

# 河海大学

## 延期毕业生申请学习期限延长操作手册

User Manuals of Study Period Extension

Hohai University

## 学生使用部分 Section for Students

### 一、 延期申请使用对象

#### I) . Objects of Study Period Extension

专业学习截止日期在当年 12 月 31 日及之前的但因各种原因不能按期毕业的本科生、硕士研究生和博士研究生。

It refers to the international students, including undergraduates, master's and doctoral students, whose deadline of study is on or before December 31 of that year but CANNOT graduate on schedule due to various reasons.

### 二、 进入网上办事大厅

#### II) Enter the home page of online service

1. 登录河海大学信息门户 <http://myhall.hhu.edu.cn>, 首先进入办事大厅界面。

Log in to the information portal of Hohai University <http://myhall.hhu.edu.cn>, and enter the online service interface first.

2. 可以选择服务对象→学生&服务类型→教务服务, 选择需要办理的业务 Study Period Extension, 即可操作进行。

Please choose the service object(服务对象) → student (学生 a) & service type (服务类型) → teaching service (教务服务 b), select the procedure that needs to be completed, which is 'Study Period Extension (c)' for international students, and then you can start the operation.

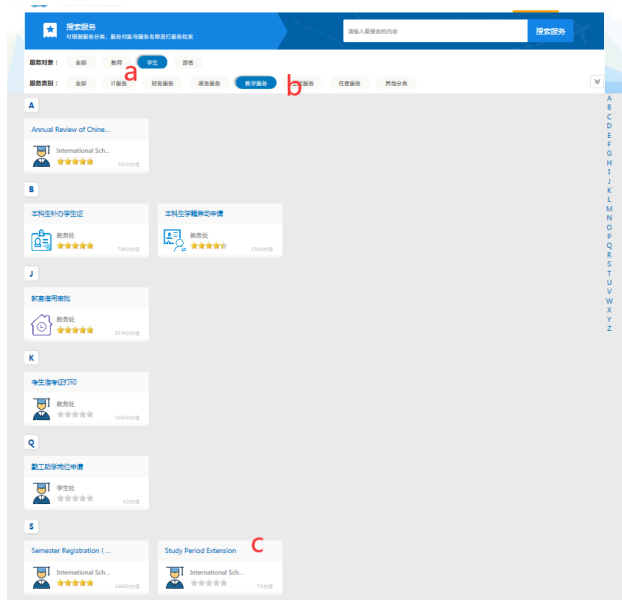


图 1

3. 填写信息门户的账号密码登录(账号为学号, 初始密码为学号或护照号后六位), 进入首页。  
Fill in the username and password of the information portal to log in (username is 'Student ID number', initial password is 'Student ID number or last 6 digitals of passport number'), and enter the home page.



图 2

4. 也可以在搜索框里通过搜索流程名称: Study Period Extension 来快速定位需要申请的流程。  
It is also feasible to quickly locate the application procedure by searching the procedure name 'Study Period Extension' in the search bar.

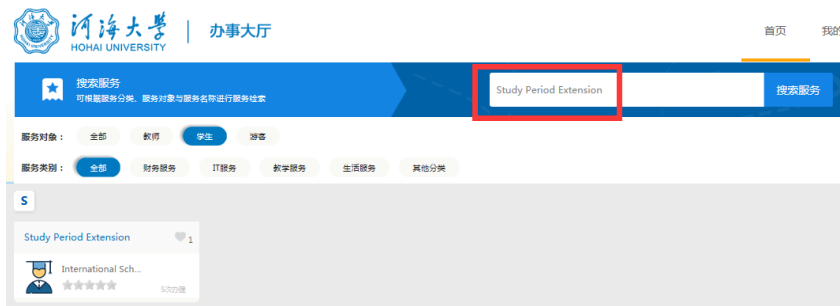


图 3

5. 点击标签的流程名称后, 看到当前页面, 开始核对并填写信息。  
After clicking the procedure name on the label, you can see the current page, and please verify and fill in the information.

河海大学 HOHAI UNIVERSITY				留学生学习期限延长申请表 Study Period Extension	
<b>基本信息 Basic Information</b>					
学号 Student ID number		英文名称 English Name		留学生类别 Type	
中文名 Chinese Name		国籍 (籍贯) Nationality		学院 College	
专业 Major		导师 Supervisor		联系电话 Phone Number	
电子邮箱 Email		已修学分 Credits Obtained		应修学分 Credits Required	
平均成绩 Average	100	上传成绩单 Upload Transcript		上传成绩单, PDF格式, 内容格式的学习成绩单	
CSC NO.					
延期原因 Reasons for extension					
是否完成课程学习 Whether to complete course study <input type="radio"/> 是 Yes <input type="radio"/> 否 No					
是否完成开题报告 Whether to complete the opening report <input type="radio"/> 是 Yes <input type="radio"/> 否 No			开题报告时间 Date of the opening report		
是否完成中期考核 Whether to complete the mid-term assessment <input type="radio"/> 是 Yes <input type="radio"/> 否 No			中期考核时间 Date of the mid-term assessment		
下一步学习计划 Study plan for the next stage					
延期时长 Duration of extension					

图 4

6. 请正确填写已修学分、应修学分、平均成绩，按要求上传 PDF 格式的成绩单，写清延期原因，是否完成课程学习、开题报告、中期考核等，并汇报下一步学习计划，注明需要延期的时长。

Please fill in the credits obtained, credits required and average scores correctly, upload the transcript in PDF format according to the requirements, write down the reasons for extension, whether to complete course study, opening report and mid-term assessment, and report the plan for the next stage, indicate the period of extension in months.

7. 完成后，请仔细核对填写信息准确后，点击页面左上角【提交 Submit】，请立即通知你的导师和学院研究生秘书（研究生）或者学院教学秘书（本科生）审核。

After completion, please check the information carefully, click 【提交 Submit】 on the up left corner of the page to submit, and for the postgraduates please notify immediately your supervisor and the graduate secretary of your college, for the bachelors please notify the teaching secretary of your college for review.



图 5

### 三、 退回修改

#### III) To modify

1. 每学年每个应毕业学生有且仅有一次机会申请延期，请认真填写信息后再提交。

Each applicant has only one chance to apply for extension online every academic year. Please fill in the information carefully before submitting.

2. 如果你的申请被老师退回或自己撤回后，请登录办事大厅后，点击右上角【我的事项】按钮，找到你之前提交的申请进行修改。

If your application is returned by the teacher or withdrawn by yourself, please log in to the online platform and click the button 【我的事项 my matters】on the upper right corner to find the application you submitted before and modify it.



图 6

### 四、 审核流程

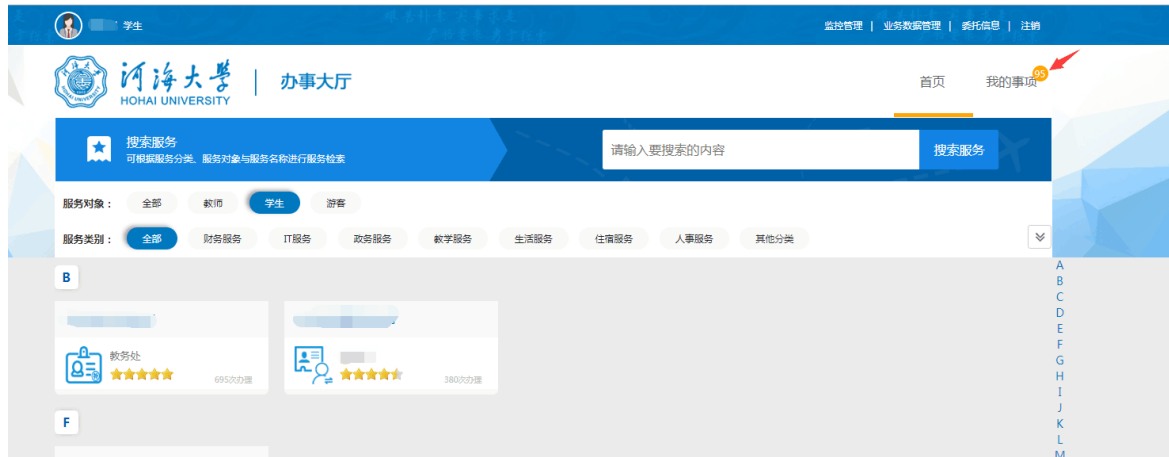
#### IV) Review Procedures

1. 申请者提交延期申请；
2. 研究生将由导师和学院研究生秘书审核，本科生将由学院教学秘书审核；
3. 国际教育学院教务办审核；
4. 国际教育学院分管院领导审批；
5. 审批结果反馈给申请人、教务办、留学生管理办、留学生服务中心相关人员；
6. 申请人可在办事大厅【我的事项】中查看办理结果并至相关人员处缴费并办理宿舍、居留许可等事宜。

1. The applicant submits the extension application;
2. The application of postgraduate students shall be reviewed by the supervisor and the graduate secretary of the college; and the application of undergraduate students shall be reviewed by the secretary of the college;
3. The application shall be reviewed by the Academic Office of the International School;
4. The application shall be reviewed and approved by the dean of the International School
5. The approval results shall be fed back to the applicant, academic office, the international student management office and international student service center.
6. The applicant shall check the results in 【我的事项 my matters】 of the information portal, and deal with the relevant affairs such as payment, dormitory, resident permit and so on.

# 老师使用部分 Section for Teachers

1. 登录河海大学信息门户，进入办事大厅界面 <http://myhall.hhu.edu.cn>



2. 点击页面右上角的“我的事项”，在页面中间点击“需要我审批的事项”，进行业务办理。

