

第八节 教务管理

Section 8 Study Affairs

一、学历生教务管理

1、国际学生本科生各阶段学习任务要求

Study Tasks that International Undergraduates are Required to Complete at Each Stage



学习阶段 Study Stage	学习要求 Study Tasks	最低应修学分 Minimum Credits Required
第一学期 1 st semester	基础强化课程学习及公选课课程学习 Foundational courses study and public courses study	累计学分 ≥ 17.5 Total credits ≥ 17.5
第二学期 2 nd semester	基础强化课程学习及公选课课程学习 Foundational courses study and public courses study	累计学分 ≥ 35 Total credits ≥ 35
第三学期 3 rd semester	专业课程（含实践课程）学习及公选课课程学习 Major courses (including practical and field work) study and public courses study	累计学分 ≥ 52.5 Total credits ≥ 52.5
第四学期 4 th semester	专业课程（含实践课程）学习及公选课课程学习 （地质类、工程类、资源类、环境类专业学生应在本 学期参加祁连山暑期野外实习） Major courses (including practical and field work) study and public courses study (students studying majors in the field of geosciences, engineering, earth resources and environmental studies are required to attend the Zigui field trip in the summer vacation of this semester)	累计学分 ≥ 70 Total credits ≥ 70
第五学期 5 th semester	专业课程（含实践课程）学习及公选课课程学习 Major courses (including practical and field work) study and public courses study	累计学分 ≥ 87.5 Total credits ≥ 87.5
第六学期 6 th semester	专业课程（含实践课程）学习及公选课课程学习 Major courses (including practical and field work) study and public courses study	累计学分 ≥ 105 Total credits ≥ 105
第七学期 7 th semester	专业课程（含实践课程）学习及公选课课程学习&论文研究 Major courses (including practical and field work) study and public courses study & Thesis research	累计学分 ≥ 122.5 Total credits ≥ 122.5
第八学期 8 th semester	完成培养方案中所规定的全部应修课程及公选课课程学习， 通过论文答辩并毕业 Complete the study of all courses required by the Training Plan and all required public courses Pass thesis defense and graduate	完成全部应修学分，一般为140个学分 以上（各专业应修学分总数稍有不同， 应以各专业培养方案为准） Complete all the required credits, which are generally above 140 credits. (for different majors, the total credits required are slightly different, please check the Training Plan of your major for the specific requirements of credits).

备注:

- 上述所提及的“公选课”指国际教育学院面向国际学生开设的《汉语阅读》《汉语写作》《当今中国》《普通话》四门课程，全部本科生应在毕业答辩前完成四门公选课。
- The "public courses" mentioned above refers to the four courses: Chinese Reading, Chinese Writing, China Today and Mandarin, offered by the International Education College for international students. All undergraduates should complete four public courses before graduation defense.
- 全部国际学生本科生在一年级时须接受由数理学院组织的为期一年的数理化基础强化课程学习，完成全部基础强化课程学习后，方可进入第二年的专业学习。
- All international undergraduates are required to take the one-year intensive foundational courses organized by the School of Mathematics and Physics in their first year. Only after completing all the intensive foundational courses can they enter the second year of major courses study.



2、国际学生研究生各阶段学习任务要求

Study Tasks that International Postgraduates are Required to Complete at Each Stage



中国地质大学

CHINA UNIVERSITY OF GEOSCIENCES

国际学生研究生各阶段应完成的学习任务

Study Tasks that CUG International Graduate Students are Required to Complete at Each Stage

学习阶段 Study Stage	硕士Master 学习要求Study Tasks	博士Doctor 学习要求Study Tasks
第一学期 1 st semester	公选课应修10个学分（汉语写作、汉语阅读、当今中国、普通话）； 专业课应修6个学分（具体课程查看培养方案）， 累计学分≥16 10 credits for public courses (Chinese Writing, Chinese Reading, China Today and Mandarin); 6 credits for specialized courses (check the training plan for specific courses), with the total credits ≥ 16	公选课应修10个学分（汉语写作、汉语阅读、当今中国、普通话）； 专业课6个学分（专业英语写作与交流&科学方法论），累计学分≥16 10 credits for public courses (Chinese Writing, Chinese Reading, China Today and Mandarin); 6 credits for specialized courses (Professional English Writing and Communication & Scientific Methodology), with the total credits ≥ 16
第二学期 2 nd semester	专业课13个学分（具体课程查看培养方案）&实验研究，累计学分≥29 13 credits for specialized courses (check the Training Plan for specific courses) & experimental research, with the total credits ≥ 29	专业课4个学分（学科前沿）&实验研究， 累计学分≥20 4 credits for specialized courses (academic frontiers) & experimental research, with the total credits ≥ 20
第三学期 3 rd semester	论文开题&文献综述（3个学分），累计学分≥32 Thesis Proposal&Literature Review (3 credits), total credits ≥ 32	论文开题&文献综述（6个学分）， 累计学分≥26 Thesis Proposal&Literature Review (6 credits), total credits ≥ 26
第四学期 4 th semester	论文研究 Thesis Research	中期考核&论文研究 Mid-term Assessment & Thesis Research
第五学期 5 th semester	论文研究 Thesis Research	论文研究 Thesis Research
第六学期 6 th semester	盲审&答辩&毕业 Blind Review&Defense & Graduation	论文研究 Thesis Research
第七学期 7 th semester		论文研究&预答辩 Thesis Research & Pre-defense
第八学期 8 th semester		盲审&答辩&毕业 Blind Review&Defense & Graduation

博士研究生申请学位的要求
Requirements of the University for Doctoral Candidates to Apply for Degrees

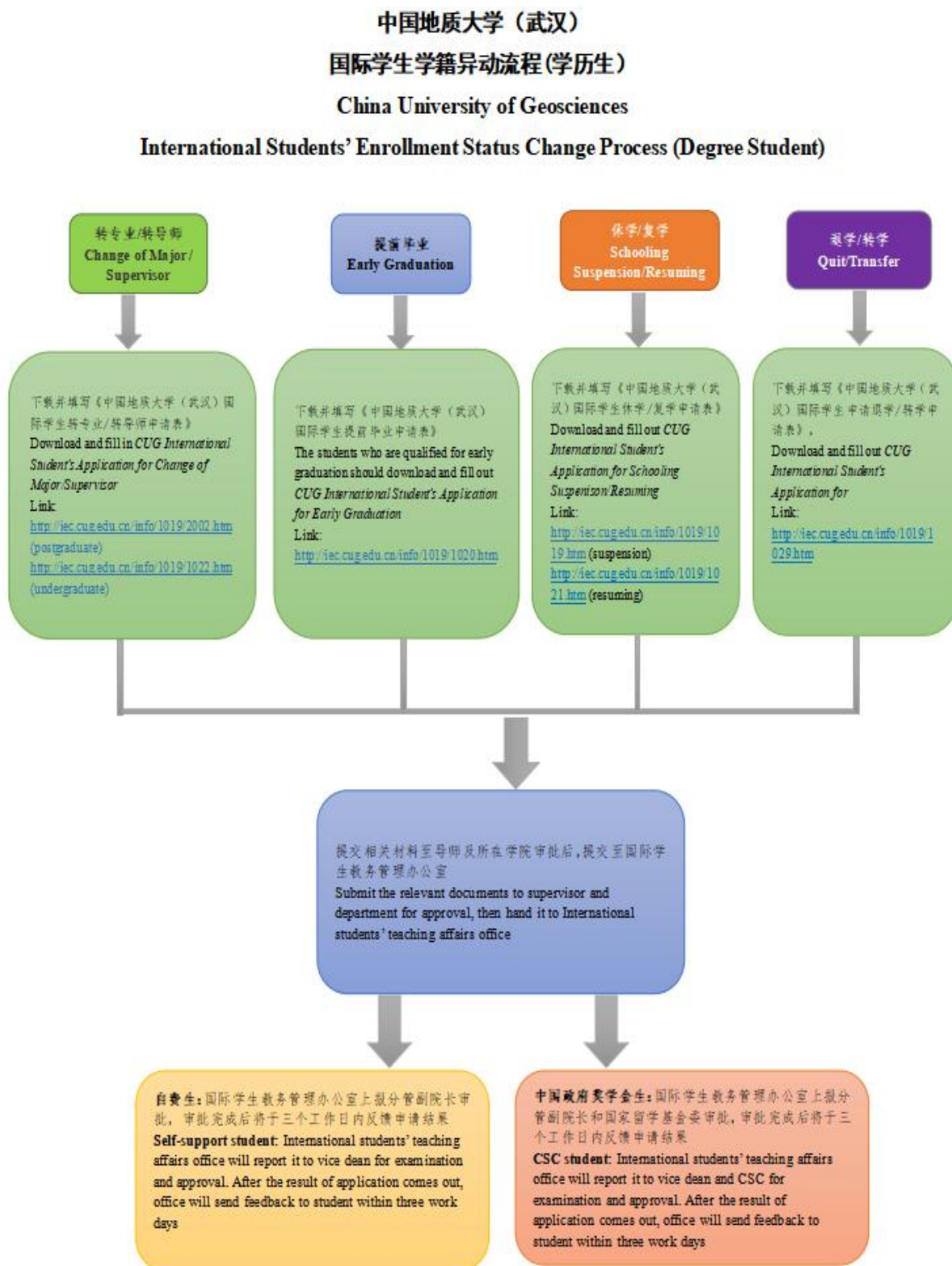
为保证我校博士研究生的培养质量，提高学术水平和创新能力，经校学位评定委员会讨论通过，对博士研究生申请学位时需达到的学术成果作如下要求：
在中国地质大学（武汉）期刊分类中T3及以上级别的期刊发表学术论文1篇；或在T4期刊上发表学术论文2篇；或获得授权的国际发明专利1项，或国家发明专利2项。马克思主义理论学科未达到上述条件，可在T5及以上期刊发表学术论文3篇。

In order to ensure the cultivation quality of doctoral students in our university and improve their academic level and innovation ability, through discussion and approval by the Academic Degree Assessment Committee of the University, the following requirements are made for the academic achievements of doctoral students when applying for a degree:
Published 1 academic paper in journals with T3 or above in The Journal Classification of China University of Geosciences; Or publish 2 academic papers on T4 journals; Or have 1 authorized international invention patent, or 2 national invention patents. If the discipline of Marxist theory does not meet the above requirements, 3 academic papers in journals with T5 or above are required.



3、国际学生学籍异动流程

International Students' Enrollment Status Change Process



4、国际学生上课流程（中文授课）

International Students' Attendance Process (Chinese-taught Program)

中国地质大学（武汉）

国际学生上课流程（中文授课）

China University of Geosciences

International Students' Attendance Process (Chinese-taught Program)

1. 根据培养方案，在课表上查找应修课程信息
According to training plan, find the required course information (Time & Place & Teacher) on course timetable.

2. 下载并打印《听课单》，持《听课单》来 209 办公室盖章
Please download and print out "Course Attendance Form" and take it to office 209 for stamp.

Download link: <http://iec.cug.edu.cn/info/1019/1025.htm>

3. 持《听课单》上课，每次上课请老师签名
Please ask teacher to sign on "Course Attendance Form" for every attended class

4. 课程结束前，听课单由本人保管，考试后将《听课单》交给任课老师
Before the end of the course, "Course Attendance Form" are supposed to be kept by yourself. It must be handed to the teacher after the examination.

5. 课程结束前，打印《2019 年版留学生记分手册-教师专用》交给任课老师，并提醒老师在考试结束二周内，将记分手册、考试试卷或课程报告、听课单提交至国际教育学院 223 办公室，以免成绩录入不及时
Please print out "2019 Version-International Students' Scores Form for Teachers" to the teachers before the end of the course. Please remind your teacher to submit "Scores Form for Teachers" "Exam paper" or "Course report" "Course Attendance Form" to Office 223 within 2 weeks after the end of exam, otherwise your scores wouldn't be uploaded into system in time.

Download link: <https://iec.cug.edu.cn/info/1019/1025.htm>

5、国际学生本科生毕业流程

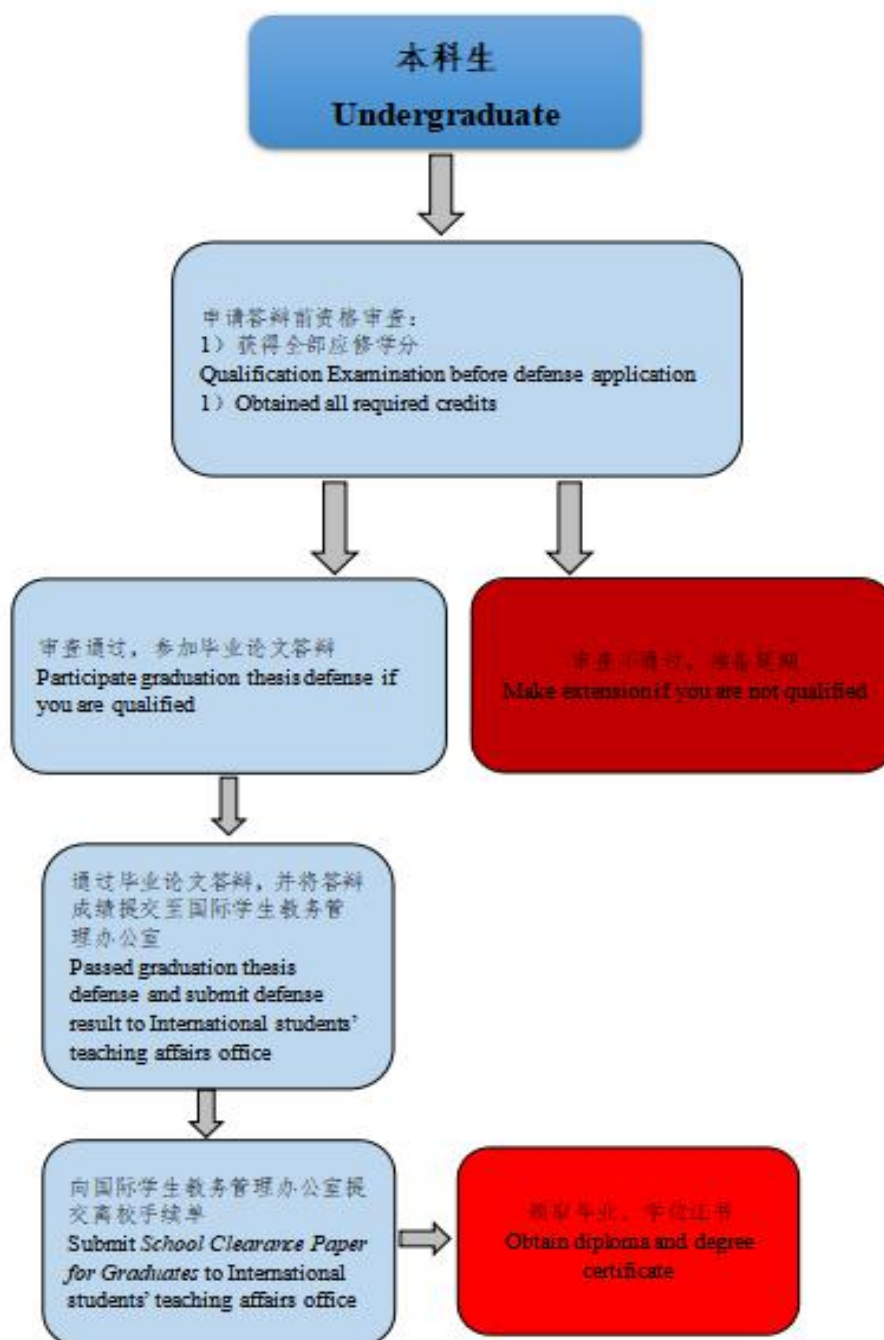
International Undergraduates' Graduation Process

中国地质大学（武汉）

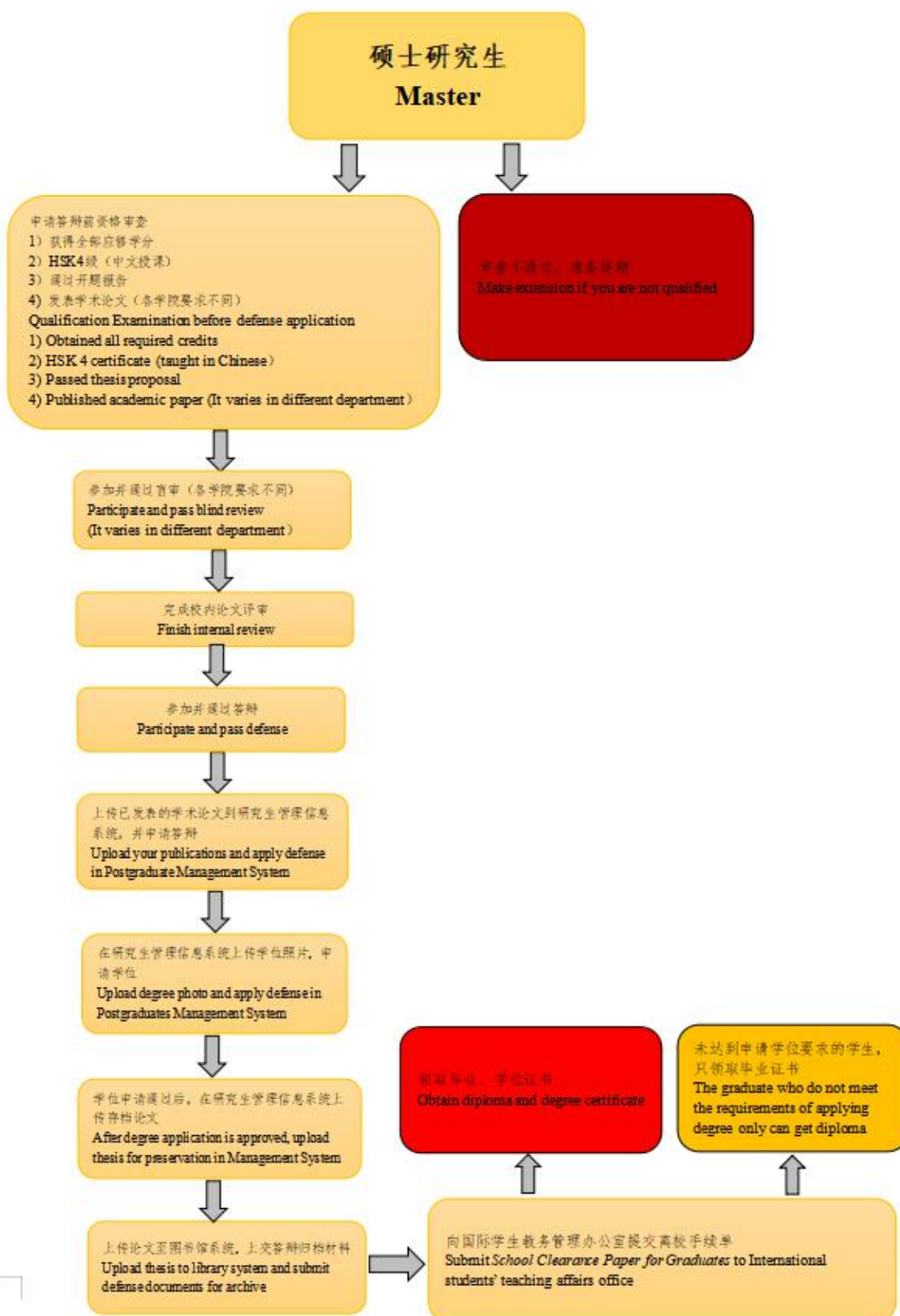
国际学生毕业流程（学历生）

China University of Geosciences

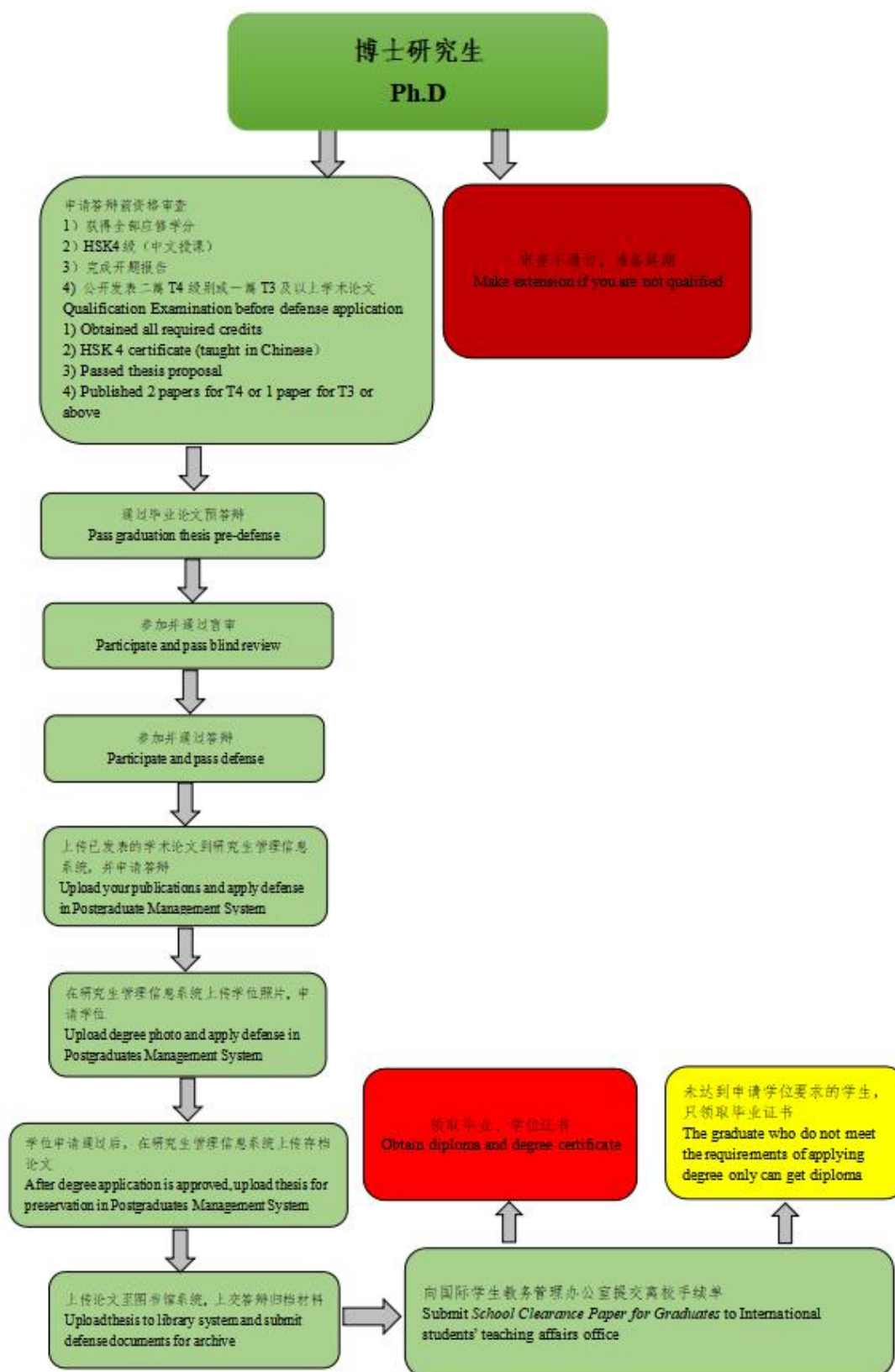
International Students' Graduation Process (Degree Student)



6、国际学生硕士研究生毕业流程 International Master Students' Graduation Process



7、国际学生博士研究生毕业流程 International Ph.D Students' Graduation Process



8、国际学生学业预警 International Students' Academic Warning

中国地质大学（武汉）国际学生学业预警管理办法

第一条 为进一步加强国际学生的学业管理，及时了解学生的学习状况，提高对学生学业的指导性、预见性，帮助学生顺利完成学业，提高我校国际学生教学质量，根据《中国地质大学（武汉）本科生学籍管理办法》《中国地质大学（武汉）研究生学籍管理办法》有关规定，特制定本办法。

第二条 学业预警是指学校依据国际学生修业的有关规定和各专业全程培养方案的有关要求，对全体国际学生各阶段的学习情况进行通报，对可能无法顺利完成学业的学生予以警示，并采取有针对性的防范措施，帮助学生完成学业的制度。

第三条 学业预警的原则是以人为本，通过学校和学生之间的沟通与协作，对在校国际学生的学习情况进行适时引导、监控，促使学生顺利完成学业，帮助学生成人成才。

第四条 学业预警的对象为全体国际学生，重点是有下列情形的学生：

- （一）必修课程或专业选修课考试不及格的；
- （二）本科生一学年所修读课程学分不足 35 学分，或平均学分绩点低于 2.0 的；
- （三）研究生一学年所修读课程学分不足 10 分，或平均学分绩点低于 2.0 的；
- （四）一周旷课累计达到 8 学时以上或因其它原因受到严重警告以上处分的；
- （五）学习成绩大幅度下滑的；
- （六）研究生未在第四学期完成开题；
- （七）其它可能影响学业完成的情形。

第五条 连续 2 个学期出现应予学业预警情形的学生，按学校学生管理规定给予留级处理，不同意留级的学生，按学校学生管理规定予以退学处理；连续 3 个学期出现应予学业预警情形的学生，按学校学生管理规定予以退学处理。

The academic warnings are mainly issued to international students with the following cases:

- 1) fail in the exams of compulsory or major selective courses;
- 2) the credits of courses taken by undergraduates in one academic year are less than 35 credits, or the GPA is less than 2.0;
- 3) the credits of the courses taken by postgraduates in one academic year are less than 10, or the GPA is less than 2.0;
- 4) be absent for more than 8 school hours in a week, or receiving more than a severe warning due to other reasons;
- 5) a sharp fall-behind in academic performance;
- 6) (postgraduates) fail to finish thesis proposal in the fourth semester;
- 7) Other cases that may affect the completion of study.

中国地质大学（武汉）学业预警通知书（至国际学生）

Academic Warning Notice from China University of Geosciences

(For International Student)

学··号 Student ID		英文名 English Name	
护照号码 Passport Number		中文名 Chinese Name	
国··籍 Nationality		手机 Mobile Phone	
		邮箱 Email	
院系及专业 School & Major			
预警学生 情况说明 Warning Reason	<p>该生在...年...月至...年...月...未取得足够学分，根据《中国地质大学（武汉）2017 国际学生手册》第六章第二条，学院决定对该生下达学业预警通知书，如再犯，将按照相关规定，给予严重警告处分。</p> <p>The student did not get enough credits in the <u> </u> from <u> </u> to <u> </u>. According to Article 2 of Chapter 4 in the regulation of International Students 2017 of China University of Geosciences (Wuhan), the College decides to issue an early academic warning notice to the student. If he/she recommits again, he/she will be punished as serious warning according to relevant regulation.</p>		

中国地质大学（武汉）学业预警通知书（至国际学生）

Academic Warning Notice from China University of Geosciences

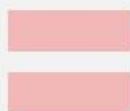
(For International Student)

学··号 Student ID		英文名 English Name	
护照号码 Passport Number		中文名 Chinese Name	
国··籍 Nationality		手机 Mobile Phone	
		邮箱 Email	
院系及专业 School & Major			
预警学生 情况说明 Warning Reason	<p>该生在...年...月至...年...月...未取得足够学分，根据《中国地质大学（武汉）2017 国际学生手册》第六章第二条，学院决定对该生下达学业预警通知书，如再犯，将按照相关规定，给予严重警告处分。</p> <p>The student did not get enough credits in <u>the from to</u>. According to Article 2 of Chapter 4 in the regulation of International Students 2017 of China University of Geosciences (Wuhan), the College decides to issue an early academic warning notice to the student. If he/she recommit again, he/she will be punished as serious warning according to relevant regulation.</p>		

连续3个学期出现应予学业预警情形的学生，按学校学生管理规定予以退学处理。

三次学业预警

Three
Academic
warnings



退学处理

Withdrawal

本科生/Undergraduate	
重点节点 Key Period	最低学分要求 Minimum Credits
第一学年 1st Year	35 学分/credits
第二学年 2nd Year	70 学分/credits
第三学年 3rd Year	105 学分/credits
第四学年 4th Year	140 学分/credits

硕士/Master	
重要节点 Key Period	最低要求 Minimum Requirement
第一学期 1st semester	15 学分/credits
第二学期 2nd semester	获得全部应修学分 Obtain the required credits
第三学期 3rd semester	完成论文开题 Thesis Proposal
第六学期 6th semester	完成论文答辩 Thesis Defense

博士/Ph.D	
重要节点 Key Period	最低要求 Minimum Requirement
第一学期 1st semester	15 学分/credits
第二学期 2nd semester	获得全部应修学分 Obtain the required credits
第三学期 3rd semester	完成论文开题 Thesis Proposal
第七学期 7th semester	发表论文 Paper Publication
第八学期 8th semester	完成论文答辩 Thesis Defense

9、学历生请假流程

留学生在未经老师同意的情况下，擅自旷课，将被记录在考勤系统中，情况严重者还将给予勒令退学的处分。因病休息或治疗一定要请病假并出示相关证明。

第一步：有事需要请假的同学到负责老师办公室领取请假条，填写相关信息

第二步：填好请假条后，找任课老师或者所在院系的老师签字

第三步：将老师签字的请假条交至负责老师办公室

第四步：请假期满后到负责老师办公室销假

各学历层次请假负责老师如下：

本科生：刘韵（MS.LIU）:380726170@qq.com

硕士生：董夏（SUMMER）:75580776@qq.com

博士生：王诲（LYDIA）:wanghui@cug.edu.cn

注意：

（1）奖学金硕士生、博士生在论文开题答辩通过后经批准可离境或者回国结合论文选题进行调研，其奖学金自离境下月起暂停，分别在答辩前至少三个月回校；请假三个月及以上返校签到后可以补发最多六个月奖学金，超期部分或未按期返校者不再补发。规定学制（含批准延长期限内）内此类申请仅限一次。

（2）出入境将根据学生出勤情况及学习情况决定是否核发居留许可。

9. Procedure for Asking for Leave

If an international student should miss class without seeking class teacher's permission, it will be recorded as been absent. If a student should be absent for a total of 30% of class hours for a semester, the student will not be allowed to take the semester's final exam. Depending on the situation, if a student's absenteeism rate is well above the permissible 30%, the student will be expelled. If a student wishes to be absent from class, permission should be sought for from class teacher and proof should be shown if the student is sick.

Steps

Step 1: Fill the Leave Application Form at responsible teacher

Step 2: Class teacher or supervisor should sign the Leave Application Form after seeking their permission

Step 3: Hand in the signed Leave Form to responsible teacher

Step 4: After returning to school, please inform the responsible teacher of your

return.

Responsible teachers:

Undergraduate students: Ms. LIU :380726170@qq.com

Master students: SUMMER: 75580776@qq.com

PhD students: LYDIA:wanghui@cug.edu.cn

Attention:

(1) Approval will be given to scholarship masters and PhD students for data collection once thesis topics have been approved. Scholarship stipends will be suspended the following month once approval has been given. Students are expected to return to the school at least 3 months before defense. Permission will be given for up to three months for data collection. Stipend for the number of months the student was absent from school will be returned once the student returns on time. Failure to return on time will mean that stipend for the months missed will not be returned. Application to be absent from school for data collection will be given just once within the study period including the approved study extended period.

(2) Wuhan Immigration will determine whether to issue residence permit or not based on students attendance and study.

序号 NO.	学院 Department	辅导员姓名 Tutor	辅导员邮箱 Tutor's Email	辅导员联系电话 (+0086) Tutor's phone number (+0086)
1	资源学院（硕士） School of Earth Resources (Master)	李秋玲 Bonnie	2662926409@qq.com	134 3712 9550
2	资源学院（博士） School of Resources (Doctor)	吴天真 (Tia)	993471340@qq.com	134 3714 2024
3	地球物理与空间信息学院 (本科生、硕士、博士) School of Geophysics and Geomatics (Undergraduate, Master, Doctor)	唐雨微 Cecilia	18801379052@163.com	18801379052
4	机械与电子信息学院 (本科生、硕士、博士) School of Mechanical Engineering and Electronic Information (Undergraduate, Master, Doctor)			
5	工程学院 (本科生、硕士、博士) School of Engineering (Undergraduate, Master, Doctor)	金梓轩 Jin	1261313063@qq.com	15871992154
6	地球科学学院 (本科生、硕士、博士) School of Earth Sciences (Undergraduate, Master, Doctor)	杨谨溢 Kristina	1025140604@qq.com	15826573925
7	公共管理学院 (本科生、硕士、博士) School of Public Administration (Undergraduate, Master, Doctor)	唐漪棋 Nicky	1365246285@qq.com	18719080528
8	资源学院（本科生） School of Earth Resources (Undergraduate)	冯霞 Daisy	842894038@qq.com	15172360292

2021年秋季学期辅导员联系方式 Contacts of Tutors for Foreign Students				
序号 NO.	学院 Department	辅导员姓名 Tutor	辅导员邮箱 Tutor's Email	辅导员联系电话 (+0086) Tutor's phone number (+0086)
	艺术与传媒学院 (本科生、硕士, 博士) School of Arts and Communication (Undergraduate, Master)			
	珠宝学院 (本科生、硕士, 博士) Gemological Institute (Undergraduate, Master)			
	自动化学院 (本科生、硕士、博士) School of Automation (Undergraduate, Master, Doctor)			
	海洋学院 (本科生、硕士、博士) School of Marine Science and Technology (Undergraduate, Master, Doctor)			
9	马克思主义学院 School of Marxism	张文月	18971589025@163.com	18971589025
	数理学院 School of Mathematics and Physics			
	外国语学院 School of Foreign Languages			
	高等教育研究所 Institute of Higher Education			
	大一本科生基础强化阶段学习 First year basic study of freshman			

2021年秋季学期辅导员联系方式 Contacts of Tutors for Foreign Students				
序号 NO.	学院 Department	辅导员姓名 Tutor	辅导员邮箱 Tutor's Email	辅导员联系电话 (+0086) Tutor's phone number (+0086)
10	地理与信息学院（本科生，硕士，博士） School of Geography and Information Technology	余洲	1512033015@qq.com	15927744901
	计算机学院（本科，硕士，博士） School of Computer Science			
11	经济管理学院（硕士，博士） School of Economics and Management	乔栋	QD@cug.edu.cn	15827584675
12	材化学院（博士） Faculty of Materials Science and Chemistry	陈高胜 Silas	no1dada@163.com	17671676098
	环境学院（博士） School of Environmental Studies			
13	材化学院（本科，硕士） Faculty of Materials Science and Chemistry	汪琳	156934769@qq.com	18271870376
	环境学院（本科生，硕士） School of Environmental Studies			
14	经济管理学院（本科） School of Economics and Management	刘正娟	18895366319@163.com	18895366319

二、汉语生教务管理

1、汉语生上课流程图

Chinese Language Students' Class Process

根据培养方案，在课表上查找应修课程信息
According to the teaching schedule, students should find out the course information on the class timetable.



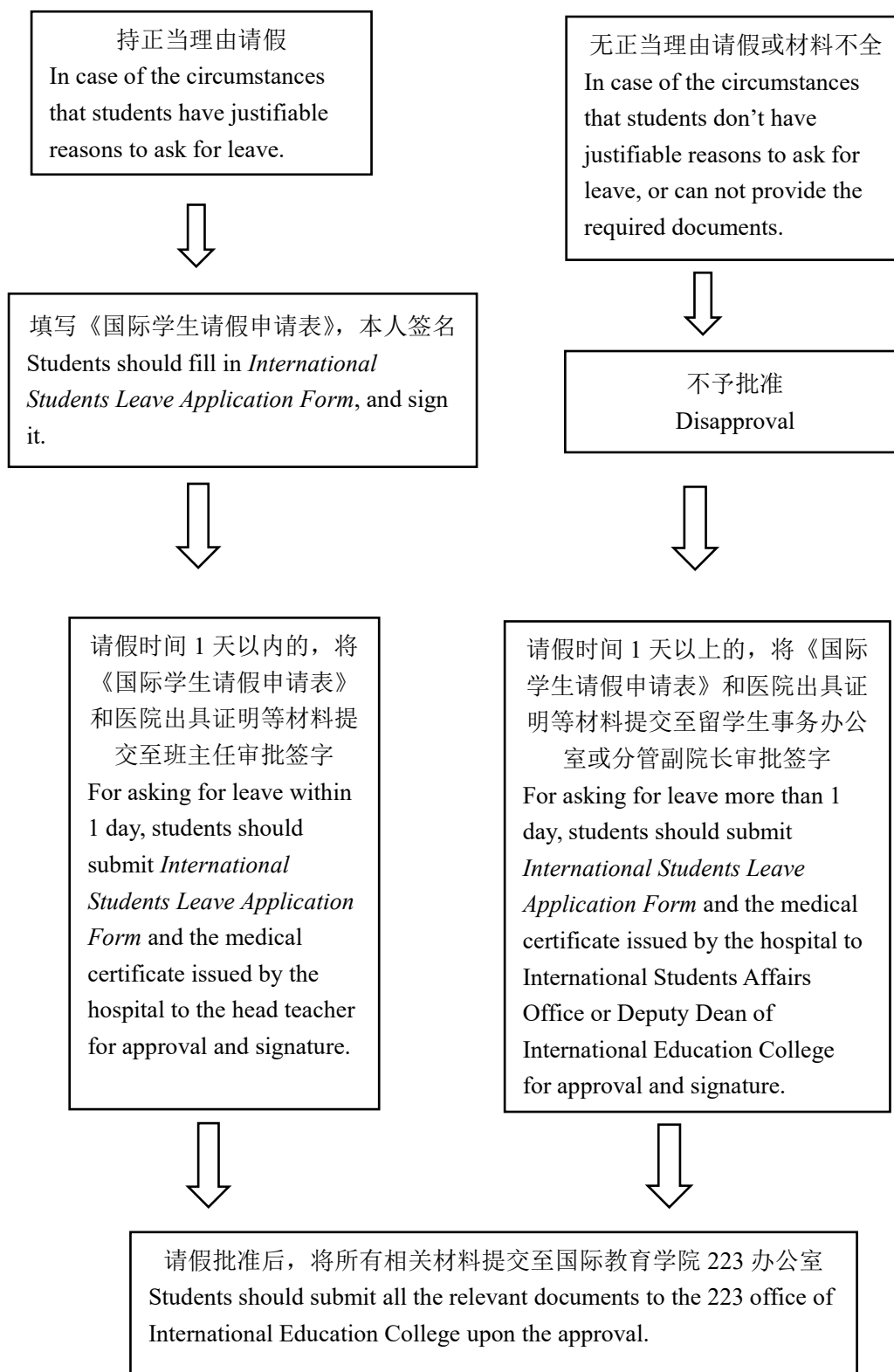
在《汉语生课堂管理及考试须知》上签名，提交至班主任处，再由班主任统一提交至国际教育学院 223 办公室
Students should Sign *the Regulations on Chinese Language Students' Chinese Course and Final Examination* and submit it to the head teacher, and then the head teacher should submit it to the 223 office of International Education College.



任课教师在期末考试结束一周内，将学生记分手册、考试试卷提交至国际教育学院 223 办公室，以免成绩录入不及时
In order to avoid untimely score input into the system, Chinese language teachers should submit the students' scorebook and exam papers to the 223 office of International Education College within one week after the end of the final exam.

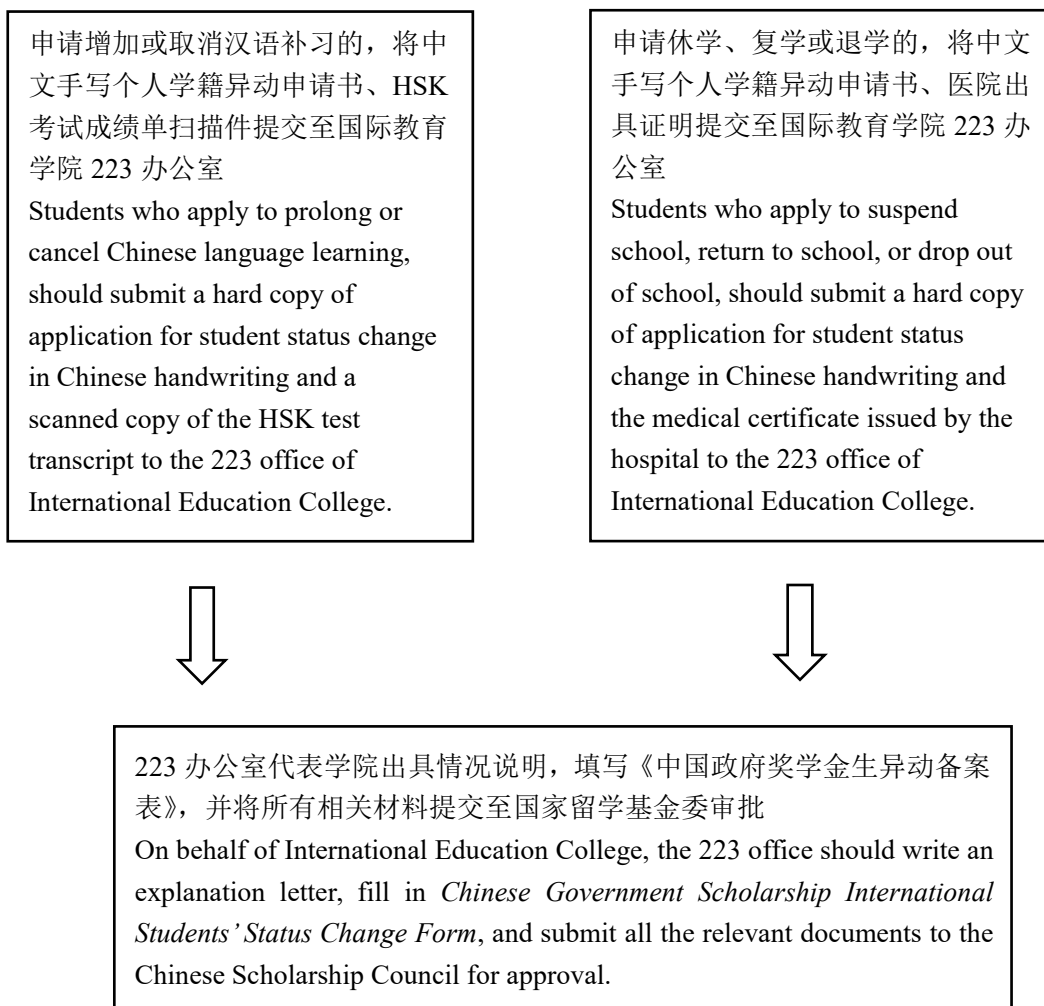
2、汉语生请假流程图

Chinese Language Students' Asking for Leave Process



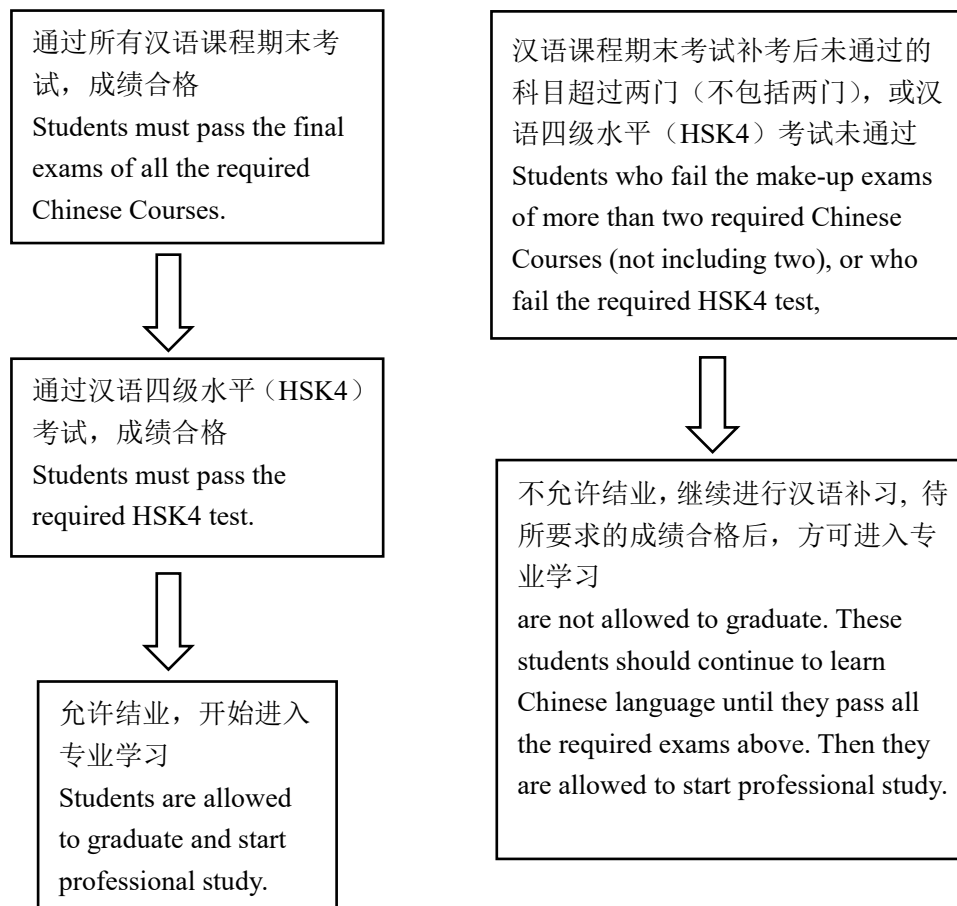
3、汉语生学籍异动流程图

Chinese Language Students' Status Change Process



4、汉语生结业流程图

Chinese Language Students' Graduation Process

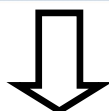


三、预科生教务管理

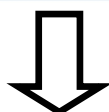
1、预科生上课流程

Preparatory Students' Attendance Process

参加新生入学摸底分班考试。
Take the entrance test for new students.



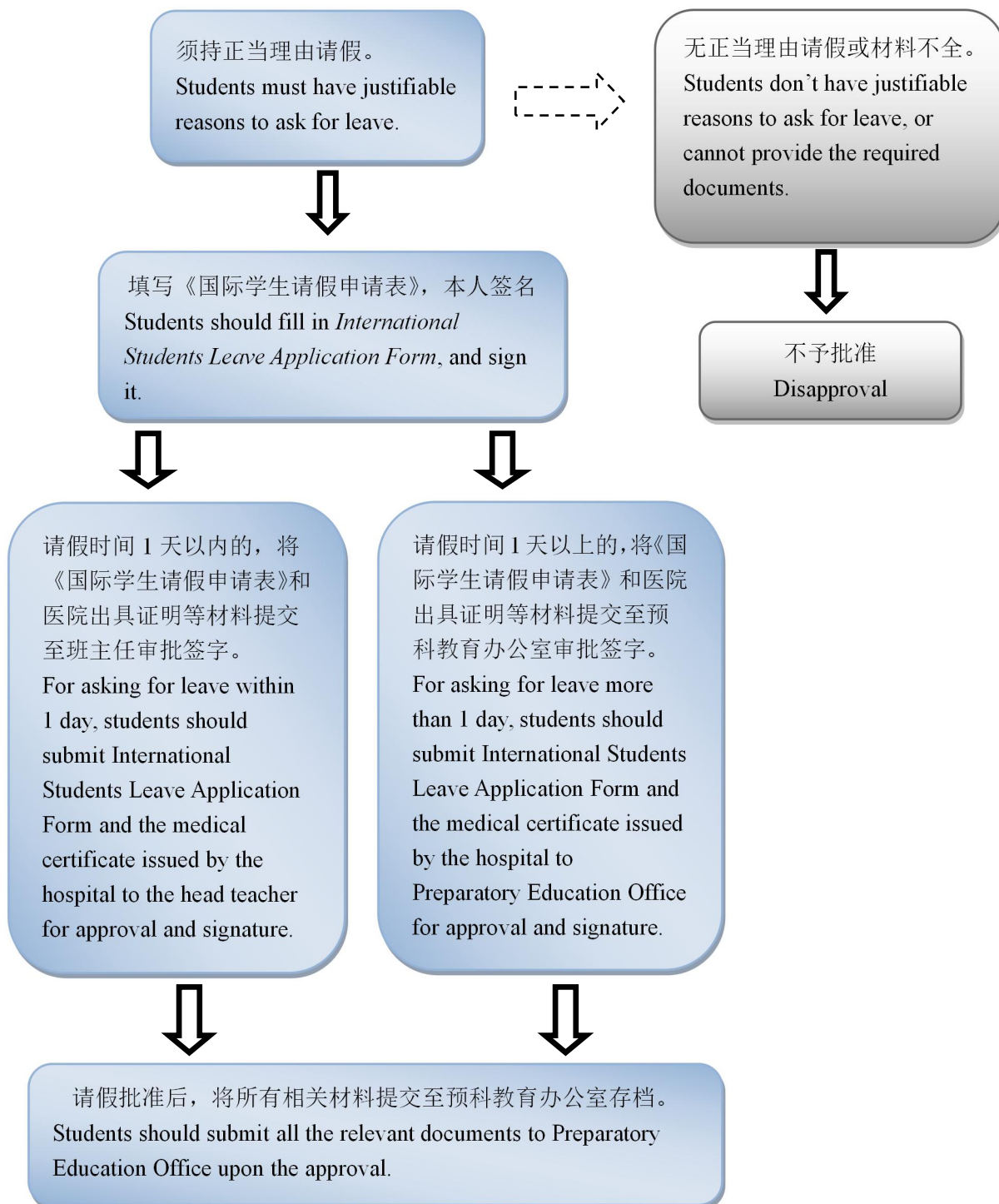
按照本人所在班级，参加新学期师生见面会，签订预科生学生细则及学生承诺书。
According to the individual class, participate in the meeting for teachers and students of new semester. Sign the preparatory student rules and student commitment.



关注班级通知，根据课表按时上课。
Pay attention to class notifications and attend classes on time according to the schedule.

2、预科生请假流程

Preparatory Students' Asking for Leave Process

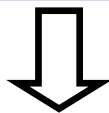


3、预科生学籍异动流程

Preparatory Students' Enrollment Status Change Process

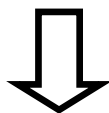
申请休学、复学或退学的，将中文手写并签名的个人学籍异动申请书、医院出具证明等相关支撑材料提交至国际教育学院预科教育办公室审批。

Students who apply to suspend school, return to school, or drop out of school, should submit a hard copy of application for student status change in Chinese handwriting and the medical certificate issued by the hospital to the preparatory education office of International Education College.



预科教育办公室填写《中国政府奖学金生异动备案表》，并将所有相关材料提交至分管副院长审批。

Preparatory Education Office fills in *Chinese Government Scholarship International Students' Status Change Form*, and submits all the relevant documents to Deputy Dean of International Education College for approval



预科教育办公室代表学院出具情况说明，并将《中国政府奖学金生异动备案表》及所有相关材料提交至国家留学基金委审批。

On behalf of International Education College, Preparatory Education Office should write an explanation letter, submit *Chinese Government Scholarship International Students' Status Change Form*, and all the relevant documents to the Chinese Scholarship Council for approval.

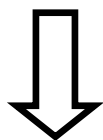
4、预科生结业流程 Preparatory Students' Graduation Process

两次综合测评平均得分 60 分以上的学生有资格参加预科结业考试。

Students who have an average score of more than 60 points for the two comprehensive assessments shall be eligible to participate in the preparatory education final examination.

两次综合测评平均得分低于 60 分，不得参加预科结业考试，预科结业考核为不合格，同时取消奖学金资格。

Students who have an average score of less than 60 points for the two comprehensive assessments shall not be eligible to participate in the preparatory education final examination, and their scholarships shall be cancelled.



预科结业考试须达到及格线。

The final examination score for preparatory education must reach the pass score.

通过预科结业考核。

Pass the Preparatory

1. 数学、物理、化学中一门或两门不及格（低于 60 分），需要调整专业进入专业院校学习。数学未达分数线者，应转读文科类专业；理工类物理或化学未达分数线者，应调整至与物理或化学知识相关度低的专业学习。

If a student fails in one or two exams in either mathematics, physics or chemistry (with a score of less than 60 points), then such students shall adjust their respective major and go to study in a professional college. A student who fails in the mathematics exam is advised to study arts. A student studying science and engineering who fails in the physics or chemistry exam is advised to change their major to one where there is low requirement for physics or chemistry knowledge.

2. 预科重修需满足如下条件：预科结业考试综合汉语成绩达到 75 分且综合测评达到相应要求的学生，可在原预科学院校重修一年预科学习。具有调整专业学习资格的学生，如自行选择重修一年预科，其相应数理化成绩须达到 45 分。

To retake preparatory courses, the student should satisfy the below conditions: Students whose comprehensive Chinese score in the preparatory education final exam is 75 points and who have achieved comprehensive assessments can retake the one-year preparatory course in their original preparatory education colleges. Students who are qualified for studying in the adjusted majors, and they voluntarily choose to retake the one-year preparatory course, then their corresponding scores in mathematics, physics or chemistry should reach 45 points.

3. 预科结业考试综合汉语成绩低于 75 分，或重修后预科结业考试所有科目未全部达到合格线的学生，取消其奖学金资格。

Scholarships of students whose comprehensive Chinese scores in the final exam are below 75 points, or students who have not met all the qualifications in the pre-graduate final exams after retaking the preparatory course, shall be cancelled.