

# 留学研究生常见问题解答

## Frequently Asked Questions for International Graduate Students

### ( 学业帮扶措施 )

#### (Academic support measures)

#### 1. 怎样进入研究生管理系统?

##### **1.How do I access the Graduate Student Management System?**

输入网址: [www.nefu.edu.cn](http://www.nefu.edu.cn), 在校生请找到页面上方的数字东林; 校外生请找到页面右边的 VPN, 输入用户名 (进入学院的学号) 和密码。进入数字东林。

Enter the URL: [www.nefu.edu.cn](http://www.nefu.edu.cn), for on-campus students, please find the digital Northeast Forestry University at the top of the page; for off-campus students, please find the VPN on the right side of the page and enter your username (the student number to enter the college) and password. Access Northeast Forestry University.

#### 2. 忘记数字东林密码怎么办?

##### **2.What should I do if I forget my Digital Northeast Forestry University password?**

在校生请拨打 82192100, 告诉负责老师: 我是外国留学生, 我的学号是 XX, 请您帮我重置数字东林密码; 境外生可以给李老师微信留言 (17614502228), 让李老师帮助你找技术老师重置密码。

Please call 82192100 for on-campus students and tell the teacher in charge: I am an international student, my student number is XX, please help me reset my digital Northeast Forestry University password; overseas students can leave a message to Mr. Li on WeChat

(17614502228) and let Teacher Li help you get a technical teacher to reset your password.

3. 怎样才能找到所需页面？

### **3.How can I find the required page?**

进入数字东林→业务应用（左侧）→研究生管理系统（新）→页面上方出现学籍、培养、学位等模块。（备注：常用的课程表、成绩单等都在培养模块）

Access Digital Northeast Forestry University→ Business Application (left side) → Graduate Student Management System (new) → modules such as academic registration, cultivation and degree will appear at the top of the page. (Note: Commonly used course schedules, transcripts, etc. are in the cultivation module)

4. 怎样查询课程表？怎样查询成绩？怎样申请开题、答辩和学位等？

### **4.How to check my course schedule? How to check grades? How to apply for opening (proposal), defending (defense) and degree, etc.?**

认真学习研究生管理系统操作手册，熟练掌握研究生管理系统操作方法。研究生管理系统关系到整个学习过程，包括选课、查看课程表、查看成绩、打印成绩单，申请预答辩、答辩及申请学位等。

Please study the operation manual of the Graduate Student Management System carefully and master the system operation method. The Graduate Student Management System relates to the study process as a whole, including selecting courses, viewing course schedules, viewing grades, printing transcripts, applying for pre-defenses, defenses and applying for degrees.

## 5. 成绩单上有问题怎么办？

### **5.What should I do if I have problems with my transcript?**

(1) **公共课**：公共必修课包括的汉语、中国概况、研究生学术道德与科技写作（英文授课），公共选修课包括的汉语口语、汉语综合、HSK 标准教程语言点解析、中国茶上课或课程成绩有问题，请联系国际学院尹老师或陶老师；研究生院负责开设的学术道德与科技写作（网络课程）及其他公共选修课有问题，可以联系研究生院李老师。

(1) Common courses: compulsory common courses include Chinese Language, China Overview, Academic Ethics and Scientific and Technical Writing for graduate students (taught in English). If there is any problem with the class or course grades of the common elective courses including Spoken Chinese, Comprehensive Chinese, HSK Standard Course Language Point Analysis, Chinese Tea, please contact Teacher Yin or Teacher Tao of International College; if there is any problem with Academic Ethics and Scientific Writing (online course) and other common elective courses offered by graduate students, you can contact Teacher Li of Graduate School.

(2) **专业课及必修实践环节**：专业必修课或者专业选修课上课或成绩有问题、必修实践环节未录入成绩及学分等问题，请联系你所在学院的秘书老师。

(2) Professional courses and compulsory practical sessions: If you have any problems with the classes or grades of the professional compulsory courses or professional elective courses, or if the grades and credits of the compulsory practical sessions have not been recorded, please contact the secretary teacher of your college.

备注：关于必修实践环节的说明

**Note: About the compulsory practical sessions**

①硕士生：2020 级及之前入学的留学生必修实践环节在成绩单上显示为“硕士教学实践、学术活动”；2021 级留学生的必修实践环节在成绩单上显示为“学科经典阅读、实践活动、科研训练”。

① Master's students: the compulsory practical sessions of international students enrolled in the class of 2020 and before are shown as "Master's Teaching Practice and Academic Activities" on the transcript; the compulsory practical sessions of international students in the class of 2021 are shown as "Classical Reading, Practical Activities and Scientific Research Training " on the transcript. "

②博士生：2020 级及之前入学的留学生必修实践环节在成绩单上显示为“创新培养、学科经典阅读、学术交流”；2021 级留学生的必修实践环节在成绩单上显示为“学科经典阅读、学术交流、科研训练”。

② Ph.D. students: the compulsory practical sessions of international students enrolled in the class of 2020 and before are shown as "Innovation Cultivation, Classical Reading and Academic Communication" on the transcript; the compulsory practical sessions of international students in the class of 2021 are shown as "Classical Reading, Academic Communication and Scientific Research Training" on the transcript.

③2022 级留学研究生的必修实践环节在成绩单上暂无显示。

③ The compulsory practical sessions for international graduate students in the class of 2022 are not shown on the transcripts at this time.

6. 需要修读多少学分才能达到毕业要求？

**6.How many credits do I need to take to meet the graduation requirements?**

(1) 2020 级及之前入学的博士留学生课程总学分学校基本要求不低于 15 学分，必修实践环节 3 学分；2020 级及之前入学的硕士留学生课程总学分学校基本要求不低于 20 学分，必修实践环节 2 学分。当学校基本要求低于学科要求时，以学科要求为准。

(1) The basic requirement of the university is no less than 15 credits in total for Ph.D. courses and 3 credits of compulsory practical sessions for international students enrolled in the class of 2020 or before; the basic requirement of the university is no less than 20 credits in total for master's courses and 2 credits of compulsory practical sessions for international students enrolled in the class of 2020 or before. When the basic requirements of the school are lower than the requirements of the discipline, the requirements of the discipline shall prevail.

(2) 2021 级、2022 级硕士留学生：自然学科类硕士留学生课程总学分学校基本要求不低于 23 学分；人文社科类硕士留学生课程总学分学校基本要求不低于 27 学分。必修实践环节 3 学分。当学校基本要求低于学科要求时，以学科要求为准。2021 级、2022 级博士留学生：自然学科类博士留学生课程总学分学校基本要求不低于 17 学分；人文社科类博士留学生课程总学分学校基本要求不低于 21 学分。必修实践环节 3 学分。当学校基本要求低于学科要求时，以学科要求为准。

(2) Master's degree international students in the class of 2021 and 2022: the basic requirement of the university is not less than 23 credits for the total courses of master's degree international students in natural

disciplines; the basic requirement of the university is not less than 27 credits for the total courses of master's degree international students in humanities and social sciences. The compulsory practical sessions are 3 credits. When the basic requirements of the school are lower than the requirements of the discipline, the requirements of the discipline shall prevail. Ph.D. international students in class of 2021 and 2022: the basic requirement of the university is not less than 17 credits for natural disciplines; the basic requirement of the university is not less than 21 credits for humanities and social sciences. The compulsory practical sessions are 3 credits. When the basic requirements of the school are lower than the requirements of the discipline, the requirements of the discipline shall prevail.

7. 复学之后错过了统一的选课时间，该怎样选课？

**7.How can I choose courses after resuming my studies if I miss the uniform course selection time?**

在开学初（在2月末或8月末），学分未修满需要选课时，需要填写《东北林业大学留学研究生选课记录表》，经导师、学院秘书老师签字后，将记录表纸质版（一式两份）交到综合办公楼研究生院1117办公室李老师处。选修专业课或必修实践的同学请所在学院秘书老师帮忙选课；选修公共课的同学请研究生院李老师帮忙置课。

If you need to select a course at the beginning of the school year (at the end of February or August) when you have not completed the credits, you need to fill out the Record of Course Selection for International Students of Northeast Forestry University, and submit the paper copy of the record form (two copies) to Teacher Li at the office of Graduate

School 1117 in the General Office Building after being signed by the supervisor and the secretary teacher of the college. Students who take professional courses or compulsory practical courses please ask the secretary of your college to help you select the courses; students who take common courses please ask Teacher Li of Graduate School to help you select the courses.

8. 怎样才能了解所在学院的相关信息？

### **8.How can I know the information of my college?**

登录网址 <https://www.nefu.edu.cn/zzjg1/jxdw.htm>, 点击你所在学院。请时刻关注通知公告、新闻动态。

Log on to <https://www.nefu.edu.cn/zzjg1/jxdw.htm> and click on your college. You will find announcements and news.

9. 怎样才能收到学院发布的与学习相关的信息？

### **9.How can I receive information related to my studies from the college?**

经常关注学院微信群消息，多关注学院发布的通知公告，多与在校同学保持联系，多向导师汇报你的学业进展情况。

Please follow the news of the WeChat group and the announcements issued by the college, keep in touch with your fellow students, and report your academic progress to your tutor often.

10. 学制和学习年限问题？

### **10.Academic term and duration of study?**

2018 级及之前入学的留学研究生学制是 3 年，硕士留学生最长学习年限是 5 年（含休学时间）；博士留学生最长学习年限是 8 年（含休学时间）。

The academic term of study is 3 years for international graduate

students enrolled in the class of 2018 and before, and the maximum duration of study for master's students is 5 years (including suspension of schooling); the maximum duration of study for Ph.D. students is 8 years (including suspension of schooling).

2019 级及之后入学的硕士留学生学制是 3 年，最长学习年限是 5 年（含休学时间）；博士留学生学制是 4 年，博士留学生最长学习年限是 8 年（含休学时间）。

The academic term for master's international students enrolled in the class of 2019 and after is 3 years, and the maximum duration of study is 5 years (including time off); the academic term for Ph.D. international students is 4 years, and the maximum duration of study for Ph.D. international students is 8 years (including time off).

11. 毕业前，汉语水平要求相关的问题？

### **11. Questions related to Chinese proficiency requirements before graduation?**

(1) 根据《来华留学生高等教育质量规范（试行）》相关要求，2018 年秋季及之后进入专业学院学习，接受中文授课的留学生，毕业时中文能力应当达到 HSK 五级水平；接受英文授课的留学生在读期间必须学习汉语课程，毕业时，研究生的中文能力应当至少达到 HSK 三级水平。

(1) According to the requirements of the "Higher Education Quality Standards for International Students (Trial Implementation)", international students who enter the professional colleges in the fall of 2018 and afterwards and receive Chinese language instruction shall have the Chinese proficiency of HSK Level 5 at graduation; international students who receive English language instruction must



take Chinese language courses during their study, and the Chinese proficiency of graduate students shall be at least HSK Level 3 at graduation.

(2) 接受中文授课的留学生如具有 HSK 五级或六级成绩报告，可申请免修汉语，但免修不免考。接受英文授课的留学生如具有 HSK 三级及以上成绩报告，可申请免修汉语，但免修不免考。

(2) International students who receive Chinese language instruction can apply for exemption from Chinese language if they have HSK Level 5 or Level 6 report, which is not exempted from the examination. International students who receive English courses can apply for exemption from Chinese language if they have HSK Level 3 or above report, which is not exempted from the examination.

12. 休学相关的问题？

## **12. Questions related to suspension of schooling?**

(1) 留学生休学一般以 1 年为期。休学期满后仍不能复学者，可申请继续休学（办理程序同上）。留学生累计休学时间不得超过 2 年。休学时间计入在校学习年限内。

(1) The suspension period for international students is generally one year. International students who cannot resume their studies after the suspension period can apply for further suspension (the procedure is the same as above). The total period of suspension of international students shall not exceed 2 years. The time of suspension is included in the years of study in the university.

(2) 对实行强制兵役制国家的留学生，保留其服兵役期间学籍，保留学籍年限不计入其在校学习年限，服兵役期间不享受在校生待遇。

(2) International students from countries with compulsory military service system shall retain their academic records during the military service period, and the period of retained academic records shall not be counted as their years of study in the university, and they shall not be treated as students during the military service period.

(3) 休学期满后，应及时提交复学申请。

(3) International students shall submit an application for reinstatement in time after the suspension period.

### 13. 退学相关的问题？

#### **13. Questions about withdrawal?**

如因事或因病无法继续完成学业，需要填写《东北林业大学留学生退学申请表》，办理退学手续后方可离校。否则可能会影响你将来在中国就业或申请其他大学。

The international student can only withdraw from the university after completing the Withdrawal Application Form of Northeast Forestry University if you are unable to continue your study due to business or illness. Otherwise, it may affect your future employment in China or your application to other universities.

### 14. 领取毕业证和学位证相关的问题？

#### **14. Questions related to receiving the diploma and degree?**

毕业前，必须缴清欠款。否则会影响毕业证和学位证的领取。

International students must pay the outstanding amount before graduation. Otherwise, it will affect the receipt of the diploma and degree.

**温馨提示：**同学们一定要熟练使用研究生管理系统；关注成绩和学分是否达到学校要求，做到发现问题及时上报；多与导师和在

校同学沟通与联系；多关注学院微信群消息及所在学院网站的通知公告。

Tips: International students must be proficient in using the Graduate Management System; pay attention to whether the grades and credits meet the requirements of the university, and report any problems in time; communicate and contact with the supervisors and students in school; follow the news of the college's WeChat group and the notices on the website of your college.