

**河海大学**

**奖学金评审用户操作手册**

**Scholarship Review Manual for  
HHU Student**



3. 您可以选择服务对象→学生&服务类型→教务服务选择需要办理的业务“Scholarship Review 奖学金评审”即可操作进行。注意，Scholarship的“S”需要大写，Review的“R”需要大写。

You may choose the service object → student & service types → choose the “Scholarship Review 奖学金评审”，the operation will continue. Attention: “S” in “Scholarship” must be in capital, and “R” in “Review” must be in capital.

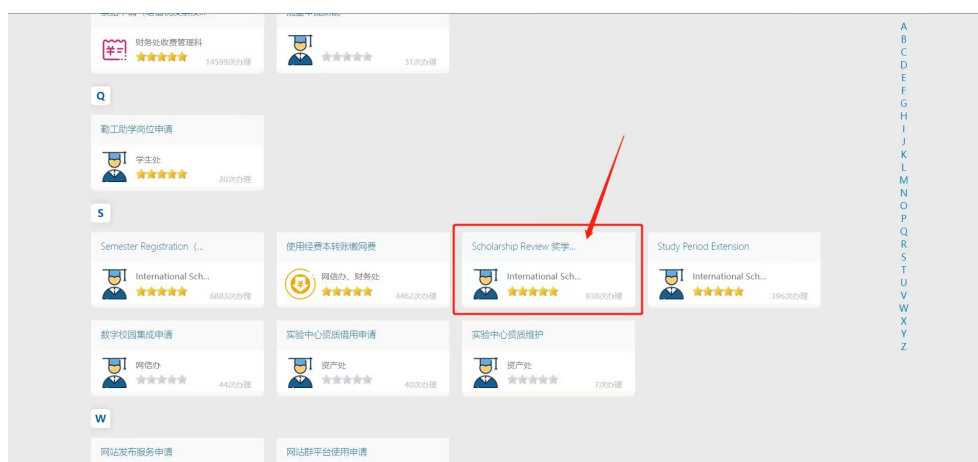


图 3

4. 您也可以在搜索框里通过搜索流程名称：“Scholarship Review 奖学金评审”来快速定位需要申请的流程。注意，Scholarship的“S”需要大写，Review的“R”需要大写。

You may input “Scholarship Review 奖学金评审” in the search box, and locate your application process. Attention: “S” in “Scholarship” must be in capital, and “R” in “Review” must be in capital.



图 4

5. 点击开始办理会根据您的身份回答相关问题或者直接进入奖学金评审环节。

Click “start processing” to start scholarship review procedure.

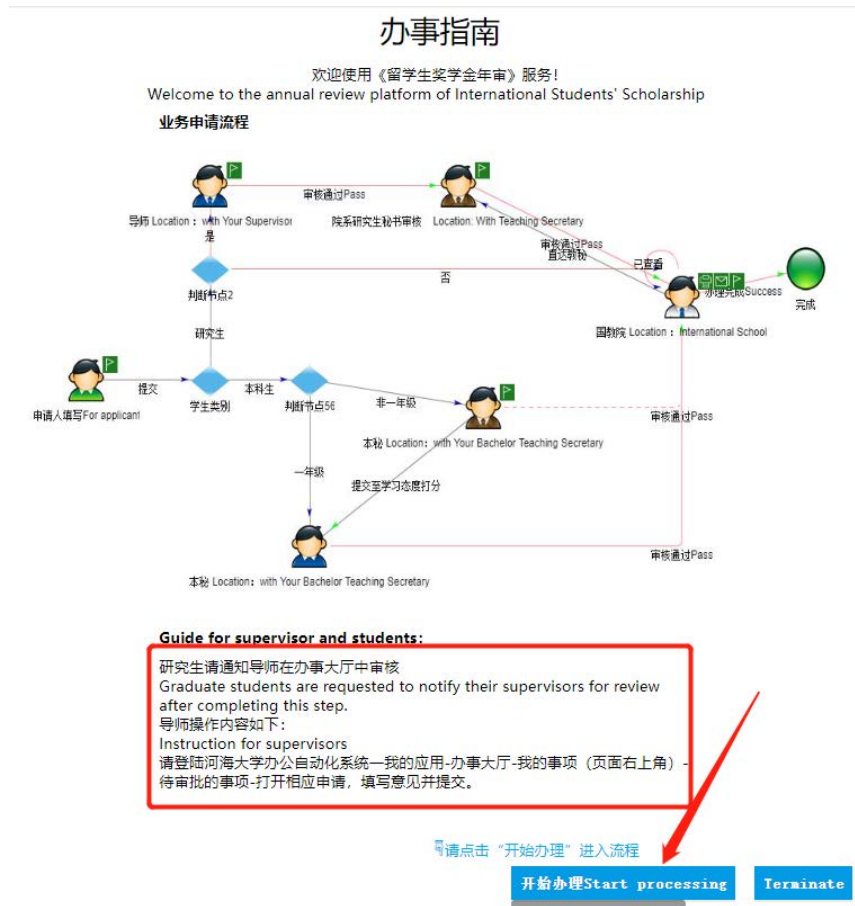


图 5

6. 请认真填写，确保真实有效。汇报本人遵规守纪（不少于 50 个字）、学习情况（不少于 100 个字）和参加活动情况（不少于 50 个字）认真填写完后，点击提交按钮进入下一步。上传保存的 PDF 自评表以及成绩单，点击提交。  
Please fill the information and report your situation :

- following rules and regulations (50-100 words);
- Academic performance (100-200 words, do not list course name, describe your study experience);
- Participation in activities (50-100 words).

When you finish, click “submit” to enter next step.

- Save PDF file and transcript, and then click “submit” button.

申请时间 2023年2月28日

学生基本信息			
*姓名 (同护照用名) Name (Same as in passport)		*学号Student ID	
*姓 Family name		*名 Given name	
*中文名 Chinese Name		*性别 Sex	
*出生日期 Date of Birth		*国籍 Nationality	
*学生类别 Student Category		*所在学院 Institution	
*当前居住状态 Current Status	<input checked="" type="radio"/> 境内in China <input type="radio"/> 境外Overseas		
*具体地址 Address			
*电子邮箱Email		*手机号码Mobile	
*导师Supervisor	张珂		
*奖学金开始期限 Scholarship Period	2018年/Year09月/Month01日/Day	*至/to	2023年/Year07月/Month15日/Day
*遵规守纪 Observe rules and regulations	I am always respectful of Chinese Government rules and regulations. I always abide rules and regulations provided by Hohai University. I have actively participated in every seminar regarding rules and regulations for International Students living in China organized by Hohai University. I follow the fire safety rules and regulations for living in the dormitory. I also sometimes participate in activities organized by the local police station to promote awareness among International Students about living security in China.		
*学习情况 Academic performance			
*参加活动情况 Participation in activities	As a student at Hohai University, I got the chance to attend as well organize various International Workshops, Symposiums, and Conferences. I have recently received the honour of the Chinese Government Outstanding International Students Scholarship for 2019. I am also awarded The 2019 Distinguish Jiangsu Provincial Government Scholarship. Besides, last year, I received Excellent Achievements for my Research Presentation at The 5th "World Water Valley" Forum and the 5th "Overseas China" Forum, Hohai University, Nanjing, November 15-17, 2019. I also actively organize different cultural and volunteer activities at Hohai University.		
已获学分 Acquired credit	19	平均成绩Average Score	96.50
*成绩单 transcript	transcript .pdf (79.1K) success		
活动证明 activity and volunteer certificate	support .pdf (2.0M) success		

✓ If you finished your submission, please check “my task” and “my application” to find the current position of your application.

如果您已经成功提交申请, 请按照以下步骤操作, 可以看见申请的状态。

**My Application**

**My Task**

事项	当前步骤	时间	进度	详情
国家留学基金管理委员会中国政府奖学金年度评审表 _ADIYASUREN TSERENJARGAL_阿迪雅_ M20190102_水文水资源学院	国教院管理员办理	4小时前	100%	

**My Task**

**Current Location**

**Current Location**

事项	当前步骤	时间	进度	详情
国家留学基金管理委员会中国政府奖学金年度评审表_RAUMUCE ALEXIS CHAN ER MEI_陈晨_ M2018048_商学院	导师审核 For supervisor	43分钟前	40%	

本科生: 这里显示教秘审核或者国教院审核  
研究生: 这里显示导师审核或国教院审核

## Part Two:老师使用指南 For Teacher

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。



3. 进入学生表单后，先点击按钮，查看赋分标准，然后给出审核意见，“同意或不同意”，并点击“办理完成”。

研计划。	定量打分	定性评价(部分人可以自行修改意见)
学习成绩 (30分)	29分	该生完成了规定学分，且学位课均分高于80分。
学习/科研态度 (20分)	20分	学习态度端正，积极与导师联系，按照培养要求及时间节点，制定学习计划，开展科研，按时按要求完成开题、中期考核等各流程。
导师审核意见	同意 (Yes)	常用意见 同意 (Yes)
学院秘书审核意见	同意 (Yes)	常用意见