

Guidance for the Online System of Opening Proposal Report and Mid-term Evaluation Report

General Procedures

1. Prepare the opening proposal report and mid-term evaluation report (electronic version)
2. Please log into the UCAS official website.(Website:http://onestop.ucas.ac.cn/home/index)

If you cannot remember your username and password, please click the following link or scan the 2D code to report your problems.(Valid before 2018-02-05)

Link: <https://www.wjx.top/jq/20325802.aspx>



The screenshot shows the UCAS official website homepage. The top navigation bar includes "学生" (Students) and "教工" (Faculty). Below the navigation bar is a large banner image of the UCAS campus. The main content area is divided into several sections: "学籍学工" (Academic Affairs), "课程学习" (Course Learning), "培养与学位" (Education and Degree), "学校资源" (School Resources), "校园服务" (Campus Services), and "财务事项" (Financial Matters). A "通知公告" (Notice) section is also visible. On the right side, there is a login form with the following fields and options:

- Information Portal (信息门户) and Email (电子邮件) tabs.
- Username (用户名) input field.
- Password (密码) input field.
- Remember Username (记住登录名) checkbox.
- Find Username and Password (找回用户名和密码) link.
- Log in (登录) button.
- Link: 如您无法登录, 请访问这里 (If you cannot log in, please visit here).

Below the login form, there are links for "一卡通" (One Card) and "宽带连接" (Broadband Connection). At the bottom, there is a "相关链接" (Related Links) dropdown menu.

Select "信息门户"

Username

Password

Log in

STEP 1: Enter the HOMEPAGE of the UCAS SEP system



STEP 2: Enter the Homepage of the “培养指导” Mode

STEP 2.1: Fill in the Personal Information

1. Select “个人信息维护”

3. click “基本信息” for basic information

3. click “个人简历” for CV

3. click “奖惩信息” for Rewards and Punishments

中国科学院教育云 培养管理

首页

个人信息维护

基本信息

个人简历

奖惩信息

课程

论文

成果

实践

模拟登录

正在模拟 国家纳米科学中心

基本信息

首页 / 个人信息维护 / 基本

维护 基本信息

注意：以下信息均为必填

STEP 2: Enter the Homepage of the “培养指导” Mode

STEP 2.1.1 Basic Information

基本信息

首页 / 个人信息维护 / 基本信息

三维护 基本信息

注意：以下信息均为必填项，使用本系统其他功能之前请如实补齐！

学习方式

全日制 在职

攻读学位

工学

硕士

研究方向

Research Direction

联系电话

Office Telephone number

手机号码

Mobile Phone number

电子邮件

Email

通信地址

Address

何时何单位何专业获何种学位

Time/University/Major/Type of Degree
e.g. * 2009.09 – 2012.06, USTB,
Beijing China, Master of science in
Physical Chemistry

更新

取消

Click here after
complete all the
information.

工学

请选择学科专业

哲学

经济学

法学

教育学

文学

理学

工学

农学

医学

管理学

Select this (理学) with major code: 0703J1,070304, 0702J1,070205, 071011,0710J1

Select this (工学) with major code: 080502,0805J1

硕士

请选择攻读方式

博士 PhD

硕士 Master

STEP 2: Enter the Homepage of the “培养指导” Mode

STEP 2.1.1 Basic Information

Major Code	Major	Direction	Level
0703J1	纳米科学与技术Nanoscience and Technology	Chemistry	PhD&Master
070304	物理化学Physical Chemistry		PhD&Master
0702J1	纳米科学与技术Nanoscience and Technology	Physics	PhD&Master
070205	凝聚态物理Condensed Matter Physics		PhD&Master
080502	材料学Materials Science		PhD&Master
0805J1	纳米科学与技术Nanoscience and Technology	Materials	PhD&Master
071011	生物物理学Biological Physics		Master
0710J1	纳米科学与技术Nanoscience and Technology	Biology	Master

STEP 2: Enter the Homepage of the “培养指导” Mode

STEP 2.1.2 CV(Only information before NCNST is needed)



A screenshot of a web interface showing a list of items. A green button labeled "添加" (Add) is highlighted. Below the list, there is a grey button labeled "操作" (Action).

Click here to add the information

添加

起止年月

Start Time-End Time e.g. 2009.09-2012.07

学习和工作单位

Study/Working Place e.g. USTB, Beijing, China

职务/职称

Position e.g. student

获何种学位

Type of Degree, e.g. Master of Natural Science

保存

取消

Click here to save all the information after you finish writing.

To add more information, you can click again.

STEP 2: Enter the Homepage of the “培养指导” Mode

STEP 2.1.3 Rewards & Punishments (You needn't write if you do NOT have related information.)

奖惩信息

首页 / 个人信息维护 / 奖惩信息

维护奖惩信息

在学期间获奖情况

(获奖名称/获奖级别/奖励类别/颁奖单位/获奖时间/获奖文号)

Rewards:

Rewards Name/Rewards Level/Type/Place/Time/Certificate No.
e.g. NCNST Director Scholarship/Second Prize/Institute Prize/NCNST/2017.09/123456(Some certificate may not have)

在学期间惩处情况

(处分名称/处分原因/处分日期/处分文号/处分撤销日期/处分撤销文号)

Punishment:

If you do NOT have, you can leave it alone.

更新

取消

Click here to save all the information after you finish writing.

STEP 2: Enter the Homepage of the “培养指导” Mode

STEP 2.2: Fill in the Opening Proposal Report & Mid-term Evaluation Report

The screenshot displays the homepage of the Chinese Academy of Sciences Education Cloud. The top navigation bar includes the logo and name of the Chinese Academy of Sciences Education Cloud, and a dropdown menu for "培养指导". The main navigation menu on the left lists several options: 首页, 个人信息维护, 课程, 论文, 培养计划, 开题报告, 中期考核, 答辩申请, 成果, and 实践. The "论文" option is highlighted with a red box, and a red arrow points to it from a text box. Below "论文", the sub-menu items "培养计划", "开题报告", "中期考核", and "答辩申请" are listed. The "开题报告" and "中期考核" items are also highlighted with red boxes, and red arrows point to them from text boxes. The right side of the page features a "工作提醒" section with a list of tasks and their current status, and a "规章制度" section with a list of regulations.

1. Select “论文”

2. click“开题报告” for opening proposal report

3. click “中期考核” for mid-term evaluation

中国科学院教育云 Chinese Academy of Sciences Education Cloud 培养指导

工作提醒

您有以下工作待处理:

- 培养计划目前为 培养单
- 开题报告目前为 考核通
- 中期考核目前为 考核通
- 答辩申请目前为 答辩通

规章制度

标题

中国科学院研究生院关于修订研

STEP 3 Opening Proposal Report Mode

开题报告

首页 / 论文 / 开题报告

1. Check whether it is the "开题报告" Page.

开题报告

提示!
撰写或修改完毕后, 请点击"请求指导"按钮发送给导师!!

尚未撰写开题报告

2.

Left Button: "撰写报告". Click to fill in the information for your report.

Right Button: "请求指导". After you finished your report, click this button. Please note that once you click this button, you cannot revise it any more.

撰写报告 请求指导

撰写报告

报告题目: *

Report Title

关键词: (多个关键词请用","符号分隔)

Keywords. Please separate the keywords with a comma (,).

开题报告: (.doc或.pdf格式) *

选择文件

Click here to upload your opening proposal report file (Format: doc. or pdf.)

课题来源: *

请选择

Fund Resources

课题性质: *

请选择

Type of the Research

与导师研究课题关系: *

请选择

Relation with the research Group

Contact with your supervisor/staffs/Senior Chinese students of your group if you are uncertain.(Details are in next page)

开题报告摘要: *

Abstract of the opening proposal report

参考文献 (文件数0个)

保存

Click here to save all the information after you finish writing or revisions.

参考文献

参考文献

参考列表

上传附件 (.doc或.pdf格式)

选择文件

增加

上传

1. Put your reference list in a doc. or pdf. file;
2. Click here to Upload the file.
3. Click "上传" button.

STEP 3 Opening Proposal Report Mode

课题来源: * **Fund Resources**

- 请选择
- 请选择
- 973、863项目
- 国家社科规划、基金项目
- 教育部人文、社会科学研究项目
- 国家自然科学基金项目
- 中央、国家各部门项目
- 省（自治区、直辖市）项目
- 国际合作研究项目
- 与港、澳、台合作研究项目
- 企、事业单位委托项目
- 外资项目
- 学校自选项目
- 国防项目
- 非立项
- 其他

- 973、863 项目 Project funded by the National Basic Research Program (973 Program) or the National High Technology Research and Development Program of China (863 Program)
- 国家社科规划、基金项目 Project funded by National Social Science Fund
- 教育部人文、社会科学研究项目 MOE (Ministry of Education in China) Project of Humanities and Social Sciences
- 国家自然科学基金项目 Project funded by National Natural Science Fund
- 中央、国家各部门项目 Project funded by central government and state departments
- 省（自治区、直辖市）项目 Project funded by provinces (autonomous regions or municipalities)
- 国际合作研究项目 Research projects with international cooperation
- 与港、澳、台合作研究项目 Projects in collaboration with Hong Kong, Macau or Taiwan
- 企、事业单位委托项目 Project entrusted by enterprises or public institutions
- 外资项目 Foreign investment project
- 学校自选项目 Optional projects of university
- 国防项目 National defense project
- 非立项 Project not established
- 其他 Other

课题性质: * **Type of the Research**

- 请选择
- 请选择
- 基础研究
- 应用研究
- 综合研究
- 其他

- 基础研究 Basic Research
- 应用研究 Applied Research
- 综合研究 Comprehensive Research
- 其它 Other

与导师研究课题的关系: **Relation with the research Group**

- 请选择
- 请选择
- 是导师研究课题的一部分
- 与导师研究课题无关

- Please select
- Related research
- Non-related research

STEP 4 Mid-term Evaluation Report Mode

中期考核

首页 / 论文 / 中期考核

1. Check whether it is the “开题报告” Page.

☰ 中期考核

提示!

撰写或修改完毕后, 请点击“请求指导”按钮发送给导师!!!

尚未撰写中期考核

2.

Left Button: “撰写申请”。 Click to fill in your report.

Right Button: “请求指导”。

After you finish your report, click this button. Please note that once you click this button, you cannot revise it any more.

撰写申请 请求指导

STEP 4 Mid-term Evaluation Report Mode

中期考核

报告题目: * **Report Title**

关键词: (多个关键词请用“,”号分隔) **Keywords. Please separate the keywords with a comma (,).**

选择文件 **Click here to upload your opening proposal report file (Format: doc. or pdf.)**

课题来源: * **Fund Resources**

课题性质: * **Nature of the Research**

与导师研究课题的关系: * **Relation with the research Group**

中期报告摘要: * **Abstract of the Mid-term Evaluation Report.**

个人小结: (对基础知识、科研能力、学习态度等综合小结) * **Personal summary (Comprehensive summary of basic knowledge, research capability, study attitude and the related content.)**

参考文献 (文件数0个) **Click here to save all the information after you finish writing or revisions.**

保存 取消

参考文献

参考文献

参考列表

上传附件 (.doc或.pdf格式)

增加

上传 **1. Put your reference list in a doc. or pdf. file;
2. Click here to Upload the file.
3. Click “上传” button.**

中期考核

首页 / 论文 / 中期考核

≡中期考核

For both reports, remember to click the right button after completing the report.

撰写申请 请求指导

提示!

撰写或修改完毕后, 请点击“请求指导”按钮发送给导师!!!

尚未撰写中期考核

Contact with your supervisor to check the submission of the materials on their system.

Thank YOU!