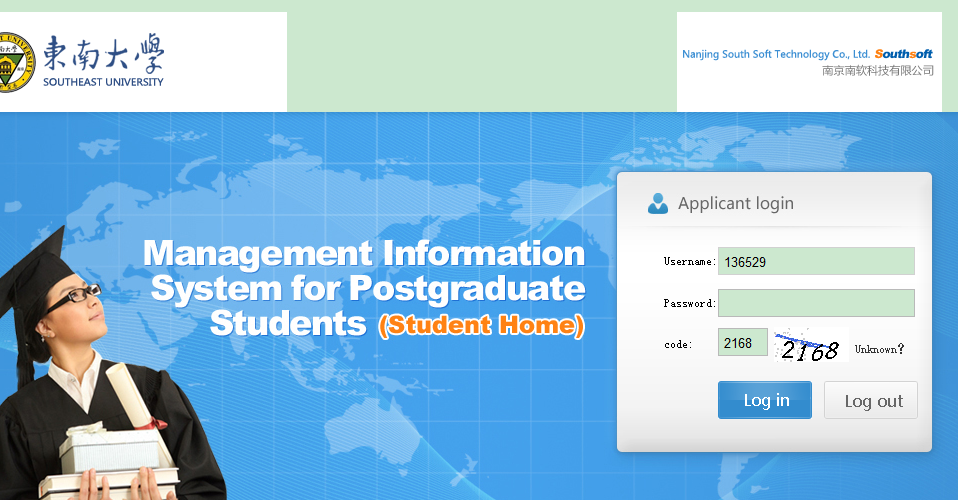
**研究生院学生服务系统选课指南**

Introduction on course selection for graduate students

**中文网址：**[**http://202.119.4.150/nstudent/**](http://202.119.4.150/nstudent/) **(Chinese version)**

**英文网址:** [**http://202.119.4.150/pyxx\_lxs/login.aspx**](http://202.119.4.150/pyxx_lxs/login.aspx) **(English version)**

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**用户名：**学号（请见我院新学期初的学生名单信息）。

Username is your Student ID number, it will be given to you at the beginning of the new semester. Please refer to the international graduate student information list.

**密码：**八位数生日。Password is your birth day.

例： 生日：1988年6月5日，密码：19880605

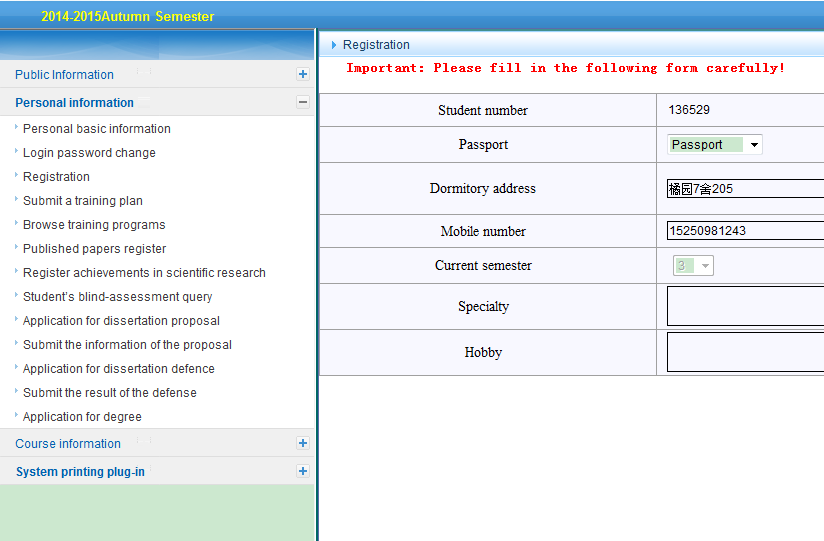
e.g.: date of birth: June 5th 1988, password：1988060**5**

**研究生选课流程**

**Master’s Student Course Selection Process**

1. **注册Step one-register**



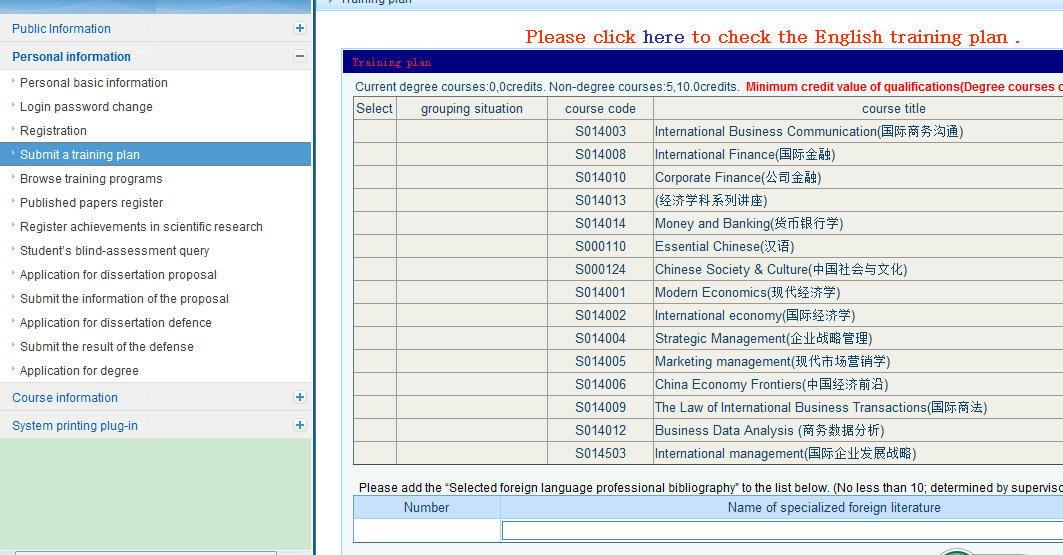


请填写联系电话、邮箱地址等信息，然后再提交培养计划、选课等。每学期初须注册一次。

Please fill in your contact information: phone number, email address and other information. Then submit training plans, course selection and so on. It is mandatory that you register at the beginning of each semester.

1. **提交培养计划 Step two- submit training plans**





**1.与导师商定培养计划**

1**.** Contacting instructors, determining which courses to choose

**2.添加不少于10篇外文专业文献**

2. Add Selected Foreign Language Bibliography (No less than 10)

**3．留学研究生还须选择两门汉语课（博士研究生：科技汉语（博士），中国概况；硕士研究生：汉语，中国概况）。**

3. When the teacher agrees on training plan, proceed with course selection.

After confirming your major and course list please note: International graduate students need to choose two Chinese courses.

PhD students: Chinese for Science and Technology, China Panorama; Postgraduates: Chinese and China Panorama .

具体操作如下：

The specific operation as follows:

（1）点击“添加非学位课程”

（1）Click "add non-degree courses"





(2)选择“研究生院”

(2)Select "Graduate school”





博士研究生选择：科技汉语（博士），中国概况

硕士研究生选择：汉语，中国概况

PHD students: Chinese for science and Technology (Doctor), China Panorama

Postgraduate students: Chinese, China Panorama.

(3)培养计划完成后，点击“提交培养计划”

(3)After training plan is complete, click "submit training plan"





(4)硕士研究生需删除“学位英语”，“中国特色社会主义理论与实践研究”，“自然辩证法概论”， 博士需删除“博士英语”，“中国马克思主义与当代”。请联系研究生院蒋老师（107办公室，电话：83792529）帮助删除。

**\*硕士研究生因删除“自然辩证法概论”，需选择同样学分的非学位课程来替代**。

注意：**请研究生院修改删除后，不能再点击“提交培养计划”，**否则培养计划又会恢复为包含“学位英语”“博士英语”等课程的状态。

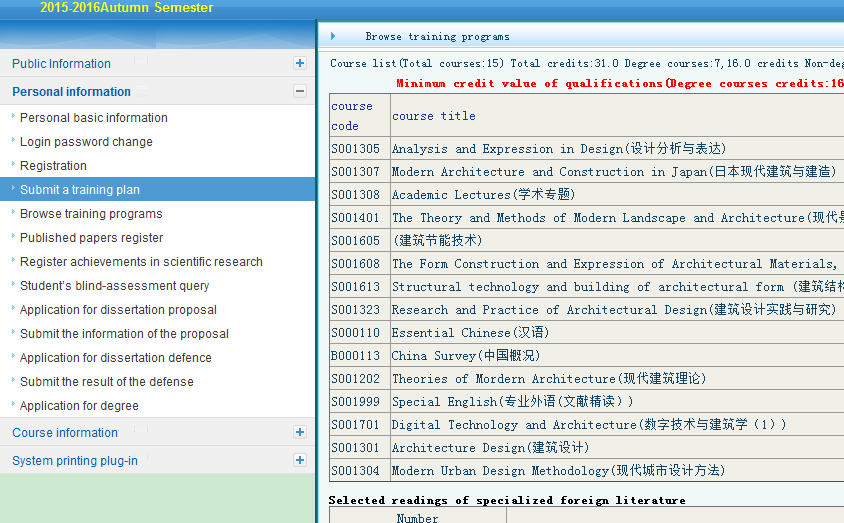
(4)Postgraduate students need to delete: "English credits", "Chinese characteristics theory and practice of socialism", "Introduction to Dialectics of Nature", PhD students need to remove the "PHD English", "Chinese Marxism and contemporary”.

For Graduate students please refer to Mr. Jiang in Graduate School for help in deleting unnecessary courses (Rm. 107 in Graduate School ,Tel: 83792529).   
\* Postgraduate students delete "Introduction to Dialectics of Nature", but you must choose another credit load course to replace this deleted course.

Please Note: after the Graduate School have revised your course selection you can no longer click "Submit training plan", otherwise the training program will resume including "English Credits" and “PHD English".

1. **培养计划查询及打印Step three-the training program inquiries and printing**





直接打印培养计划，并请导师签字。 Print training plan and request instructor’s signature.

1. **选课，点击“学生网上选课”，选择课程**

**Step four -choosing electives, click on "Student Online Course", select courses.**

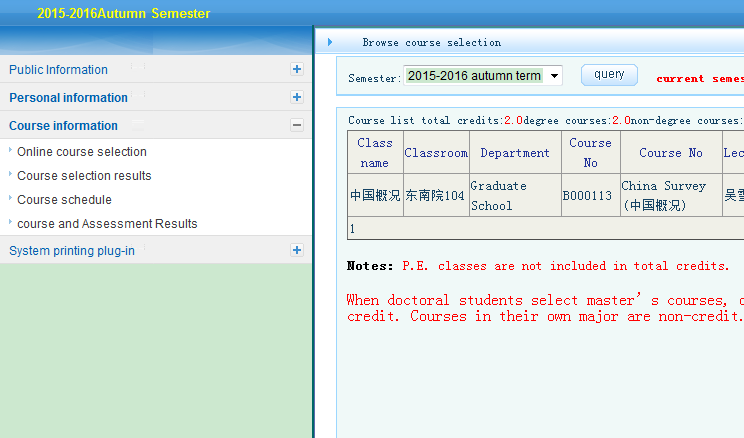






1. **选课结果查询并打印 Step five-selected course list query and printing**





**备注：关于培养计划纸质版提交、毕业发表论文要求等事情，请多与所在院系和导师沟通。**

Note: For training plan paper version submission, published graduation requirements affairs, please contact respective faculty and mentors.