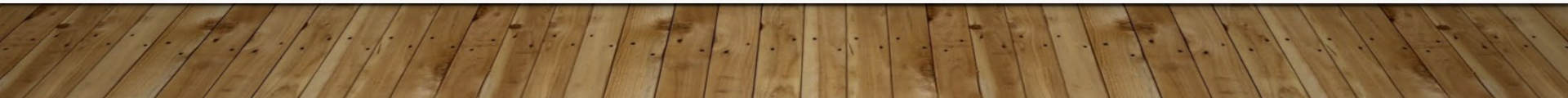


Instructions On Mid-term Assessment Application and Submission

WEB: 1.tongji.edu.cn



Students who were enrolled before 2017 (included)

| | |
|-----------------------------------|---|
| <u>Group 1</u> | 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)

| | |
|-----------------------------------|---|
| <u>Group 2</u> | <ol style="list-style-type: none">1. 2 years and 2.5 academic years for 2018 graduate students2. Graduate admission for PhD students in spring 20183. 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 plan4. 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 | |

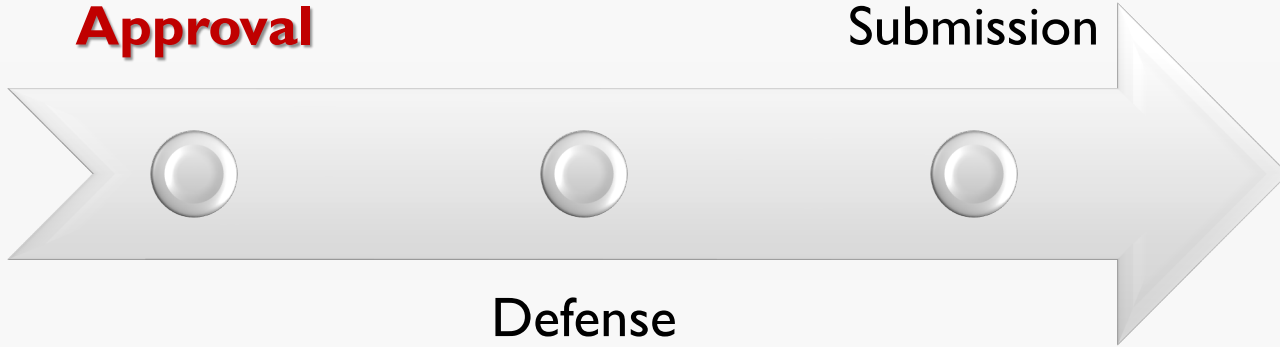
Overall Process

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

1.tongji.edu.cn/workbench

Click here to open the Menu

工作台



阿龙

环境科学

上次登录: 2020.12.06 10:33:41

系统公告

更多 >

- 1 关于论文阶段成果学术报告会模块上线使用的通知 2020/10/15
- 2 关于2020年秋季学期研究生学位论文选题工作相关安排的补... 2020/10/10
- 3 2021年国家公派研究生项目之线上Live申请经验分享会 (第四场... 2020/12/04
- 4 同济大学2021届毕业设计 (论文) 工作启动通知 2020/12/02
- 5 同济大学2020年秋季学期硕博连读 (博士阶段) 选拔初审公示名... 2020/11/30
- 6 四六级考前防疫提醒-研究生 2020/11/27
- 7 预答辩系统上线使用通知 2020/11/26

常用功能

- 免修申请
- 个人计划
- 选课

个人培养计划

待办事项

更多 >

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How to Start the Application

同济大学-教学管理信息系统

+

→ ↺ 🔒 1.tongji.edu.cn/workbench 🔍 ☆

| | | | | |
|----------|----------|------------|-------------|----------|
| 我的考试 | 问卷填写--学生 | 研究生 | 我的论文阶段成果报告 | 预答辩申请 |
| | | 国际学术会议 | 论文成果报告会结果查询 | |
| 消息中心 | 我的待办 | 国际学术会议基金申请 | | 学生管理 |
| 全部消息 | 我的申请 | 其他境外交流项目 | 系统管理 | 注册管理 |
| 未读消息 | 我的审批 | 其他境外交流项目申请 | 系统消息 | 在校生注册 |
| | 未审批 | 校际交流 | 我的公告 | |
| 培养方案 | | 校际交流项目学生申请 | | 培养计划 |
| 研究生 | 成绩管理 | | 本研互选管理 | 研究生 |
| 培养方案查询 | 研究生 | 研究生选课 | 本研互选申请及选课 | 我的培养计划 |
| | 校内学分认定申请 | 学生选课 | 本研互选申请 | |
| 开课情况查询 | 校外学分认定申请 | 报表管理 | 个人选课 | 论文选题 |
| 开课情况查询 | 我的成绩查看 | 学生课表 | | 论文选题工作申请 |
| | | 免修申请 | | 选题全过程画像 |
| 中期考核 | | 重修选课 | | 选题结果查询 |
| 中期考核工作申请 | | | | |
| 考核全过程画像 | | | | |

Click here to apply



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

中期考核工作申请

考核申请开放时间: 2020-11-30 00:00:00 ~ 2021-01-08 23:00:00

申请类别: 请选择

取消 确定

中期考核申请

考核申请开放时间: 2020-11-30 00:00:00 ~ 2021-01-08 23:00:00

申请类别: 请选择

考核

缓考核

取消 确定



硕士研究生中期考核记录表

学号: 1910181 姓名: 李亮瑞

学院: 建筑与城市规划学院 学科专业: 建筑学

指导教师: 常青

取消 下一步

Next

How to upload the PDF file and Submit

数字管理信息系统

中期考核工作申请

硕士研究生中期考核记录表

个人小结上传:

1 Upload a PDF file

2 Submit

1.上传pdf文件名: 学号姓名。文件名不要有特殊字符和空格, 否则可能上传失败。
2.请使用谷歌浏览器。
3.上传完附件后, 可以线上预览, 如果无法预览说明上传失败, 可以

取消 提交

考核批次 考核时间

暂无数据

条/页 < > 前往

1. Only 1 file 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

工作台 中期考核工作申请 ×

中期考核 ▾

中期考核工作申请

考核全过程画像

我的中期考核

 申请

提交后生成考核申请记录

| 导师 | 申请时间 | 考核批次 | 考核时间 | 考核地点 | 考核类别 | 审核状态 | 成绩 | 操作 |
|----|-----------------|------|------|------|------|-------|----|-------|
| 林杰 | 2020-05-12 1... | | | | 正常考核 | 导师审核中 | | 查看 撤回 |

共 1 条 20条/页 < 1 > 前往 1 页

Under Mentor review

In case of wrong submission

The screenshot displays the 'Teaching Management Information System' (教学管理信息系统) interface. The top navigation bar includes the Tongji University logo and name. The main content area is titled '我的中期考核' (My Mid-term Assessment). A red arrow points to the '撤回' (Withdraw) button in the '操作' (Action) column of a table. A red text box above the arrow states: '点击“撤回”按钮可重新编辑提交考核申请' (Clicking the 'Withdraw' button allows you to re-edit and resubmit the assessment application). The table lists a submission by '林杰' (Lin Jie) on '2020-05-12 1...' with a status of '导师审核中' (Mentor Reviewing). The '撤回' button is circled in red.

| 导师 | 申请时间 | 考核批次 | 考核时间 | 考核地点 | 考核类别 | 审核状态 | 成绩 | 操作 |
|----|-----------------|------|------|------|------|-------|----|-------|
| 林杰 | 2020-05-12 1... | | | | 正常考核 | 导师审核中 | | 查看 撤回 |

If any mistake occurred 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

我的中期考核

点击“撤回”按钮
可重新编辑提交考核申请

申请

| 导师 | 申请时间 | 考核批次 | 考核时间 | 考核地点 | 考核类别 | 审核状态 | 成绩 | 操作 |
|----|-----------------|------|------|------|------|-------|----|-------|
| 林杰 | 2020-05-12 1... | | | | 正常考核 | 导师审核中 | | 查看 撤回 |

共 1 条 20条/页 < 1 > 前往 1 页

申请

| 导师 | 申请时间 | 考核批次 | 考核时间 | 考核地点 | 考核类别 | 审核状态 | 成绩 | 操作 |
|----|-----------------|------|------|------|------|------|----|-------|
| 林杰 | 2020-05-12 1... | | | | 正常考核 | 已撤回 | | 编辑 查看 |

共 1 条 20条/页 < 1 > 前往 1 页

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) |
| <input type="checkbox"/> 通过 <input type="checkbox"/> 不通过 (由考核组填写) | <input type="checkbox"/> 通过 <input type="checkbox"/> 不通过 (平均)成绩1: (由教务员填写) | <input type="checkbox"/> 通过 <input type="checkbox"/> 不通过 成绩2: (由考核组填写) | <input type="checkbox"/> 通过 <input type="checkbox"/> 不通过 成绩3: (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”。 | | | |
| 总分: /500分 | | 总成绩排序: / 人 | |
| 考核结果: <input type="checkbox"/> 优秀 (四项全部通过,总成绩排名前40%) <input type="checkbox"/> 良好 (四项全部通过,总成绩排名40-80%) <input type="checkbox"/> 合格 (四项全部通过,总成绩排名80-100%) <input type="checkbox"/> 合格 (四项全部通过,补考或非客观原因延考) <input type="checkbox"/> 不通过 (四项中有一项不通过) | | | |
| 考核组长签字: 考核小组成员签字: <div>(单位公章)</div> <div>年 月 日</div> | | | |

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) |
| <input type="checkbox"/> 通过 <input type="checkbox"/> 不通过 (由考核组填写) | <input type="checkbox"/> 通过 <input type="checkbox"/> 不通过 (平均)成绩1: (由教务员填写) | <input type="checkbox"/> 通过 <input type="checkbox"/> 不通过 成绩2: (由考核组填写) | <input type="checkbox"/> 通过 <input type="checkbox"/> 不通过 成绩3: (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”。 | | | |
| 总分: /500分 | | | |
| 考核结果: <input type="checkbox"/> 优秀 (四项全部通过) <input type="checkbox"/> 良好 (四项全部通过) <input type="checkbox"/> 合格 (四项全部通过) <input type="checkbox"/> 不通过 (四项中有一项不通过) | | | |
| 考核组长签字: 考核小组成员签字: <div>(单位公章)</div> <div>年 月 日</div> | | | |

四、学院中期综合考核小组综合评价

| | | | |
|---|---|--|--|
| <p>Student office</p> <p>思想品德与学术诚信</p> <p>Morality and Integrity</p> | <p>课程学习成绩</p> <p>Score of degree courses on the transcripts</p> | <p>学术素养</p> <p>(包括专业理解能力、专业批评能力、专业介绍)</p> <p>Academic Ability By the committee</p> | <p>学位论文中期进展</p> <p>Research Progress By mentor</p> |
| <p><input type="checkbox"/>通过</p> <p><input type="checkbox"/>不通过</p> <p>To be completed by college.</p> <p>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”。</p> | <p><input type="checkbox"/>通过</p> <p><input type="checkbox"/>不通过</p> <p>(平均) Grade 1:</p> <p>Average score of degree courses grade based on transcripts;</p> <p>To be completed by the student.</p> | <p><input type="checkbox"/>通过</p> <p><input type="checkbox"/>不通过</p> <p>Grade 2:</p> <p>To be completed by the evaluation committee.</p> | <p><input type="checkbox"/>通过</p> <p><input type="checkbox"/>不通过</p> <p>Grade 3:</p> <p>Among which there are two parts, lab safety score and the score given by the mentor.</p> |
| <p>成绩 1+成绩 2+成绩 3= 分</p> | | | |
| <p>总分: /500 分</p> | | <p>总成绩排序: / 人</p> | |

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

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.

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)

☐通过

☐不通过

(平均) 成绩 1:

(由教务员填写)



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”。 | <u>成绩 1+成绩 2+成绩 3=</u> 分 | |
| 总分： <u> </u> /500 分 | 总成绩排序： | / 人 |
| <u>考核结果：</u> <input type="checkbox"/> 优秀 （四项全部通过，总成绩排名前 40%） <input type="checkbox"/> 良好 （四项全部通过，总成绩排名 40-80%） <input type="checkbox"/> 合格 （四项全部通过，总成绩排名 80-100%） <input type="checkbox"/> 合格 （四项全部通过，补考或非客观原因延考） <input type="checkbox"/> 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： _____ <div style="text-align: right;"> （单位公章） _____ 年 月 日 </div> | | |



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

Starting from the class of 2018, the mid-term comprehensive assessment results of doctoral **ONLY for Ph.D** 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)

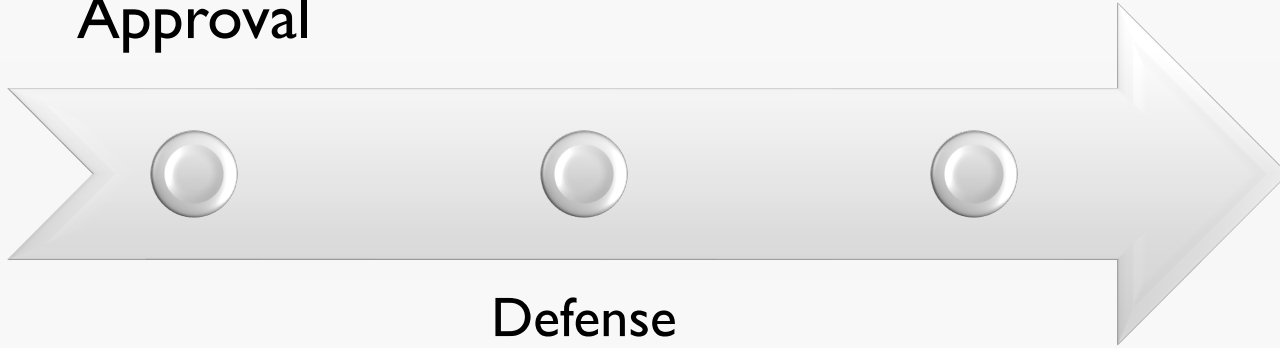
Reminder for PhD students

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

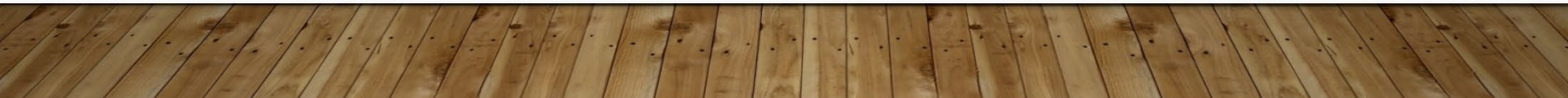
**Online and
Hardcopy
Submission**



Defense
Meeting

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

Website: 1.tongji.edu.cn

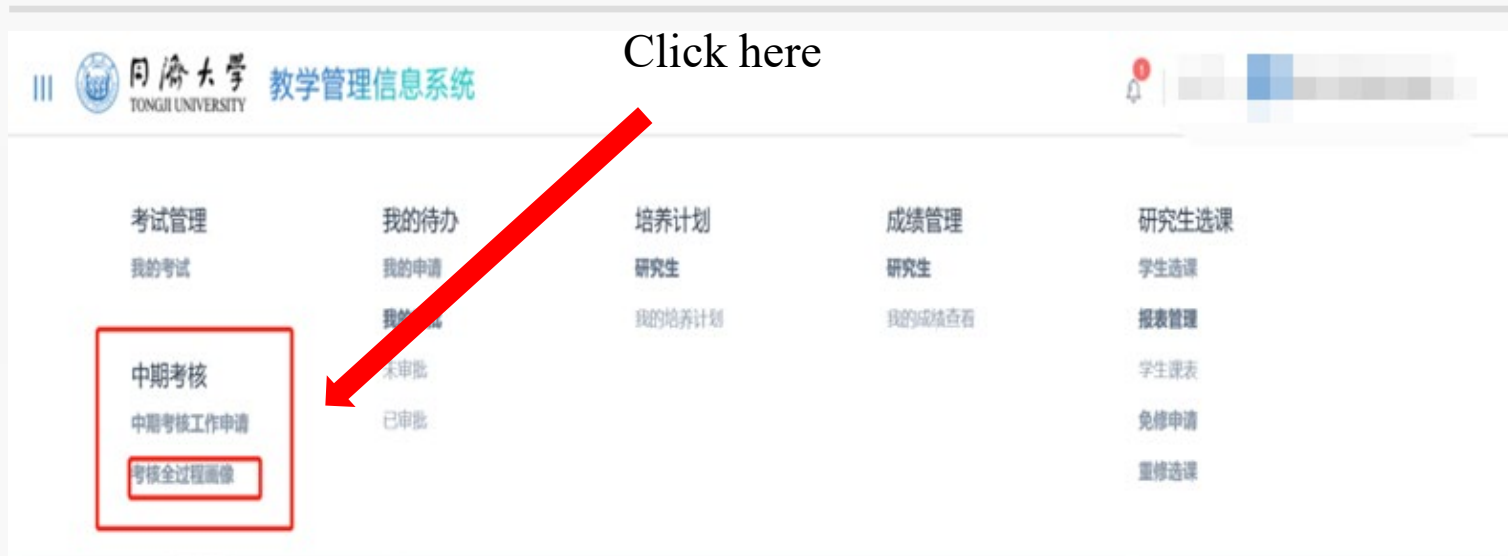


STEP 1

First click here



STEP 2



STEP 3

工作台 考核全过程画像 ×

同济大学 TONGJI UNIVERSITY 教学管理信息系统 English

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 >

考核全过程画像

| 学号 | 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 |
|-------|-----|-----|---------------------|---------------------|---------|------|------|--------|----|---------|
| 12806 | 彭玲敏 | 李建华 | 2019-12-12 12:00:00 | 2019-12-31 12:00:00 | 明净楼505室 | 环境科学 | 正常考核 | 审核通过 | 良好 | 查看 录入画像 |

Click here

Total 1 20/page < 1 > Go to 1

STEP 4

主 界面

基本信息

学号: [redacted]

姓名: [redacted]

学院: School of Environmental Science and Engineering

年级: [redacted]

培养层次: 硕士-en

专业: Environmental Engineering

学习形式: 全日制-en

培养类别: 学历学位生-en

学位类别: 学术型-en

导师工号: [redacted]

导师姓名: [redacted]

全过程画像

考核批次: 环境科学

mid-term assessment time

考核时间: [redacted]

place

考核地点: [redacted]

* 考核内容描述及专家评审意见:

describe the assessment contents and experts' comments (限长1000个字)

* 拟改进措施:

improvement measures (限长1000个字)

submit

✓ 提交

save

保存

cancel

× 取消

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.

The screenshot displays the '中期考核' (Mid-term Assessment) section of the Tongji University Teaching Management Information System. The interface includes a header with the university logo and name, a navigation bar with '工作台' (Workbench) and '中期考核工作申请' (Mid-term Assessment Application), and a sidebar with '中期考核' (Mid-term Assessment) and '中期考核工作申请' (Mid-term Assessment Application). The main content area, titled '我的中期考核' (My Mid-term Assessment), shows a table of assessment results. A red circle highlights the '成绩' (Grade) column, and a red arrow points to the '优秀' (Excellent) grade. A red text box above the table states: '成绩发布后，学生可在考核列表查看考核成绩' (After the grade is released, students can check the assessment results in the assessment list). A black arrow points to the '优秀' grade with the text 'Find your mention here'. The table has columns for '考核批次' (Assessment Batch), '考核时间' (Assessment Time), '考核地点' (Assessment Location), '考核类别' (Assessment Category), '考核状态' (Assessment Status), '成绩' (Grade), and '操作' (Action). The first row shows '第二批次' (Second Batch), '2019-12-05 09:00:00', '瑞安楼1', '正常考核' (Normal Assessment), '已通过' (Passed), '优秀' (Excellent), and '查看' (View) and '录入画像' (Enter Profile) buttons. The bottom of the table shows '共 1 条' (Total 1 item), '20条/页' (20 items/page), and '前往 1 页' (Go to page 1).

成绩发布后，学生可在考核列表查看考核成绩

| 考核批次 | 考核时间 | 考核地点 | 考核类别 | 考核状态 | 成绩 | 操作 |
|------|---------------------|------|------|------|----|---------|
| 第二批次 | 2019-12-05 09:00:00 | 瑞安楼1 | 正常考核 | 已通过 | 优秀 | 查看 录入画像 |

共 1 条 20条/页 1 前往 1 页

Find your mention here

BEST OF LUCK!

