关于 **2019** 年下半年答辩的各类学生填写学位授予信息的

通　知

各学院、所：

2019 年下半年答辩的全日制博士、硕士、在职工程硕士、来华留学生申请学位者，答辩通过后，请及时填写学位授予信息。此信息填写完成"提交"后，各学院才能进行"审定""预授学位"环节，才能用于打印学位证书及报送国务院学位办备案，**请大家务必认真填写各项内容**。具体安排如下：

一、2012 级及以后入学的博士研究生、全日制硕士研究生、2013 级及之后入学的在职工程硕士、来华留学生

1、2012 级及以后入学的博士研究生、全日制硕士研究生、2013 级及之后入学的在职工程硕士、来华留学生通过谷歌浏览器从研究生院"研究生教育综合服务平台"——"2012 版管理系统研究生登录入口一"登录，逐步完成"培养环节"中"培养环节管理"过程，完成答辩后，点击"提交学位申请"将自动跳转至"学位授予信息报送（备案）系统"。

2、学生用账号（学号）、密码（身份证后 6 位）登录"学位授予信息报送（备案）系统"，点击姓名所在区域填写相关信息。信息填写完成需及时"保存"，核对无误后再正式"提交"，**正式提交后将不能修改**。

3、"提交"后打印"太原理工大学 xxxx 学位获得者基本信息表"签字、单放，与答辩材料一同交学院教务员。

4、"电子照片"一项无需自己导入。博士、全日制硕士、来华留学生我们将用学籍电子注册照片统一导入。

5、"学位授予信息报送（备案）系统"中所填"太原理工大学 xxxx 学位获得者基本信息表"有关"校长""校学位评定委员会主席""毕业日期""学位授予日期"选项不用填写，我

们会在后期统一填写。

二、2011 级及以前入学的博士研究生、2012 级及以前入学的在职工程硕士，在办理答辩手续后，**到行政主楼 425 办公室领取学位信息填写网址，其他环节同上（一、3-5）**

三、**在职工程硕士申请硕士学位者务必在"博文"照相，并将电子照片(因用于导入信息系统，命名务必与系统中的身份证号一致）和同一底版的 1 张 2 寸照片（学位证书上使用，务必注明学号、姓名）交学院教务员。**

因信息系统设置其他照片(或扫描的）不能导入，电子照片必须由数码相机拍摄。电子照片具体规格：图片尺寸（像素）120×160；大小 8-10k; 照片背景， 单一蓝色 ；免冠，头顶距离顶部约占照片高度的 3/10。

四、学院操作"审定""预授学位"等环节具体方法和流程见《关于各学院启用新版学位授予信息采集功能的通知》（研[2018]18 号）文件。

研究生院

2019 年 10 月 29 日

Notification about filling in the degree awarding information for all kinds of student defense in the second half of 2019

For full-time PHD, master, On-the-job master of engineering and International students applying for degrees in the second half of 2019, please fill in the degree awarding information in time after passing the defense. After this information is filled in and "submitted", college can carry out the procedures of "examination and approval" and "pre-award degree", and then it can be used to print the degree certificates and submitted to the academic degree office of the State Council. Please be sure to fill in all contents carefully. Specific arrangements are as follows:

1. Full-time PHD and master students enrolled in 2012 and later, on-the-job engineering master and International students enrolled in 2013 and later：

1.1 Log in from the graduate school "graduate education comprehensive service platform" -- "2012 management system Login entrance 1 of graduate student " through Google browse, complete the process of "training process management" in "training process ". After the defense, click "submit degree application" to automatically jump to "report (record) system of degree awarding information".

1.2 Log in the " report (record) system of degree awarding information " by account number (student number) and password (the last 6 digits of id card),

click the area where the name is to fill in the relevant information. The information should be "saved" in time after completion, check and be sure all information is correct before "submit". No modification shall be made after the formal submission.

1.3 After "submit", the "basic information form of XXXX degree holder of Taiyuan University of Technology " shall be printed, signed, and put separately, together with the defense materials submitted to the academic administrator of the college.

1.4 Electronic photos do not need to be imported by students. We will use the student electronic registration photos to import.

1.5 The options of "president", "university degree assessment committee", "graduation date" and "degree awarding date" in "basic information form of XXXX degree holder of Taiyuan University of Technology " is not required to fill in. We will fill it in later.

2. PHD students enrolled in 2011 and before, on-the-job master of engineering students enrolled in 2012 and before, after the defense shall go to the 425 office of the main administrative building to get the degree information website. Other procedures same as above (1.3-1.5).