

Postgraduate Degree Questions FAQ

Note: Information on defence preparation, marking information, basic thesis information and degree information are maintained by the students themselves, and the defence application can only be submitted after the maintenance is completed ! ! ! !

I. System operation issues

Question 1: How do I log into the system?

A: Please refer to the operation manual. For off-campus access, if you encounter a situation where you cannot log in, please connect to the school VPN and then access.

VPN download at <https://nic.tongji.edu.cn/9006/list.htm>

Question 2: Why can't I access the "My Degree Application" application/why does it say "Error in checking the completion status of the training plan" when I enter the application?

Answer:

- **The training plan has not been completed.** When you click on the "Degree Application" application, you will be checked for completion of your training plan. Please go to "1 System View" to check the completion status of your training plan.
- "Incorrect training plan completion query", as the training plan completion has not been entered into the system, resulting in the system not being able to be called up (**now mainly starting with 0 for the student number**). Contact the Degree Office for coordination.



Question 3: After entering the "My Degree Application", the completion status of the training plan shows "Pending Push", what should I do?

A: **It does not affect the degree application. Accessing the application means that the training plan has been completed.** This data is synchronised from a third-party interface and can be caused by an unstable network interface, which can be dealt with by refreshing the page or re-entering the application.

Additional note: If the business module related to the training programme has just been audited, but the corresponding audit situation in 1 system has not changed, this involves synchronisation and there will be a delay. (The general synchronisation frequency is 1 day)

Question 4: What information do I fill in when applying for a degree?

A: There are 2 steps to apply for a degree: **firstly, you can apply for a defence:** fill in "basic information of the thesis", "information of degree submission", "information of evaluation" and "information of defence preparation". **The second is to** apply for archiving the thesis. (For details, please refer to the operation manual)

Question 5: How can I amend the information on my degree application after it has been submitted?

A: The degree application can only be amended when it has not yet been submitted (**draft status**). If it has been submitted, **depending on the status of the audit, the** application can be returned by contacting the defence secretary/college secretary. **If a degree certificate number has been awarded, no further adjustment can be made.**

Question 6: Why is there no submit button for my degree application?

A: The degree application has been submitted, but the status of audit is not "draft", please contact the corresponding defence secretary / department secretary to return it. The submit button can be displayed when the degree application is in draft status.

II. Application for defence (also called application for degree)

Note: You need to fill in "Basic information of thesis", "Information of degree submission", "Information of evaluation" and "Information of defense preparation" for the defense application. "Please make sure the application is completed before you submit it!"

- **Review information**

Question 1: What is the marking information to be filled in?

A: Complete the marker and overall marker results.

- **Basic information about the thesis**

Question 1: How to correct an error in filling in the title of a dissertation after a degree application;

A: Refer to the system operation question, [Question 5].

Question 2: I can't save my dissertation information after filling it in?

A: Sensitive terms are involved and cannot be saved. Handling: Save the abstract (in English and Chinese) one paragraph at a time. If a paragraph cannot be saved, please revise the paragraph and try saving it again.



● Reporting of degree information

Issue 1: Unable to submit degree reporting information, according to the prompt it shows that a field is empty, but there is no permission to maintain it.

A: The information reported as unmaintainable on the degree is from the 1 system academic information. You need to check whether the corresponding fields of the 1 system academic information are well maintained. If it is missing, please complete the maintenance first (the maintained information will be synced to the degree reporting information of postgraduate students every other day).

Note: The pinyin field can be modified when the degree information is reported, and will not be synchronised with the system's academic information. In the draft state, you can adjust the pinyin of your name yourself. After submission, you will need to contact your faculty academic affairs to make changes.

Question 2: How can I correct the error in the degree information report?

A: Refer to the system operation question, [Question 5].

Question 3: When reporting degree information, how do I fill in the information when the predecessor/degree awarding institution is a foreign institution?

A: If there is no such institution in the drop-down dictionary, fill in "Overseas degree" for the predecessor degree and "Overseas educational institution" for the predecessor degree.

The screenshot shows a form titled '前置学位信息' (Predecessor Degree Information). It contains several fields: '前置学位' (Predecessor Degree), '前置学校' (Predecessor Institution), '前置学位证书编号' (Predecessor Degree Certificate Number), '前置学位授予学校' (Predecessor Degree Granting Institution), and '海外教育机构' (Overseas Educational Institution). Red boxes highlight the '前置学位' and '前置学校' fields. Above the form, there is a red warning message: '所有博士、硕士学位授予信息中，均需填写前置学位。即学生在获博士或硕士学位前的最后一个学位。如学生在获博士或硕士学位前未获得任何学位，则此选项填写“无学位（代码为000）”；如学生在获博士或硕士学位前的最后一个学位为海外学位，则此选项填写“海外学位（代码为900）”。前置学位一级学科：仅填前置学位为学士学位或硕士学位填写。' (In all PhD and Master's degree granting information, you must fill in the predecessor degree. That is, the last degree before the student obtains a PhD or Master's degree. If the student has not obtained any degree before obtaining a PhD or Master's degree, fill in this option with "No degree (code 000)"; if the last degree before the student obtains a PhD or Master's degree is a foreign degree, fill in this option with "Foreign degree (code 900)". Predecessor degree primary discipline: Only fill in the predecessor degree as a Bachelor's degree or Master's degree.)

Question 4: When saving degree information, it cannot be saved and the field "xxx" is not maintained and cannot be submitted, but there is no such field maintained on the system page?

A: Contact the degree office/college for feedback to technical support for system troubleshooting.

Question 5: When you save your degree information, you are prompted to select "Country/Region cannot be selected for this ID type" or "Political appearance can only be filled in by mainland Chinese students".

A: At present, basically Hong Kong, Macau and Taiwan students have this problem, the system has been converted, if there is a problem, please contact the degree office. (There is a correlation between the country/region, the type of ID card and the political outlook). **Country/Region: Hong**

Kong/Macau/Taiwan Identity document type: Hong Kong, Macau and Taiwan ID card Political outlook: None

Country/Region: Hong Kong, Macau and Taiwan should be selected in the country/region field for Hong Kong, Macau and Taiwan students.

Political affiliation: Only for mainland Chinese students, not for Hong Kong, Macau or Taiwan students.

Identity document type: Hong Kong, Macau and Taiwan students are required to select Hong Kong, Macau and Taiwan identity documents as their identity document type.

Question 6: When reporting degree information, why are some fields not marked with an asterisk (*) and when they are not filled in, the field is asked to be filled in when submitting/saving?

Answer: Some fields are used in conjunction with each other. For example, if there is a degree in the Pre-degree field, the pre-degree and pre-degree awarding unit must be filled in.

● Defence preparation information

Question 1: What information needs to be maintained in preparation for the defence?

A: Designate a secretary for the defence and maintain the time and place of the defence and the members of the defence.

Question 2: Why can't I select a secretary when I assign one?

A: Only school personnel can be designated, please ask the secretary if you have permission to log into the school system.

III. Archived papers

Question 1: When filing a thesis application, it indicates that the degree application has not been approved and cannot be applied for.

A: Check if the degree application is approved. Only if it is approved can you proceed with the archived thesis application.

Question 2: What documents are required to be uploaded when archiving a thesis application.

A: You will need to upload your thesis, copyright usage instructions and a resolution for your defence.

Question 3: After saving/submitting an archived paper, an additional document is created on the My Paper Archived Paper screen.

A: This file is the final archived thesis based on a combination of the attachments submitted with the archived thesis application (thesis, authorised use statement and defence resolution) and can be printed here as a final draft thesis.

Question 4: My final draft paper does not have a watermark?

A: If the review is approved, you can contact the College to re-save the generated final paper; if it has not been reviewed, please re-save the generated;

Question 5: The archived paper needs to be revised and how it can be replaced.

A: **When an archived thesis has not yet been submitted for application (draft status), replace the attached** material accordingly at the time of application, depending on what needs to be changed. If the thesis is adjusted, only the attachments need to be replaced and a new final version of the archived thesis will be generated once the replacement has been saved or the application submitted.

If an application has been submitted, contact the faculty secretary for a replacement.

Question 6: Can archived papers be adjusted after the meeting has already taken place.

A: Adjustments can be made, by contacting the College Academic Services.

Question 7: I am unable to upload attachments etc. to my thesis, they always fail to upload;

Answer:It has been blocked by the school network and can be referred back to the Degree Office for action;

IV. Application for Scientific Research Results

Question 1: The paper submitted is from a core journal, why can't I select it?

A: Contact your college to add this core journal.

V. Printing of Statements

Question 1: How to print a degree information statement;

A: Degree Application - Maintain Degree Information page, bottom left corner "Print" button.

Question 2: How do I print the PhD/MA profile form?

A: Go to the My Paper Archive application to print.



Question 3: How do I print my archived papers?

A: The My Archived Papers screen is available for printing at the Final Draft Papers.