

关于我校导师接收国际研究生的相关流程说明

Instructions on the Procedures for the Admission of International Graduate Students (For Supervisor)

我是一名研究生导师，想了解学校招收国际研究生的相关政策是怎样的？

- 1、具有指导硕研或博研的导师就可以招收相应层次的国际研究生。
- 2、国际学生招生不占导师招收中国学生名额。
- 3、当年无中国学生招生计划的导师也可以招收国际学生。
- 4、每名导师每年招收国际研究生新生人数通常不超过 3 人。人数超过 3 人的，须经学院和研究生院批准。
- 5、导师指导国际研究生的工作量计算和业绩奖励津贴标准参见《上海大学岗位绩效管理改革方案》。

As a supervisor, I would like to know the policy on recruiting international graduate students.

1. Supervisors who are qualified for guiding master or doctoral studies are allowed to recruit international graduate students at the corresponding level.
2. International student enrollment does not account for the supervisor's quota of Chinese students.
3. Supervisors who do not have an enrollment plan for Chinese students of the year are allowed to recruit international students.
4. Each supervisor annually recruits no more than 3 international students. If there is a need to recruit more than 3 international students, the approval of the school and the School of Graduate Students is required.
5. Please refer to *the Post Performance Management Reform Plan of Shanghai University* for information on the workload calculation and standards of performance bonus for supervising international graduate students.

作为导师，我该如何找到符合要求的国际研究生生源？

- 1、导师可以在对外交流过程中主动发现优质生源。
- 2、导师可以在教学过程发现优秀在校国际学生（包括本科生和硕士研究生）。
- 3、通过上海大学国际学生招生平台进行对外宣传。
- 4、导师对通过电子邮件、电话、来访等形式主动联系入学的申请者进行审核和选拔。

As a supervisor, how can I find qualified international graduate students?

1. Supervisors can actively invite high quality students in foreign exchanges.
2. Supervisors can invite current international students (both undergraduates and postgraduates) who show excellence in academic activities.
3. Publicize more information on recruitment through the enrollment platform for international students of Shanghai University.
4. Supervisors can examine and select the applicants who contact us via email, phone, visit, etc.

作为导师，我该如何评估申请人条件？

- 1、通过毕业证书，了解申请人学习经历。
- 2、通过成绩记录，了解申请人学业情况。
- 3、通过论文发表情况，了解申请人学术研究能力。
- 4、通过个人简历，了解申请人成长背景、宗教信仰等个人信息。
- 5、通过音频或视频通话，了解申请人性格特点、沟通能力和基本素养。

As a supervisor, how to assess the applicant's qualifications?

1. Know about the applicant's educational experience through the graduation certificate.
2. Know about the applicant's academic performance through the transcripts.
3. Know about the applicant's competence of academic research through the publication of papers.
4. Know about the applicant's background, religion and other personal information through the resume.
5. Know about the applicant's personality, communication skills and other accomplishments through audio or video calls.

国际研究生录取的基本条件是什么？

- 1、国籍要求：非中国国籍；
- 2、学历条件：申请硕士一般需要本科毕业，博士需要硕士毕业；
- 3、语言能力：申请用汉语授课的专业，申请人要有一定的汉语能力，一般需要汉语水平考试 HSK5 级 180 分或以上（申请文科类专业要求 HSK5 级 210 或以上）；申请用英语授课的专业，申请人要有一定的英语能力，一般需要英语托福 90 分或者雅思 6.5 分以上，或者英语为母语或官方语言；
- 4、学业水平：应具有相关学科背景；
- 5、对于奖学金申请人，申请条件将高于入学条件，并由学校国际学生奖学金评审委员会择优评选。

What are the basic requirements for international postgraduate admission?

1. Non-Chinese citizens;
2. Applicants must have attained a degree: a) Bachelor's degree or above for Master applicants; b) Master's degree or above for Doctoral applicants;
3. Language requirements:
For applicants for Chinese-taught programs, HSK 5 with the score 180 or above are required (HSK 5 with the score 210 or above for majors in Humanities);
For applicants for English-taught programs, the minimum score required is 90 of TOFEL or 6.5 of IELTS; applicants do not need to provide English proficiency if their first or official language is English;
4. Relevant academic background is required;
5. For scholarship applicants, the criteria will be higher than those for admission, and the applicants will be assessed on the basis of merits by the University's International Student Scholarship Committee.

近期我收到很多国际学生的咨询邮件，要求选择我做他/她的意向导师，同时提供导师接收函，该如何处理？

导师在收到国际学生的个人咨询邮件时，可以先初步审核申请人资质。如申请人符合我校国际研究生入学条件，研究方向和您的学术领域相匹配，可提示他/她通过我校国际学生招生网站进行在线申请。**导师无需做出任何承诺，也无需为申请人提供纸质或电子版的《导师接收函》。**

该申请人如通过国际学生招生办公室材料初审和面试后，系统将把申请信息和材料发送至意向导师邮箱，由导师在线评分，并填写审核意见。

Recently, I have received a lot of emails from international students asking me to be their intended supervisor, and to provide the letter of acceptance. How should I deal with this?

Supervisor may conduct a preliminary review of the applicant's qualifications upon receiving an email from an international student. If the applicant meets the requirements for admission to our international graduate programs and his/her field of study matches your academic field, he/she may be prompted to apply online through our international Student Recruitment website. Supervisors are not required to make any commitment in advance, nor are they required to provide a hard copy or electronic copy of the letter of acceptance.

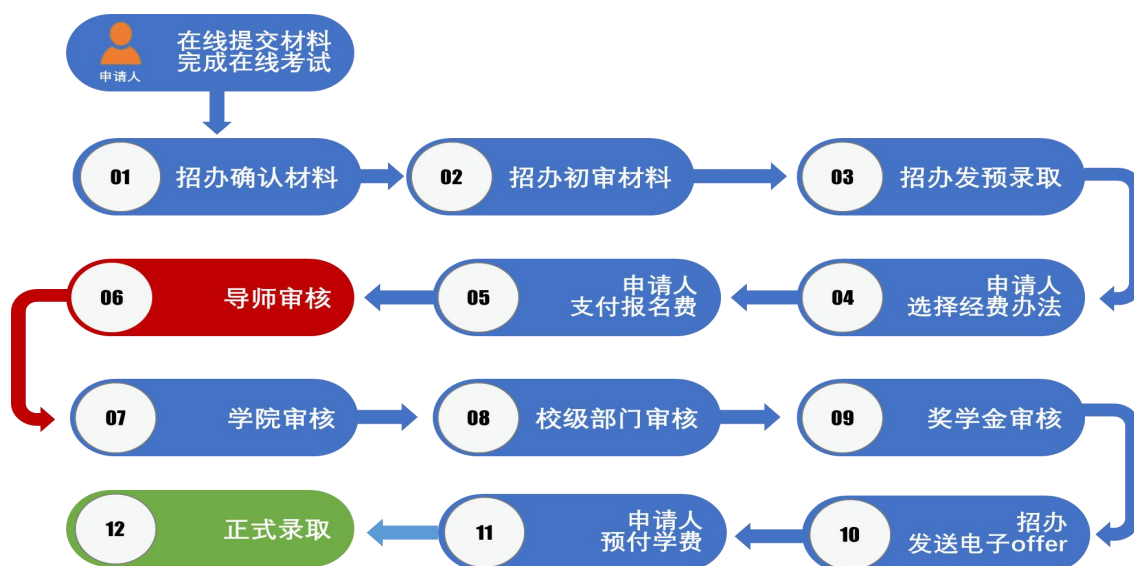
If the applicant has passed the preliminary review and interview, the system will send the application information and materials to the email of the intended supervisor, who will mark the application online and fill in the review comments.

国际研究生申请及录取的基本流程是什么？

我校国际学历生申请与录取已实现全流程在线办理。导师审核是我校录取国际研究生的一个重要环节，具体流程如图所示。

What is the basic application and admission process for international graduate students?

The whole process of application and admission for international degree students in our school can be handled online. Supervisor review is an important part of our university's admission of international graduate students. The specific process is shown as below.



Applicant: online submission and examination

01 Admission office: confirm the application

02 Admission office: preliminary review

03 Admission office: send conditional offer

04 Applicant: choose funding program

05 Applicant: pay application fee

06 Supervisor: assessment and approval

07 School: assessment and approval

08 University department: approval

09 Scholarship assessment

10 Admission office: send offer in soft copy

11 Applicant: prepay tuition

12 Official enrollment

- 1、 申请人登录国际学生招生网站 <https://apply.shu.edu.cn>，查看招生简章，提前准备好申请材料电子版；
- 2、 申请人登录在线申请系统（<https://apply.shu.edu.cn>），用邮箱注册账户，填写个人信息，选择专业，选择意向导师，上传申请材料，完成在线考试，提交申请，等待审核；

- 3、国际学生招生部门在收到申请材料后 7 个工作日内完成材料初审和面试，符合条件的由系统发送材料到导师邮箱，导师点击邮箱中链接，查看申请材料或对申请人面试，对申请人进行评分，填写审核意见（接受或不接受）；
- 4、专业学院对通过导师确认的申请人进行审核，确认是否录取；
- 5、国际学生招生部门向被录取的申请人发放正式《入学通知书》、《来华学习签证申请表》等录取文件。

1. Applicants should log on to <https://apply.shu.edu.cn> to view the admission brochure and prepare the electronic version of application materials in advance.
2. Applicants log in to the online application system (<https://apply.shu.edu.cn>), register their account, fill in their personal information, select their major, choose their intended supervisor, upload application materials, complete the online examination, submit the application, and wait for review;
3. The admission office shall complete the preliminary review of the application materials and interview within 7 working days after receiving the application materials. If the applicant meets the requirements, the system will send the materials to the supervisor's email. The supervisor clicks the link in the email to view the application materials or interview the applicant, scores the applicant and fills in the opinion (accept or not).
4. The school will review the applicants confirmed by the supervisor and confirm whether they are admitted or not;
5. The international student admission office will issue the official *Admission Notice, Visa Application Form for Study in China* and other admission documents to the admitted applicants.

申请人无法在网申系统专业列表下看到我的个人简历，或者我的信息需要更新，该联系哪个部门？

首先，请确认本年度是否能带教国际研究生。如需要在网申系统中增加或变更导师信息，请联系国际教育学院国际学生招生办公室欧阳晓琴或张理老师（apply1@oa.shu.edu.cn；66136615）。

If the applicant cannot find my profile below the program list in the online application system, or my information needs to be updated, which department should I contact?

Please confirm your assigned quota of this year. If you need to add or change your information in the online application system, please contact Ouyang Xiaoqin or Zhang Li in International Students Admissions Office (apply1@oa.shu.edu.cn; 66136615).

国际研究生招生过程中的时间截点？

- 1、申请开始时间：每年 1 月初
- 2、申请截止时间：每年 5 月中旬（奖学金申请）；每年 6 月 30 日（自费生申请）。**注意：2023 年中国政府奖学金申请截至日期提前至 2 月 15 日。**
- 3、奖学金评定时间：每年 5 月底
- 4、公示时间：每年 6 月中旬（奖学金生）；每年 7 月初（自费生）
- 5、录取材料发放时间：每年 7 月中旬开始
- 6、新生报到时间：每年 8 月底

What is the timing of enrollment?

1. Application begins in early January.
2. Application ends: a) in the middle of May for scholarship applicants; b) on the 30th of June for self-supporting students. **Please note that the CSC scholarship application for 2023 fall intake will be end in the middle of Feb, 2023.**
3. Assessment of scholarship applicants: late May.
4. Result will be published in: the middle of June (for scholarship applicants); early in July (for self-supporting students).

5. The issue of admission documents begins from the middle of July.

6. Registration: the end of August.

我想帮助优秀国际生申请奖学金，想了解奖学金都有哪些种类和内容？

1、全额奖学金：中国政府奖学金、上海市政府奖学金 A 类，每年我校自主招生名额总计 30-40 名，具体名额数由奖学金上级管理部门下发为准；

2、部分奖学金：上海市政府奖学金 B 类（免正常学制内学费和保险费）、上海大学奖学金 B 类（免正常学制内学费），每年我校自主招生名额总计 60-70 名；

3、因政府和学校奖学金名额有限，导师也可自行设立助学金资助优秀国际研究生。

I want to help outstanding international students apply for scholarships. What are the types and coverage of scholarships?

1. Full scholarship: Chinese Government Scholarship: Type A; Shanghai Government Scholarship: Type A. Our university annually independently enrolls 30-40 students (The specific number of scholarships shall be subject to the issuance by the superior administration department of the scholarship).

2. Partial scholarships: Shanghai Government Scholarship: Type B (tuition and insurance of normal length of study are covered), Shanghai University Scholarship: Type B (tuition of normal length of study are covered). Our university annually independently enrolls 30-40 students.

3. Due to the limited number of government and university scholarships, supervisors can also set up their own scholarships to support outstanding international graduate students.

奖学金选拔考核要素又是什么？

1、申请人个人基本条件

2、导师对申请人评价

3、奖学金投放的专业导向

4、奖学金投放的区域导向

What are the factors for scholarship assessment?

1. Basic qualifications of applicants

2. Supervisor's evaluation

3. Professional orientation of the scholarships

4. Regional orientation of the scholarships

我该如何帮助新生顺利开始学业？

1、新生报到后尽快安排面谈，提出学习要求。

2、关心和了解新生在专业学院的报到手续完成情况。

How can I help new students successfully start their study?

1. Arrange interviews as soon as possible after registration and offer academic requirements.

2. Follow up their registration status.

如果有问题我可以联系谁？

1、录取和新生报到过程中问题：

请联系国际教育学院国际学生招生办公室，电话：66136615；

2、国际研究生在校管理教学问题：

请联系所在专业研究生教学秘书

3、学生管理方面问题：

经济学院、文学院、管理学院、美术学院、新闻传播学院、悉尼工商学院可联系本学院国际学生辅导员。其他学院可联系国际教育学院国际学生服务中心研究生辅导员苗昱老师，电话：66133530。

Who can I contact if I have more questions?

1. For enquiry on enrollment and registration:

Please contact the admissions office of College of International Education (TEL: 66136615).

2. For enquiry on academic issues:

Please contact the teaching secretary in charge of graduate students in your school/college.

3. For enquiry on management:

Please contact the counselors in your school/college if you are in School of Economics, College of Liberal Arts, School of management, Shanghai Academy of Fine Arts, School of Journalism and Communication, SILC Business School. For other schools/colleges, please contact Miao Yu, counselor for graduate students at service center for international students of School of International Education (TEL: 66133530).