

研究生教务系统“答辩申请”环节操作说明 (学生版)

1. 登录学生本人信息门户

(如校外登录, 请先通过 vpn 登录, <https://vpn.cnu.edu.cn>)

2. 进入研究生教务系统

3. 进入“论文和学位—答辩申请”, 按以下顺序完成申请:

①在“答辩类型、时间选择”中点击“增加”, 选择答辩类型, 核对基本信息并提交

The screenshot shows the URP Graduate Academic System interface. The top navigation bar includes 'URP 研究生教务系统' and various menu items like '我需留意', '个人学籍', '培养方案', '选课管理', '成绩管理', '论文和学位', '考试报名', '教学评估', '三助管理', '实践环节', and '奖学金'. The left sidebar contains a navigation menu with categories like '开题信息', '中期检查信息', '发表论文信息', '答辩申请', and '答辩及论文信息'. The main content area is titled '申请信息' and displays a form for thesis application. The form includes fields for '学号' (Student ID), '申请毕业年月' (Application graduation year), '一级学科' (Primary discipline), '二级学科' (Secondary discipline), '学科门类号' (Discipline category code), '答辩类型' (Thesis type), and '预计毕业日期' (Expected graduation date). There are '提交' (Submit) and '取消' (Cancel) buttons at the bottom right.

②在“填写论文信息”中维护论文基本信息并上传待审论文

(先填写论文信息, 暂存后再上传 pdf 版待审论文, 确认无误后提交)

The screenshot shows the URP Graduate Academic System interface, specifically the '填写论文信息' (Fill Thesis Information) form. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled '填写论文信息' and displays a form for entering thesis details. The form includes fields for '论文状态' (Thesis status), '学位类型' (Degree type), '论文题目' (Thesis title), '论文英文题目' (Thesis English title), '选题来源' (Topic source), '论文关键词' (Thesis keywords), '论文来源' (Thesis source), '论文字数' (Thesis word count), '论文等级' (Thesis level), '论文成绩' (Thesis grade), '预计答辩日期' (Expected defense date), '论文中文摘要' (Thesis Chinese abstract), '论文英文摘要' (Thesis English abstract), and '备注' (Remarks). There is an '上传电子版论文' (Upload electronic thesis) section at the bottom with a file upload button and a '提交' (Submit) button. The bottom of the page has '暂存' (Save), '提交' (Submit), and '重置' (Reset) buttons.

说明：

1. 数据流转

学生提交的答辩申请先经导师审批，审批通过的学生名单将进入院系申请答辩名单维护中，等待院系审批并上报学校。

2. 异常情况处理

- 1) 已毕业只申请学位学生如无法进入信息门户，请登录研究生教务网址 <http://yjs.cnu.edu.cn> 或 <http://202.204.208.108/>，登录账号密码与信息门户账号密码相同。
- 2) 忘记信息门户登录密码的在校生请联系数字校园协助处理。
- 3) 信息提交后不可修改，如确需修改，请在论文送审前联系院系研究生教秘处理。送审后，论文信息将无法修改。