**办理须知**

**一、办理对象、内容、时间：**
    1、办理对象：毕业生（自助打印机无信息的）。
    2、办理内容：英文成绩单，中英文学历学位证明。有研究生毕业证、学位证（双证）的学生可以办理学历学位证明，没有毕业证的学生仅办理学位证明，未取得毕业证、学位证时不办理学历、学位证明。
    3、办理地点：**学生事务大厅（兴庆校区西南门内路南）12号窗口**

**二、办理流程：**
   毕业生需持研究生毕业证及学位证原件，准确填写办理人的信息。如果原件不在国内，须持档案馆开具的成绩单、学历学位证明，方可办理；未如实提供上述材料者一律不予办理。**毕业学生仅办理出国（英文）成绩单，其它成绩单在档案馆办理。**

**三、收费标准：**
   出国（英文）成绩单每份10元，学历学位证明每套10元。

西安交通大学研究生学历学位证明

姓 名 孙新辉

性 别 女

出生年月 1961年9月8日

入学年月 1983年9月

毕业年月 1986年7月

专 业 耳鼻喉科学(与学位证一致)

 该生完成硕士研究生教学计划规定的全部课程，成绩合格，准予毕业。经审核符合《中华人民共和国学位条例》的规定，授予医学硕士学位。

 校长：郑南宁（与毕业证

 学位评定委员会主席：郑南宁 一致）

学校盖章： 日期：2013年9月24日

 （办理当日日期）

**Xi’an Jiaotong University**

Certification of Graduation

###### Name Sun, Xinhui

Sex Female

Date of Birth Sept. 08, 1961

Date of Enrollment Sept, 1983

Date of Graduation July, 1986

Speciality Otolaryngology

This is to certify that the above candidate has successfully completed a postgraduate program and is hereby awarded this Certificate of Graduation. In conformity with “The Regulations Regarding the Academic Degree of the People’s Republic of China”, she is awarded the Degree of Master of Medicine. （注意性别）

Zheng Nanning Zheng Nanning

President Chairman of Academic Degree

 Evaluation Committee

Seal of University Date: 2013.9.24

注： 学位证明只对单证人办理（只有学位证的人）

西安交通大学研究生学位证明

姓 名 杨 靖

性 别 男

出生年月 1970年7月

毕业年月 1984年12月

专 业 热能工程

 该生完成硕士研究生教学计划规定的全部课程，经审核符合《中华人民共和国学位条例》的规定，授予工学硕士学位。

 校长：郑南宁

 学位评定委员会主席：郑南宁

学校盖章： 日期：2003年9月24日

# Xi’an Jiaotong University

 Certification of Degree

###### Name Yang Jing

Sex Male

Date of Birth Jul，1970

Date of Graduation Dec, 1984

Speciality Thermal Engineering

He has completed postgraduate program with qualified standing. In conformity with “The Regulations Regarding the Academic Degree of the People’s Republic of China”, he is awarded the degree Master of Engineering.

Zheng Nanning Zheng Nanning

President Chairman of Academic Degree

 Evaluation Committee

Seal of University Date: Sep.24，2003

**中文成绩单填写注意事项**

**1.学科门类**：工学、理学、文学、法学、经济学等。

**2.学科专业**：按照网上成绩单(或档案管出具成绩单)填写。

**3指导老师**：按照网上成绩单(或档案管出具成绩单)填写，职称‘教授’或‘副教授’。

**4课程及成绩填写**：

* 按照个人门户成绩单(或档案管出具成绩单)上的顺序填写；
* 在校学生未出成绩的课程不得删除，相应成绩栏空白，其他都打“/”；
* 按照网上成绩单(或档案管出具成绩单)上成绩填写（‘考试’、‘考查’）。

**5总学分及学位课学分**：为已获得学分，参照个人信息门户内容((档案管出具成绩单)填写。

**6毕业信息栏(论文答辩、学位授予、论文题目)：**

* 在校研究生（没有获得学位证书前）此三项一律不填，但不得删除该三项单元格；
* 已毕业学生请根据个人实际情况如实填写。

**7日期:**根据实际办理日期填写。

**8.排版:**中文成绩单所有内容需排版在一页A4上，不得出现换页。

**英文成绩单填写注意事项：**

**1. Academic Subject Category：**Engineering .Science. Arts .Law .Economics etc.

**2. Adviser:** Prof.(教授) A.P.(副教授)。

**3.Courses:**考试——’EX’ 考查——’AS’；

 严格与中文成绩单内容对应(顺序、成绩)；

 中文成绩单中若考查成绩项填写为分数，则对应’AS’项填写分数；

若为等级“优、良、中、及格、不及格”，则对应’AS’项填写’A.B.C.D.E’；

若考查成绩只有“通过、不通过”，则对应’AS’项填写’P . F’；

 课程名称自行翻译。

**4.排版: 英**文成绩单所有内容需排版在一页A4上，不得出现换页。

**5.Others:**其余部分内容填写要求请参照“中文成绩单填写注意事项”。

# Xi’an Jiaotong University Postgraduate Student Record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student No | 3100023001 | Name | Li w | Sex | Male |
| Academic Subject Category | Management | Adviser | Prof.  |
| Speciality | Corporate Management |
|  |
| Courses | C R | M / G |
| E X | A S |
| Applied Statistics Analysis | 3 | 80 | / |
| Investment | 3 | 80 | / |
| Science of Decision | 2 | 88 | / |
| Business Strategic Management & Simulation | 2 | 76 | / |
| Marketing Management | 2 | 89 | / |
| Advanced Management | 3 | 70 | / |
| Intellectual Property & Technology Trade | 2 | 75 | / |
| Technological Innovation Economics | 3 | 68 | / |
| Economic Game Theory | 2 | 80 | / |
| Theory & Practice of Scientific Socialism | 1 | 81 | / |
| Dialectics of Nature | 2 | 85 | / |
| English | 6 | 81 | / |
| Macro & Micro Economics | 3 | 88 | / |
| Compulsory Parts | C R | M / G |
| E X | A S |
| Social Practice | 1 | P |
| Lecture | 1 | P |
| Mid-term Examination | 3 | P |
| Title of Degree Thesis | Local Quantitative Analysis for Unit Combined Heat and Power and Theoretical Research On Heat Power Rate |
| Notes: Three evaluation systems are used: 1. The one-hundred mark system: Full Mark 100 & Pass Mark 60
2. The five grade system: Excellent (A) , Good (B) , Fair (C) , Pass(D) ,Fail (E)
3. The two grade system: Pass(P) & Fail (F)

 Abbreviations; C R (Credit), E X (Examination), A S (Assessment), M/G (Mark/Grade) |
|   Seal of the University Date : Dec. 18, 2004 （办理当日日期）   |

# Xi’an Jiaotong University Ph.D Student Record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student No | 2941005 | Name | Huang Zhi | Sex | Male |
| Academic Subject Category | Engineering  | Adviser | Prof . Lin Wanchao |
| Speciality | Thermal Power Engineering |
|  |
| Courses | C R | M / G |
| E X | A S |
| Dialectics of Nature | 2 | 86 | / |
| Practices and Theory of Scientific Socialism | 1 | 70 | / |
| English | 6 | 75 | / |
| Practice In Teaching | 2 | / | P |
| Computational Methods | 3 | 74 | / |
| Quantitative Analysis of Thermal System In Power Plant | 3 | 92 | / |
| Software Engineering  | 1 | / | A |
| Generation of Combined Heat and Power  | 3 | / | B |
| Advanced Heat Transfer  | 3 | 72 | / |
| Arithmetic and Analysis of Engineering Optimization | 2 | / | B |
| Electric Measuring Techniques for Non-Electric Quantities | 3 | / | P |
| Training of Abilities In Doing Research | 2 | / | B |
| Compulsory Parts | C R | M / G |
| E X | A S |
| International Communication | 1 | P |
| Readings of Basic Subject Literature | 2 | P |
| Opening Report | 2 | P |
| Mid-term Examination(Doctor) | 6 | P |
| Social Practice | 1 | P |
| Lecture(Doctor) | 2 | P |
| Title of Degree Thesis | Local Quantitative Analysis for Unit Combined Heat and Power and Theoretical Research On Heat Power Rate  |
| Notes: Three evaluation systems are used: 1．The one-hundred mark system: Full Mark 100 & Pass Mark 60 2．The five grade system: Excellent (A) , Good (B) , Fair (C) , Pass(D) ,Fail (E) 3．The two grade system: Pass(P) & Fail (F) Abbreviations; C R (Credit), E X (Examination), A S (Assessment), M/G (Mark/Grade) |
|  Seal of the University Date : April 9,2003（办理当日日期）   |