中国科学院大学

University of Chinese Academy of Sciences

INSTRUCTIONS TO FILL OUT UCAS SYSTEM

http://sep.ucas.ac.cn/

CONTENTS

中国科学院大学
University of Chinese Academy of Sciences

1 How to log in

2 Choose academic system

3 Edit basic information

4.1 Thesis Proposal (Opening Speech) or Mid-term Evaluation

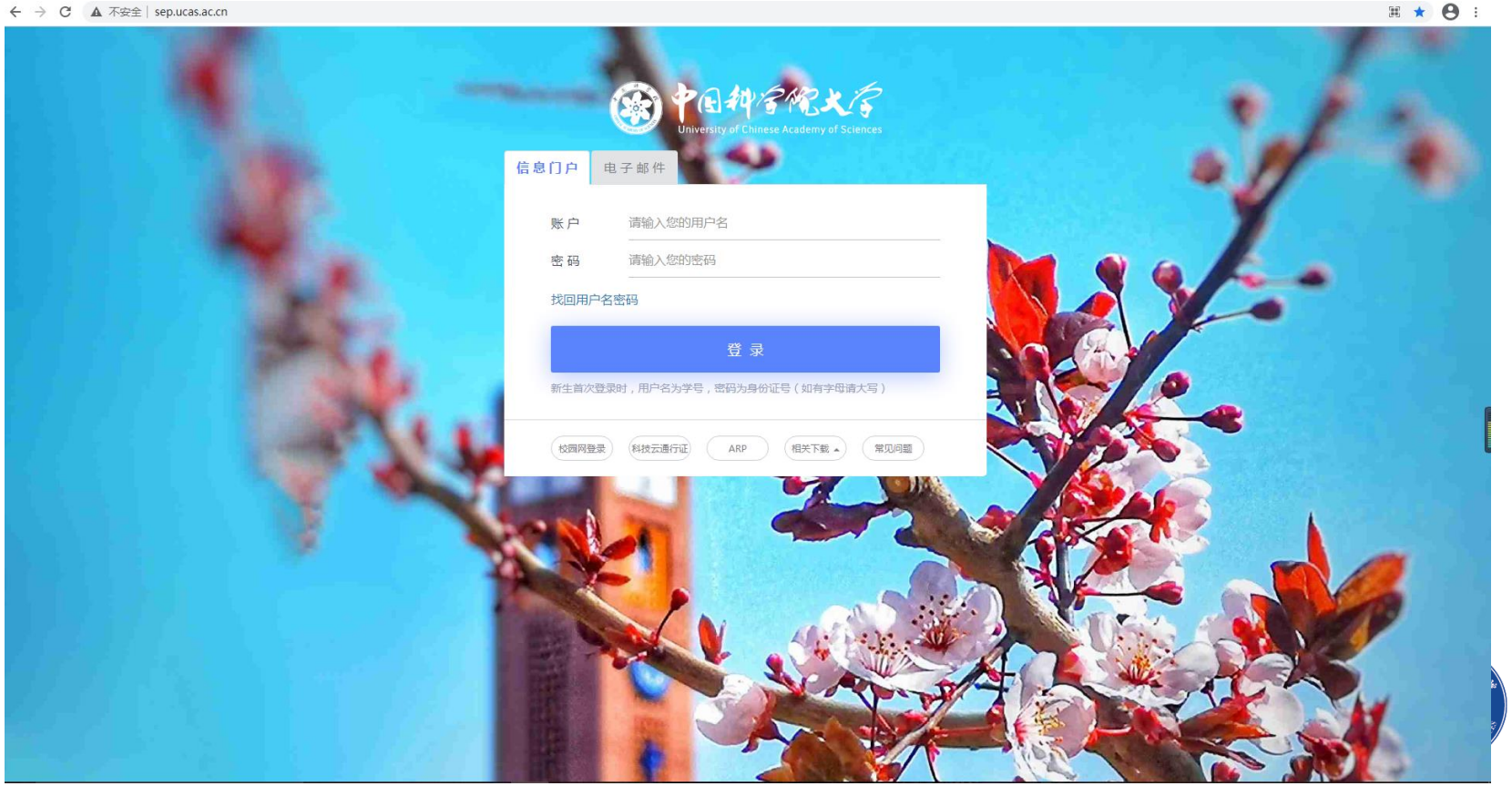
4.2 Thesis Defense Application

4.3 Achievements and Internship & field research

4.4 UCAS thesis REVISION

STEP1. How to log in

- **Go to the link: http://sep.ucas.ac.cn/**
- Chrome and IE are recommended.



中国科学院大学
University of Chinese Academy of Sciences

STEP1. How to log in

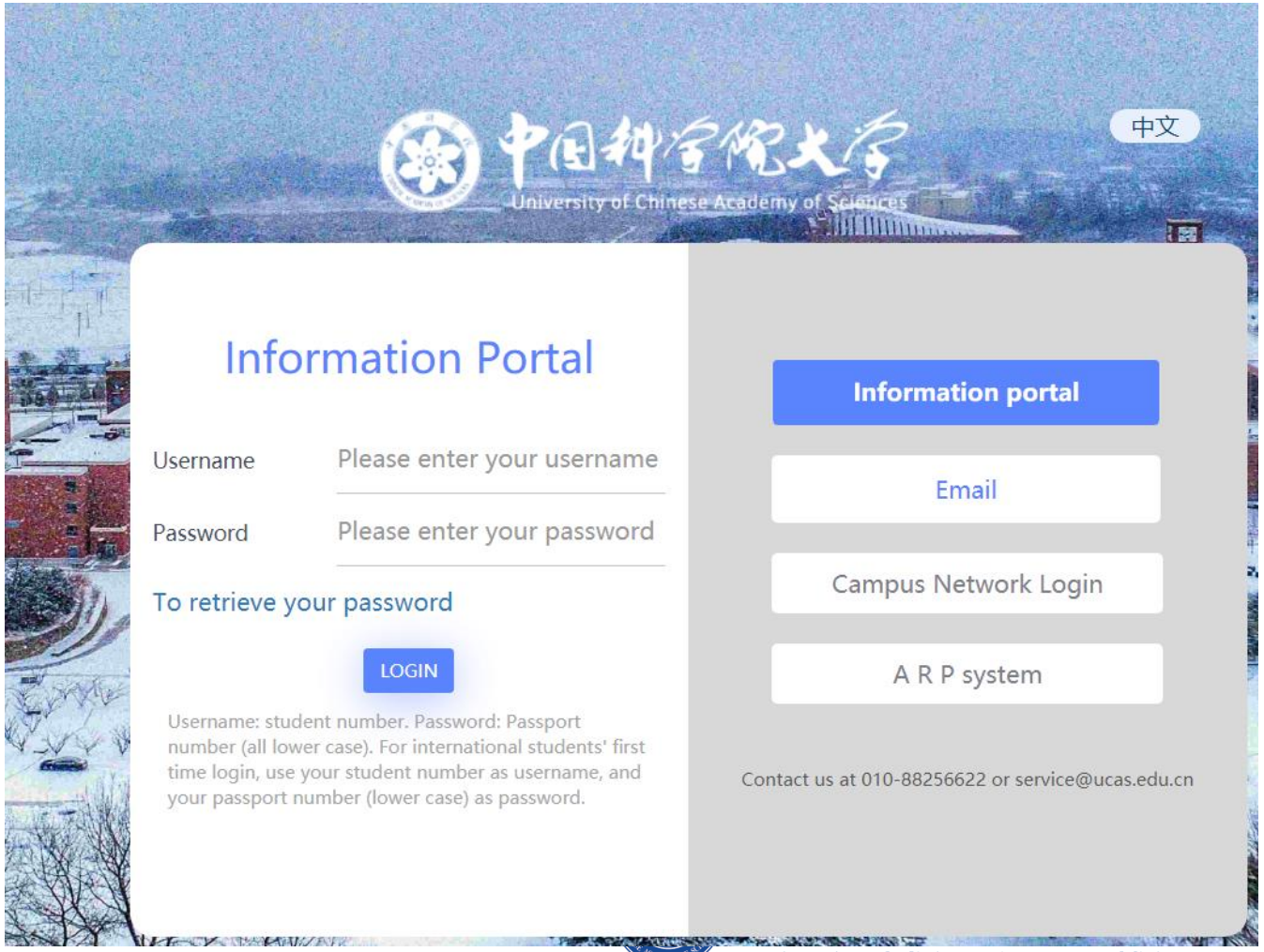
University of Chinese Academy of Sciences

STEP1. How to log in

USERNAME: **email address** registered in UCAS enrollment.

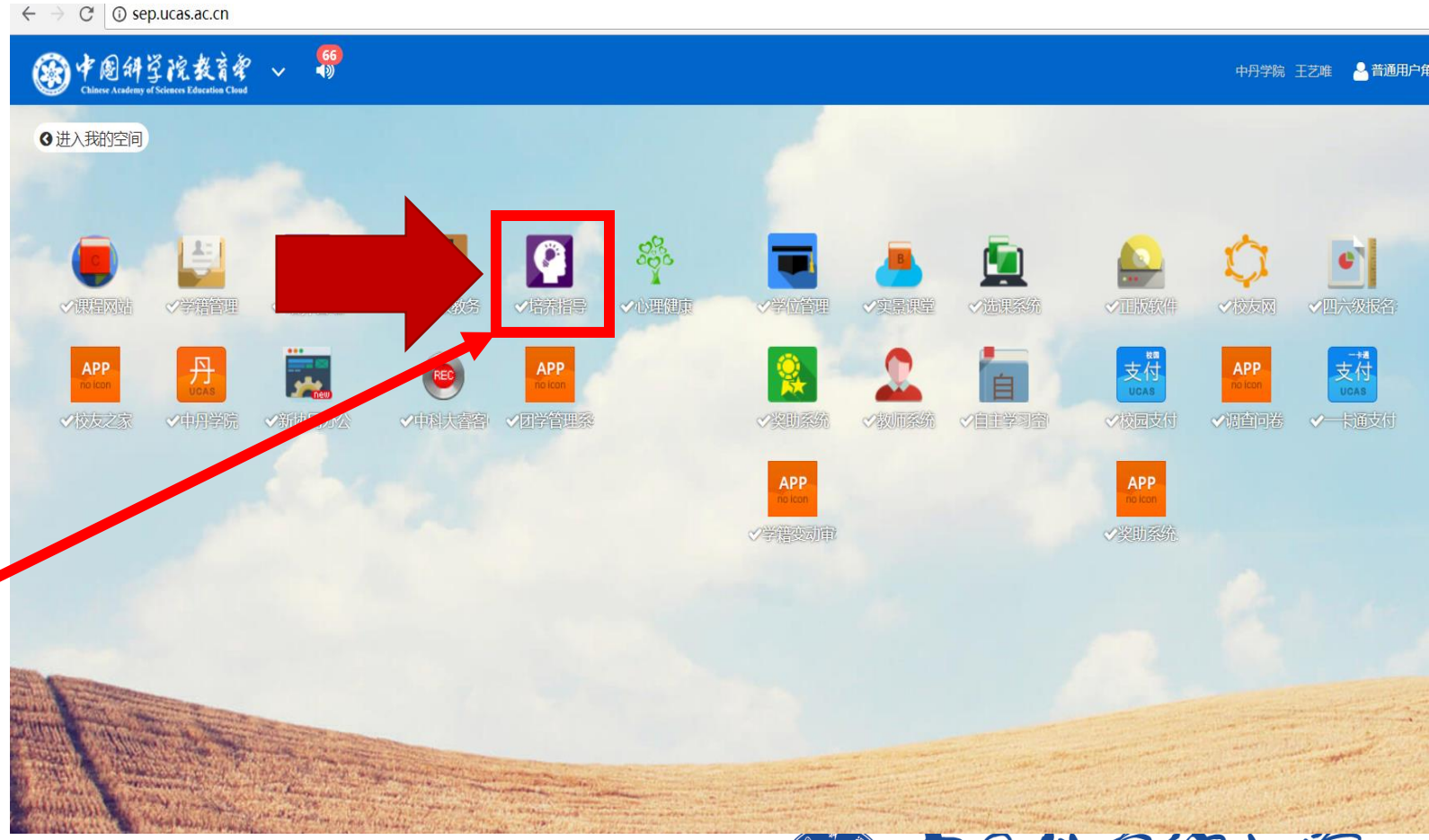
PASSWORD: **passport number**. The alphabet is in lower-case, if any.

Click “to retrieve your password” to get username or password back.



STEP2. Choose academic system

- Choose “academic system”.



University of Chinese Academy of Sciences

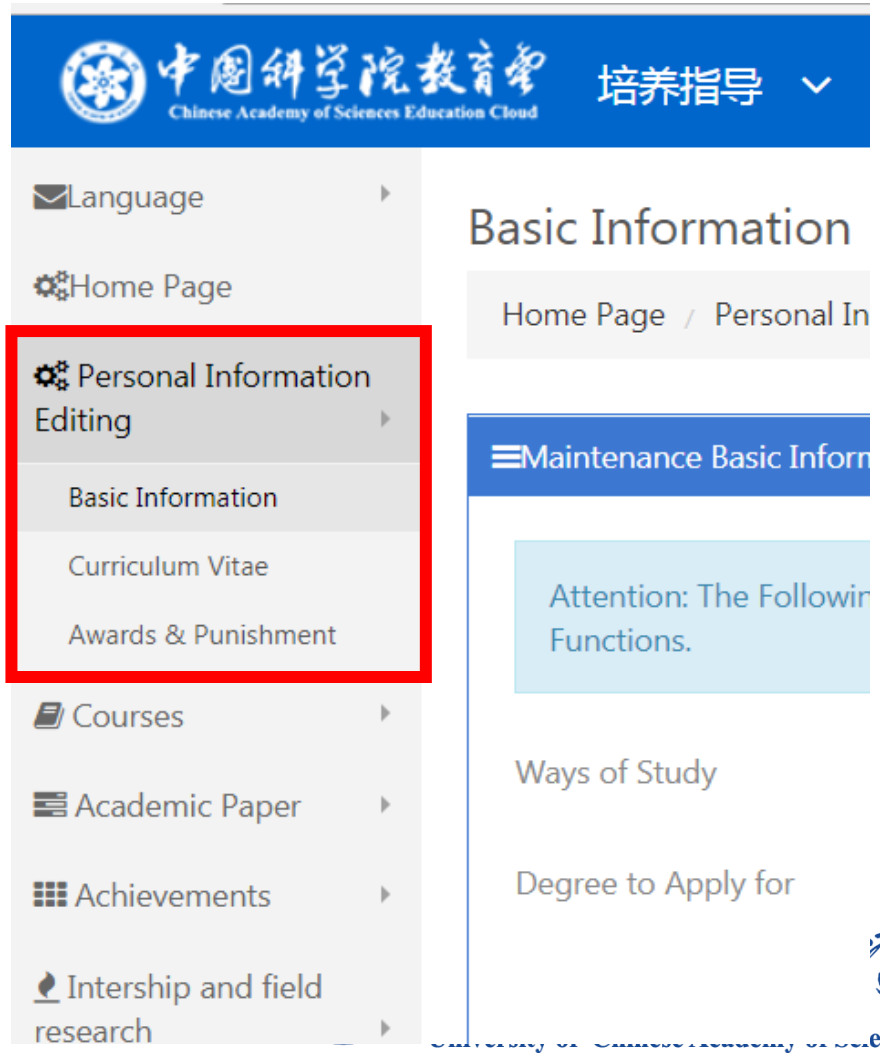
STEP2. Choose academic system

Click Language on the top of the left column and choose “English”.

Academy of Sciences

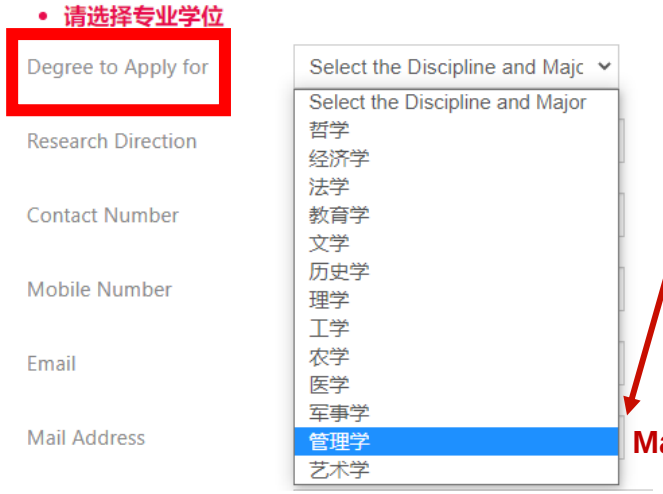
STEP3. Edit Basic information

- Click **Personal Information Editing**
- Fill out **Basic Information** and **Curriculum Vitae**. **MUST**
- Fill out “Awards & Punishment” based on personal experience.



STEP3. Edit Basic information

Degree to apply for



Management Science: **Social Science**, choose “管理学”

Management Science

Natural Science: **Life Science**, choose “理学”.

Natural Science

Engineering Science: **Renewable Energy**, choose “工学”

Engineering Science

For **Food, Nano, Water and Environment**, it can be **natural science “理学”** or **engineering science “工学”** according to the major code the student chose in enrollment. For most students, it is Natural Science. Contact Chinese office if you are not sure.

中国科学院大学
University of Chinese Academy of Sciences

STEP3. Edit Basic information

- **Contact Number** and **Mobile Number** can be the same. They should be a Chinese phone number of 11 numbers. If you don't have Chinese phone number, please input 11 numbers.

University of Chinese Academy of Sciences

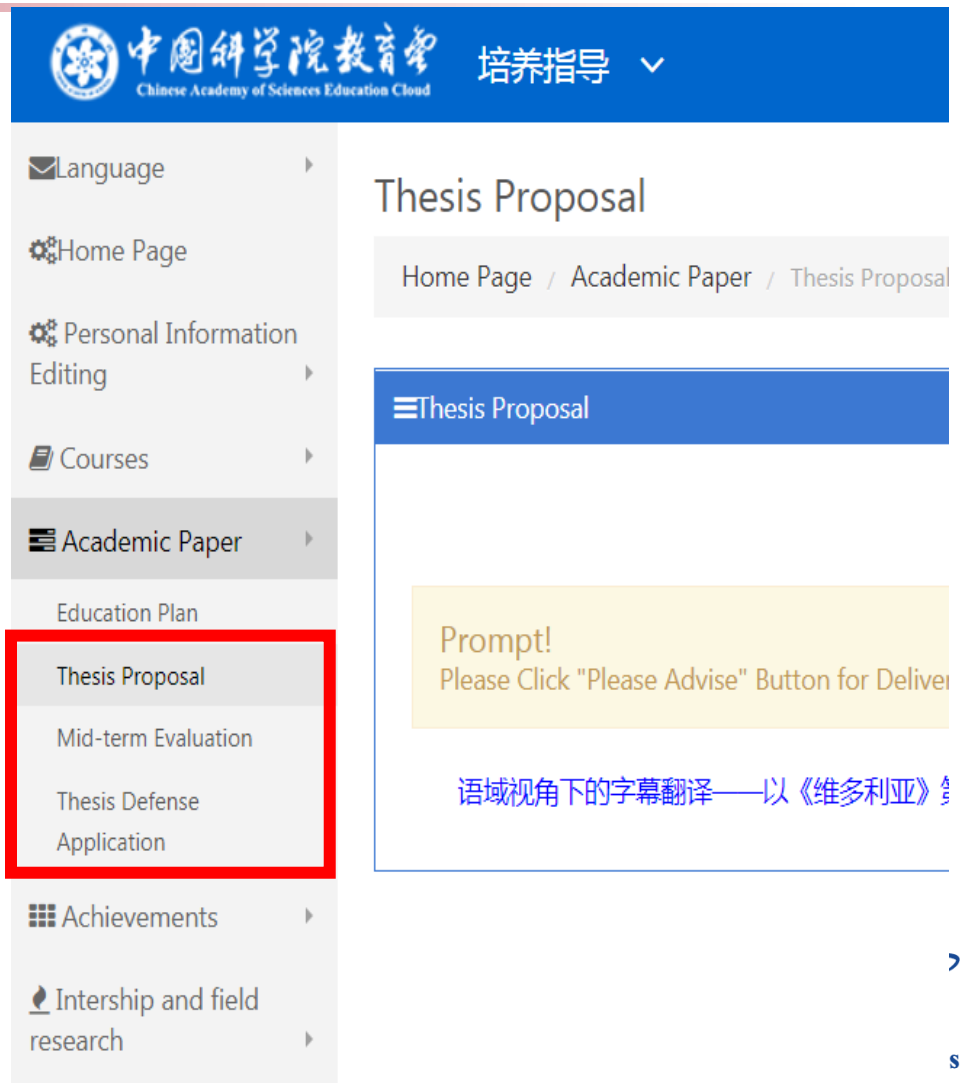
STEP3. Edit Basic information

In **Curriculum Vitae,** start from bachelor degree.

University of Chinese Academy of Sciences

STEP4. Academic Paper

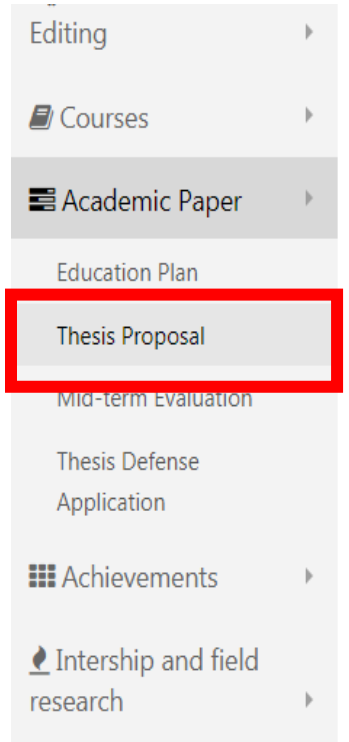
- Click **Academic Paper**
- Fill out:
- **Thesis Proposal** before/after opening speech defense; **MUST**
- **Mid-term Evaluation** before/after Mid-term assessment defense (for student enrolled in 2022 and after); **MUST**
- **Thesis Defense Application** and **Achievements and Internship & field research** after you submit your thesis and before your thesis defense. **MUST**

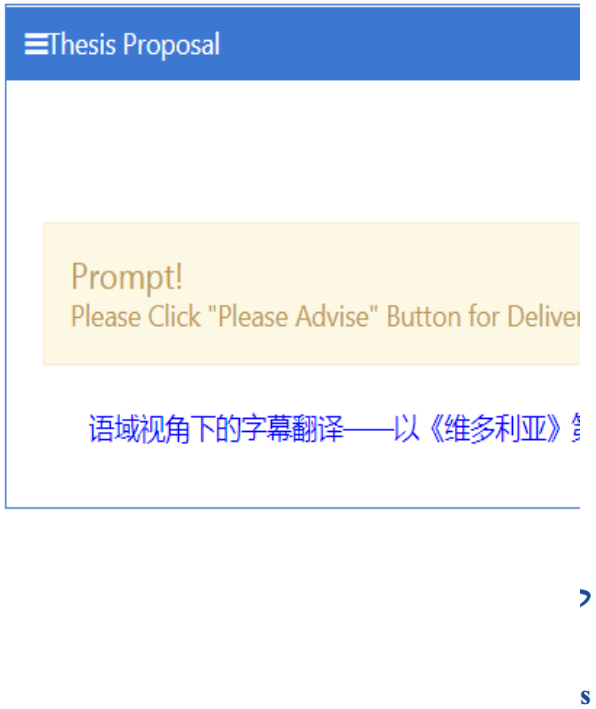


STEP4. 1 Thesis Proposal or Mid-term Evaluation

- Click **Academic Paper** -- **Thesis Defense Application or Mid-term Evaluation**. **MUST**

- Click “writing proposal” to get started.
  - **Thesis Proposal** follows the opening speech registration form you have filled out.
  - **Mid-term Evaluation** follows the Mid-term assessment registration form you have filled out.





STEP4. 1 Thesis Proposal or Mid-term Evaluation

The translation of “source of thesis topic”. In most cases, choose the last one, “Others”.

973、863项目	Project funded by the National Basic Research Program (973 Program) or by the National High Technology Research and Development Program of China(863 Program)
国家社科规划、基金项目	Project funded by National Social Science Fund
教育部人文、社会科学研究项目	MOE (Ministry of Education in China) Project of Humanities and Social Sciences
国家自然科学基金项目	Project funded by National Natural Science Fund
中央、国家各部门项目	Project funded by central government and state departments
省（自治区、直辖市）项目	Project funded by provinces (autonomous regions or municipalities)
国际合作研究项目	Research projects with international cooperation
与港、澳、台合作研究项目	Projects in collaboration with Hong Kong, Macau or Taiwan
企、事业单位委托项目	Project entrusted by enterprises or public institutions
外资项目	Foreign investment project
学校自选项目	University’ s optional projects
国防项目	National defense project
非立项	Project not established
其他	Others

STEP4.1 Thesis Proposal or Mid-term Evaluation

- The translation of “Nature of the Subject”.

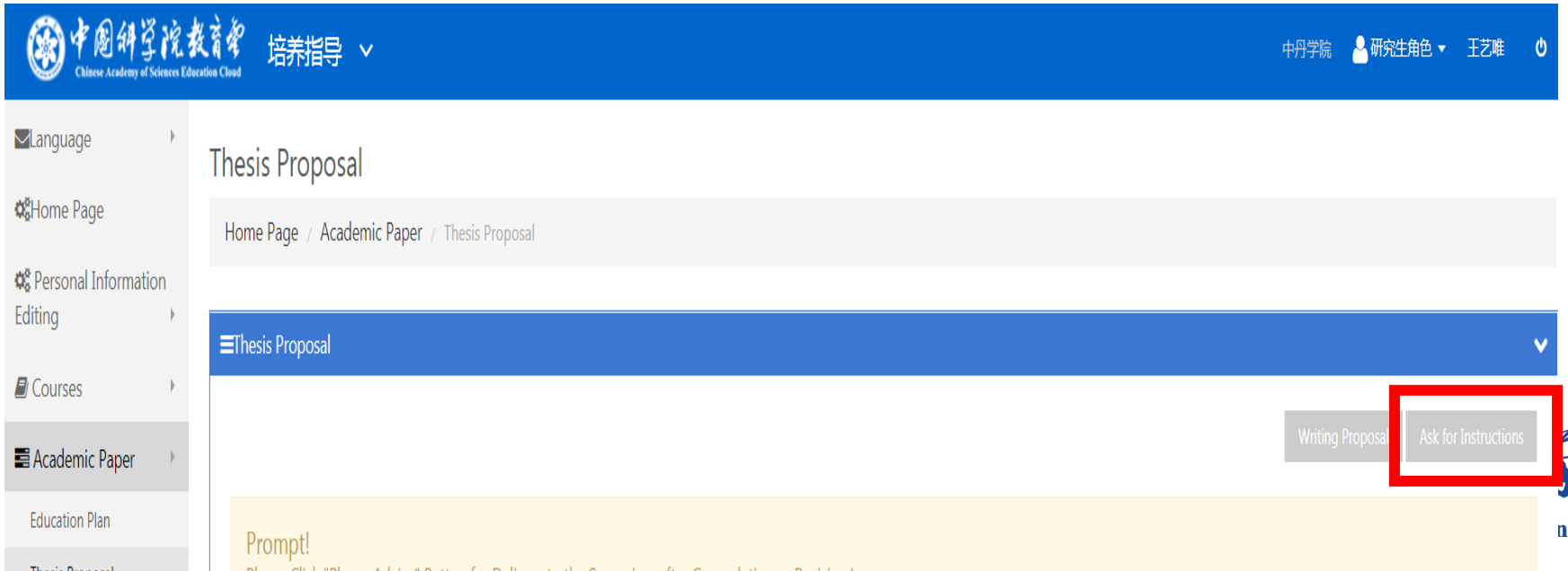
基础研究	Basic Research
应用研究	Applied Research
综合研究	Comprehensive Study
其它	Others

- Relationship with Supervisor's Research Topic.

是导师研究课题的一部分	Part of the Supervisor’s research
与导师研究课题无关	Unrelated to Supervisor’s research project

STEP4.1 Thesis Proposal or Mid-term Evaluation

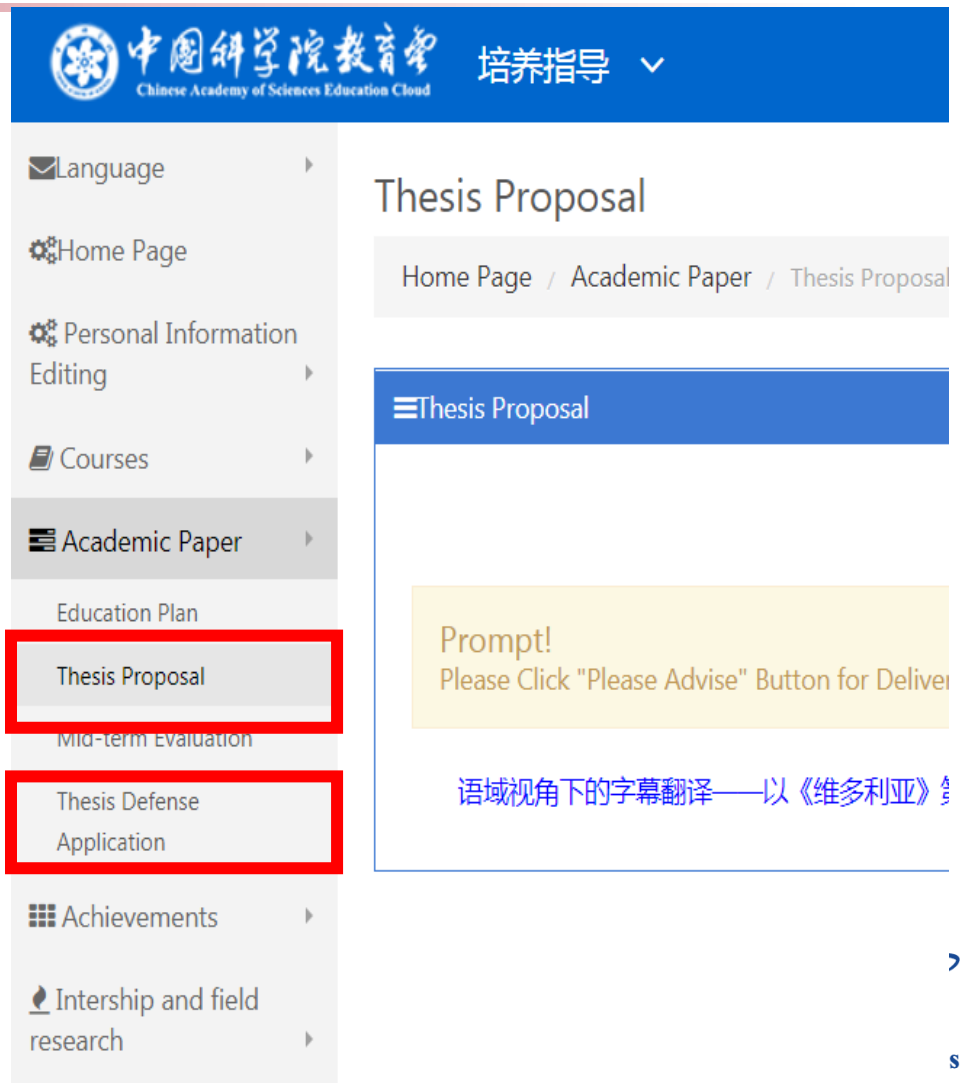
- After filling out **Thesis Proposal**, click “Ask for Instructions”.
- The first person is your supervisor.
- Then contact with your Chinese supervisor and ask him/her to comment in UCAS SEP system.



STEP4.2 Thesis Defense Application

- Click **Academic Paper** -- **Thesis Defense Application**.
- Click “writing application” to get started.

- **<u>Thesis Defense Application</u>** follows the thesis defense application form you have filled out.



STEP4.2 Thesis Defense Application

- Copy the key words in Chinese from a notepad and then paste them in the column, when you fail to copy and paste them from a Word or PDF document.

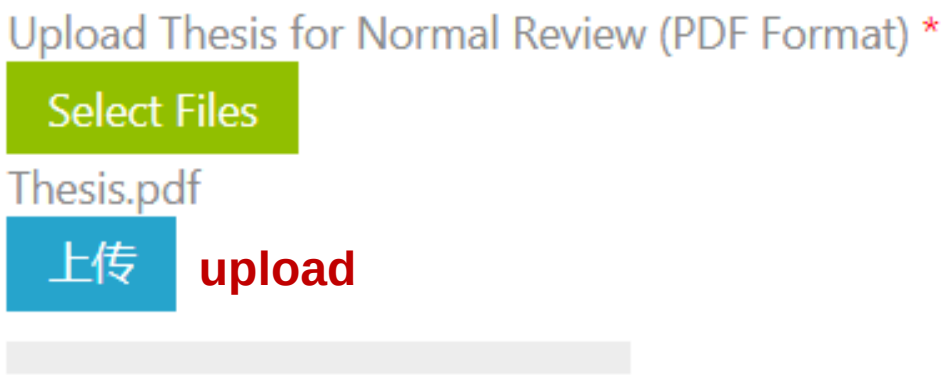
Key Words in Chinese (3-5 Key Words, with "," as seperation) *

- When uploading thesis in **Thesis Defense Application**, please upload the **UCAS thesis**. Make sure Chinese supervisor assessed and approved UCAS thesis.

中国科学院大学
University of Chinese Academy of Sciences

STEP4. 2 Thesis Defense Application

- Click the blue button to upload after select the thesis. (Please change your browser if you fail to upload the thesis.)



- Thesis for Double-Blind Review and Normal Review thesis **can be the same**. As SDC have not applied double- blind review for International students yet.

University of Chinese Academy of Sciences

STEP4. 2 Thesis Defense Application

- The format of the words number is “4.6万” （corresponding to 46,000）. You need to transfer numbers from “46,000” to “4.6”, then copy and paste the Chinese character “万” after the number.
- The translation of “thesis type”.

基础研究	Basic Research
应用研究	Applied Research
综合研究	Comprehensive Study
其它	Others

On the number of words:*(format 4.6万)* *

thesis type: *

Please Select

Date of reply:*

Source of thesis topic: *

Please Select

University of Chinese Academy of Sciences

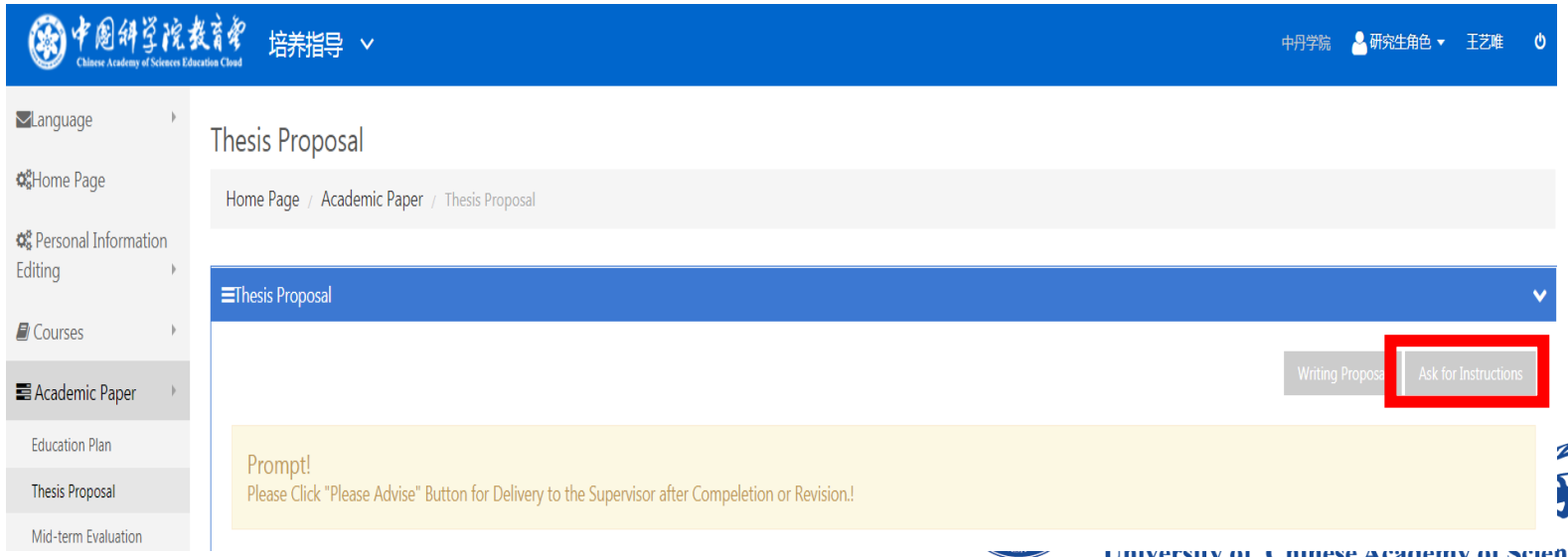
STEP4. 2 Thesis Defense Application

The translation of “source of thesis topic”.

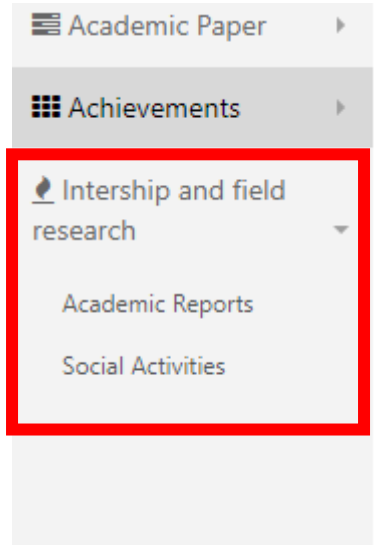
973、863项目	Project funded by the National Basic Research Program (973 Program) or by the National High Technology Research and Development Program of China(863 Program)
国家社科规划、基金项目	Project funded by National Social Science Fund
教育部人文、社会科学研究项目	MOE (Ministry of Education in China) Project of Humanities and Social Sciences
国家自然科学基金项目	Project funded by National Natural Science Fund
中央、国家各部门项目	Project funded by central government and state departments
省（自治区、直辖市）项目	Project funded by provinces (autonomous regions or municipalities)
国际合作研究项目	Research projects with international cooperation
与港、澳、台合作研究项目	Projects in collaboration with Hong Kong, Macau or Taiwan
企、事业单位委托项目	Project entrusted by enterprises or public institutions
外资项目	Foreign investment project
学校自选项目	University’ s optional projects
国防项目	National defense project
非立项	Project not established
其他	Others

STEP4. 2 Thesis Defense Application

- After filling out Thesis Defense Application, click “Ask for Instructions”.
- The first person is your Chinese supervisor.
- Then contact with your supervisor and ask him/her to comment on your Defense Application in the UCAS system.



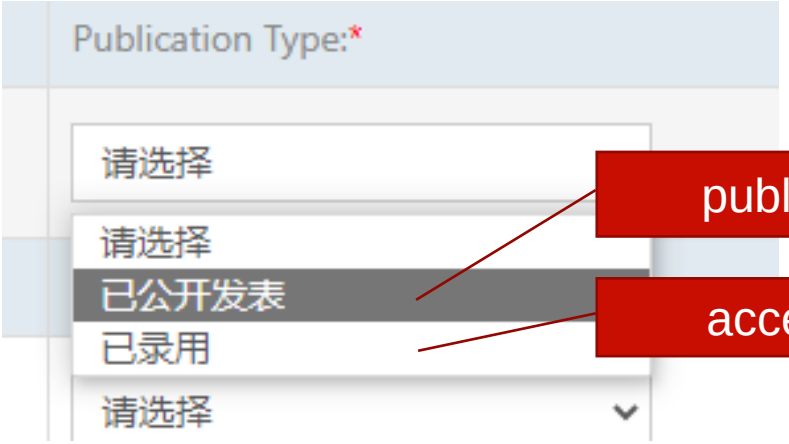
STEP4. 3 Achievements and Internship & field research



- Fill out the **Achievements** (publications) and **Internship and field research** (academic reports and social practice activities). **MUST**
- If you are not sure whether you have met the requirements/ what activities to fill out, contact with Chinese supervisor to confirm.

University of Chinese Academy of Sciences

STEP4. 3 Achievements



published

accepted

Domestic journal

International journal

Domestic conference

International conference

First

Co-first author

Second

Third

Fourth

Fifth

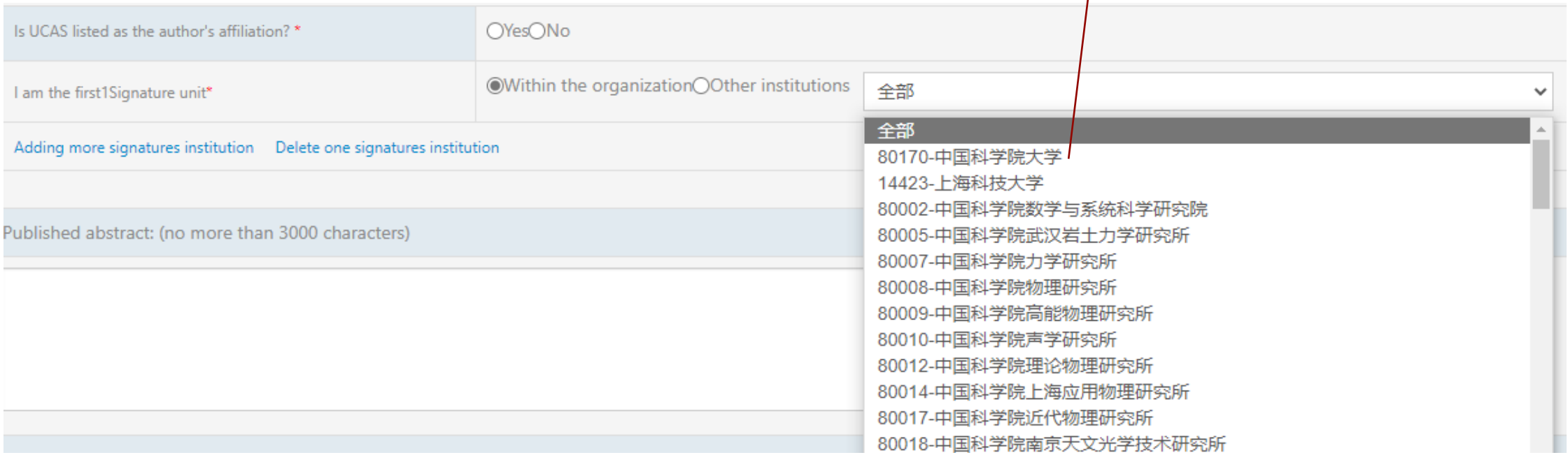
Others

中国科学院大学
University of Chinese Academy of Sciences

STEP4. 3 Achievements

- If UCAS is not the first affiliation. Add more affiliations till include UCAS as one of the affiliation.

UCAS



University of Chinese Academy of Sciences

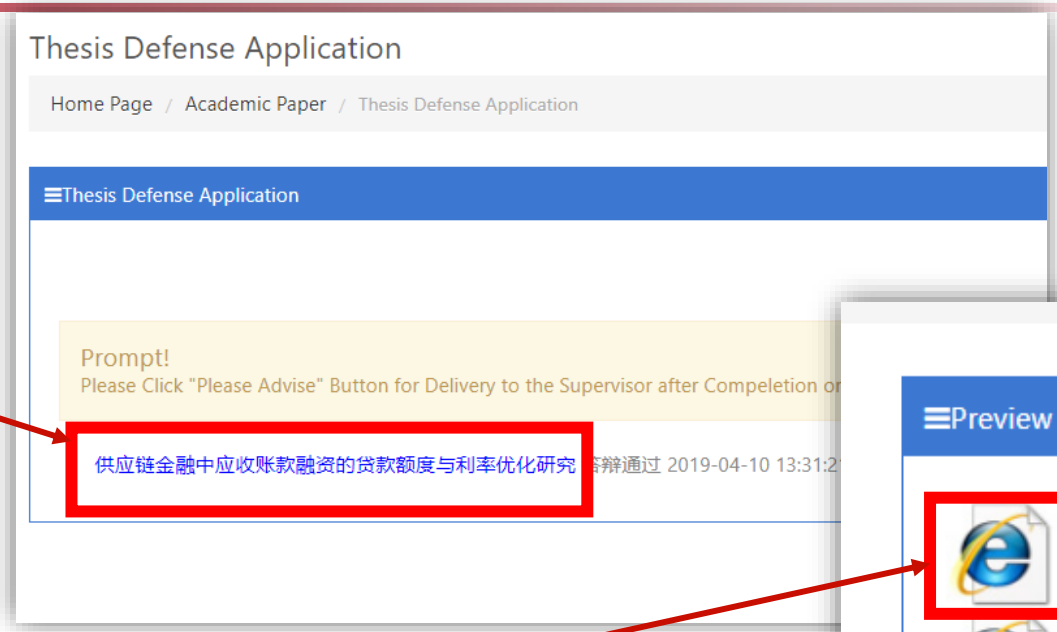
STEP4. 4 UCAS thesis REVISION

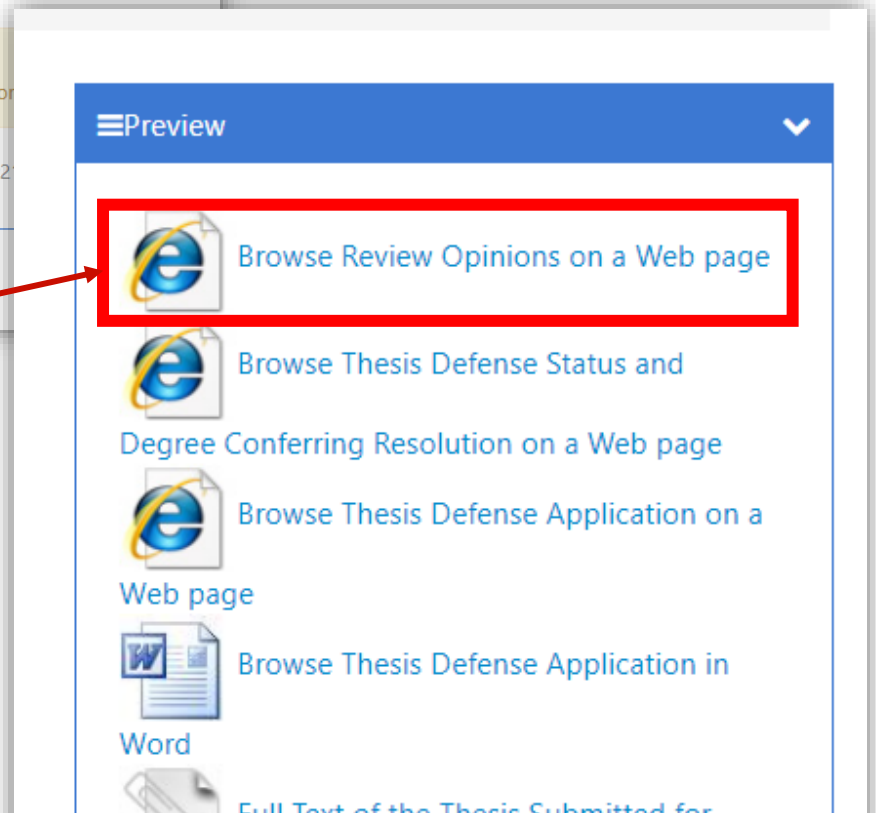
- Based on review feedback and defense feedback, fill out revisions and upload revised thesis, the final version, in **Thesis Defense Application**.
- **VERY IMPORTANT**: UCAS Degree Awarding committee will assess the revisions based on feedbacks from review and defense experts. More detailed revisions, the better.

STEP4. 4 UCAS thesis REVISION

- In **Thesis Defense Application**, click the title.

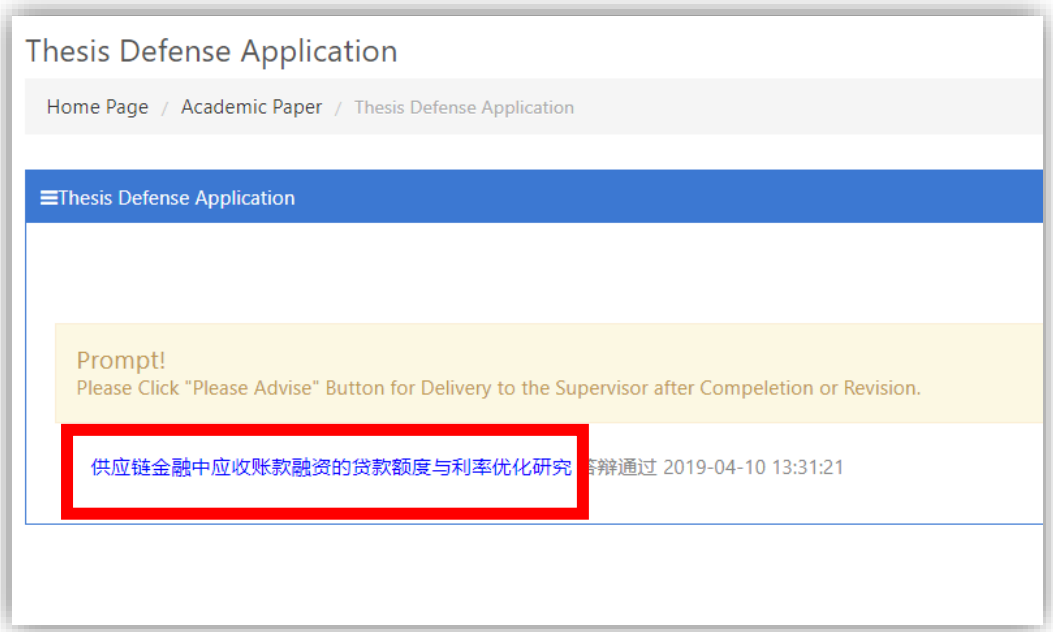
- Then choose the first one, **Review Opinions**, on the right column to check review feedbacks.

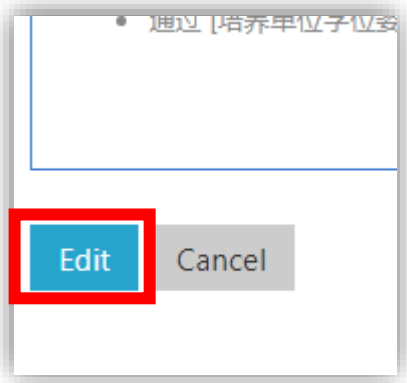




STEP4.4 UCAS thesis REVISION

- In **Thesis Defense Application**, click the title and click **Edit** on the bottom to edit revision.

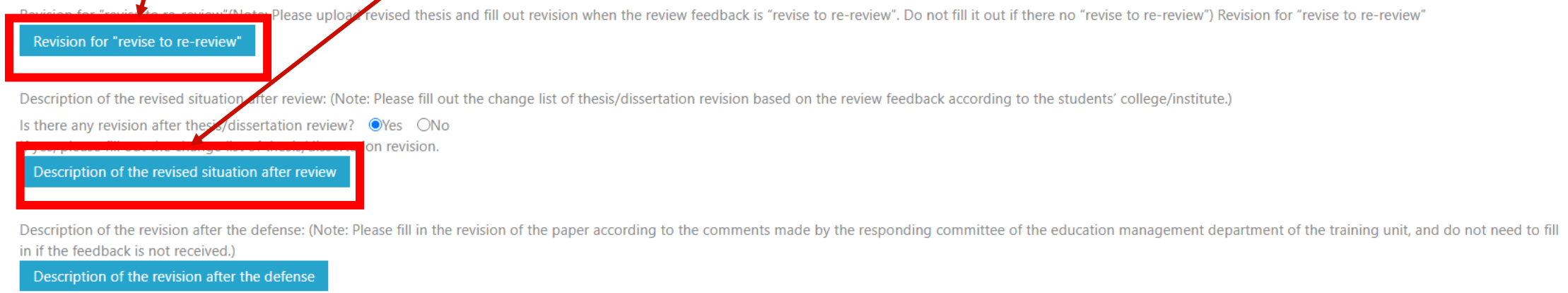




University of Chinese Academy of Sciences

STEP4.4 UCAS thesis REVISION

- If there is feedback of “Major change: revise to re-review” 修改后评阅（论文需通过大的修改后再评阅），edit revision in **Revision for “revise to re-review”**.
- If NOT, DO NOT fill it out. For other feedbacks, please fill revisions in **Description of the revised situation after review**. See next page.



University of Chinese Academy of Sciences

STEP4.4 UCAS thesis REVISION

- Fill out revisions in "**Description of the revised situation after review**". More detailed, the better. Upload ***Thesis revision description*** form in this part at the same time. To be noted, ***Thesis revision description*** form shall be signed by students and Chinese supervisor.

Revision for "revise to re-review"(Note: Please upload revised thesis and fill out revision when the review feedback is "revise to re-review". Do not fill it out if there no "revise to re-review") Revision for "revise to re-review"

Revision for "revise to re-review"

Description of the revised situation after review: (Note: Please fill out the change list of thesis/dissertation revision based on the review feedback according to the students' college/institute.)

Is there any revision after thesis/dissertation review? ◉Yes ○No

If yes, please fill out the change list of thesis/dissertation revision.

Description of the revised situation after review

Description of the revision after the defense: (Note: Please fill in the revision of the paper according to the comments made by the responding committee of the education management department of the training unit, and do not need to fill in if the feedback is not received.)

Description of the revision after the defense

University of Chinese Academy of Sciences

STEP4.4 UCAS thesis REVISION

- Fill out revisions in "**Description of the revision after the defense**". If there is revision requirements from defense panel.

Revision for "revise to re-review"(Note: Please upload revised thesis and fill out revision when the review feedback is "revise to re-review". Do not fill it out if there no "revise to re-review") Revision for "revise to re-review"

Revision for "revise to re-review"

Description of the revised situation after review: (Note: Please fill out the change list of thesis/dissertation revision based on the review feedback according to the students' college/institute.)

Is there any revision after thesis/dissertation review? ◉Yes ○No

If yes, please fill out the change list of thesis/dissertation revision.

Description of the revised situation after review

Description of the revision after the defense: (Note: Please fill in the revision of the paper according to the comments made by the responding committee of the education management department of the training unit, and do not need to fill in if the feedback is not received.)

Description of the revision after the defense

University of Chinese Academy of Sciences