中国科学院大学

University of Chinese Academy of Sciences

INSTRUCTIONS TO FILL OUT UCAS SYSTEM AND LINKS TO UCAS FORMS FOR DANISH STUDENTS

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

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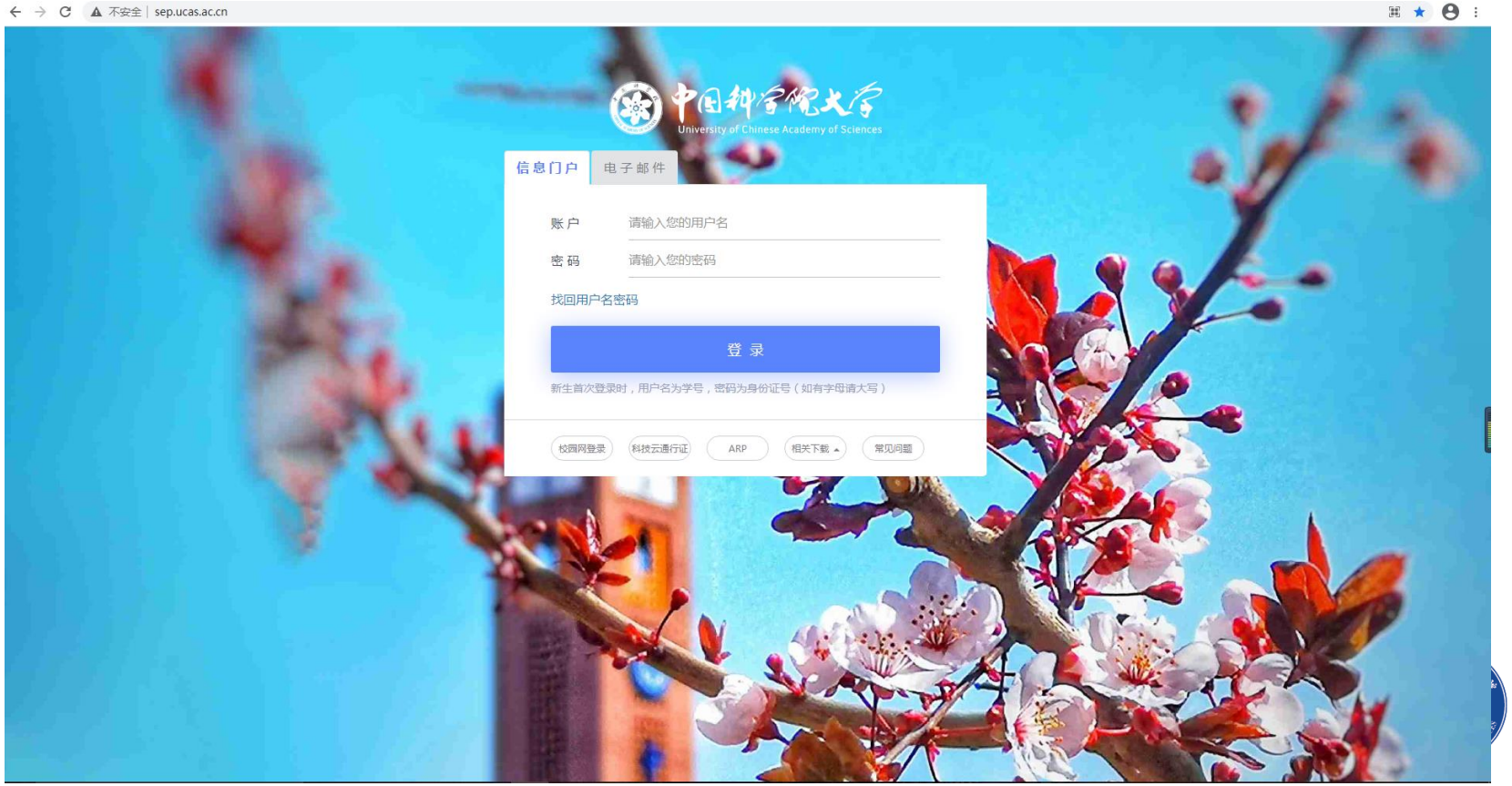
STEP1. How to log in

- **Website：** http://sep.ucas.ac.cn/
- Chrome and IE are recommended.



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STEP1. How to log in

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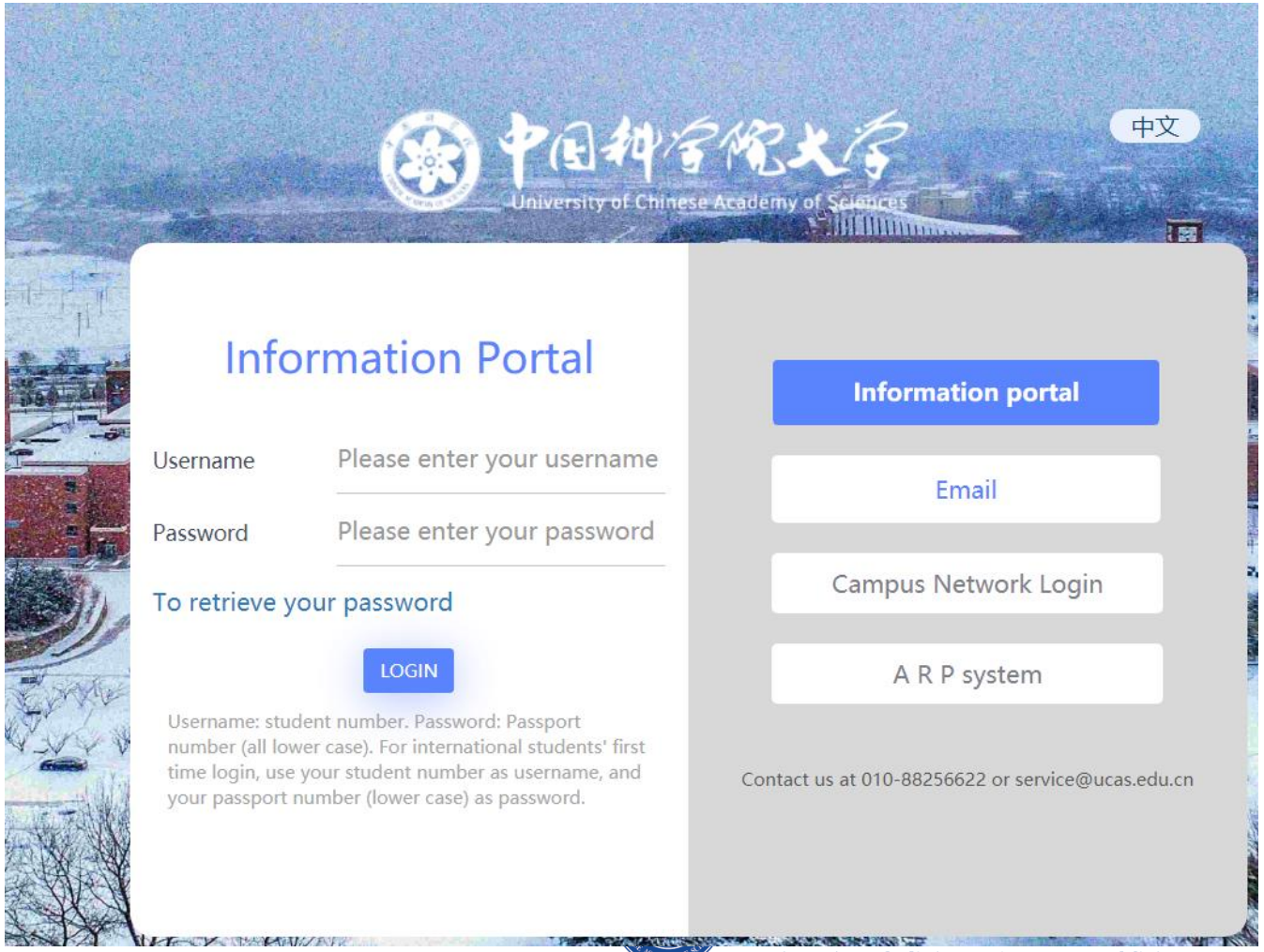
STEP1. How to log in

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

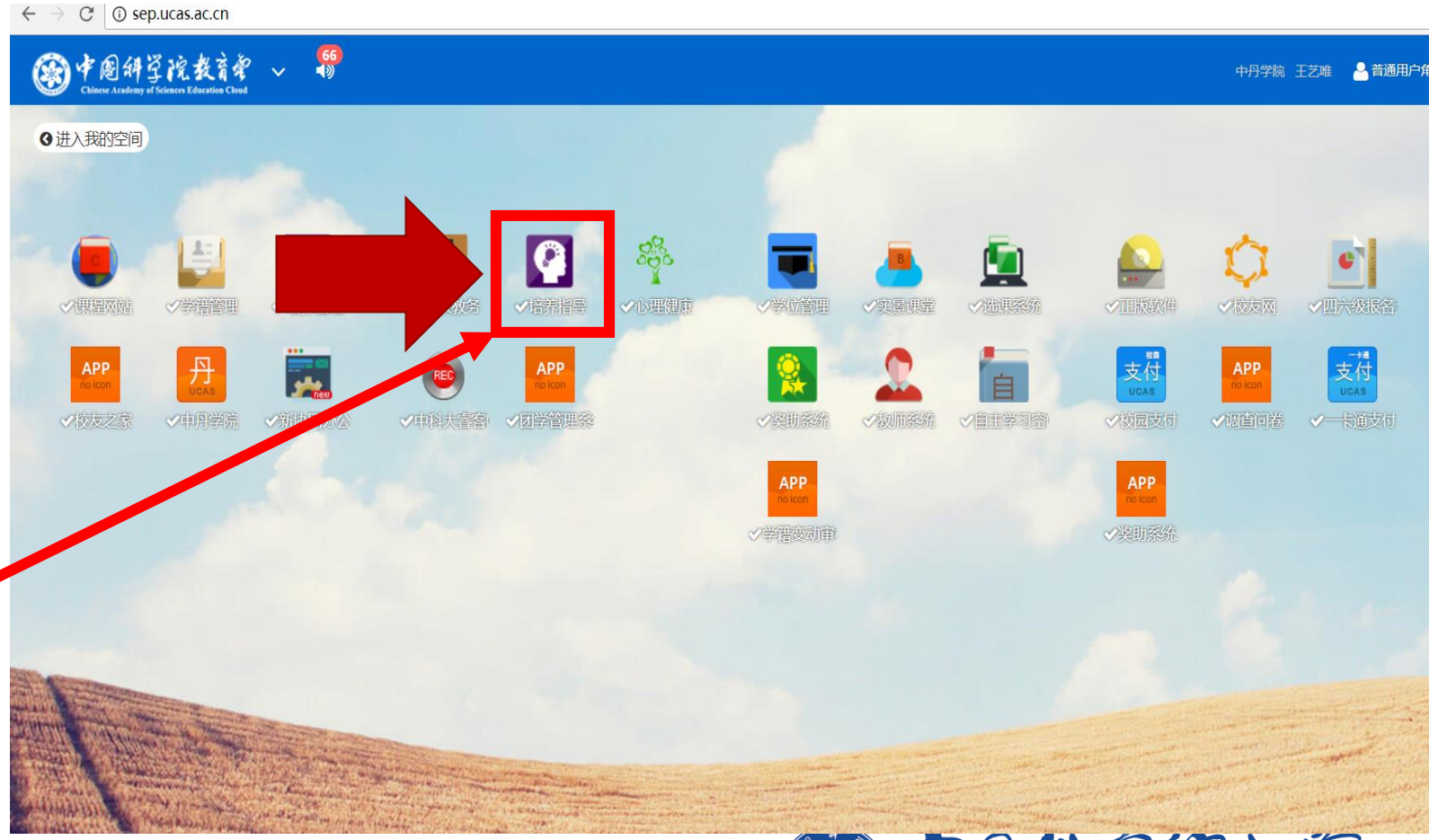
PASSWORD: **passport number**. The alphabet is in lower-case, if any.

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



STEP2. Choose academic system

Choose Academic System”.



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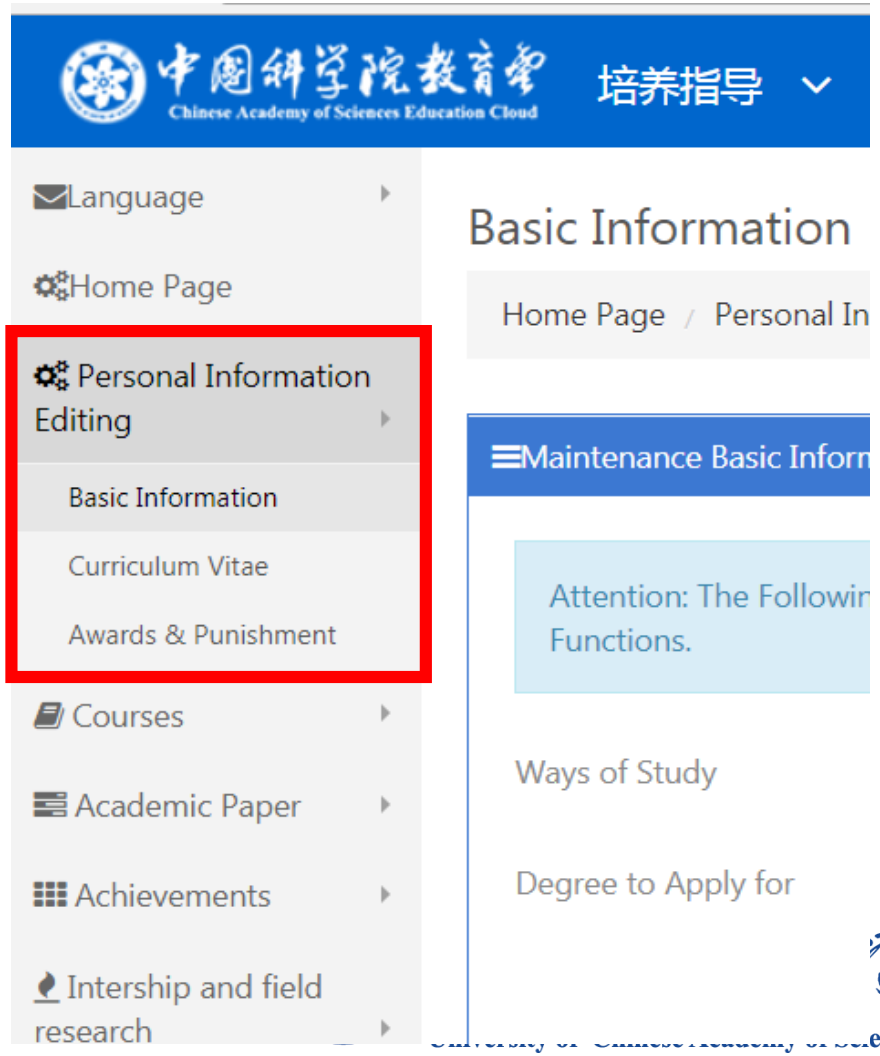
STEP2. Choose academic system

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

STEP3. Edit Basic information

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



STEP3. Edit Basic information

Degree to apply for

Management Science: **IM/PM**, choose “管理学”

Engineering Science: **CBE**, choose “工学”

Natural Science: **Neuro/LEI**, choose “理学”.

For **Food, Nano, WE**, 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 program coordinator (Chinese office) if you are not sure.

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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.

Contact Number

Mobile Number

STEP3. Edit Basic information

In **<u>Curriculum Vitae</u>,** start from bachelor degree.

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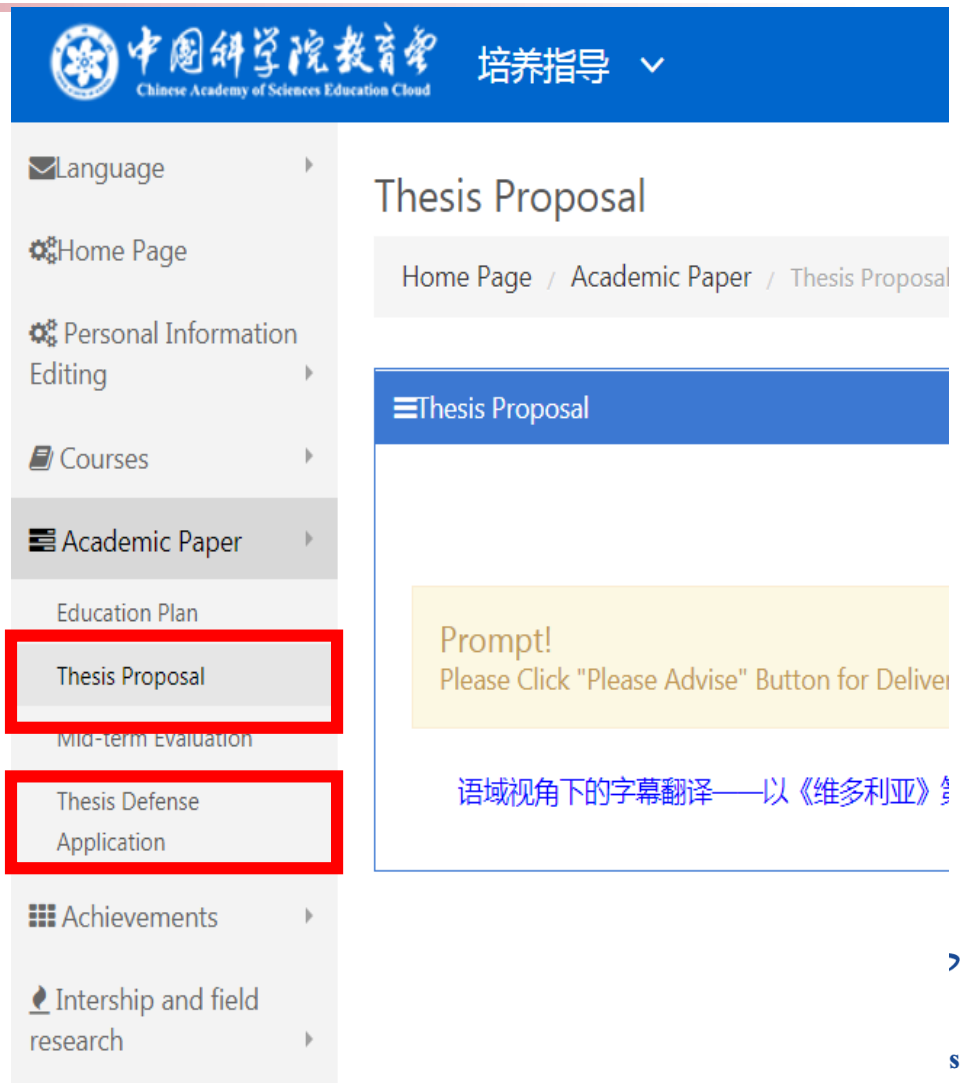
STEP4. Academic Paper

- Click **Academic Paper**

- 4.1 Complete **Thesis Proposal**, after Opening Speech assessment within a week.
- 4.2 Complete **Thesis Defense Application** to submit UCAS thesis.
- 4.3 Re-edit **Thesis Defense Application** to upload revision description and revised thesis (final version).



STEP4. 1 Thesis Proposal (Opening Speech)

The translation of "**source of thesis topic**". For most students, choose "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 (Opening Speech)

- 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

Sources of the Subject *

Please Select

Nature of the Subject *

Please Select

Relationship with Supervisor's Research Topic: *

Please Select

- **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

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STEP4.1 Thesis Defense Application (UCAS thesis submission)

When fail to meet the format requirement, it is suggested to copy-paste **key words in Chinese** from a notepad into the column.

Also make sure the comma is in Chinese format ， NOT in English format .

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

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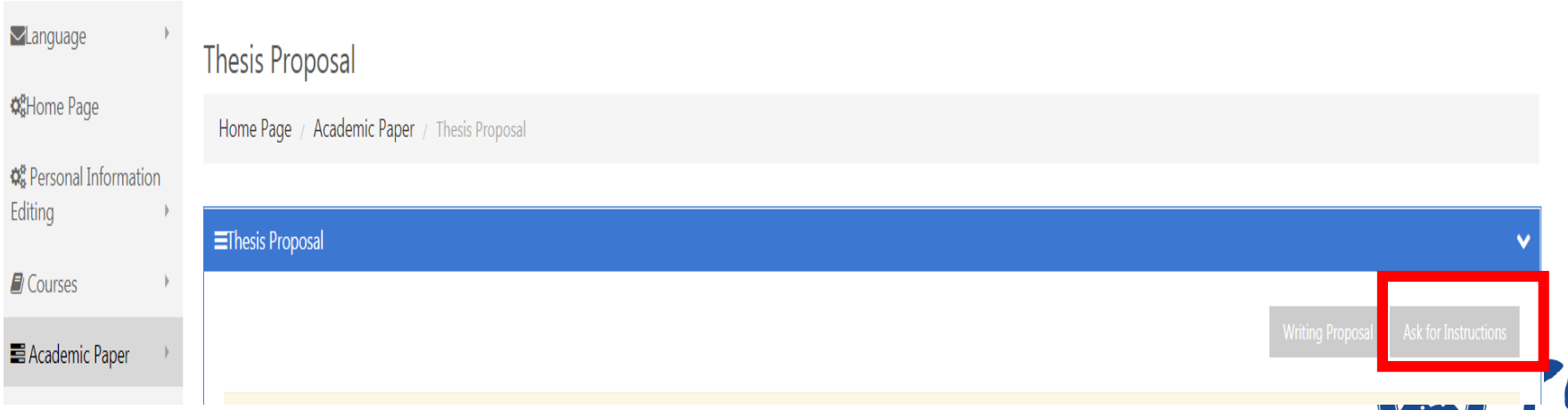
STEP4.1 Thesis Proposal (Opening Speech)

- After filling out **Thesis Proposal**, click "**Ask for Instructions**". The first person is Chinese supervisor. If not, please contact program coordinator (Chinese office) to add the supervisor in the system.
- Contact Chinese supervisor to assess your Opening Speech in their own system.



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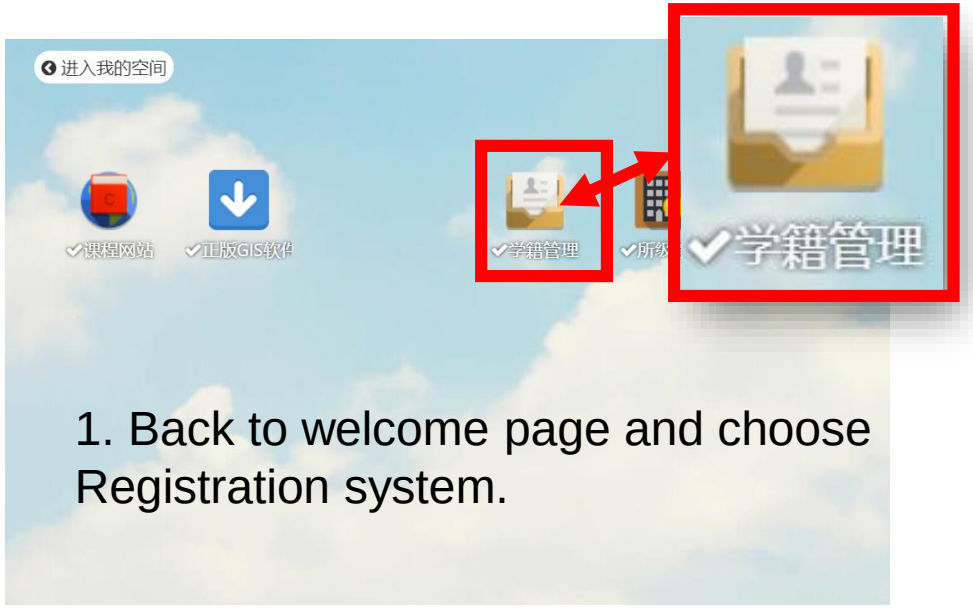
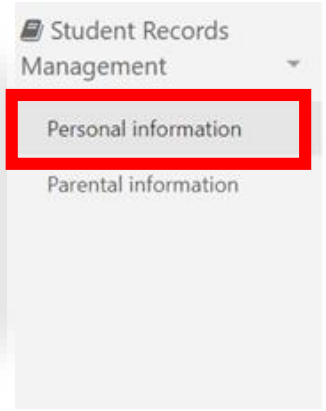
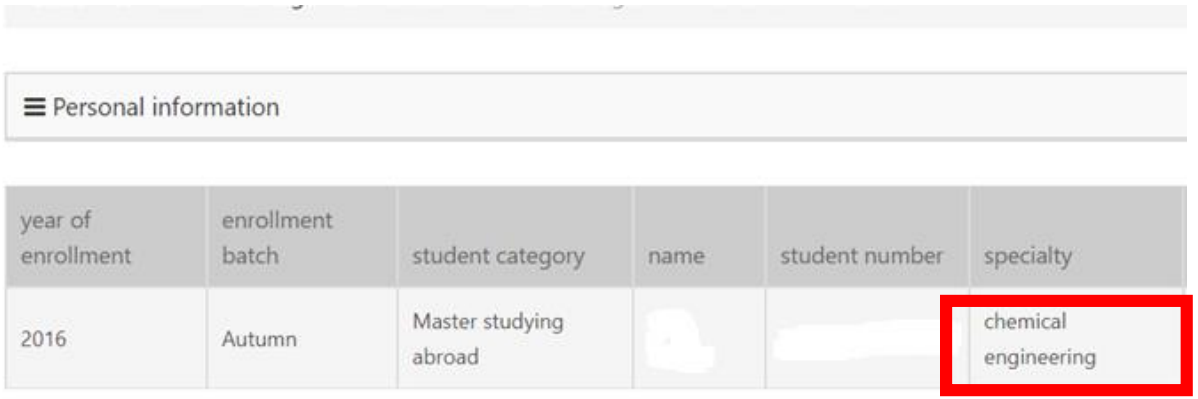
STEP4. 2 Thesis Defense Application (UCAS thesis submission)

- Upload **UCAS thesis** in **<u>Thesis Defense Application</u>**
- When fill UCAS thesis, please check you major in registration system as following steps, if you are not sure about the major.



1. Back to welcome page and choose Registration system.





2. Choose Personal information, and check “specialty”.

Your Major

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STEP4. 2 Thesis Defense Application (UCAS thesis submission)

- 1. Upload thesis in **Upload thesis for normal review**. (Please change the browser if fail to upload the thesis.)

Upload Thesis for Normal Review (PDF Format) *

Select Files

- 2. Click the blue button to upload.

Upload Thesis for Normal Review (PDF Format) *

Select Files

Thesis.pdf

上传

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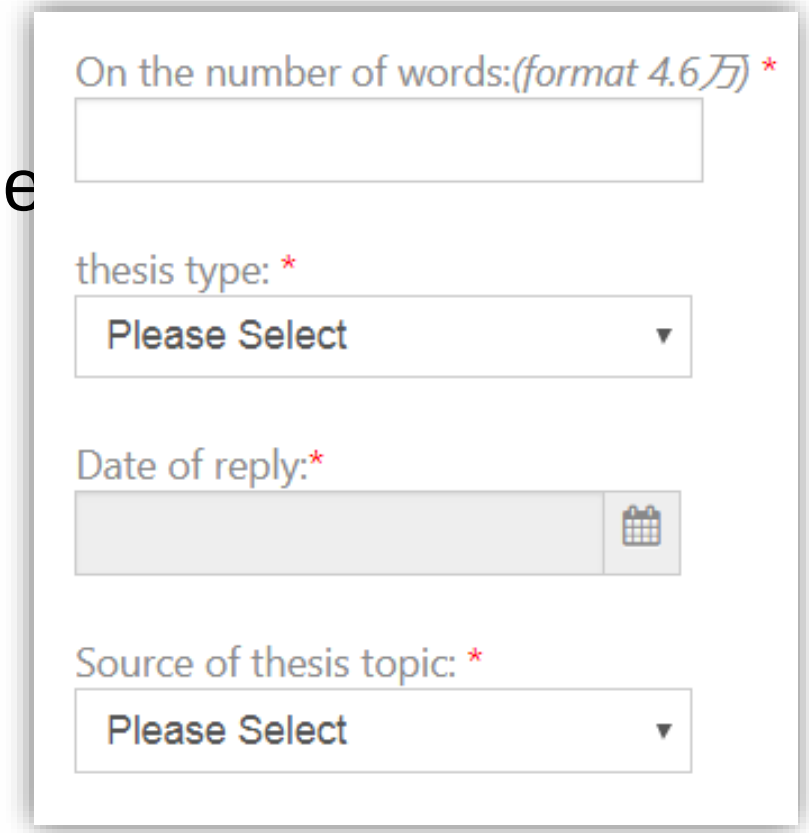
STEP4. 2 Thesis Defense Application (UCAS thesis submission)

- The **numbers of words** is required in Chinese format. It should be “number+万”, ex.“4.6万” , meaning 46,000. Copy-paste the Chinese character “万” and make sure the number is correct.
- The translation of “**thesis type**”. (Same as Opening Speech.)

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



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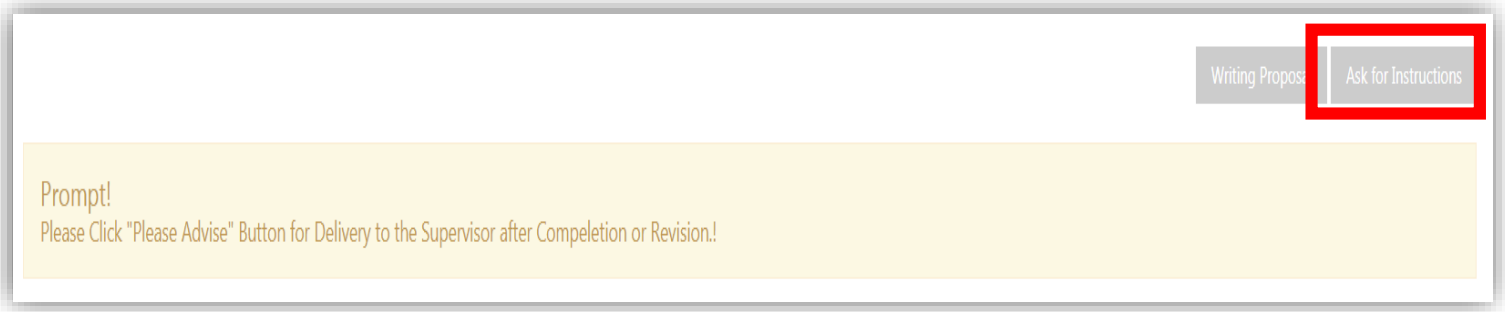
STEP4. 2 Thesis Defense Application (UCAS thesis submission)

Translation of "**source of thesis topic**". For most students, choose "Others". (Same as Opening Speech.)

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 (UCAS thesis submission)

- Same as Opening Speech, after filling out **Thesis Defense Application**, click "**Ask for Instructions**". The first person is Chinese supervisor. If not, please contact program coordinator (Chinese office) to add the supervisor in the system.
- Contact Chinese supervisor to assess your **Thesis Defense Application** and your thesis in their own system.



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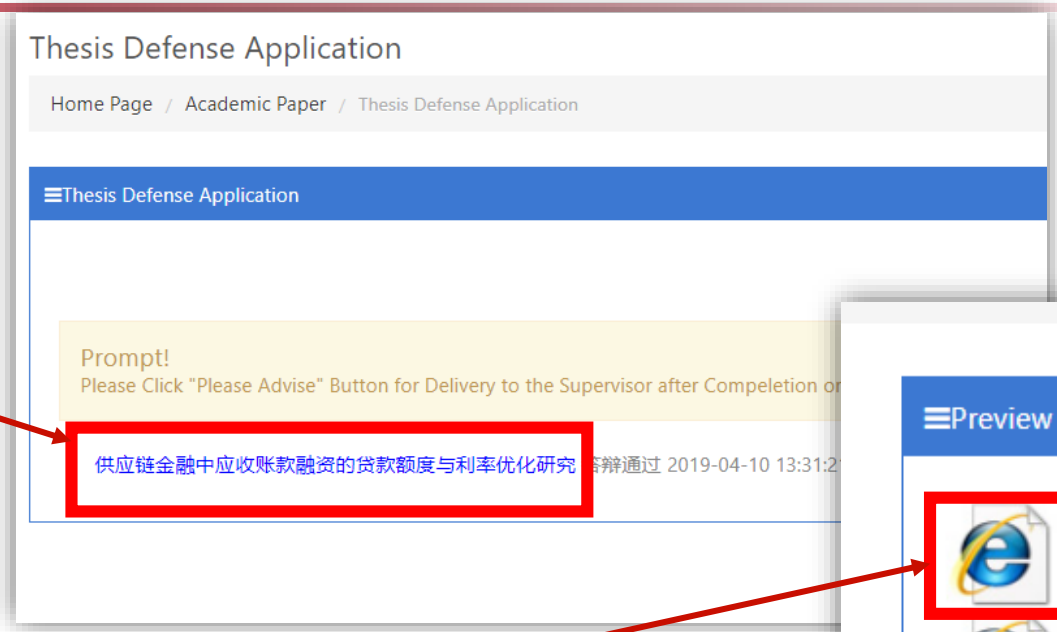
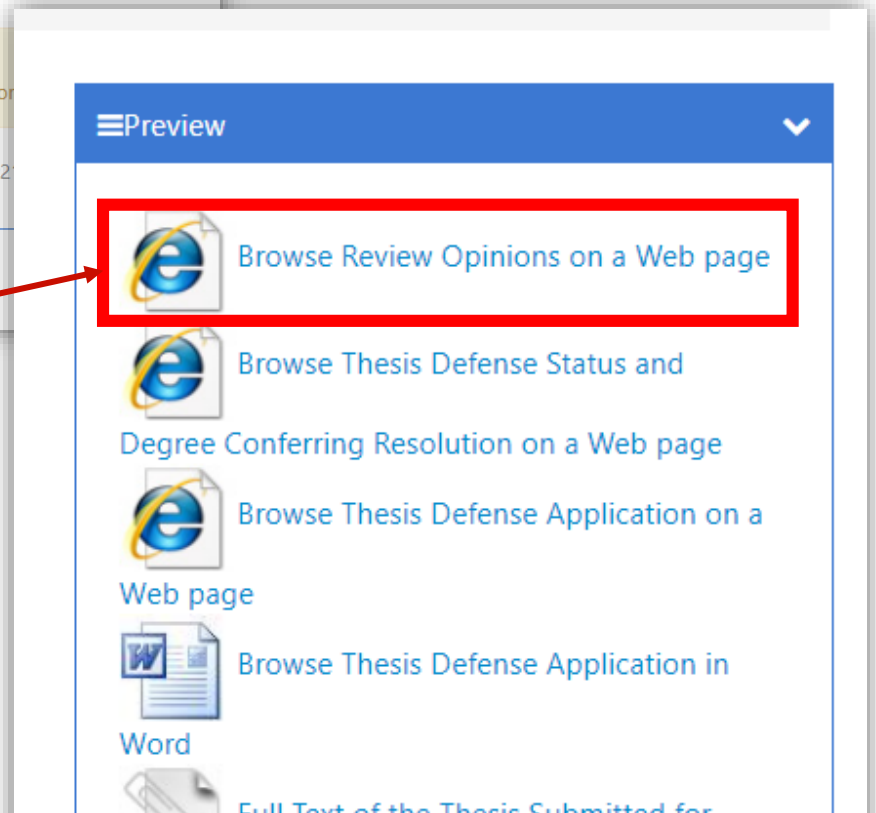
STEP4.3 Thesis Defense Application (UCAS thesis REVISION)

- 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.

STEP4.3 Thesis Defense Application (UCAS thesis REVISION)

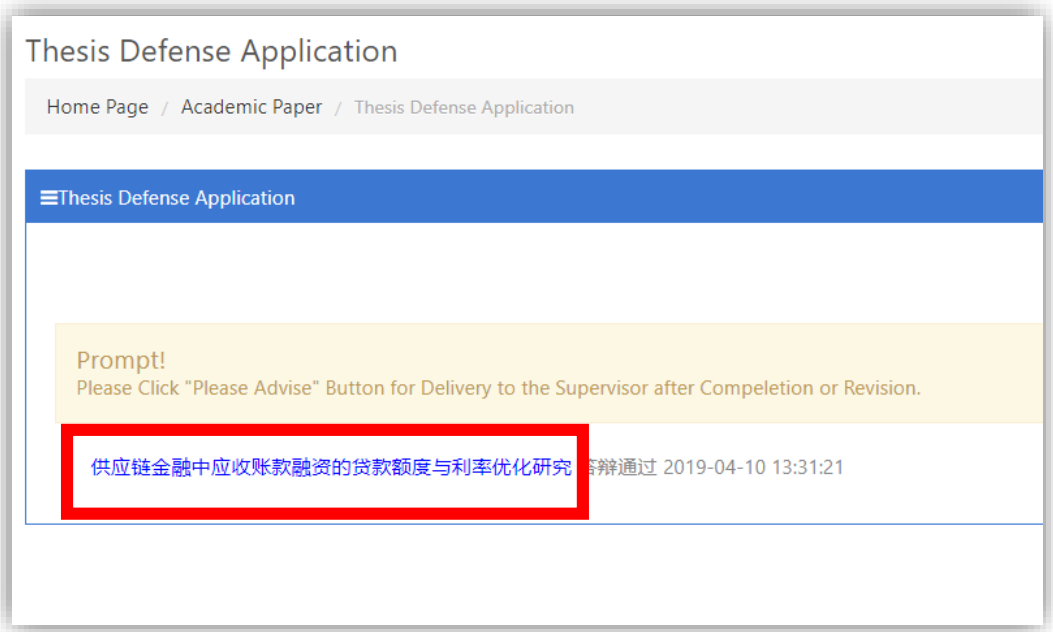
- In **Thesis Defense Application**, click the title.
- Then choose the first one, **Review Opinions**, on the right column to check review feedbacks.

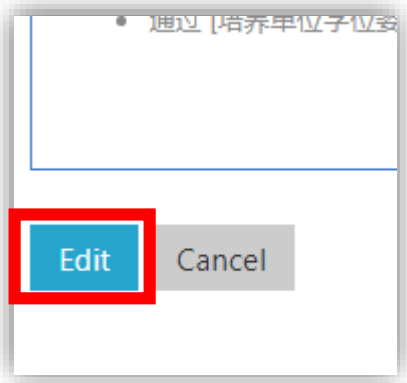




STEP4.3 Thesis Defense Application (UCAS thesis REVISION)

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





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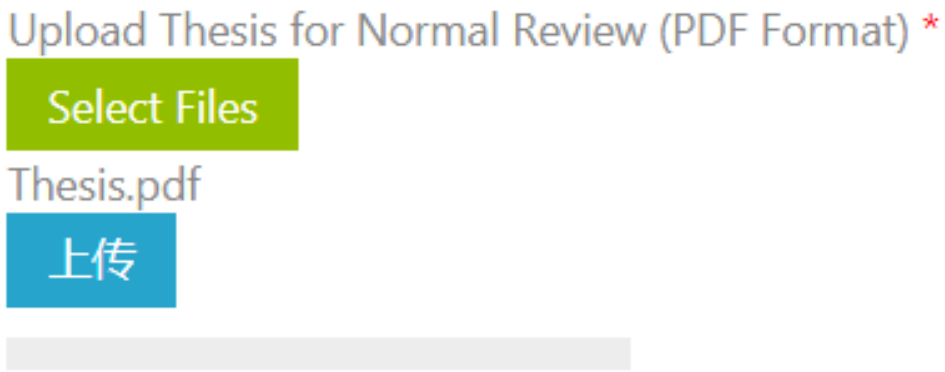
STEP4.3 Thesis Defense Application (UCAS thesis REVISION)

- Do not complain about no way to uploading updated thesis when you have revised. Actually the button to upload a new thesis to cover the old one is the same as Upload Thesis for Normal Review.



STEP4.3 Thesis Defense Application (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.

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

STEP4.3 Thesis Defense Application (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

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STEP4.3 Thesis Defense Application (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

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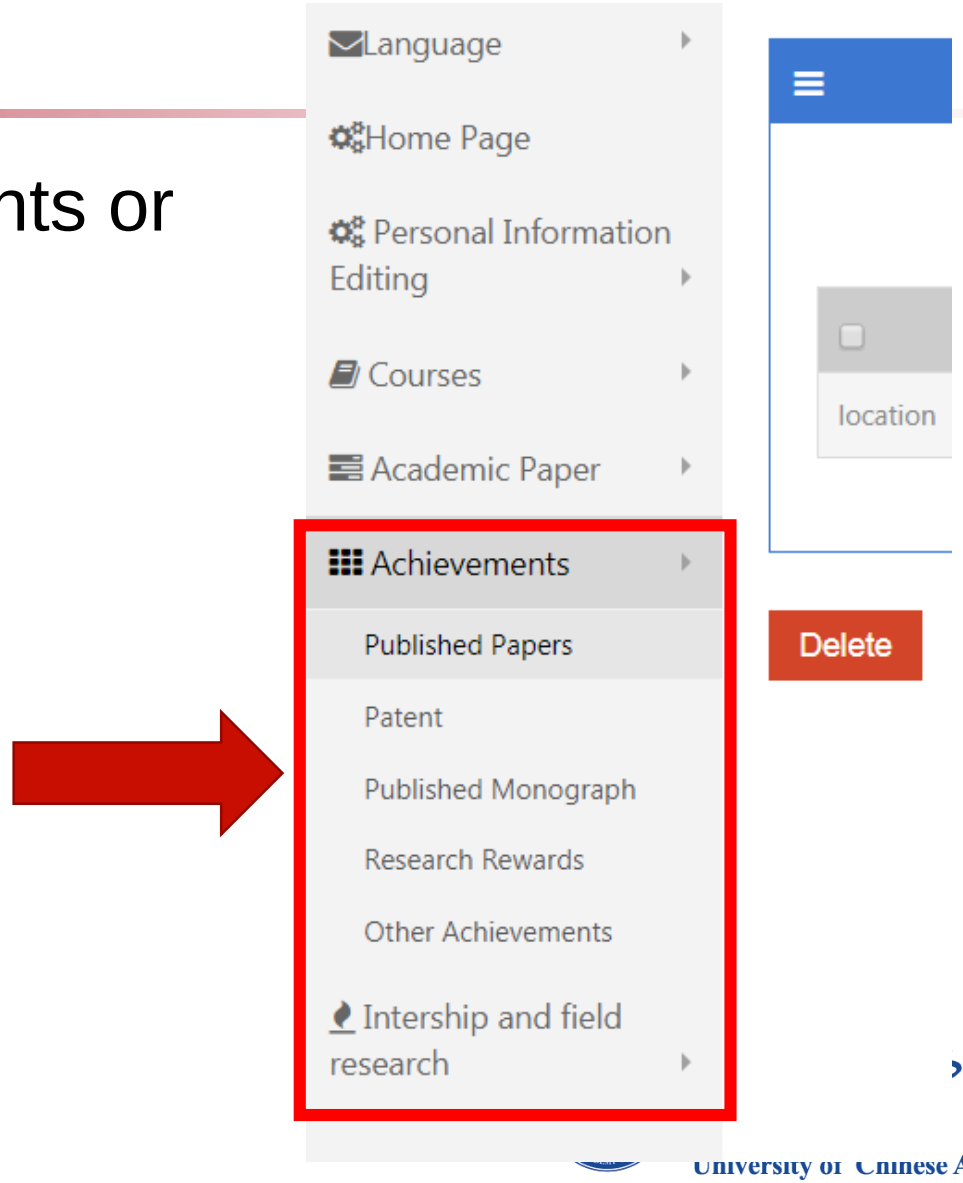
STEP5. Others

- If you have had any achievements or internship, please fill it out in Achievements.



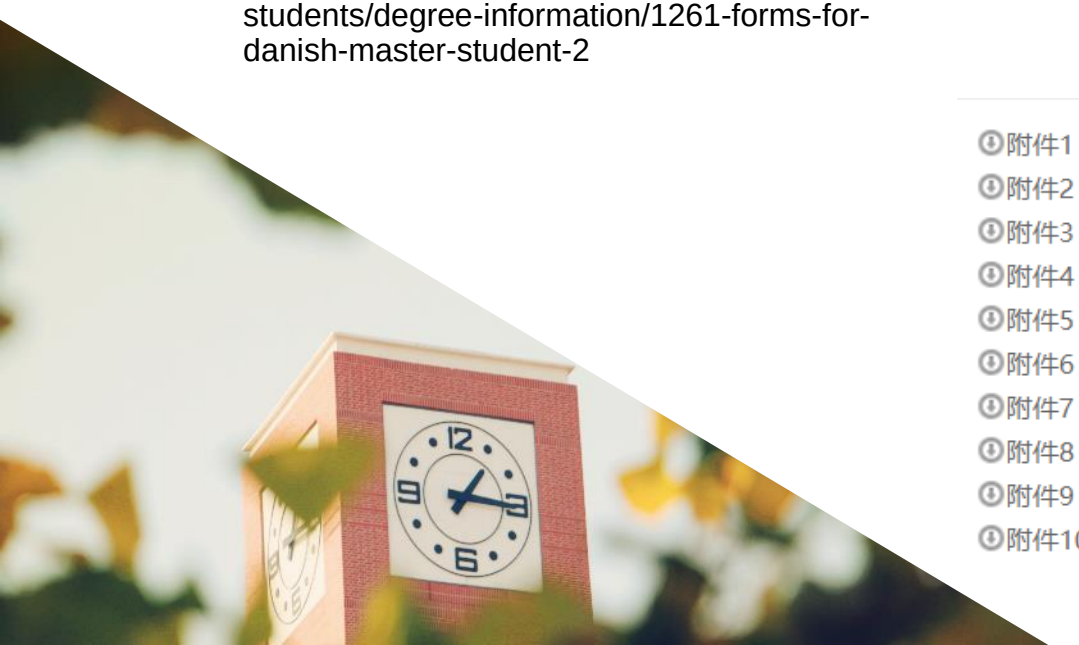
STEP6. UCAS FORMS FOR DANISH STUDENTS

- Follow the below link to a guide for the Opening speech and the relevant forms that needs to be filled, in regards to the thesis

- http://sdc.ucas.ac.cn/index.php/international-students/degree-information/1261-forms-for-danish-master-student-2

Guidelines of UCAS Opening Speech	2019-03-12
Notice for affiliation of publication	2019-03-11
Regulations for UCAS degree application	2019-03-11
UCAS Forms for Danish Master Students	2019-03-11
UCAS Forms for Danish PhD Students	2019-03-11

附件1 1. Registration Form for Thesis Opening Speech.doc
附件2 2. List of Thesis Review Panel.docx
附件3 3. UCAS Thesis Review Form.doc
附件4 4. UCAS Thesis Defense Application Form.doc
附件5 5. Supervisor Comments学术评语.docx
附件6 6. UCAS Voting ticket SDC答辩表决票.doc
附件7 7. UCAS Evaluation protocol决议书.doc
附件8 8. UCAS Thesis standard frontpage论文封面.docx
附件9 10. UCAS Supervisor Reappointment Form.doc
附件10 11.guidelines of UCAS Thesis frontpage.docx



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If you have any question, feel free to contact:

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