

# 留学生研究生管理信息系统使用指南（2024 级）

## Usage Guide of International Graduate Information System

### (For 2024 batch)

Written by

Teaching Affairs Office, Graduate School, NMU

## 第一部分：如何登录系统

### Part one: How to log in the system

说明：学生须在第一学期开始的时候登录管理信息系统。

步骤一：在浏览器中输入地址“<https://www.njmu.edu.cn/main.htm>”并搜索。

Step 1: Type “<https://www.njmu.edu.cn/main.htm>” in your browser and press search.



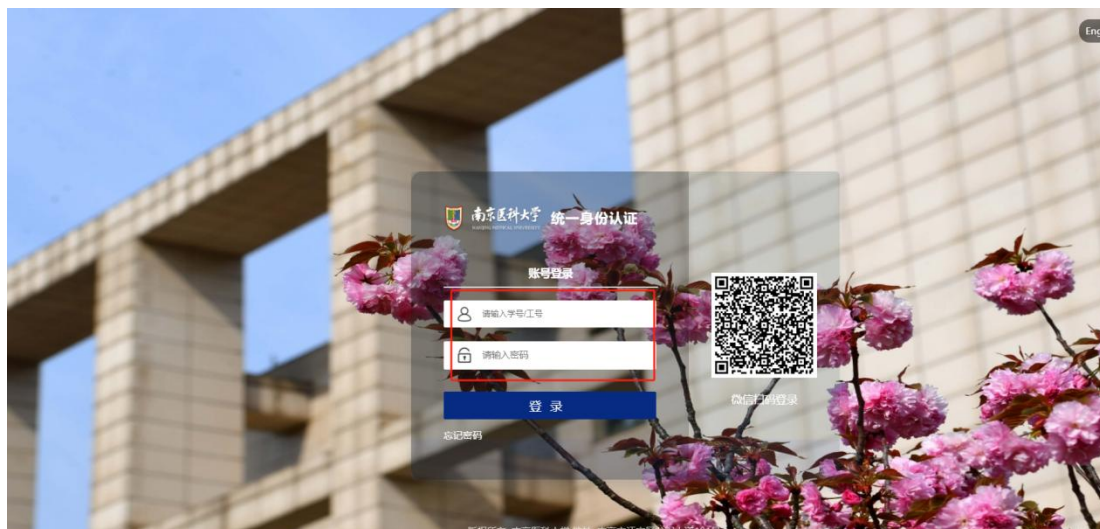
步骤二：选择“融合门户”并点击进入。

Step 2: Select “融合门户” and click into.



步骤三：输入学号、密码和验证码。

Step 3: Input your student ID and password, the initial password is your student ID.



For example, if your student number is 2022D10014, the initial password to log in the system is **2022D10014**.

## 步骤四：绑定手机

### STPE 4: Input your phone number and verification code

为了你的账号安全，有以下信息待完善

\*手机绑定: 未绑定手机号，绑定后可提高账户安全程度 绑定

\*密码强度: 弱 修改密码

注意：不包含简单密码、非键盘字符、账号、手机号、身份证

我已完成

## 步骤五：修改密码

### STPE 5: Reset the password

为了你的账号安全，有以下信息待完善

\*手机绑定: 152\*\*\*\*8013 已绑定

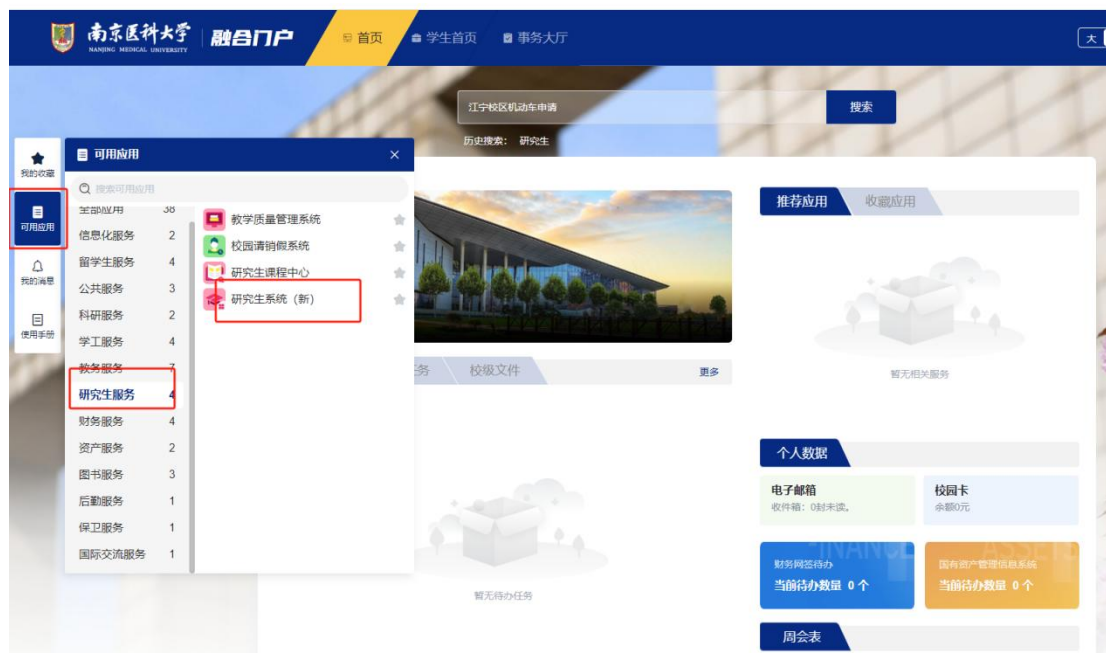
\*密码强度: 中 修改密码

注意：不包含简单密码、非键盘字符、账号、手机号、身份证

我已完成

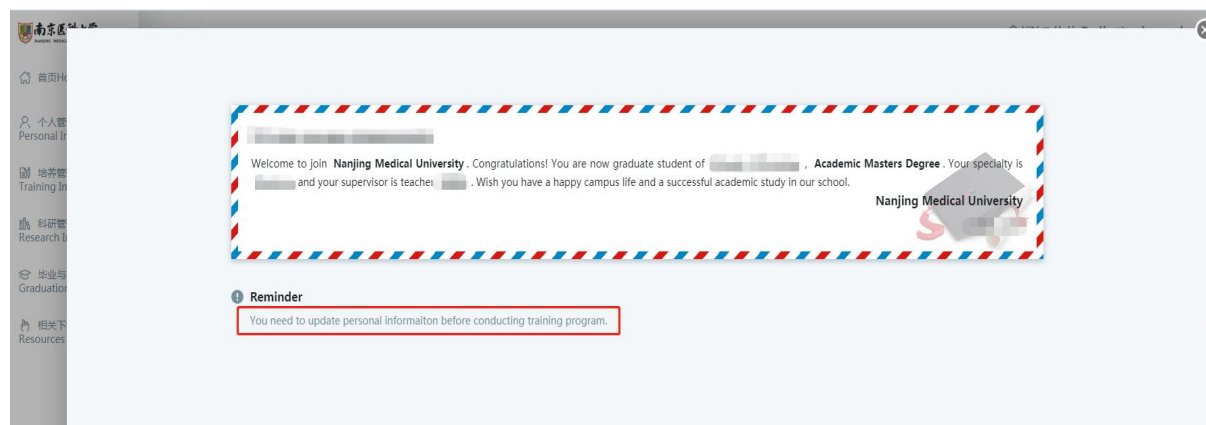
步骤六；选择可用应用-研究生服务-研究生系统（新）

STEP6: Select “可用应用” — “研究生服务” — “研究生系统（新）” and click into the manage system



成功登录后，将会出现以下界面。

If you log in successfully, your account should open to this page



and this page.

首页Homepage

个人管理  
Personal Information

培养管理  
Training Information

科研管理  
Research Information

毕业与学位  
Graduation and Degree

相关下载  
Resources download

### 课程计划Course Plan

课程计划提交情况:共0门课程, 其中必修课0门

审核Reviews: 审核中Under review... >>> 审核中Under review...  
[X 未提交Pending submission](#) [X 等待审核](#)

### 培养计划Training Plan

Not Submitted

审核Reviews: 审核中Under review... >>> 审核中Under review... >>> 审核中Under review...  
[X 未提交Pending submission](#) [X 等待审核通过](#) [X 院系审核通过](#)

### 成绩Course Result

已修0学分, 应修0学分  
必修课0门0学分; 不及格0门。

### 开题Thesis Proposal

Not Submitted

审核Reviews: 审核中Under review... >>> 审核中Under review... >>> 审核中Under review...  
[X 未提交Pending submission](#) [X 等待审核通过](#) [X 院系审核通过](#)

数据(Data + A)



2022

英文姓名Name In English: [REDACTED]

学号Student ID: [REDACTED]

导师Supervisor: [REDACTED]

院系School: [REDACTED]

专业Specialty: [REDACTED]

学生类别Student Type: [REDACTED]

## 第二部分：如何更新个人信息

### Part two: Update your personal information

在登录系统并重置密码后，点击“**个人信息维护**”，核对并更新个人信息。

You need to update personal information after resetting password.

Click "**Information Update**" , check and fill your personal information.

The screenshot shows a web interface for updating personal information. The main content area is titled '个人基本信息 General Information'. It contains several input fields for personal details. Red boxes highlight the following fields: '证件签发日期 ID Issue Date', '证件号码 ID No.', '国籍 Nationality', '现居住详细地址 Present residential address', '手机号码 Contact Number', '目前所在地 Current Location', and '电子邮箱 Email'. The left sidebar contains navigation links for '个人管理 Personal Information', '培养管理 Training Information', '科研管理 Research Information', '毕业与学位 Graduation and Degree', and '相关下载 Resources download'. The top right corner has a '通知公告 Bulletin board' link.

#### 说明 Notes:

一、以下字段：学号、英文姓名、中文姓名、性别、证件类型、护照号码，国别、年级、入学日期、所属院系、专业、学生类别、导师、学制，不能修改和变更，如有疑问，请自行联系国际教育学院招生办公室。The following fields including Student ID, Name in English, Name in Chinese, Gender, Certificate Type, Passport Number , Nationality, Grade, Date of Enrollment, School, Major, Student Type, supervisor, Duration of Program, cannot be modified or changed. If you have any questions, please contact the Admissions Office of the School of International Education.

二、以下字段：护照签发日期、电子邮箱，需要学生本人填写。请务必确保所填信息准确。The following fields including Passport Issue Date, Email are all blank and need to be filled in by the students yourselves. Please make sure that the information you fill in is accurate.

### 第三部分：如何提交课程计划

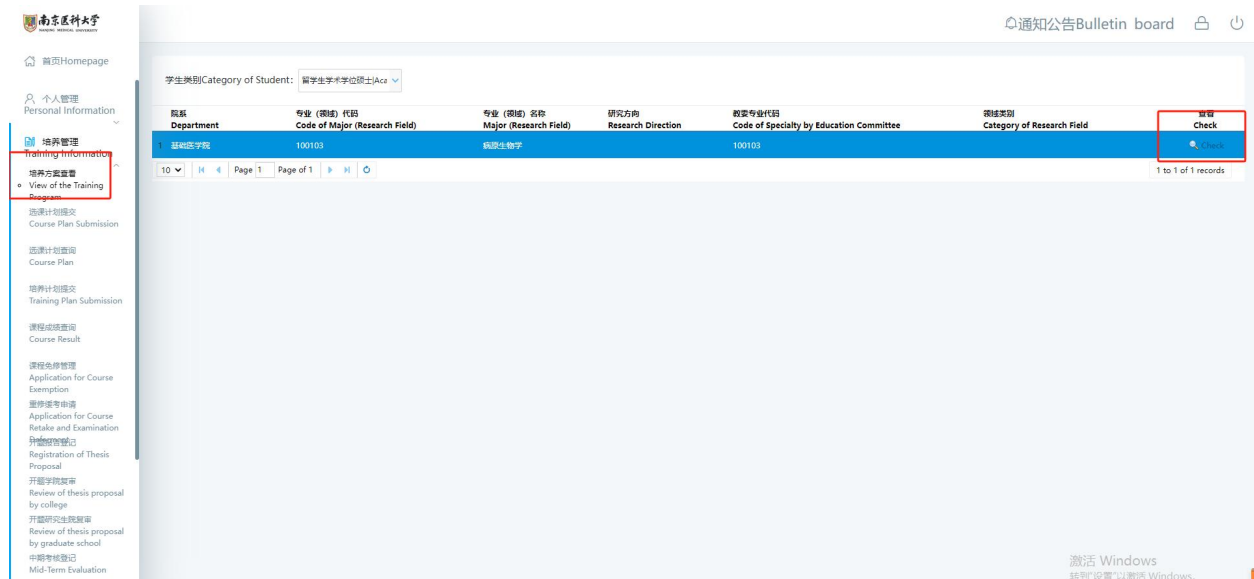
### Part three: How to submit course plan

说明：汇报导师课程内容，保存并提交课程计划。原则上不建议超学分选修，纳入选课计划内的课程，必须全部修完。

In principle, it is not recommended to take optional courses exceeding the credits. For courses included in the course selection plan, all of them must be completed.

查看培养方案，明确学分要求。

Check the training program to clarify the credit requirements.



After discuss with your supervisor about the courses, click "**Course Plan Submission**" and select courses. Make sure to click "保存 save" and "提交 submit" to finish course plan submission.



课程包含公共必修课、专业必修课和选修课。公共必修课和专业必修课是固定课程。学生需选择选修课，并满足毕业所需的最低学分要求。

Courses include public compulsory courses, specialty compulsory courses and optional courses. Public & specialty compulsory courses are fixed. Students can select optional courses to get Required Credits.

提交课程计划后，点击“选课计划查询”一栏查看所选课程。

Click "**Course Plan**" to view all courses submitted.

The screenshot shows the '选课计划查询' (Course Plan Query) page. It features a table with the following columns: Course No., Course, Course, Category of Course, and Credits. The table lists 20 courses, with the 'Course' column highlighted by a red box.

课程编号 Course No.	课程名称 Course	课程名称 Course	课程类别 Category of Course	学分 Credits
LXS002	基础汉语	Basic Chinese		3
LXS003	中国概况	China Profile		1
LXS004	医学统计学	Medical Statistics		3
LXS005	学术规范与实验室安全	Academic Norms & Lab Safety		0.5
LXS006	科研设计	Research Design		2
LXS007	医学文献检索	Medical Literature Retrieval		2
LXS009	内科学总论	Internal Medicine		1.5
LXS012	临床与转化医学研究原则与方法	Principles and methods of Clinical and Translational Medicine Research		2
LXS015	器官移植学	Organ Transplantation		1
LXS019	专业课	Specialty Course		3
LXS020	专业汉语	Specialty Chinese		2

## 第四部分：如何提交培养计划

### Part Four: How to submit Training Plan

点击“培养计划提交”填写内容。

Click "Training Plan Submission" to fill the content.

The screenshot shows the '培养计划提交' (Training Plan Submission) form. It is divided into two main sections: '1. 学生信息 Student Information' and '2. 教学工作安排 Teaching Plan'. The 'Student Information' section includes fields for School, Student ID, Name, Major, Research Direction, and Supervisor Name. The 'Teaching Plan' section includes fields for Start and End Date, Subject of Teaching, and Teaching Mode. The 'Training Plan Submission' link in the left sidebar is highlighted with a red box.

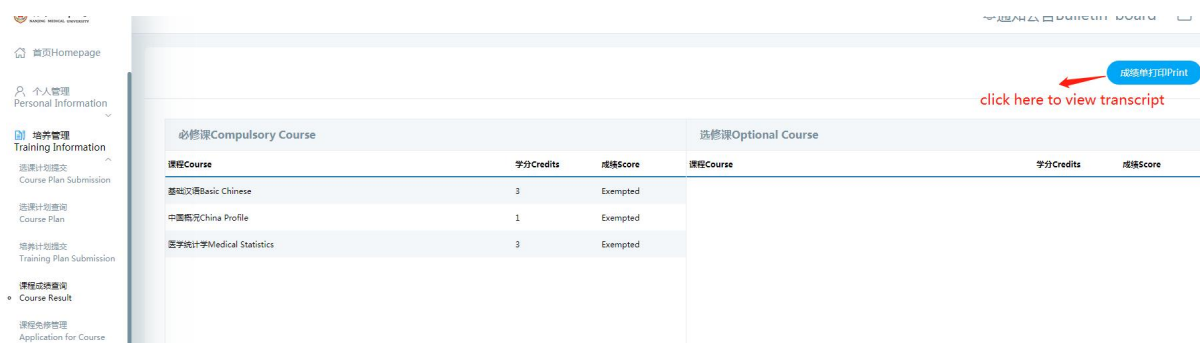


## 第五部分：如何查询课程成绩

### Part Five: How to View the Course Result

点击“课程成绩查询”，可以查看所学课程的成绩，可以打印个人成绩单。

Click "**Course Result**" to view the grades of the courses you have studied and print transcript.



必修课Compulsory Course			选修课Optional Course		
课程Course	学分Credits	成绩Score	课程Course	学分Credits	成绩Score
基础汉语Basic Chinese	3	Exempted			
中国概况China Profile	1	Exempted			
医学统计学Medical Statistics	3	Exempted			

## 第六部分：如何申请免修、缓考

### Part Six: How to apply for Course Exemption and Examination Deferred

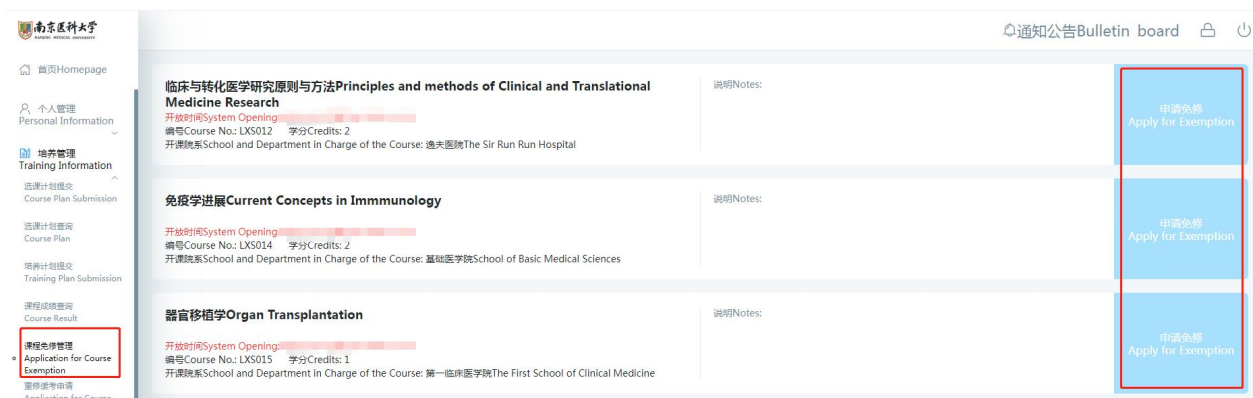
#### 一、申请免修 Apply for Course Exemption

申请条件：

博士研究生：1.如果在**我校**取得硕士学位，参加过相同代码课程的学习并通过考试，可以申请；2.如果在**外校**取得硕士学位，参加过《中国概况》的学习并通过考试，获取足够的学分，可以申请《中国概况》课程免修，其它课程不得申请免修。

学术学位硕士研究生：如果有 HSK4 级及以上的证书，可以申请《基础汉语》课程的免修。如果在外校取得学士学位，参加过《中国概况》的学习并通过考试，获取足够的学分，可以申请《中国概况》课程免修。

专业学位硕士研究生：如果在外校取得学士学位，参加过《中国概况》的学习并通过考试，获取足够的学分，可以申请《中国概况》课程免修。



## 二、申请缓考 Apply for Examination Deferred

申请条件：已经参加了课程学习，考试当天因为意外发生（例如：生病等）无法参加考试，可以提出缓考申请，经导师同意、学院同意和研究生院审核通过后，方可缓考，参加下一次考试。

Application conditions: If a student has already participated in the course and are unable to take the exam due to an accident (such as illness) on the day of the exam, he can apply for a postponement of the exam. Only with the approval of the supervisor, the college and the graduate school, the application is successful and he can take the exam with next batch.



## 第七部分：临床口腔专硕如何提交临床轮转申请

### Part Seven: How to submit Clinical Rotation Schedule for Clinic Master

点击“临床轮转申请”提交临床轮转申请。

Click "Clinical Rotation Schedule" to fill the clinical rotation department and duration one by one.

填写并提交之后，请导师、学院审核。无需再提交纸质材料。

After filling and submitting, please make sure to contact your supervisor and the manager in the hospital to review. No need to submit paper materials.

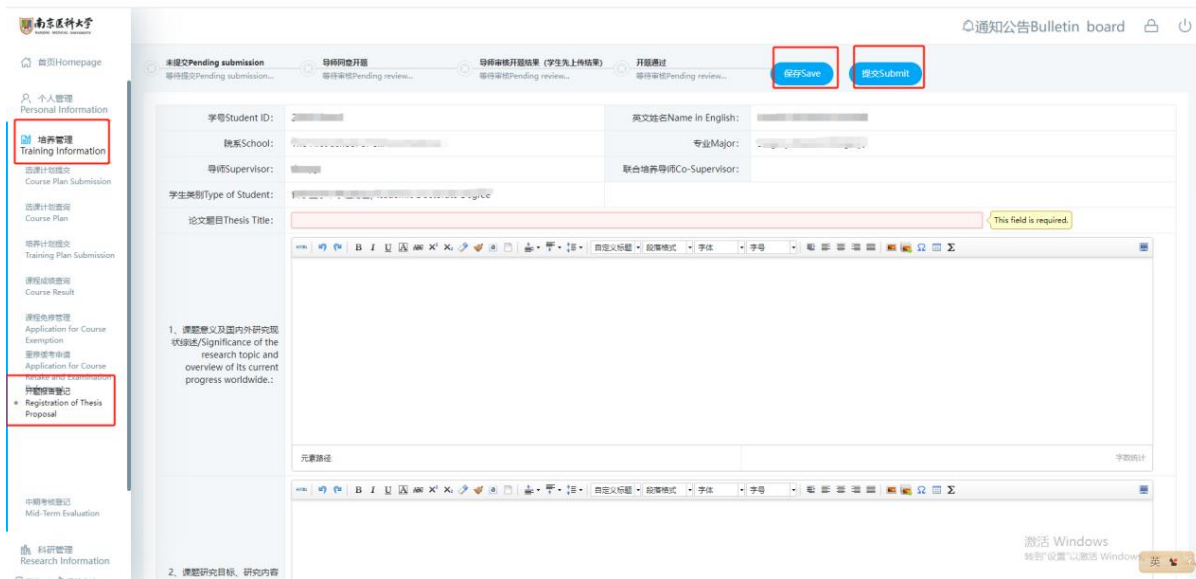
## 第八部分：开题报告申请

### Part Eight: How to apply for Thesis Opening Report

选择“培养管理”中“开题报告登记”，填写论文题目；课题意义及国内外研究现状综述；课题研究目标、研究内容和拟解决的关键性问题；拟采取的研究方法、技术路线、试验方案及其可行性分析；课题的创新性；计划进度、预期成果；与本课题有关的工作积累、已有的研究工作成绩；主要参考文献目录；文献综述附件（PDF文件）；开题日期；开题地点；参加开题报告会的专家组名单，保存后提交。

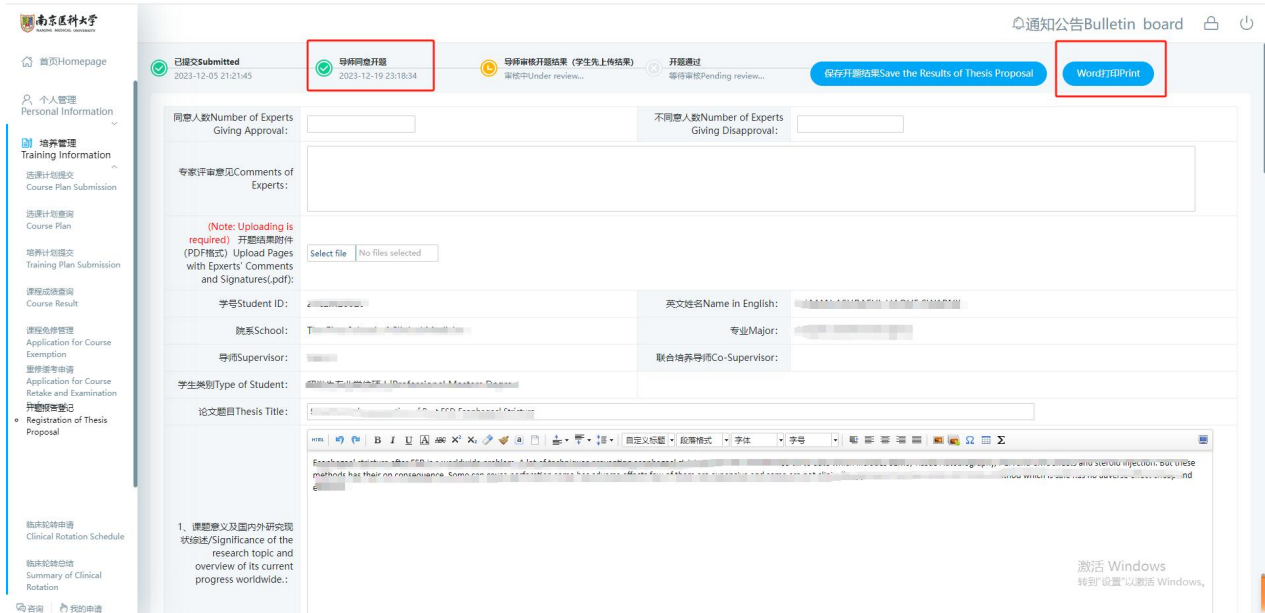
Click “Training Information”——“Registration of Thesis Proposal”, fill in the “Thesis Title”, “Significance of the research topic and overview of its current

progress worldwide”, “Research objectives, main contents and key issues to be solved”, “Research methods, technical route, experimental scheme to be adopted and feasibility analysis”, “Novelties of the proposed topic”, “Research schedule, and expected outcomes”, “Previous experience and accomplished achievements related to the proposed topic”, “Main Reference”, “Literature Review (.pdf)”, “Date of Thesis Proposal Presentation”, “Venue of Thesis Proposal Presentation”, “Date of Thesis Proposal Presentation” and “Experts Attentding Thesis Proposal Presentation”, Click “Save”——“Submit”.



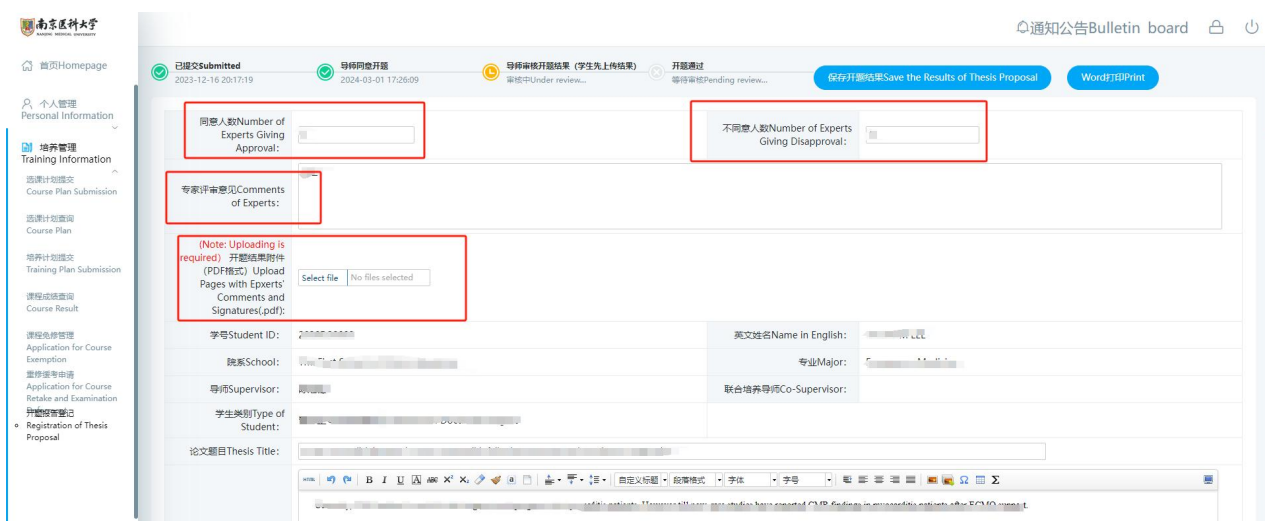
导师审核同意后，下载打印，参加开题报告会。

After the mentor fills out the agreement in the system, click “Print”, and take the form to participate in the report meeting.



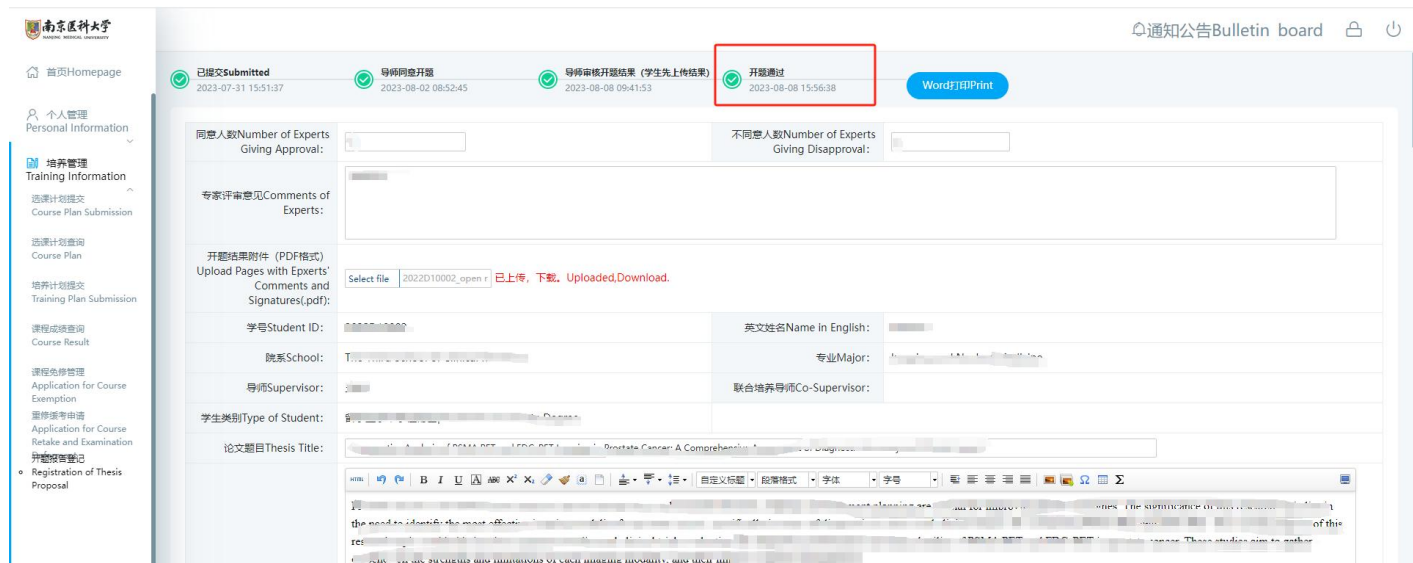
在开题报告结束后，将专家评审意见和表决结果录入系统，同时上传登记表中的评审意见、表决结果和专家签字页。

Upon passing the thesis proposal, the comments and conclusion should be entered into the system by international graduates, as well as the photo of comments, conclusion and confirming signatures about review Committee Members in the form.



导师审核专家评审意见和表决结果，完成开题。

The mentor should confirm the conclusion entered by international graduates about the thesis proposal in the system.



## 第九部分：中期考核申请

### Part Nine: How to apply for Mid-term Assessment

请注意：开题通过 6 个月后可以申请中期！

**NOTICE:** There should be 6 month(s) interval between the approval of their proposal and Mid-term Assessment

选择“培养管理”中“中期考核登记”，填写个人小结保存并提交。

Click “Training Information”——“Mid-Term Evaluation”, fill in the “Personal summary”, Click “Save”——“Submit”.

通知公告 Bulletin board

未提交 Pending submission
导师审核通过
国教院学工办审核通过
导师审核考核结果 (学生需先上传考核结果)
院系审核考核结果
分委会审核考核结果

开题通过 6 个月后可以申请中期!  
 There should be 6 month(s) interval between the approval of this proposal and Mid-term Assessment

学号 Student ID:	英文姓名 Name in English:
院系 School:	专业 Major:
导师 Supervisor:	联合培养导师 Co-Supervisor:
学生类别 Type of Student:	
学位论文题目 Title of Thesis:	

学位论文题目大调整需进行“开题报告换题登记”，题目的调整需导师审批同意，请勾选。  
 Major changes in thesis title should be registered. Minor changes should be approved by supervisor. Please tick as appropriate.  
 题目不调整，无需勾选 No ticking if no change in thesis title

(一) 思想素质、道德品质方面/ Ideological quality and moral character:

个人小结/Personal summary:

激活 Windows  
转到“设置”以激活 Windows。

导师审核、国教院学工办审核同意后，下载打印，参加开题报告会。

After the mentor and SIE fills out the agreement in the system, click “Print”, and take the form to participate in the mid-term assessment.

在中期考核结束后，将专家评审意见和表决结果录入系统，同时上传登记表中的评审意见、表决结果和专家签字页。

Upon passing the mid-term assessment, the comments and conclusion should be entered into the system by international graduates, as well as the photo of comments, conclusion and confirming signatures about review Committee Members in the form.

导师、分委会审核专家评审意见和表决结果，完成中期考核。

The mentor and subcommittee should confirm the conclusion entered by international graduates about the mid-term assessment in the system.

## 第十部分：文件打印

## Part Ten: How to print documents by yourself

选择“培养管理”中“文件打印申请”，选择要打印的文件类型并保存。

Click “Training Information”——“Application for file printing”, Select the file type to be printed, Click “Save”

The screenshot shows the '文件打印申请' (Application for file printing) page on the Nanjing Medical University portal. The page includes a sidebar with navigation options, a main form with fields for Student ID, School, File Type, etc., and a table of submitted applications. A red box highlights the '保存' (Save) button in the top right corner. Another red box highlights the '文件打印申请' (Application for file printing) option in the sidebar. A third red box highlights the '学籍证明' (Student Status Certificate) option in the '文件类型' (File Type) dropdown menu.

学号Student ID	专业名称Major	文件类型 File Type	登记时间	操作Operation

预览后打印

Print after previewing



首页Homepage

课程计划  
Course Plan

培养计划提交  
Training Plan Submission

课程成绩查询  
Course Result

课程免修管理  
Application for Course  
Exemption

重修/补考申请  
Application for Course  
Retake and Examination

学籍保留登记  
Registration of Thesis  
Proposal

开题学院预审  
Review of thesis proposal  
by college

开题研究生院预审  
Review of thesis proposal  
by graduate school

中期考核登记  
Mid-Term Evaluation

文件打印申请  
Application for file printing

科研管理  
Research Information

毕业与学位  
Graduation and Degree

相关下载  
Resources download

咨询 我的申请

保存

文件打印申请Application for file printing

学号Student ID	2024110001	英文姓名Name in English	LIANGYI
所属院系School	基础医学院	专业名称Major	临床医学
证件类型Type of ID	护照	证件号码ID No.	123456789
出生日期Date of Birth	1999-09-26	性别Gender	男
文件类型 File Type	请选择		

学号Student ID	英文姓名Name in English	院系School	专业名称Major	文件类型 File Type	登记时间	操作Operation
1	LIANGYI	基础医学院	临床医学	留学生成绩单Transcript	2024-09-26	预览View

激活 Windows  
转到“设置”以激活 Windows。