Instructions On Mid-term Assessment Application and Submission

WEB: 1.tongji.edu.cn

Students who were enrolled before 2017 (included)

Group 1	Those whom (1) started study prior to 2017 (included) And (2) no course code of 2900013 nor 1900008 in the study plan 17级及之前且培养计划中无中期考核（课号：2900013）或中期综合考核（课号：1900008）任一门
Assessment process	Application and Submission via **http://yjsxt.tongji.edu.cn/**
Application and Submission Period	Follow the instruction from the school of postgraduates and the college.

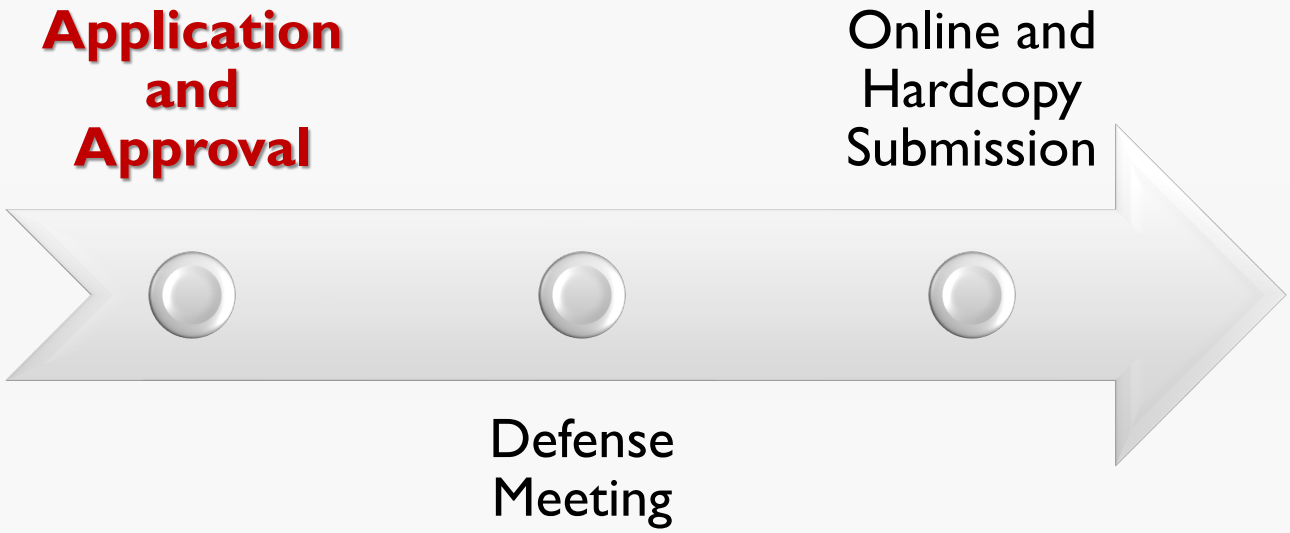
Students who were enrolled after 2018 (included)

Group 2	1. 2 years and 2.5 academic years for 2018 graduate students 2. Graduate admission for PhD students in spring 2018 3. Level 17 and before and there is either a mid-term assessment (course number: 2900013) or a mid-term comprehensive assessment (course number: 1900008) in the study plan 4. Evaluate graduate students in advance
Assessment process	Application and Submission via web: **1.tongji.edu.cn**
Application and Submission Period	Follow the instruction from the school of postgraduates and the college.

Deadline	Item	Remarks
17 Dec. 2020	Online application	Including the online approval from the mentor
22 Dec. 2020	Hardcopy Submission to IESD office	Fill in the degree grades by the students, and fill in the comments and research progress by the mentors.
24 Dec. 2020	Online Meeting Defense	
31 Dec. 2020	Online Submission	

Overall Process

1. The administrator (206 Mingjing building) releases **THE NAME LIST** who are supposed to have the mid-term assessment in this semester.
2. Only after the release, can the student **apply for the mid-term assessment or apply for postponing**.
3. If the student is on the list but she/he did not attend the assessment, this would be recorded as "absence" in the system, which is equivalent to **FAILURE** in the assessment.
4. After the student completes online submission, the (**ONLINE**) mentor need to approve on the system before the **DEADLINE**.
5. The student need to convert the online form into PDF file and print it out, get the signature from the online mentor and paste the transcripts (and submit it to IESD office).
6. IESD office would get the grades and signatures from the committee, and submit to the college.
7. The student shall upload the necessary information from the mid-term assessment meeting.
8. The administrator (206 Mingjing building) shall then input the result, and release the result for all the students who did mid-term assessment only once every semester.


Application and Approval
Online and Hardcopy Submission
Defense Meeting

New system operation and considerations

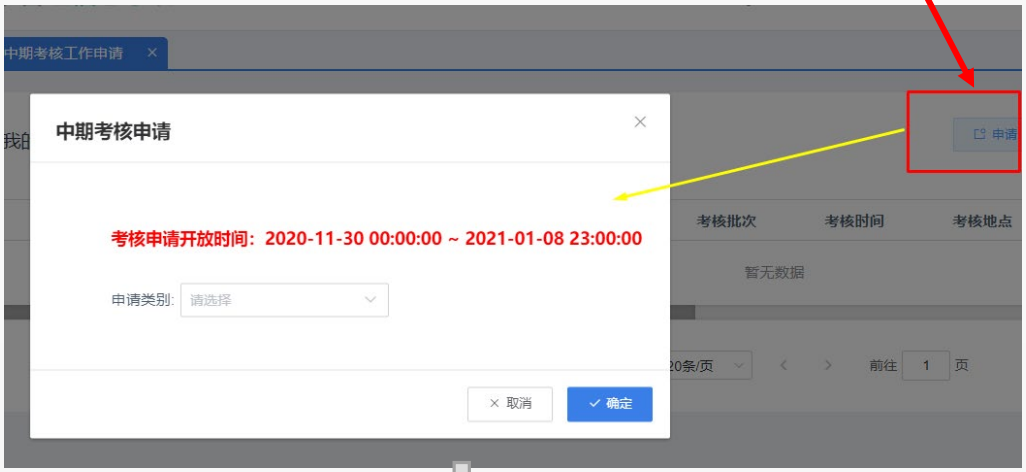
1. Website： 1.tongji.edu.cn
2. Supported browsers: - Google Chrome 65 or above versions and IE11 (Recommended to use Google Chrome)

2. Log in use your student ID and password

How to Start the Application

How to Start the Application

Apply



1. Click the "Apply" button to enter the "Apply" assessment interface and select "Assessment" or "Pause Assessment“
2. Select "Assessment" and click "OK" to enter the basic information interface of the assessment content
3. After completing, click "Next" to enter the assessment content details page, students can edit according to the template
4. After editing, click "Submit" to successfully submit the normal assessment and display the "Preview" interface

How to upload the PDF file and Submit

1. Only 1file can be uploaded
2. After uploading your PDF file (for the assessment application), click the "提交 " button to submit .
At the same time, the electronic process is generated , and the Mentor Review link appears.
Students can track the approval status of the assessment application according to the "review status".

Status and flow after Submission

In case of wrong submission

If any mistake occured during the process, you can click the "撤回/withdraw" button to withdraw the submitted e-Flow and resubmit the application before the end of the Mentor application phase.

Application recalling, editing, and resubmission

Click the "撤回" button, then “编辑” to edit, and finally "提交" to resubmit

撤回后，审核状态变成“已撤回”状态
同事操作栏显示“编辑”按钮，可点击编辑按钮重新进行考核申请提交。

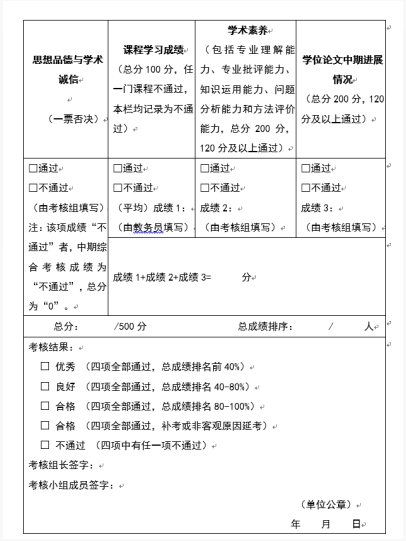
Comprehensive evaluation of the College's midterm comprehensive appraisal team

PART 4

中期（综合）考核打分表有四个部分组成，任何一部分不通过则中期（综合）考核不通过。

{The mid-term (comprehensive) assessment score sheet consists of four parts. If a student fails any part they then fail the mid-term (comprehensive) assessment.}

博士
PhD



思想品德与学术诚信 （一票否决）	课程学习成绩 （总分 100 分，任一门课程不通过，本栏均记录为不通过）	学术素养 （包括专业理解能力、专业批评能力、知识运用能力、问题分析能力和方法评价能力，总分 200 分，120 分及以上通过）	学位论文中期进展情况 （总分 200 分，120 分及以上通过）
□通过 □不通过 （由考核组填写） 注：该项成绩“不通过”者，中期综合考核成绩为“不通过”，总分为“0”。	□通过 □不通过 （平均）成绩 1： （由教务员填写）	□通过 □不通过 成绩 2： （由考核组填写）	□通过 □不通过 成绩 3： （由考核组填写）
成绩 1+成绩 2+成绩 3=　　分			
总分：　　/500 分　　总成绩排序：　　/　　人			

考核结果：

□ 优秀 （四项全部通过，总成绩排名前 40%）

□ 良好 （四项全部通过，总成绩排名 40-80%）

□ 合格 （四项全部通过，总成绩排名 80-100%）

□ 合格 （四项全部通过，补考或非客观原因延考）

□ 不通过 （四项中有任一项不通过）

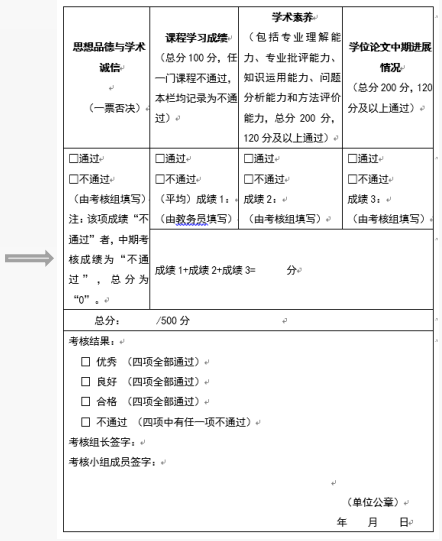
考核组长签字：

考核小组成员签字：

（单位公章）

年　月　日

硕士
master's
degree



思想品德与学术诚信 （一票否决）	课程学习成绩 （总分 100 分，任一门课程不通过，本栏均记录为不通过）	学术素养 （包括专业理解能力、专业批评能力、知识运用能力、问题分析能力和方法评价能力，总分 200 分，120 分及以上通过）	学位论文中期进展情况 （总分 200 分，120 分及以上通过）
□通过 □不通过 （由考核组填写） 注：该项成绩“不通过”者，中期考核成绩为“不通过”，总分为“0”。	□通过 □不通过 （平均）成绩 1： （由教务员填写）	□通过 □不通过 成绩 2： （由考核组填写）	□通过 □不通过 成绩 3： （由考核组填写）
成绩 1+成绩 2+成绩 3=　　分			
总分：　　/500 分			

考核结果：

□ 优秀 （四项全部通过）

□ 良好 （四项全部通过）

□ 合格 （四项全部通过）

□ 不通过 （四项中有任一项不通过）

考核组长签字：

考核小组成员签字：

（单位公章）

年　月　日

四、学院中期综合考核小组综合评价

Student office

思想品德与学术诚信 Morality and Integrity	课程学习成绩 Score of degree courses on the transcripts	学术素养（包括专业理解能力、专业批评能力、 Academic Ability By the committee	学位论文中期进展 Research Progress By mentor
☐通过 ☐不通过 To be completed by college. 注：该项成绩“不通过”者，中期综合考核成绩为“不通过”，总分为“0”。	☐通过 ☐不通过 （平均）Grade 1： Average score of degree courses grade based on transcripts; To be completed by the student.	☐通过 ☐不通过 Grade 2： To be completed by the evaluation committee.	☐通过 ☐不通过 Grade 3： Among which there are two parts, lab safety score and the score given by the mentor.
成绩 1+成绩 2+成绩 3=　　分			
总分：　　/500 分	总成绩排序：　　/ 人		

考核结果：

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☐ 良好 （四项全部通过，总成绩排名 40-80%）

☐ 合格 （四项全部通过，总成绩排名 80-100%）

☐ 合格 （四项全部通过，补考或非客观原因延考）

☐ 不通过 （四项中有任一项不通过）

考核组长签字：_____

考核小组成员签字：_____

（单位公章）

年　　月　　日

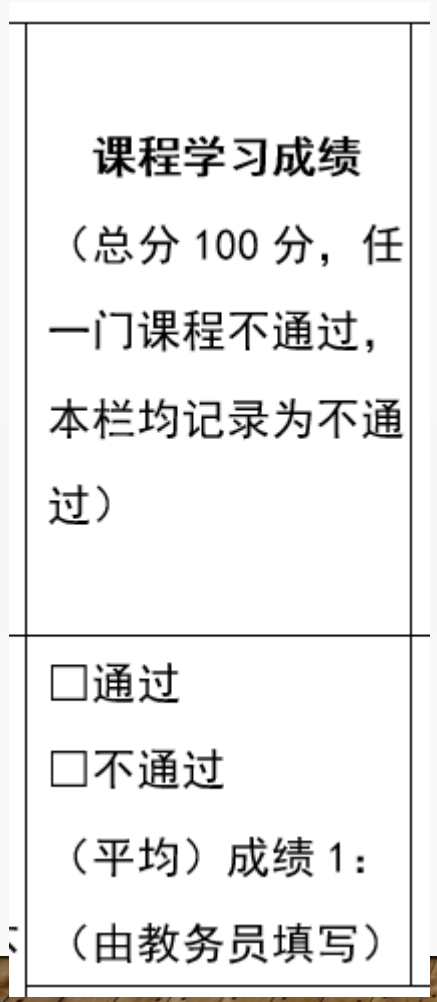
Download the pdf file after your mentor's online approval, print it out, fill in the degree grades, ask for your mentor's comment and signature, and then bring the hardcopy to IESD office by 22 Dec.

PLS attache the transcript after the study plan.

思想品德与学术诚信 （一票否决）
□通过 □不通过 （由考核组填写） 注：该项成绩“不通过”者，中期综合考核成绩为“不通过”，总分为“0”。

Part 1 Morality and Academic Integrity

To be completed by the coordinator.



Part 2 Course grades
To be completed by the student.

1. Grade 1 should be filled in your average score of the degree course(average score>90, filled 100 in there, average score 85-89 = 90, average score 80-84 = 85, average score 70-79 = 80)
2. Average score of degree courses grade based on transcripts.

学术素养 （包括专业理解能力、专业批评能力、知识运用能力、问题分析能力和方法评价能力，总分 200 分，120 分及以上通过）
□通过 □不通过 成绩 2： （由考核组填写）

Part 3 Academic literacy

To be completed by the evaluation committee.

学位论文中期进展情况 （总分 200 分，120 分及以上通过）
□通过 □不通过 成绩 3： （由考核组填写）

Part 4 Midterm progress on the degree thesis
To be completed by the mentor.

1. Mentor need to sign besides the grading score.
2. Among which there are two parts, lab safety score by the college(full score is 50) and another score given by the mentor (full score is 150).

为“0”。	成绩 1+成绩 2+成绩 3=　　分
总分：　　/500 分	总成绩排序：　　/ 人

考核结果：

☐ 优秀 （四项全部通过，总成绩排名前 40%）

☐ 良好 （四项全部通过，总成绩排名 40-80%）

☐ 合格 （四项全部通过，总成绩排名 80-100%）

☐ 合格 （四项全部通过，补考或非客观原因延考）

☐ 不通过 （四项中有任一项不通过）

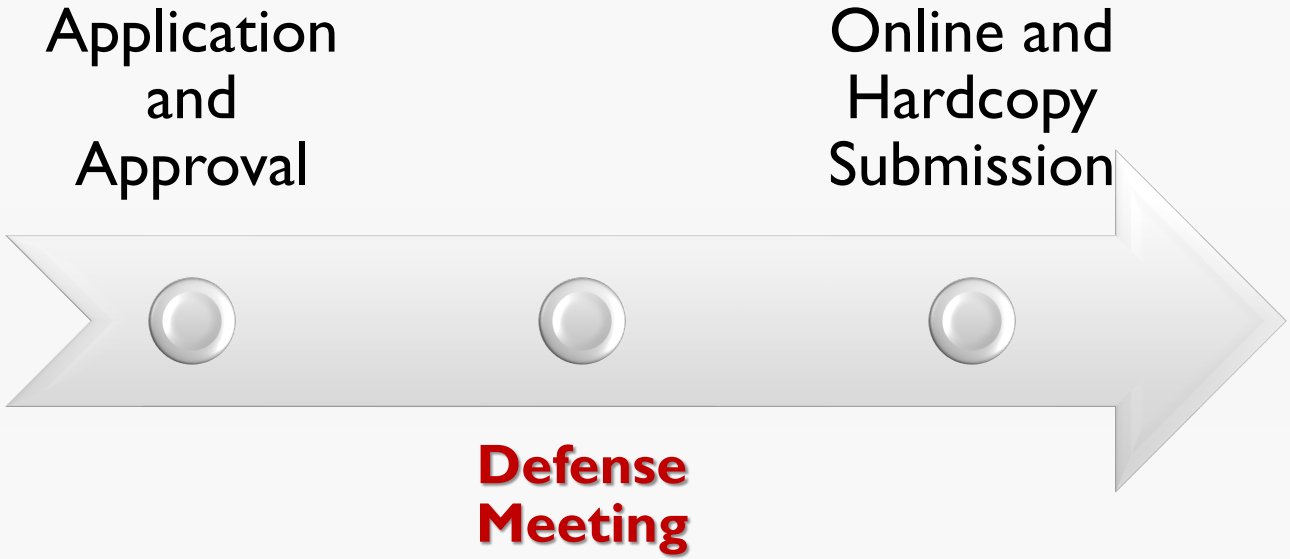
考核组长签字：_____

考核小组成员签字：_____

（单位公章）

年　　月　　日

The underlined red part needs to be completed by the evaluation team and the coordinator, all signatures are handwritten.


Application and Approval
Online and Hardcopy Submission
Defense Meeting

MID-TERM ASSESSMENT DEFENSE MEETING

- **Date:** 1pm – 5pm, 24 Dec. 2020
- **Venue:** ZOOM online meeting (Four groups)
- **Instructions:**
- Everyone has 5 mins to present and 5 mins for Q&A.
- The slides shall be ready and sent to unep_tongji@tongji.edu.cn one day before the meeting, especially for offline meeting.
- **Evaluation Key Points:**
- Achievements, publications, academic exchanges, etc.
- Brief explanation if any revision of the research topic;
- Academic ability: understanding/criticize/analysis/evaluation capacities.

The specific assessment and grading process for PhD Students

ONLY for Ph.D

Starting from the class of 2018, the mid-term comprehensive assessment results of doctoral students are to be ranked, according to 40% excellent, 40% good, 20% passing or failing ratio to enter the results. Here are the specific scoring rules:

1. Academic office teachers provide **transcripts**.
2. The teacher of the School Work Office will provide a negative list (one negative vote) based on moral character and academic integrity.
3. The safety teacher provides a list of lab safety scores (50 points total).
4. Students fill out the "**Midterm Comprehensive Assessment Rating Form**"(Part 4).
5. Mentor provides mid-term progress score for the dissertation (total score of 200, pass with 120 and above.
6. Academic literacy score provided by the judging panel (total score of 200, pass with 120 and above)

Reminder for PhD students

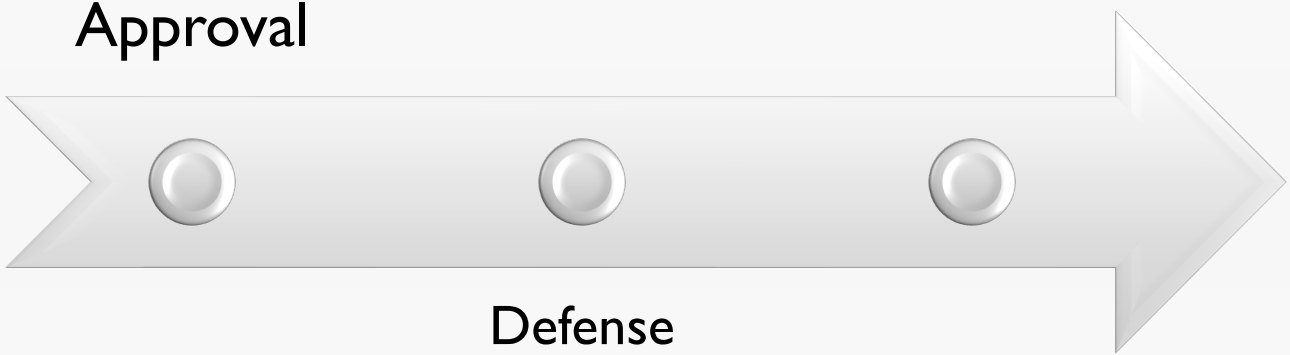
The following documents need to be submitted to the IESD office, and then to the mid-term appraisal meeting

1. PDF file from the **1.tongji.edu.cn** system
2. Grading form(Part 4) filled by you and your mentor
3. Publication if it applies

Application and Approval

Defense Meeting

Online and Hardcopy Submission



Instructions on How to input the result of mid-term assessment in the system

Website: 1.tongji.edu.cn

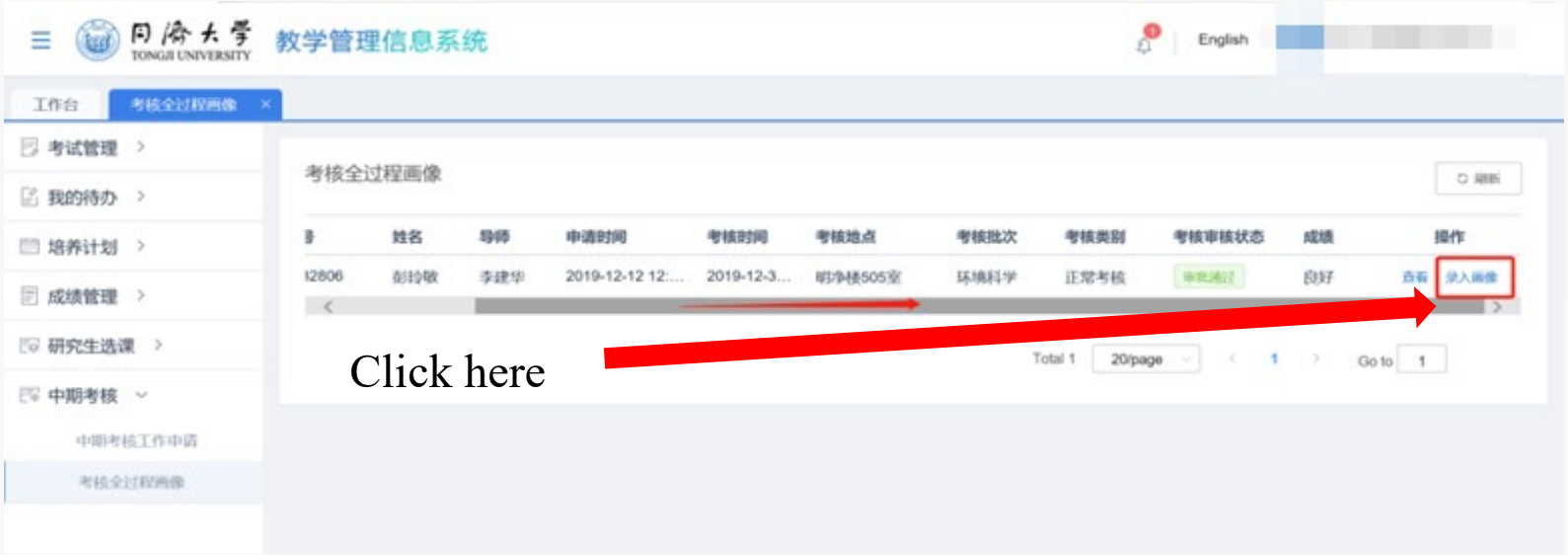
STEP 1

First click here

STEP 2

Click here
同济大学 TONGJI UNIVERSITY 教学管理信息系统
考试管理
我的考试
中期考核
中期考核工作申请
考核全过程画像
我的待办
我的申请
已审批
培养计划
研究生
我的培养计划
成绩管理
研究生
研究生选课
学生选课
报表管理
学生课表
免修申请
重修选课

STEP 3


同济大学 TONGJI UNIVERSITY
教学管理信息系统
English
工作台
考核全过程画像
考试管理
我的待办
培养计划
成绩管理
研究生选课
中期考核
中期考核工作申请
考核全过程画像
考核全过程画像
姓名
导师
申请时间
考核时间
考核地点
考核批次
考核类别
考核审核状态
成绩
操作
Total 1
20/page
Go to
Click here

STEP 4

基本信息
学院: School of Environmental Science and Engineering
专业: Environmental Engineering
全过程画像
mid-term assessment time
place
describe the assessment contents and experts' comments
improvement measures
submit
save
cancel

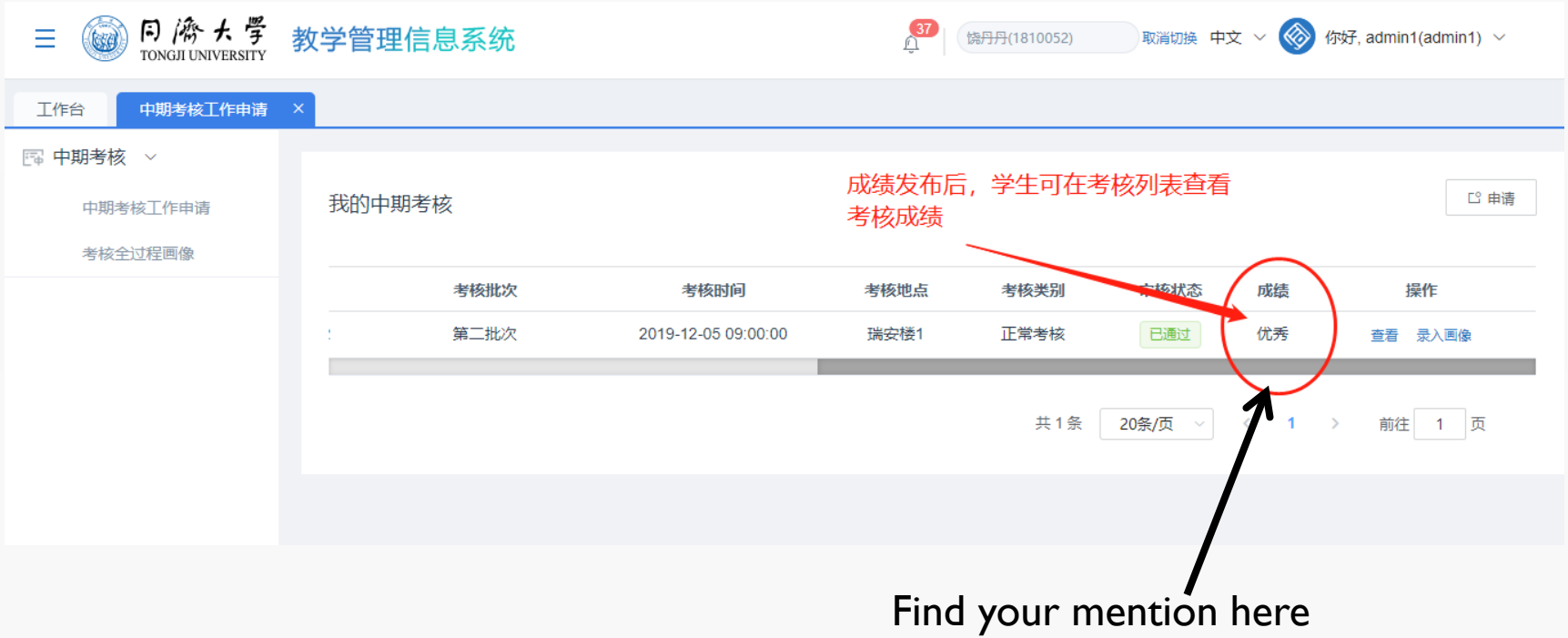
WHAT TO INPUT?

FOR EXAMPLE:

- The date is supposed to be CONFIRMED; and place TO BE CONFIRMED.
- Committee Group: TO BE CONFIRMED
- Comments from the committee (if you did not record that, pls kindly ask you mentor to provide some comments in short via wechat or email so that you could input online)
- To be improved: Please input what you would improve in the next steps

How to check your assessment results

Log in the same system, click 中期考核, then 中期考核工作申请, then 中期考核的成绩.



BEST OF LUCK!