**同济大学研究生境外高校学习及课程学分认定与成绩转换的管理办法（试行稿）**

**校研[2012]22号**

为加强对赴境外高校学习的研究生的管理，规范研究生在境外高校学习课程获得学分的认定及成绩的转换，特制定本办法。

本办法适用于研究生在国家公派项目、校际交流项目、院际交流项目派出交流期间于境外高校所修课程。本办法也适用于按照校际交流项目派遣至我校的双学位留学研究生。

**一、学分认定及成绩转换的要求**

原则上，研究生在境外所学课程应与其专业培养方案规定的课程相近或相同，由学生所在院系学科专业委员会按同类课程认定。涉及跨学院开设的课程时，由学生所在院系、开课院系、研究生院培养处按同类课程共同认定。具体规定如下:

1. 在境外高校学习的研究生和派遣至我校的双学位留学研究生，申请认定的学分一般不应超过其学习专业的培养方案要求学分的50％。研究生应修的公 共学位课（我校接收的双学位港澳台生的公共学位课学分可由专业学位课学分替代）、必修环节中的讲座及论文选题必须在我校完成；
2. 在境外高校学习的研究生应根据对方学校的课程设置并结合本人在同济大学所属专业的培养方案的情况，事先与导师商议拟定在境外学习期间的学习计划，并填写《同济大学申请选修校外研究生课程审批表》，经导师同意和学生所在院系批准并备案。未经导师同意和所在院系批准，学生在境外学习期间不得更改学习计划，未经批准学习的课程不列入认定范围。

**二、学分认定及成绩转换的程序**

1. 研究生应于回校后当学期办理学分认定及成绩转换手续；
2. 申请学分认定的研究生，需填写《同济大学选修校外研究生课程学分认定及成绩转换申请表》（一式三份），同时提交《同济大学申请选修校外研究生课程审批表》，并附上对方学校出具的所学课程成绩单原件（阅后退回）和复印件，以及在境外修读，拟转换课程的课程大纲或简介，由导师及所在院系的学科专业委员会同意后，给予其学分认定及成绩转换，并由院系教务管理人员录入管理信息系统。若涉及跨学院课程成绩，还须经开课院系和研究生院共同审核认定；
3. 研究生在境外高校获得的成绩，若为百分制，则按实际分数登录；若为非百分制的成绩，课程成绩由所在院系及开课院系根据课程内容及境外高校成绩标准出具成绩意见，并给予录入成绩；
4. 研究生在境外高校学习的课程经学分认定后，对于回校当学期开设的课程，由所在院系或培养处于学期考试结束后按相应的课程代码和成绩录入管理系统；对于回校当学期未开设的课程，按出国期间学校开设的课程给予转换。所有学习成绩均应在学生的成绩管理系统中登记，包括不及格的课程成绩；
5. 派遣至我校的双学位留学生、双学位港澳台生应根据双方高校的合作协议及本人在同济大学所属专业培养方案的情况和在合作高校就读期间所修的课程情况，给予学分认定及成绩转换。

**附件**：

1. 《同济大学申请选修校外课程审批表》
2. 《同济大学选修校外研究生课程学分认定及成绩转换申请表》

同济大学研究生院

二O一二年十一月九日

**Procedures of Credit Recognition for Tongji University Graduates Studying in Overseas Institutions of Higher Education (Trial)**

**XY (2012) No.22**

This regulation is specifically for the purpose of regulating credit recognition, and transfer for graduate students studying in overseas institutions of higher education.

The procedures apply to graduate courses relating to programs that are government-sponsored and those connected with inter-university exchange or inter-school exchange programs, during the student’s stay overseas. The procedures also apply to the dual degree graduates sent to Tongji University for study in accordance with inter-university exchange programs.

1. **Requirements for credit recognition**

In principle, the courses taken overseas should correspond to or be identical with those stipulated in the degree program. These courses will be evaluated by the corresponding Discipline Academic Committee at the school or department level. The cross-school courses should be jointly evaluated by the corresponding schools and departments to which the graduates belong and where they study, and approved by the Academic Affairs Office of the Graduate School. The procedures are as follows:

1. The credits for those graduates who study overseas, and the ones who are dispatched to Tongji University for dual degrees, should not exceed 50% of the total credits prescribed in the degree program. The common degree courses, lectures, as well as thesis proposal should be completed at Tongji University (the credits of common courses for dual graduates from Hong Kong, Macao, and Taiwan can be replaced with the credits of core courses).
2. The overseas study plan should be discussed and decided with the supervisor, while filling out “Courses Application Form for Graduate off-campus Study”. The study plan granted by the supervisor will, in the meantime, need to be approved by the corresponding school and archived. Students should not change the study plan without consent from the supervisor and the corresponding school.
3. **The process of credit recognition**
4. Graduates should handle the formalities of credit recognition in the semester they return to Tongji University.
5. Graduates who apply for credit recognition should fill out “The Application Form of Credit Recognition for Graduate Off-campus Study” in triplicate, while submitting, “Courses Application Form for Graduate Off-campus Study”. These documents will need to be submitted with an original and a duplicate copy of their transcript for off-campus courses attached, as well as the relevant course syllabus or instructions for off-campus courses. (Transcripts will be returned after the review). The credit recognition will be available when both the supervisor and the head of the Discipline Academic Committee have given their approval. The credit recognized will be filed in the information system by the academic administrative. Transcripts of the cross-school courses should be jointly evaluated by the corresponding schools and departments, as well as the Graduate School.
6. Transcripts in the percentile system for students studying overseas are recorded in actual score, while those of the non-percentile system, should jointly be recognized and recorded by the corresponding schools and departments according to the course content and scoring standards of overseas universities.
7. For those courses taken during the same semester by students returning to Tongji University, the course credits obtained from overseas institutions and the course codes will be recorded in the computerized management system by the corresponding school / department, or by the Academic Affairs Office of the Graduate School after final examination. For those courses which are not yet open to students, after their return to Tongji University, they will be converted into corresponding courses during their stay overseas. All the transcripts should be recorded in the score management system, including disqualified course scores.
8. Transcripts of those graduates from Hong Kong, Macao and Taiwan and other areas, who are dispatched to Tongji University for dual degree courses, can be evaluated and converted according to inter-university cooperation agreements, the degree programs in Tongji University, and the particular information of the courses taken in overseas institutions of higher education.

**Attachments：**

1. “Course Application Form for Graduate Off-campus Study”
2. “The Application Form of Credit Recognition for Graduate Off-campus Study”

Graduate School of Tongji University

November，2012

**同济大学申请选修校外研究生课程审批表  
Course Application Form for Graduate Off-campus Study**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名  Candidate’s name |  | 学号  Registration No. |  | 学院  School |  | | |
| 专业  Major |  | | 导师  Supervisor |  | | | |
| 交流学校  Exchange institution |  | | 交流时间  Exchange period |  | | | |
| 交流学校类别  Exchange institution type | □校际合作学校 □院际合作学校 □其它（请注明: ）  □ Inter-university exchange □ Inter-school exchange □ Others(Please indicate: ) | | | | | | |
| 交流类别  Exchange category | □双学位项目 □学分互认项目 □短期交流项目 □其它（请注明: ）  □ Dual degree program □ Mutually-recognized credits program  □ Short-term exchange program □ Others (Please indicate: ) | | | | | | |
| 申请选修校外课程情况  Statement on application for off-campus courses | | | | | | | |
| 我校课程名称  Campus courses | 所选外校课程名称（中文或英文）  Off-campus courses (in Chinese or English) | | | 学时  Class hours | | 学分  Credit | 备注  Remarks |
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| 申请选修校外课程情况说明  Off-campus courses | 请简单说明交流项目的情况以及该项目与本人所学专业的关系，并介绍所选课程的内容（可附页：课程简介）  Please briefly state your exchange program and its relationship to your major and course contents. (Attach course introduction if necessary ) | | | | | | |
| 导师意见  Comments  from supervisor | 导师签字： 年 月 日  Signature by supervisor： / / (mm/dd/yy) | | | | | | |
| 所在学科专业委员会意见  Approval from Discipline  Academic  Committee | 学科专业委员会主任签字： 年 月 日  Signature by Discipline Academic Committee’s Chairman: / / (mm/dd/yy) | | | | | | |
| 所在院系审批意见  Approval from corresponding school / department | 分管院长签字： 年 月 日Signature by school / department’s dean：　　　　　　 / / (mm/dd/yy) | | | | | | |

注：此表一式二份。一份由学生所在学院存档，一份交学生本人保留，用以办理课程学分认定及成绩转换手续。

Notes: Please fill out this form in duplicate. One is submitted to the corresponding school to keep on record, the other is for the applicant to keep as a record for handling credits and transcript recognition.

**同济大学选修校外研究生课程学分认定及成绩转换申请表  
The Application Form of Credit Recognition for Graduate Off-campus Study**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名  Candidate’s name |  | 学号  Registration No. | |  | | 学院  School |  | | | |
| 专业  Major/Field |  | | | 导师  Supervisor | |  | | | | |
| 交流学校  Exchange institutions |  | | | 交流时间  Exchange periods | |  | | | | |
| 交流学校类别  Exchange institution level | □校际合作学校 □院际合作学校 □其它（请注明: ）  □ Inter-university exchange □ Inter-school exchange □ Others(Please indicate: ) | | | | | | | | | |
| 交流类别  Exchange category | □双学位项目 □学分互认项目 □短期交流项目 □其它（请注明: ）  □ Graduate dual degree program □ Mutually-recognized credits program  □ Short-term exchange program □ others (Please indicate: 　) | | | | | | | | | |
| 学分认定及成绩转换情况  Mutually-recognized credits and transcript conversion | | | | | | | | | | |
| 拟替代我校培养方案中的课程  Campus courses in Tongji degree program | | | | | 所选外校课程  Off-campus courses | | | | | |
| 课程代码及名称  Course code & name | 学分  Credits | 必修/选修  Core /elective | 成绩  Score | | 名称（中文或英文）  Off-campus courses (in Chinese or English) | | | 学分  Credit | 学时  Class hours | 成绩  Score |
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| 申请学分认定及成绩转换情况说明  Statement on application for credit recognition |  | | | | | | | | | |
| 导师意见  Approval from Supervisor | 导师签字： 年 月 日  Signature by Supervisor: / / ((mm/dd/yy) | | | | | | | | | |
| 所在学科专业委员会意见  Approval from Discipline  Academic  Committee | 学科专业委员会主任签字： 年 月 日  Signature by Discipline Academic Committee’s Chairman: / / ((mm/dd/yy) | | | | | | | | | |
| 所在院系审批意见  Approval from corresponding school / department | 分管院长签字： 年 月 日  Signature by dean of school / department: / / ((mm/dd/yy) | | | | | | | | | |
| 开课院系审批意见（跨学院开课时填写）  Approval from School / department for cross school courses | 分管院长签字： 年 月 日  Signature by college / department’s dean: / / ((mm/dd/yy) | | | | | | | | | |
| 研究生院培养处审批  （跨学院开课时填写）  Approval from Graduate School for cross school courses | 经办人签字： 年 月 日  Signature of responsible person： / / ((mm/dd/yy)  负责人签字： 年 月 日  Signature by the person in charge: / / ((mm/dd/yy) | | | | | | | | | |

注：此表一式三份。同时提交以下材料各一份：①校外研究生课程成绩单原件（阅后退回）及复印件；

②《同济大学申请选修校外研究生课程审批表》；③拟认定课程的课程大纲或简介。

Notes: Please fill out this form in triplicate with one copy of following materials: ①original printed copy of transcript of off-campus courses (will be returned after-review); ②“Course Application Form for Graduate Off-campus Study”; ③instructions on or introduction of off-campus courses. ”