



河海大學
HOHAI UNIVERSITY

Introduction to Academic Affairs

Academic Office

International School

September 2020



河海大学
HOHAI UNIVERSITY

Teaching Administration

- Academic Office
 - Office Location: Room 101, Xikanglu campus
 - Office number: +86 25 83786244
 - Email: ie_academic@hhu.edu.cn
- Academic Affairs of Degree students
- ✓ including Students' status Management
 - ✓ Management of Courses, Transcripts and Degree Certificates



Academic Office



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Academic affairs of
Postgraduate Students



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Undergraduate Students



河海大学
HOHAI UNIVERSITY

目录Menu



河海大学
HOHAI UNIVERSITY

1. Regulations for Studies

学习相关规定

2. Bachelor Courses Arrangement

本科生课程安排

3. Graduate Courses Arrangement

研究生课程安排

4. Chinese Language Students

汉语生课程安排



河海大学
HOHAI UNIVERSITY

1. Regulations for Studies

学习相关规定

2020河海大学
留学生汉语分级考试
Chinese Proficiency Test
Hohai University
Sept, 2020



长按识别二维码

Requirements of Chinese Language



汉语水平要求

自2019年9月入学的学生，
毕业时汉语水平需达到以下要求：

研究生，英文授课项目：
三级；

本科生，英文授课项目：
四级；

本科生，中文授课项目：
五级。

All the international students
enrolled after September 2019, the
Chinese proficiency should
achieve the following
requirements before graduation:

✓Postgraduates, English taught
program, HSK 3;

✓Bachelor, English taught
program, HSK 4;

✓Bachelor, Chinese taught
program, HSK 5.



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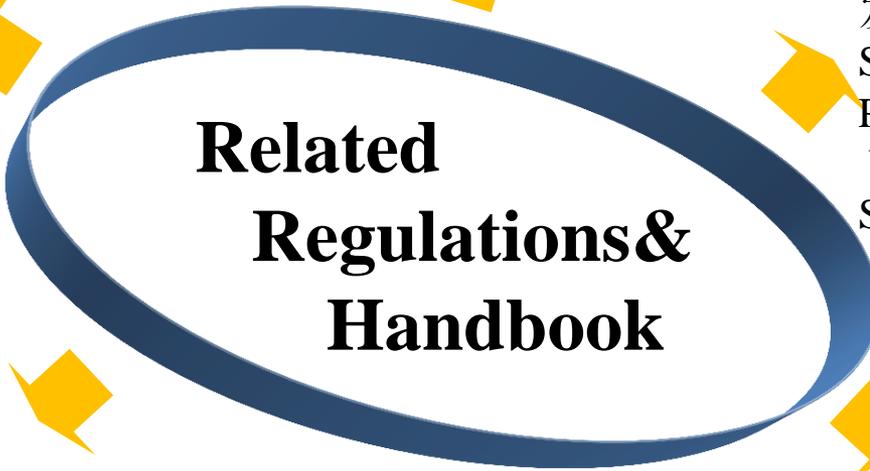
《来华留学研究生论文工作
指导手册》

Thesis Handbook for
International Student

《来华留学本科生考勤本》
Attendance Notebook for
International Bachelor Students

《关于研究生中的留学生
发表学术论文的补充通知》

Supplementary Notice for
Publishing Academic Papers
by International Graduate
Students



Related Regulations & Handbook

《教育部、外交部、公
安部42号令》

New

《河海大学外国留学生学籍管理办法》
Regulations on Education Registration Ma
nagement of International Students of Hoh
ai University

New

Note: Please download it from following website:

<http://ie.hhu.edu.cn/>

Regulations

See from the website

<http://hhis.hhu.edu.cn/5046/list.htm>



河海大学
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河海大学国际教育学院学生考勤管理规定

河海大学国际教育学院学生考试考场须知

1. 学生应按规定时
校办理注册手续。且
育学院请假,并获得
2. 学生应按时参加
纪校规。
3. 经批准修读的课
逾期而缺席者,以
4. 学生应按要求参
方可取得学分。
5. 学生因病、因事
假并获得批准。返
6. 学生因病、因事
离校手续后,方可
7. 学生因病、因事
离校手续后,方可
8. 学生申请复学时,
校并办理注册手续。

Regulations on attendance management of Hohai University International School

1. Students should come to the school for registration with the admission notice (freshman) or student ID card and relevant certificates at the prescribed time. If someone fails to register on time, he/she should ask the International School for permission in advance with the relevant certificates.
2. Students should participate in lessons and activities arranged by the university on time, and consciously abide by university rules and regulations.
3. Students should attend the approved course on time. Students who are absent without permission or leave overtime will be punished as truancy and given corresponding disciplinary penalties according to the circumstances.
4. Students are required to take course examinations and/or submit course reports before they can receive credit.
5. Students must go through related procedures to ask leave of absence due to illness or other reasons. They should ask for leave from the International School in advance and obtain approval. On returning, it is necessary for them to report back to the International School.
6. Students who are suspended from school due to illness or other reasons must apply to International School and can leave the school only after being approved.
7. If students drop out of school due to illness or other reasons, they must apply to International School for approval before leaving school.
8. When students apply for re-entry, they must apply to International School in advance. After approval, they can return to school and conduct the registration formalities.

1. 迟到十五分钟者不得入场
2. 考试开始后 30
3. 携带有效证件
4. 在指定座位就
5. 考试无关的物
6. 考场内保持安
7. 在规定的时
8. 考试结束后,必
方可离开

Instructions for Examination of International Students

1. Those who are fifteen minutes late are not allowed to enter examination room.
2. Within 30 minutes after the beginning of the examinations, no one can leave examination room.
3. Examinees must carry valid certificates (such as student card, passport, admission card).
4. Examinees must be seated at appointed seats.
5. Irrelevant items must be placed collectively.
6. Keep quiet in the examination room. Conversation and borrowing stationery are not allowed.
7. Examinees must finish their papers in fixed time. No time delay is allowed.
8. Examinees can not leave the classroom until the invigilators collect and count the papers unmistakably after examination.

Regulations on the
attendance management

Instructions for Examination

Online Application

http://ie.hhu.edu.cn/_s149/p7352c7346/list.psp



河海大学
HOHAI UNIVERSITY

填写申请 > 导师审核 > 本组审核 > 研组审核 > 国教院审核

留学生电子学期注册申请 Semester Registration

基本信息Basic Information			
学号 Student ID number		英文姓名 English Name	
中文名 Chinese Name		留学生类别 Type	
国籍(籍贯) Nationality		学院 College	
专业 Major		导师 Supervisor	
电子邮箱 Email		联系电话 Phone Number	
护照复印件 Passport		Piz upload	
最高学历学位相关成绩单 The transcript of the most advanced degree		说明: 请将所填 pdf文件并上传到 ONE PT	
学习计划 Study Plan at HHU		Piz upload C	
学籍状态 Registration Status	请选择		
当前居住状态 Living Status	请选择		
当前学习状态 Study Status	<input type="checkbox"/> 课程学习 Courses studies	<input type="checkbox"/> 科学研究 Scientific Research	<input type="checkbox"/> 论文撰写 Thesis Writing
	<input type="checkbox"/> 其他 Others		

留学生电子学期注册申请
Semester Registration

河海大学
HOHAI UNIVERSITY

留学生学习期限延长申请表 Study Period Extension

基本信息Basic Information			
学号 Student ID number		英文姓名 English Name	
中文名 Chinese Name		留学生类别 Type	
国籍(籍贯) Nationality		学院 College	
专业 Major		导师 Supervisor	
电子邮箱 Email		联系电话 Phone Number	
已修学分 Credits Obtained		应修学分 Credits Required	
平均成绩 Average		上传成绩单 Transcript	Upload Transcript. PDF上传. PDF格式的学习成绩单
CSC NO.			
延期原因 Reasons for extension			
是否完成课程学习 Whether to complete course study	<input type="radio"/> 是Yes <input type="radio"/> 否No		
是否完成开题报告 Whether to complete the opening report	<input type="radio"/> 是Yes <input type="radio"/> 否No	开题报告时间 Date of the opening report	
是否完成中期考核 Whether to complete the mid-term assessment	<input type="radio"/> 是Yes <input type="radio"/> 否No	中期考核时间 Date of the mid-term assessment	
下一步学习计划 Study plan for the next stage			
延期时长 Duration of extension			个月months

留学生学习期限延长申请
Study Period Extension

Some Forms

Download from the website
<http://ie.hhu.edu.cn/p7352c7346/list.htm>



河海大学
HOHAI UNIVERSITY

河海大学国际学生学生证/研究生证补办申请表

Application Form of Student ID Card Make-up for International Students of Hohai University

学号	Student ID
姓名	Name
性别	Gender
学院	College
电话	Telephone
补办原因	Reasons for make up
挂失证明/个人承诺	Certificate of loss report / Personal commitment
国教院学生事务办意见	Students' Affairs Office of IS
国教院院长意见	International School
办理结果	Results

河海大学国际学生转专业/转导师申请表
 Application Form to Change Major/ Supervisor for International Students of Hohai University

学号	Stc
姓名	! Name
性别	C Gender
学院	Te College
电话	so Telephone
补办原因	Origi Reasons for make up
挂失证明/个人承诺	Origina Certificate of loss report / Personal commitment
国教院学生事务办意见	所 Origi Students' Affairs Office of IS
国教院院长意见	报转 Nev International School
办理结果	国教院 Internat Results
	校长 Pt

河海大学国际学生休学审批表

学号	Student ID
姓名	Name
性别	Gender
学院	College
电话	Telephone
休学时间	Duration of Suspension
个人申请	Personal Statement
所在院系意见	College
国教院学生事务办意见	Students' Affairs Office of IS
国教院院长意见	International School
办理结果	Results

河海大学国际学生休学审批表

Application Form to Suspend for International Students of Hohai University

河海大学国际学生复学审批表

学号	Student ID
姓名	Name
性别	Gender
学院	College
电话	Telephone
个人申请	Personal Statement
所在院系意见	College
国教院学生事务办意见	Students' Affairs Office of IS
国教院院长意见	International School
办理结果	Results

Application Form to Resume for International Students of Hohai University

河海大学国际学生退学审批表

学号	Student ID
姓名	Name
性别	Gender
学院	College
电话	Telephone
个人申请	Personal Statement
所在院系意见	College
国教院学生事务办意见	Students' Affairs Office of IS
国教院院长意见	International School
办理结果	Results

Withdrawal Form for International Students of Hohai University

备注:
 1. 需提交一张1寸寸
 2. 本人于申请次月第

备注:
 1. 国际学:
 2. 国际学:
 3. 国际学:

备注:

1. 国际学生应在休学期
2. 国教院学生事务办负
3. 国教院教务办负责核
4. 研究生需征得导师同
5. 国际学生休学审批后

备注:

1. 因病休学办理复学者,
2. 国际学生复学审批后

备注:

1. 国教院学生事务办负责核查学生缴费情况、清退宿舍和取消居留许可;
2. 国教院教务办负责核查学生学籍状态;
3. 研究生需征得导师同意后,方可办理退学;
4. 国际学生退学审批后由国际教育学院送教务处或研究生院备案。

Student ID Card Make-up

Change Major / Supervisor

Suspension of Studies

Resumption of Studies

Quit Studies

...



河海大学
HOHAI UNIVERSITY

Regulations & Handbook

本科生学制4年，根据《河海大学外国留学本科生学籍暂行管理办法》第十五条“留学生课程总成绩由平时成绩和期末考试成绩组成，两者各占50%。其中平时成绩由任课教师根据留学生平时到课等情况综合评定”。

The duration of undergraduate program is 4 years.
The total score of the bachelor's courses consists of attendance (50%) and final examination score (50%).

留学研究生培养可参考《河海大学来华留学研究生论文工作指导手册》：

硕士研究生学制3年，毕业需要28个学分，申请学位时对其发表学术论文不做明确要求。

博士研究生学制4年，毕业需要15个学分，申请学位时需满足[以下条件](#)：

The master program is 3 years and 28 credits are required for the application of degree. The doctoral program is 4 years and 15 credits are required for the application of degree. To apply for a doctoral degree, the following conditions should be met:

International doctoral candidates should satisfy the following conditions when apply for degree



河海大学
HOHAI UNIVERSITY

理学、工学学科门类博士 doctor degree in science and engineering

请注意所发表的论文要求

- 学生第一作者;
- 学生第二作者, 指导教师第一作者;
- 第一作者署名单位为河海大学。

- Two papers are included in Engineering Index (EI)
- One paper is included in EI and two papers are published in Institute of Scientific and Technical Information of China (ISTIC) retrieval source academic journals or foreign academic journals
- Three papers are published in ISTIC retrieval source academic journals

法学、管理学学科门类博士 doctor degree in law and management

The paper published requires:

- The student as the first author
- The student as the second author and the the supervisor as the first author
- The first affiliated institution should be Hohai University.

期刊上。

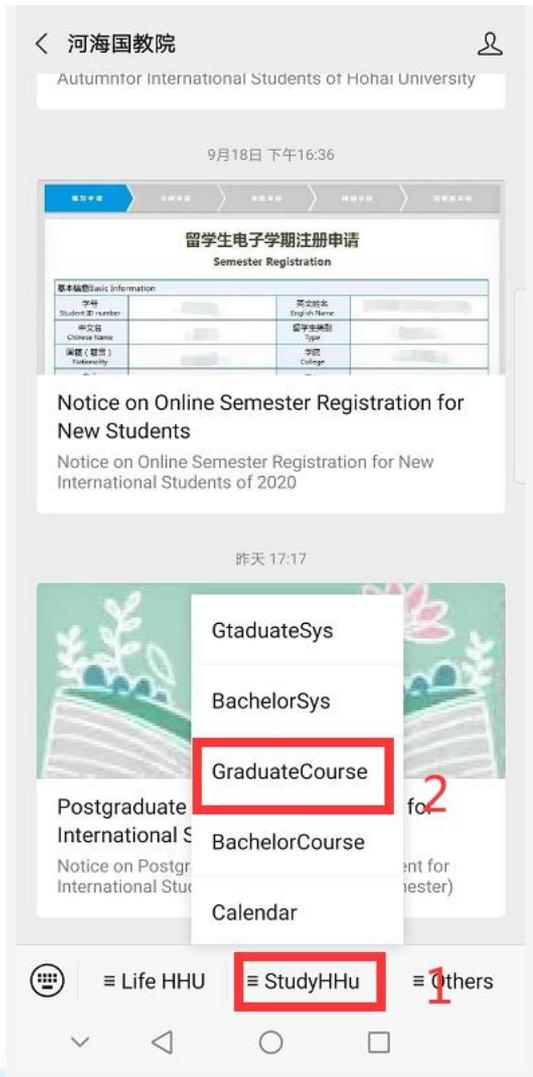
- Two papers are included in EI or published in Chinese Social Sciences Citation Index (CSSCI)
- One paper is included in EI and two papers are published in Chinese Core Journals or foreign academic journals
- One paper is published in CSSCI and two papers are published in Chinese Core Journals or foreign academic journals
- Three papers are published in Chinese Core Journals or foreign academic journals.

Courses Arrangement



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HOHAI UNIVERSITY

In our wechat “河海国教院”, you can find the function “StudyHHU”. Let us explore more information about the courses and online system together!



2. Bachelor Courses Arrangement

本科生课程

Bachelor Courses Arrangement



河海大学
HOHAI UNIVERSITY

Courses of the first year are arranged by International School. From the second year, all the bachelor students should take courses with Chinese students. At the beginning of every semester from the second year, you should also go to your college to get timetable.

本科生教学秘书 Bachelor Teaching Secretary

序号	学院	College	Contact	Telephone
1	水文院	College of Hydrology and Water Resources	史静	83787365/58099422
2	水电院	College of Water Conservancy and Hydropower Engineering	高冀颖	83786931/58099432
3	港航院	College of Harbor, Coastal and Offshore Engineering	刘瑶	83786187
4	土木院	College of Civil and Transportation Engineering	陈鹏	83787605/58099404
5	环境院	College of Environment	李洋	83786971
6	能电院	College of Energy and Electrical Engineering	李薇薇	58099094
7	计信院	College of Computer and Information Engineering	陈静	58099109
8	力材院	College of Mechanics and Materials	李静	83786410
9	地学院	College of Earth Science and Engineering	郑茜丹	58099141
10	农工学院	College of Agricultural Engineering	王薇薇	83786947
11	海洋院	College of Oceanography	李燕	83787813
12	理学院	College of Sciences	李成翠	58099160
13	商学院	Business School	黄艳	58099216
14	公管院	School of Public Administration	刘芹	83786381

本科生一年级的课程由国际教育学院安排。从二年级起，所有留学本科生与中国学生同堂上课。从二年级起，每学期开学时，请去专业学院领取课表。



Bachelor Courses Arrangement

The handbook of online system is on our website.
<http://ie.hhu.edu.cn/2016/0918/c7339a99099/page.htm>

本科生综合教务系统的使用手册和网址如下：
The online system is
<http://202.119.113.135/xkgg.html>

You don't need to select any course for the first year. The university (the teaching affairs department) will set the timetable into your account.

本科生第一年不需要在线选课。
该系统可提供选课、查看培养方案、查询成绩、评教评学和重修报名等功能。

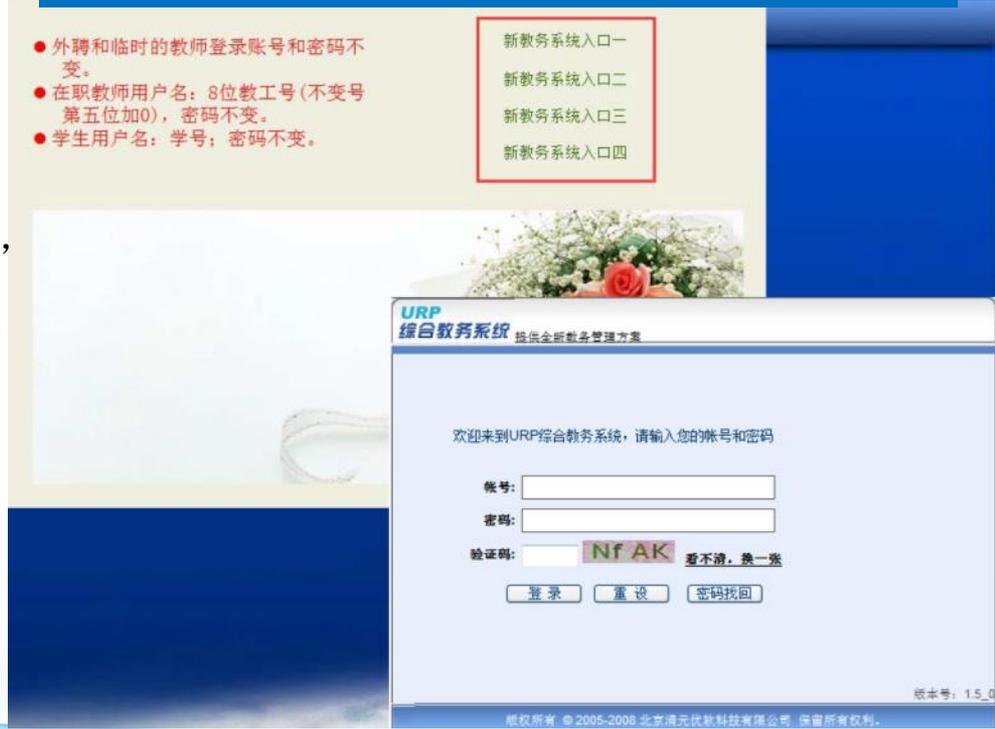
2020级留学本科生将通过“河海大学课堂在线平台”，实施线上课程。
the online courses will be implemented for undergraduate students in the fall semester of 2020 through the "Online Platform of Hohai University".

<http://hhu.fanya.chaoxing.com/portal>

The online system offers the following functions:

- course selection
- program review
- grade query
- lecturer evaluation
- retake courses application

etc.





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HOHAI UNIVERSITY

3. Graduate Courses Arrangement 研究生课程

Program for International Graduate students (2017)

留学研究生培养方案 (2017版)

<http://ie.hhu.edu.cn/2017/0914/c7304a155573/page.htm>



河海大学
HOHAI UNIVERSITY

全英文留学博士研究生培养方案修订目录

Doctoral Program

1. 0305 马克思主义理论 Theory of Marxism	2
2. 030301 社会学 Sociology	8
3. 080104 工程力学 Engineering Mechanics	13
4. 0808 电气工程*Electrical Engineering	19
5. 0810 信息与通信工程 Information and Communication Engineering	24
6. 0812 计算机科学与技术*Computer Science and Technology	29
7. 0814 土木工程 Civil Engineering	34
8. 0814Z2 土木工程材料*Civil Engineering Materials	41
9. 081501 水文学及水资源 Hydrology and Water Resources	47
10. 081502 水力学及河流动力学*Hydraulics and River Dynamics	54
11. 081503 水工结构工程*Hydraulic Structure Engineering	59
12. 081504 水利水电工程*Water Conservancy and Hydropower Engineering	64
13. 081505 港口、海岸及近海工程 Harbor, Coastal and Offshore Engineering	70
14. 081601 大地测量学与测量工程 Geodesy and Surveying Engineering	75
15. 0818 地质资源与地质工程 Geological Resource and Geological Engineering	82
16. 0828 农业工程*Agricultural Engineering	87
17. 0830 环境科学与工程 Environmental Science and Engineering	92
18. 1201Z5 移民科学与管理 Resettlement Science and Management	98
19. 1202 工商管理 Business Administration	103

全英文留学学术学位硕士研究生培养方案修订目录

Academic Master Program

1. 0305 马克思主义理论 Theory of Marxism	111
2. 020206 国际贸易学 International Trade	117
3. 030301 社会学 Sociology	122
4. 0701 数学*Mathematics	128
5. 070503 地图学与地理信息系统*Cartography and Geographical Information System	133
6. 080104 工程力学 Engineering Mechanics	138
7. 0802 机械工程 Mechanical Engineering	144
8. 0805 材料科学与工程*Materials Science and Engineering	149
9. 0808 电气工程 Electrical Engineering	154
10. 0810 信息与通信工程 Information and Communication Engineering	159
11. 0812 计算机科学与技术 Computer Science and Technology	165
12. 0814 土木工程 Civil Engineering	170
13. 081501 水文学及水资源 Hydrology and Water Resources	176
14. 081502 水力学及河流动力学*Hydraulics and River Dynamics	183
15. 081503 水工结构工程*Hydraulics Structure Engineering	188
16. 081504 水利水电工程 Water Conservancy and Hydropower Engineering	193
17. 081505 港口、海岸及近海工程 Harbor, Coastal and Offshore Engineering	198
18. 0816 测绘科学与技术 Surveying and Mapping	203
19. 0818 地质资源与地质工程 Geological Resource and Geological Engineering	209
20. 0823 交通运输工程*Transportation Engineering	214
21. 0828 农业工程 Agricultural Engineering	219
22. 0830 环境科学与工程 Environmental Science and Engineering	224
23. 1201Z5 移民科学与管理 Resettlement Science and Management	229
24. 120202 企业管理 Enterprise Management	234
25. 1204 公共管理 Public Management	241

Online system

<http://yjss.hhu.edu.cn/gmis/home/stulogin>

Graduate Courses Arrangement



河海大学
HOHAI UNIVERSITY

2020年秋季学期留学研究生课程开设清单 Course list for postgraduate students of 2020 autumn

序号	课程号	课序号	课程名	教师名	开课院系	学时	学分	上课周次	上课星期	上课节次	持续节次	备注	微信/qq群二维码	任课老师邮箱	联络人	联络人微信	联络人邮箱
No.	Course Number		Course Name	Lecturer	College	Credits	Week	Day	Section From	Numbers of Section	Remarks	Wechat/QQ group QR-code	Email of lecturer	Contact person	Contact Wechat	Contact Email	
1	2015LXS01	01	汉语 I Chinese Language I	20020110【刘寒之*】	外国语学院(研)	32	2	6-13周	5	1	4			2965423541@qq.com	D20200407 Maxwell Addae	ingAddae	ingmaxwelladdae@gmail.com
2	2015LXS01	02	汉语 I Chinese Language I	19950018【吴丰清*】	外国语学院(研)	32	2	6-13周	5	1	4	Mid-level students		wfqemail@163.com	D20200301 Shahrukh Qureshi	qureshishahrukh	qureshishahrukh@live.com
3	2015LXS01	03	汉语 I Chinese Language I	20030046【杨志春*】	外国语学院(研)	32	2	6-13周	5	1	4			478390162@qq.com	D20200303 Daniel 西斯罗	Daniserrag	dsa_dsa@hotmail.com
4	2015LXS01	04	汉语 I Chinese Language I	20120043【高巍*】	外国语学院(研)	32	2	6-13周	5	1	4			ecss_2@163.com	D20200204 Eaint Mon Khine	eaint-mon-khine	eaintmkl9@gmail.com
5	2015LXS03	01	中国概况 Introduction to China	20020110【刘寒之*】	外国语学院(研)	32	2	14-21周	5	1	4			2965423541@qq.com	D20200407 Maxwell Addae	ingAddae	ingmaxwelladdae@gmail.com
6	2015LXS03	02	中国概况 Introduction to China	19940088【孙宁宁*】	外国语学院(研)	32	2	14-21周	5	1	4	Mid-level students		sunhhu@qq.com	M2018091 Arghya Uthpal Mondal	arghyarains303	2751231893@qq.com

Please refer to our website for more information and see the update of courses.

<http://ie.hhu.edu.cn/2020/0922/c7339a212757/page.htm>



Graduate Courses Arrangement



河海大学
HOHAI UNIVERSITY

All the graduate students should select courses in the online system, please read the handbook of the online system on our website.

<http://ie.hhu.edu.cn/2016/0913/c7339a99075/page.htm>

The online system is <http://yjss.hhu.edu.cn/gmis/home/stulogin>

The online system offers the following functions:

- ✓ course selection
- ✓ program review
- ✓ grade query
- ✓ transcripts print
- ✓ study certificate print
- ✓ personal contact info modification

etc.



研究生教育教学管理系统

Graduate Management Information System

学号 请输入学号

密码 请输入密码

请输入验证码

3258

[忘记密码?](#)

登录



云智能 慧感知 优服务



流程化 规范化 一体化



轻办公 高效率 全过程

友情提示

学生用户用学号和密码登录系统，初始密码是本人身份证上面出生日期(例如：19990124)。

说明：1.使用chrome或IE10+浏览器（360浏览器版本8.1以上） 2.1280*800分辨率以上浏览本系统 3.请不要屏蔽弹出窗口 4.技术支持：南京南软(版本:5.0)



Graduate Courses Arrangement

- The arrangement of supervisor and the application of pre-defense, defense are in the college.
- The approval of transcripts is in International School.

研究生教学秘书 Graduate Teaching Secretary

#	学院	College	Contact	Telephone	Office	Campus
1	水文院	College of Hydrology and Water Resources	许睢	+86 25 83786614	工程馆314	西康路Xikanglu
2	水电院	College of Water Conservancy and Hydropower Engineering	周昶/柳璐	+86 25 83786922	水电馆311	西康路Xikanglu
3	港航院	College of Harbor, Coastal and Offshore Engineering	郝晓美	+86 25 83786187	严恺馆623	西康路Xikanglu
4	土木院	College of Civil and Transportation Engineering	刘瑾	+86 25 83786552	科学馆503	西康路Xikanglu
5	环境院	College of Environment	张文翠	+86 25 83786697	水利馆407	西康路Xikanglu
6	能电院	College of Energy and Electrical Engineering	曹东莉	+86 25 58099096	勤学楼5312	江宁Jiangning
7	计信院	College of Computer and Information Engineering	吴晓丹	+86 25 58099136	勤学楼4323	江宁Jiangning
8	力材院	College of Mechanics and Materials	贺蓓	+86 25 83787027	乐学楼1107	江宁Jiangning
9	地学院	College of Earth Science and Engineering	俞冰	+86 25 58099141	笃学楼909	江宁Jiangning
10	农工院	College of Agricultural Science and Engineering	曾欣	+86 25 83772052	行政楼405	江宁Jiangning
11	海洋院	College of Oceanography	李燕	+86 25 83787813	电气馆409	西康路Xikanglu
12	理学院	College of Sciences	李成翠	+86 25 83786640	励学楼B213A	江宁Jiangning
13	商学院	Business School	袁思源	+86 25 68514309	博学楼206	江宁Jiangning
14	公管院	School of Public Administration	阮雪琴	+86 25 83787376	厚学楼507	江宁Jiangning
15	机电院	College of Mechanical and Electrical Engineering	蔡伟	+86 18906143866	英才楼A408	常州Changzhou
16	物联网院	College of Internet of Things Engineering	王海滨	+86 18861194542	卓越楼1107	常州Changzhou



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HOHAI UNIVERSITY

4. Chinese Language Students 汉语生课程安排

Chinese Language Students



包括以下课程 Courses include

- 综合汉语 COMPREHENSIVE CHINESE
- 汉语听说 LISTENING & SPEAKING
- 汉语读写 READING & WRITING
- 汉语口语 ORAL

课程时间 Period of courses

- 2020年10月12日- 2021年1月15日
- From October 12, 2020 to January 15, 2021

上课地点 Classroom

- 西康路校区闻天馆511
- Wentian Building 511, Xikanglu Campus

期中考试 The mid-term exams

- 2020年11月23日至11月27日
- From November 23 to November 27, 2020

期末考试 The final exams

- 2021年1月11日至1月14日
- from January 11 to January 14, 2021

学习要求 The requirements of studies

- 按时出勤，认真上课，完成作业，参加考试
Attend class on time, finish homework and take exams as required
- 出勤率低于80%的学生将取消居留许可
Residence permits will be cancelled if the attendance below 80%



Regular Work Relevant to Students

Spring Semester

Feb./March – August

Fall Semester

Sep. – Jan./Feb.

Regist
ration

Registration for
degree students (Feb.)

Registration for degree
students (Sep.)

Educa
tion

Arrangement of Courses (Feb.)

Arrangement of Courses (Sep.)

Gradu
ation

Delivery of graduation
and degree certificate
(March)

Delivery of graduation
and degree certificate
(June)

Delivery of graduation
and degree certificate
(September)

Delivery of graduation
and degree certificate
(Dec.)

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec



河海大学
HOHAI UNIVERSITY

Regular Work Relevant to Students

新生报到

(9月)

- 1) 进行新生入学教育
- 2) 开具相关学院报到注册函
- 3) 本科生信息由教务处录入本科教务系统
- 4) 研究生信息由研究生院录入研究生信息系统
- 5) 学籍注册

培 养

- 1) 为一年级本科生安排课程
- 2) 为研究生安排课程
- 3) 联系相关学院为研究生安排导师和课程

毕 业

- 1) 联系教务处、研究生院、相关学院确定毕业、结业学生名单
- 2) 制作学历/学位中英文证书等毕业相关文件
- 3) 协助学生办理离校手续
- 4) 学历注册





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