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| **Issues**  | **Schedule** | **Requirements** | **Documents** | **Remarks** |
| **Phd** | **Master**  |
| **Registration**  | Time stipulated in admission notice and school calendar for freshmen ,and other students respectively  | Freshmen should register to schools and colleges with admission notice, required certificates and tuition invoice. Were there any emergencies to cause delay or absence of registration, they should hand in absence certification and it should be no more than 2 weeks.Other students should registrate at their schools and colleges after paying all the fees. |    | Every student (including students for extended study) need registration at the beginning of each term. Before registration, they should pay all the fees. |
| **Information of Freshmen**  | First Week  | Log on the postgraduate digit administration platform, fill in and check personal information. | System will provide the registration form ( students after Class 2014 themselves should fill in and check personal information ) | After their graduation, schools and colleges should print out the registration forms and keep a copy in the students' file and one for school archive. |
| **Option Classes** | In the first 2 weeks | Students should make a study plan under the guidance of supervisor and school staff, and choose their classes on the digital platform.  | Class Exemption Form could be downloaded at gs.xmu.edu.cn/. Students should fill in the form and hand it in to the school or graduate school together with required documents. |  |
| **Quitting Class**  | Within the first month | Registered students can quit classes on the digital platform before the deadline.  |  | System will close after the deadline. |
| **Study Plan** |  |  | PhD students should make their study plan in the first semester under the instruction of supervisors. | Study Plan Form should be submitted to the digital platform. |  |
| **Courses**  | Half or one year. 1.5years for a doctorate candidate right after college  |  | Students should finish courses according to the study plan and get the credits after passing the required assessment   |  | 1. 60 points or above for Class 2015 and so on2. 70 points for Class 2014 or before that; 60 points or above for classes after Autumn semester of 2015-2016 academic year and so on. |
| **Evaluation**  | In the last 2 weeks of the semester | Students should finish required assignment and sit in the test. Those who are absent over 1/3 period of the semester without excuses or absent from the test will be given 0 point in the test. Schedule of General courses tests could be found on gs.xmu.edu.cn. Major-related tests will be arranged by the schools and colleges and submit to the graduate school. |   |    |
| **Academic Training** | The first semester | Students should attend academic activities listed in the study plan and required by the supervisior.  |    | 1. Students should submit their published articles to the Academic Administration system of the digital platform and send copies to supervisors and graduate secretary for confirmation. |
| **Academic Activities** | The first semester | Students should actively participate in schools' academic activities and attend at least 10 lectures or reports. |
| **Social work**  | Summer semester or summer vacation | Doctor of Arts need to to social work for no less than 3weeks, which includes social investigation and research, work in businesses, culture and tech companies and volunteer service. | 1.Social Work Form could be downloaded on gs.xmu.edu.cn. Students should hand in their report to schools for record use.2. Application Form for Social Work Exemption should be handed in together with other required documents. | Social work should be done with the approval of schools, otherwise it is not allowed. After the work, students should fill in information on the digital website and send it to graduate secretary to check. |
| Mid-term examination  | Autumn Semester of the 2nd academic year  |  | PhD students need to sit in Mid-term examination, which will be evaluated by the Boarding Committee of Exam, which consists of no less than 3 experts of the related major. Supervisor could not be chairman of the committee but could be the committee member. There should be a secretary dealing with recording and notetaking. Committee members should be fully aware of the students' study plan before making the testing syllabus.  |    | 1. Graduate school should be informed of the time of exam, and inspectors will be sent to check the exam.2. Exam Papers and documents should be archived. |
| **Research Proposal**  | Before the end of Spring/ Summer semester of the 2nd academic year | Students could prepare research proposal after the mid-term exam and solicit opinions. | XMU Research Proposal Form ( downloaded at gs.xmu.edu.cn and kept in the archives.) |  |
| **Dissertation**  | 2 years  | 1 year  | Students, under the guidance of supervisor, need to do the research independently and report their work to supervisors regularly. |  |  |
| **Defense** | March to June of the 3rd academic year  | Schedule as required  |  |  |
| Graduation in advance | March to April  | Fill in the form, downloaded at gs.xmu.edu.cn  | Submit The Application Form of Graduation in Advance and required documents |  |
| **Study Extension**  | Before June | Apply on digital platform | Fill in the Application Form of Study Extension  |  |