions: 1. Enter the published paper registration page, click the [新增 Add] , 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). Click the [选择文件 Select File] . Select the attachment of the essay certificate, and click the [保存 Save] after uploading (it cannot be edited and modified once it is reviewed). 2. Waiting for tutor review-- department review-- (Doctoral degree) office review. After the review is completed, the academic paper can now be used as the material for the later mid-term inspection. Academic papers whose review process has not been completed are invalid data.

Thesis Achievement

Registration information

Audit results

5.2 Patent status registration

Description: Patent status registration.

Instructions: Enter the patent registration interface, click [新增 Add], fill in the information and click [保存 Save] to save and submit. Click [取消 Cancel] to cancel adding. Check registration, click [编辑 Edit], and click [保存 Save] after editing. Click [删除 Delete] to delete the registration information. Click [导出 Export] to export patent registration information.

Patent registration
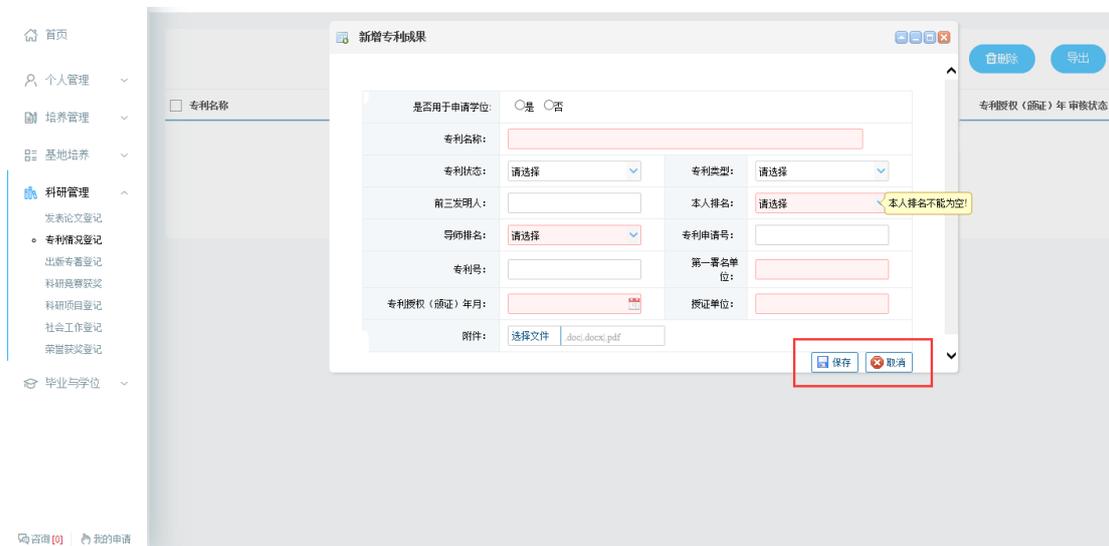
Edit

5.3 Publication registration

Description: Register a work.

Instructions: Enter the publication registration interface, click [新增 Add], fill in the information and click [保存 Save] to save and submit. Click [取消 Cancel] to cancel adding. Check registration, click [编辑 Edit], and click [保存 Save] after editing. Click [删除 Delete] to delete the registered information. Click [导出 Export] to export the publication information.

Books and teaching materials registration
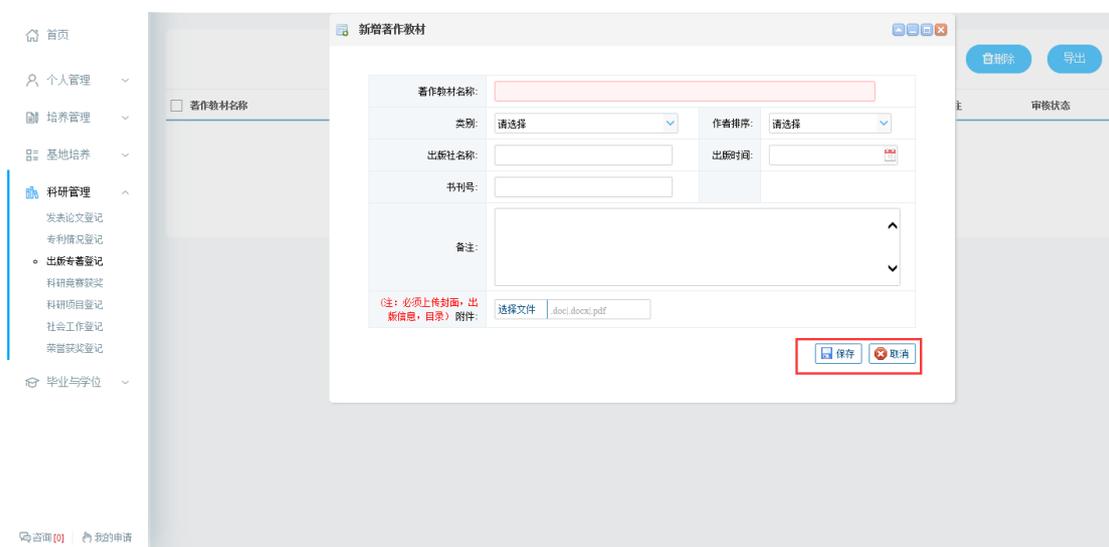
Edit

7. Graduation and Degree

7.1 Mid-term examinations

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, 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, 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.

Mid-term examinations
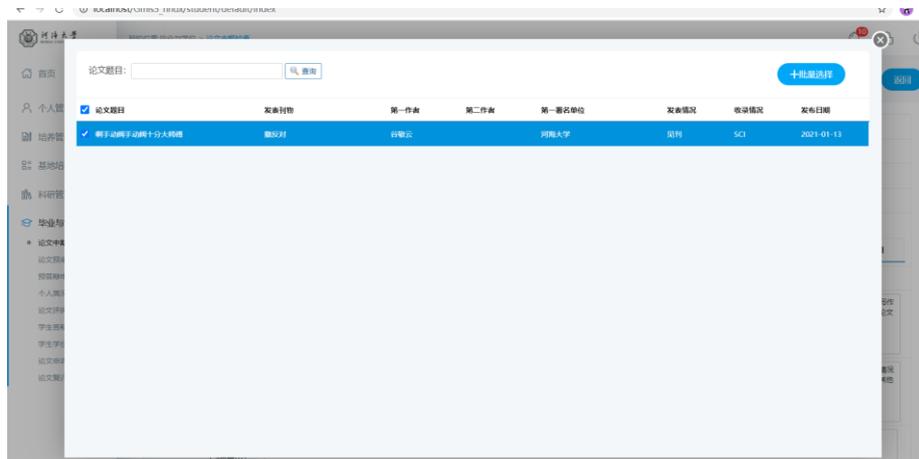
Published papers

Submit

Results

7.2 Paper pre-review application

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

Instructions: 1. Enter the page of pre-review application, 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.

Pre-review application

Opinions

7.3 Pre-defense application

Description: register the participants and content of pre-defense.

Instructions:1. Enter the page of thesis pre-defense registration, and fill in the corresponding information. Click the button [Add 新增] and fill in the participants 'information .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.

Pre-defense registration

Add participants

Results

7.4 Personal profile

Description: Modify personal profile information.

Instructions: Enter the page of personal profile and fill in the corresponding information. Click the button [Save 保存] to save the information.

Personal profile modification

7.5 Paper review management

Description: Used for students to fill in the paper review information, upload the paper for duplicate checking, and submit the paper for review. (Remarks: Master students: full-process operations 1-5; Duplicate checking process: submission-supervisor review-department review-graduate school review (training office). Doctoral students: operations 1-4, rechecking process: Submit-Supervisor review-In charge of leadership Review-Graduate school review (degree office).)

Instructions:

1. Fill in the corresponding paper information in the paper review management page (the required items must be filled in as required, otherwise the submission cannot be saved). After filling in the basic information, click [选择 Select] and select the duplicate check/summary file (Note: the duplicate check file is in pdf format, and the summary is in txt format). After selecting the corresponding file, click [保存 Save] to save the filled information (if you need to modify the uploaded paper, re-select the file and save it). Click [提交 Submit] to complete the application for duplication check .Waiting for Master's degree: Supervisor review, first department review---Graduate school review. Doctor: Supervisor review, first department in charge of leadership review—Degree office review. Feedback on the results of the department review)

2. If the teacher/college fails to pass the review, you can modify it after rejection (see the reason for rejection), save it and submit it again (if you need to modify the uploaded paper, re-select the file and save it).

3. If the duplicate check is approved, the duplicate check result will be returned to the system. You can check your duplicate check results in the position. If the duplicate check result is passed, it will automatically sign up for random inspection (doctors will automatically enter the list of submissions for review blindly, and the papers will be submitted for review; master's random inspections will be sent for review). At this time, you only need to wait for the college to report

the random inspection list, the graduate school will release the results of the random inspections, and return the results of the random inspections.

4. The re-result fails (the doctor rejects the re-upload and re-checks the re-check, the master executes the prescribed operation). According to relevant documents of Hohai University:

1. The total copy ratio of the entire dissertation is less than or equal to 15%, and the application thesis can be directly submitted for review and defense.

2. The total copy ratio of the entire dissertation is between 15% and 30%, and the students will submit the application thesis for review and defense after careful revision. The revision time of the dissertation shall not be less than two weeks.

3. The total copy ratio of the entire dissertation is between 30-40%, and students must make major revisions to their dissertation. The revision time of the dissertation is one month. After review by the supervisor and the college, submit the application paper again for review and defense.

4. The total copy of the entire dissertation is greater than 40%, and students must make major revisions to their dissertation.

The dissertation revision time is three months. After review by the supervisor and the college, submit the application paper again for review and defense. The system will determine the corresponding modification time according to different weight checking ratios [修改时间从查重反馈时间算起 the modification time is calculated from the time of checking the feedback]. If the thesis has indeed been modified and participate in the registration and sampling, you need to download the feedback form (dissertation double check result and handling opinion feedback form). After the supervisor and the department review and sign, and agree, upload the feedback form attachment in the system. When the attachment is uploaded , you can click [报名抽检 Registration Sampling] to voluntarily register for sampling. Wait for the final review of the department and submit the sampling list.
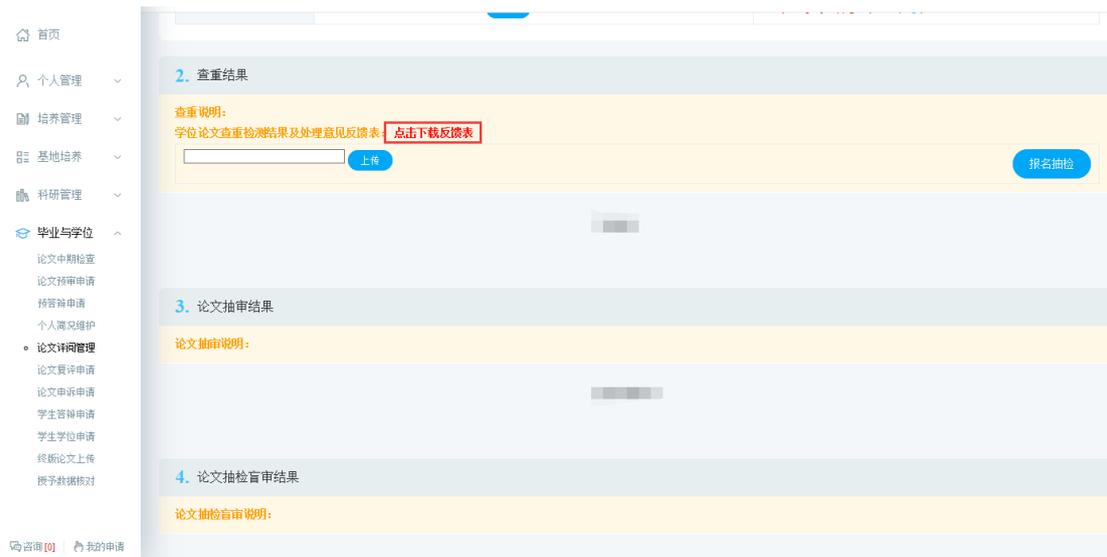
5. If you are selected, please upload the random papers according to the requirements [务必在抽检轮次结束第二天下午三点前 must be before 3 pm on the second day after the sampling round]. About 45 days, enter the system to check the paper review comments.

Paper information filling

Duplicate check summary upload

Upload mentor comments

7.6 Paper review application

Description: Submit a paper review application.

Instructions: Enter the application interface, fill in the paper information truthfully as required, review expert opinions, and specific revisions. Upload re-comment texts and abstracts. After verifying that it is correct, click [保存 Save] to save the filled information. Click [提交 Submit], submit the application, wait for the tutor, and the department to review. Feedback can also be checked on this interface.
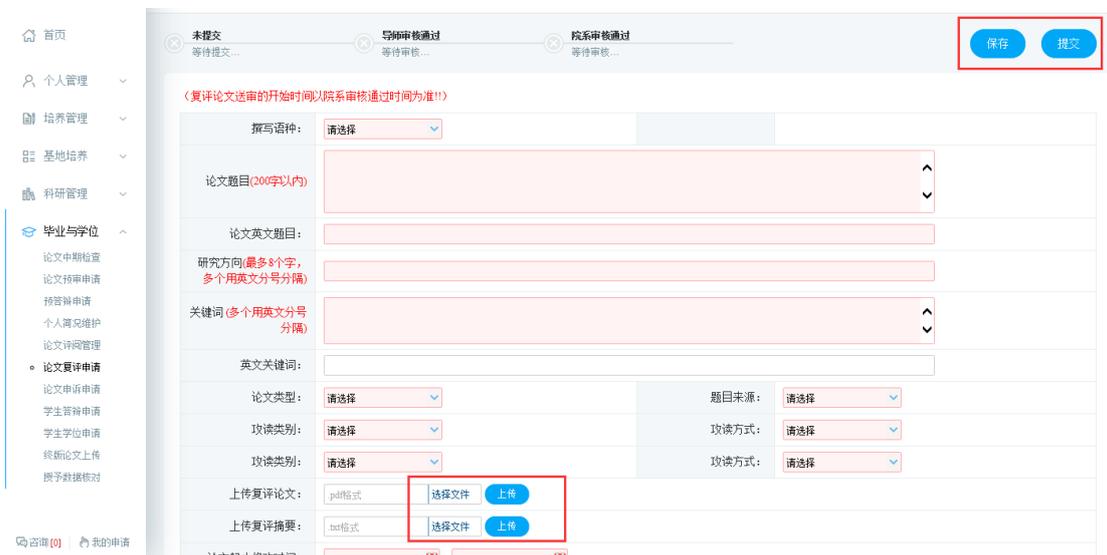
Re-evaluation application

7.7 Paper Appeal Application

Description: Submit an appeal application for paper submission.

Instructions: 1. Enter the appeal application submission interface and fill in the reason for the appeal. Click [保存 Save] and then click [提交 Submit] to submit the application and wait for the tutor to review. 2. After the instructor has passed the review, the expert group's opinions will be summarized and converted into a pdf file, which will be uploaded to the system. Wait for follow-up review after uploading.

Appeal application

7.8 Degree application

Description: Submit an appeal application for paper submission.

Instructions: 1. Enter the interface and fill in the content as required. After filling in the basic information, click [保存 Save]. 2. Click [选择文件 Select File] and select the pdf format of the conference paper. Click [上传 Upload]. 3. Verify the thesis and fill in the information, click [提交

Submit] after confirming that it is correct, and submit the degree application. 4. After the review is completed, you can view the tutor's comments. If all audits are completed, they can be placed on the list of meetings. Waiting for the meeting.