

附件一：

网上结业申请流程

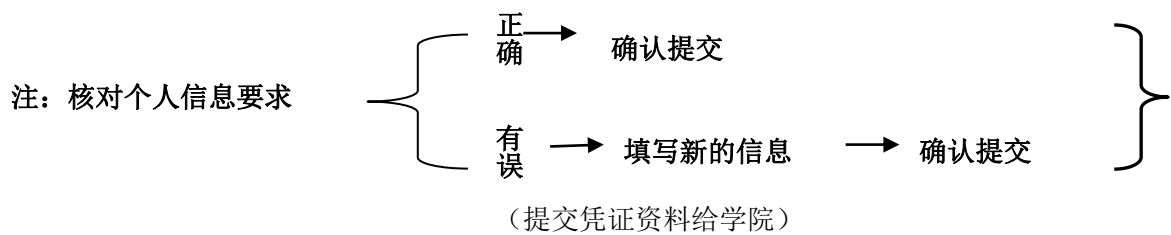
一、学生结业申请操作程序：

网址：<https://gs.jnu.edu.cn/>

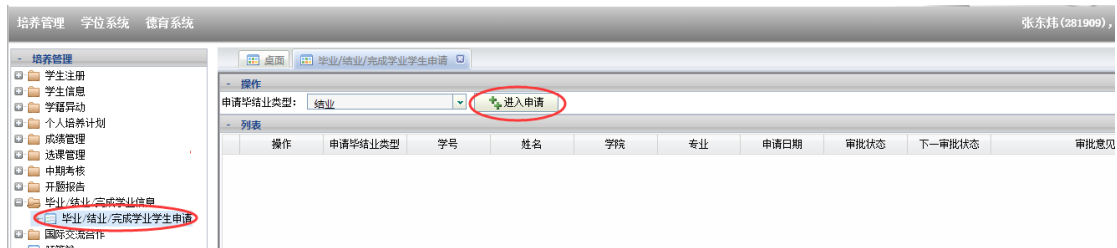
研究生院主页 → 研究生教育管理系统 → 学籍培养 → 毕结业与完成学业学生申请
→ 点击申请 → 核对个人信息 → 确认后提交毕业申请

(账号为学号，初始密码为身份证后六位)

(说明：核对个人信息时，请注意姓名的拼音格式，如：王小华，姓名拼音：Wang Xiaohua)



图示：



二、 学院审核操作：

从研究生院主页进入培养管理 ——> 毕结业与未完成学业信息 ——> 结业院系管理 ——> 处理高级研修课程学员的结业申请 ——> 研究生院审核

(选择条件是 **2020-2021 学年， 下学期**)

The screenshot shows a web-based management system interface. On the left is a navigation menu with categories like 'Admission Management', 'Student Registration', 'Student Information', 'Academic Records', 'Graduation Management', and 'Public Course Management'. The 'Graduation Management' section is expanded, and 'Graduation Management' is selected. The main content area is titled 'Graduation Management' and includes a search filter section with dropdown menus for 'Academic Year' (set to '2020-2021') and 'Semester' (set to 'Lower Semester'). Below the search filters are several input fields for 'Name', 'Student ID', 'Grade', 'Enrollment Season', 'Learning Method', 'Student Level', 'Training Method', 'Academic Education', 'College', 'Department', 'Level 1 Discipline', and 'Major'. There are also buttons for 'Search' and 'Refresh'. Below the search filters is a 'Review' section with a text area for 'Review Comments' and buttons for 'Approve', 'Disagree', and 'Return'. A note below these buttons says 'Note: Pink background indicates that the student has modified the basic information.' At the bottom, there is a table header with columns: 'Operation', 'ID', 'Name', 'College', 'Major', 'ID Number', 'Birth Date', 'Total Credits', 'Public Course Credits', and 'Public Course'.

1、认真核对学籍信息（包括姓名拼音的书写格式），对学籍信息有修改的，核对相关内容是否属实；

（请注意姓名的拼音格式，如：王小华，姓名拼音：Wang Xiaohua）

2、审核学分、单科最低成绩是否达到结业要求；

3、按专业、学号排序，导出拟结业汇总表，并在学生提交的资料页右上角标明序号。