

Notice of Academic Presentation on Doctoral Compulsory

Session - Dissertation Stage Results

(Course code: 1900010, applicable from the class of 2018)

In order to implement the establishment of moral education, according to the Regulations on the Cultivation of Postgraduates Pursuing Doctoral Degrees in Tongji University (Tongji Research [2018] No. 35), the module of Academic Report on Dissertation Stage Results has been established in the Teaching Management Information System of Tongji University (1.tongji.edu.cn), and the development has been completed and put online. Please inform the relevant postgraduates and supervisors to use the relevant module in time.

The "Dissertation Stage Results Academic Report" is applicable to PhD students enrolled in the 18th year and later who have the compulsory part of "1900010 Dissertation Stage Results Academic Report" in their training plan, which requires PhD students to hold at least 6 reports from the time they choose their dissertation topic to the time of their dissertation defense. At least 6 presentations will be held before the dissertation defense.

Specifically, the regulations of the "Regulations on the Cultivation of Doctoral Candidates" (Tongji Research [2018] No. 35) shall be implemented.

The operation guide of the "Academic Report on Dissertation Stage Results" function is shown in the Annex, which will be available for use from the date of this notice.

Graduate School Cultivation Office

15 October 2020

Operation Manual for Students and Supervisors of Doctoral Dissertation Stage Results Colloquium

I. Background information

1. Students are required to have a Dissertation Stage Results Colloquium course in their training programme and to pass the topic selection in order to apply for the Dissertation Stage Results Colloquium. The system is used throughout (<http://1.tongji.edu.cn>, Google Chrome).

2. The number of experts includes 3 or more supervisors, there is no and no need to submit paper forms for this application, you can draw up your own if you need to, the final result is based on the system, a total of 6 times completed.

3. Broad process: student submits application - tutor reviews - tutor organizes presentation - student enters approval comments - tutor reviews (1 time through)

II. Operation steps

1. Application Report (Student)

Step 1 :Students log into the Tongji Academic Affairs Management System and enter the menu of "Thesis Stage Results Academic Report > My Thesis Stage Results Report".



The screenshot shows the Tongji University Academic Affairs Management System interface. The top navigation bar includes the Tongji University logo and the text '教学管理信息系统'. The user's name '刘益(20110001)' and the role '你好, admin(admin1)' are visible in the top right. The main content area is titled '我的论文成果阶段报告' (My Thesis Stage Results Report) and displays the following information:

参加次数 0 次, 通过次数 0 次, 最终成绩 未完成

There is a blue '申请' (Apply) button on the right side of the page. Below the text, there is a table with the following columns: 序号 (Serial Number), 学年学期 (Academic Year and Semester), 学号 (Student ID), 姓名 (Name), 导师 (Supervisor), 申请时间 (Application Time), 申请状态 (Application Status), 当次成绩 (Current Score), and 操作 (Action). The table currently shows '暂无数据' (No data).

Step 2: Click on the 'Apply' button to enter the 'Apply' screen; enter the relevant content and click 'OK': Topic of the presentation (required), Select time (mandatory), Enter location (required), Main points of the presentation (required), Remarks (optional).

The screenshot shows a web interface for applying for a thesis stage report approval. The form is titled '论文阶段成果报告会申请' (Thesis Stage Report Approval Application). It contains the following fields:

- 论文题目:** 刘益的论文题目20200903
- 报告会主题:** (Empty text box)
- 时间:** 选择日期 (Date selection dropdown)
- 地点:** (Empty text box)
- 报告要点:** (Large text area for main points)
- 备注:** (Large text area for remarks)

Buttons for '取消' (Cancel) and '确定' (Confirm) are at the bottom. A blue '申请' (Apply) button is in the top right.

2、Application for Report Approval (Mentor)

Step 1 If the supervisor approves the application for a report, the number of attendances will be increased by 1; if the supervisor rejects the application, the number of attendances will remain unchanged.

The screenshot shows the 'Approval' screen for a thesis stage report. The page title is '论文阶段成果报告会审批' (Thesis Stage Report Approval). It features a search bar and a table of applications.

筛选条件 (Filter Conditions):

- 学年学期: 2020-2021学年第1学期
- 年级: 选择学年
- 学院: 全部
- 专业: 全部
- 培养层次: 全部
- 培养类别: 全部
- 学位类型: 全部
- 学习形式: 全部
- 申请报告: 全部
- 录入意见: 全部

Table of Applications:

序号	学年学期	学号	姓名	年级	学院	专业	申请报告	录入意见	操作
1	2020-2021学年 第一学期	2010001	刘益	2020	建筑与城...	建筑学 (...)	未审核 审核		查看

Buttons for '重置' (Reset) and '筛选' (Filter) are at the top right. A search bar is at the top left. The bottom shows '共 1 条' (Total 1 record) and '20条/页' (20 records per page).

3、Organizing a presentation (Mentor)

Organizing a presentation: If the student's interface is "approved" after the tutor's approval, the presentation can be organized by the tutor, and the number of experts includes 3 or more tutors, there is no paper form for this application and no need to submit it. This application does not have and does not require a paper form.



The screenshot displays the 'My Thesis Progress Report' page in the Tongji University Teaching Management Information System. The page header includes the university logo and name, the system title, and user information for 'Liu Yi (2010001)'. The main content area shows a table with one entry for a thesis application. The application status is 'Passed' (通过), and the current score is 'Not yet completed' (未完成). The table columns are: Serial Number, Academic Year and Semester, Student ID, Name, Supervisor, Application Time, Application Status, Current Score, and Actions. The application was made on 2020-09-29 11:41:02. The page also includes a sidebar with navigation options like 'Exam Management', 'Graduate Practice', and 'Thesis Progress Report', and a footer with pagination information (1 of 1 page).

序号	学年学期	学号	姓名	导师	申请时间	申请状态	当前成绩	操作
1	2020-2021学年 第一学期	2010001	刘益	宋德堂	2020-09-29 11:41:02	通过	未完成	查看 录入意见

4. Inputting comments (students)

Step 1 After the teacher has passed the application for the presentation, go to the "Thesis Stage Results Academic Presentation > My Thesis Stage Results Report" menu, and students click on the "Enter Comments" button to enter the "Application" for entering comments "Enter the number of teachers (required), number of students (required), assessment experts (required), assessment comments from experts (required) and proposed improvements (required).

The screenshot shows the '我的论文阶段成果报告 / 录入意见' (My Thesis Stage Results Report / Enter Comments) form. The form includes the following fields:

- 论文题目: 刘益的论文题目20200903
- 报告会主题: 我的报告会主题
- 时间: 2020-09-29 00:00:00
- 地点: 南京
- 教师人数: 2
- 学生人数: 1
- 评审专家: 添加 (Add)
- 专家姓名1: [Input field] [删除] (Delete)
- 专家姓名2: [Input field] [删除] (Delete)
- 报告要点: 要点内容
- 专家评审意见: 专家评审意见内容
- 拟改进措施: 专家评审意见内容

Step 2 Click on 'Submit' and return to the list when successful.

The screenshot shows the '我的论文阶段成果报告' (My Thesis Stage Results Report) list. The list includes the following information:

参加次数 1 次, 通过次数 0 次, 剩余通过 6 次, 最终成绩 未完成

序号	学年学期	学号	姓名	导师	申请时间	申请状态	当次成绩	操作
1	2020-2021学年 第一学期	2010001	刘益	宋德壹	2020-09-29 11:41:02	通过		查看 录入意见

共 1 条 20条/页 < 1 > 录入意见后, 按钮置灰 1 页

5、Entry comments approval (mentor)

Step 1 The supervisor logs into the Tongji Academic Affairs Management System and enters the menu of "Academic Presentation of Dissertation Stage Results -> Approval of Dissertation Stage Results Presentation"; click on the "Approval" button in the entry comments column and enter the "Approval" interface.

The screenshot shows the 'Approval of Dissertation Stage Results Presentation' interface. The top navigation bar includes the Tongji University logo and the text '教学管理信息系统'. The user is logged in as '宋德壹(87080)'. The interface features a sidebar with navigation options, a search bar, and a table of entries. The 'Approval' button is highlighted in red.

序号	学年学期	学号	姓名	年级	学院	专业	申请报告	录入意见	操作
1	2020-2021学年 第一学期	2010001	刘益	2020	建筑与城...	建筑学 (...)	通过	未审核 审批	查看

Step 2 If the mentor approves the entry of comments, the number of passes is +1 and the number of remaining passes is -1, and the grade is recorded as 'Pass'. If the mentor rejects the examination, the number of passes remains unchanged and the number of remaining passes remains unchanged, and the grade is recorded as "Failed".

The screenshot shows the 'My Dissertation Stage Results Report' interface. The top navigation bar includes the Tongji University logo and the text '教学管理信息系统'. The user is logged in as '刘益(2010001)'. The interface features a sidebar with navigation options, a search bar, and a table of entries. The 'Approval' button is highlighted in red.

我的论文成果阶段报告

参加次数 1次 通过次数 1次 剩余通过 5次 最终成绩 未完成

序号	学年学期	学号	姓名	导师	申请时间	申请状态	当前成绩	操作
1	2020-2021学年 第一学期	2010001	刘益	宋德壹	2020-09-29 11:41:02	通过	通过	查看 录入意见

Explanation: The final score will only show "completed" when the number of "remaining passes" is 0.