

**关于 2019-2020 学年第二学期研究生个人培养计划修改的通知**  
**Notice on the Revision of the Postgraduate Students Education Scheme**  
**for the Second Semester of the 2019-2020 School Year**

为保障疫情防控期间研究生教学秩序的平稳运行，根据 2019-2020 学年第二学期研究生教学工作安排，现决定于 2 月 17 日启动本学期个人培养计划修改工作。具体安排如下：

In order to ensure the smooth operation of the postgraduate teaching plan during the NCP prevention and control period, according to the schedule of the second-semester postgraduate teaching work of the 2019-2020 school year, it is decided to start the revision of the personal education scheme for this semester on February 17. The specific arrangements are as follows:

**一、系统开放时间**

**(1) System Opening Time**

2 月 17 日-2 月 22 日。

February 17-February 22

**二、注意事项**

**(1) Notice**

**1、疫情防控期间，建议研究生务必于系统开放的时间段内，采取居家方式进行课程退、改、选、重修申请。**

1. During the NCP prevention and control period, it is recommended that during the system opening time, postgraduate students must login into the system to apply for course withdrawal, modification, selection, and renewal.

**2、请研究生务必于开课前仔细核对课表，提前做好上课准备。**

2. Postgraduate students are required to check the course schedule carefully before class starts and prepare for class in advance.

**3、需要修改个人培养计划的研究生，个人培养计划修改后将由学院教学秘书进行线上审核，暂时无需提交纸质版到学院，待正式开学返校后再进行补交。**

3. Personal education scheme modified by postgraduate students will be reviewed online by schools' teaching secretary. For the time being, there is no need to submit a paper document to the school. After back to USST, relevant paper documents should be submitted.

**4、个人培养计划修改结束后，原则上本学期课程不再进行调整，请研究生及时关注系统，以研究生信息系统中课表信息为准。**

4. After the modification of the personal education scheme, in principle, no further curriculum adjustments will be made during this semester. Postgraduate students are advised to pay attention to the system opening time, and later take courses according to the course schedule information from the system.

### 三、咨询

#### (3) Consulting

个人培养计划修改期间，操作中遇到问题如需咨询，请于 9:00-16:00 之间致电学校研究生院或各学院教学秘书。联系方式见：

<http://yjs.usst.edu.cn/2020/0214/c7111a214266/page.htm>。

During the modification of the personal education scheme, if you encounter problems during the operation, please call the school Postgraduate Students Office or the teaching secretary of each school between 9:00 am and 4:00 pm. Please click the below link to see specific contact information:

<http://yjs.usst.edu.cn/2020/0214/c7111a214266/page.htm>.

**请学院研究生教学秘书时刻关注研究生课程调整情况，及时进行相应处理，随时向研究生院反馈相关的问题。**

The postgraduate teaching secretary of each school is requested to pay close attention to the adjustment of postgraduate courses, and responsively deal and feed back relevant questions.

**为方便研究生远程操作，特附上《研究生个人培养计划修改操作指南》。**

In order to facilitate the system operation, the “Guidelines for the Modification of Postgraduate Education Scheme” is attached.