

外国留学生手册

HANDBOOK FOR INTERNATIONAL STUDENTS

2024



中国农业科学院研究生院

GRADUATE SCHOOL OF CHINESE ACADEMY OF AGRICULTURAL SCIENCES

目 录

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欢迎辞

亲爱的留学生同学们：

欢迎你们来到北京，加入中国农业科学院研究生院这个大家庭！

中国农业科学院是中国首批博士学位与硕士学位授予单位，研究生院 2007 年获得中国政府奖学金院校资格，2019 年获得高等学校来华留学教育与管理质量认证。依托中国农业科学院的科技教育资源，研究生院始终坚持立德树人这一根本，秉承“明德格物、博学笃行”校训，以“立足科研、质量为本、科教兴农”为己任，培养了一批批德智体美劳全面发展、勇担兴农报国大任的创新型、应用型、复合型、国际型高层次人才。近年来，研究生院紧密围绕中国农业科学院建设世界一流科研院所和一流学科的目标，坚持扩大规模与提高质量并举，深入推进研究生教育综合改革，不断扩大招生规模，持续提高培养质量，加快发展国际教育，实现了研究生教育快速发展。

留学生教育是中国农业科学院研究生教育的重要组成部分和国际化水平的显著标志。经过多年的发展，研究生院建立了来华留学生教育管理和质量保证体系，打造了以农业和生命科学为优势、以研究生学历教育为主体、以博士留学生教育为特色的“留学农科”品牌，培养知华友华的高层次国际化人才，更好地服务“一带一路”倡议和农业“走出去”。

留学生是校园的一道靓丽风景线。来自世界各地的留学生带来了不同的文化和民族风俗，丰富了我院的校园文化，增添了校园的国际化色彩。希望大家认真学习中国语言文化，遵守中国法律法规和研究生院的规章制度，尽快适应新的学习和生活环境；珍惜在研究生院的时光，刻苦学习，团结协作，勇于创新，努力在学业上取得丰硕成果；做到兼容并蓄，相互尊重、相互学习、相互帮助，促进中国与世界各国的友谊与交流。

留学中国是你们人生中的重要经历，必将成为你们人生的宝贵财富。

祝愿同学们在中国农业科学院愉快学习，健康生活，实现你们的留学梦想！

研究生院党委书记 姜梅林 研究员
研究生院执行院长 方海洋 教授

WELCOME SPEECH FROM GSCAAS

Dear international students:

Welcome to Beijing and join the big family of the Graduate School of the Chinese Academy of Agricultural Sciences (GSCAAS) !

GSCAAS is one of the earliest institutions approved by the Academic Degrees Committee of State Council to confer Master's and Doctoral Degrees. It received the qualification of Chinese Government Scholarship (CGS) Granting Institution in the year of 2007. In 2019, GSCAAS officially passed the National Accreditation on Universities Hosting International Students. Based on CAAS high level research advantage and education resources, the Graduate School has been always adhering to the fundamental principle of moral education and talent cultivation, upholding the motto "Uphold Virtue and Seek Truth, Pursue Knowledge and Practice Diligently," with the schooling philosophy of 'research-based, quality-oriented, agriculture revitalization through science and education', GSCAAS has cultivated a huge number of innovative, applied, composite, and international high-level talents who have comprehensive development in morality, intelligence, physical fitness, aesthetics as well as labor, and are brave enough to shoulder the great responsibility of promoting agriculture and serving the country. In recent years, the school centers around the CAAS 'world-class scientific research institutes and disciplines' ambition, insists on expanding the scale and improving quality simultaneously, boosting in-depth comprehensive reform of graduate education, improving the quality of training and accelerating the development of international education, and has realized rapid development of graduate education.

International education is an important growth pole of graduate education and a remarkable symbol of the internationalization for GSCAAS. After years of development, the school has established a well-reputed educational management and quality assurance system for international students, and realized robust development of the student scale and the continuous improvement of training quality. We have

built a brand of "Study in CAAS" with the advantages on agriculture and life sciences, postgraduate degree education as the main body and doctoral education as the characteristics. It has been continuously promoting the cultivation of high-level international talents who understand and are friendly to China, as well as better serving the Belt and Road initiative and strategy of agriculture "going global" .

International student is one of the brilliant highlights on campus. Students from all over the world have brought different cultures and national customs, enriching our campus culture and highlighting its internationalization. Hope you can learn Chinese language and culture, abide by the Chinese laws and school's regulations, and adapt to the new environment as soon as possible; cherish your time here, study hard in spirit of team work, strive for innovation, and achieve fruitful results in the future; be open-minded and inclusive, to respect, help and learn from each other, promote friendship and exchanges between China and your home country.

Studying in China will surely become a remarkable experience and a valuable asset in your life!

We would like to take this opportunity to express our best wishes to all students to enjoy your study in CAAS, to live a well-balanced life, to embrace a wonderful future with your dreams!

Sincerely,

Professor Jiang Meilin
Secretary of the Party Committee
GSCAAS

Professor Fang Haiyang
Executive President
GSCAAS

中国农业科学院研究生院简介

中国农业科学院 1979 年成立研究生院，1981 年经国务院批准成为我国首批博士学位与硕士学位授予单位，2007 年经教育部批准成为中国政府奖学金来华留学院校，2019 年获得高等学校来华留学教育与管理质量认证（证书编号：CEAIEQA-EIS-C-2019010），是国家级科研机构举办研究生教育的先行院所之一，是中国农业领域享有盛誉的一流研究生院。

研究生院依托分布在全国 17 个省（市、自治区）的 39 个培养单位，始终坚持立德树人这一根本，秉承“明德格物、博学笃行”校训，以“立足科研、质量为本、科教兴农”为己任，经过 40 多年的探索和发展，创建了以“院所结合、两段式培养”为特色的硕士、博士、学术学位、专业学位以及中外合作办学、来华留学生教育的多层次、多类型、国际化、开放式的人才培养体系，实现了我院的科研资源优势转化为学科建设、人才培养、特色办学优势，为研究生完成课程教学、开展学术研究、参与课题实践、培养创新能力等提供了农业科研国家队特有的广阔舞台。

中国农业科学院是国家级综合性农业科研机构，担负着全国农业重大基础与应用基础、应用研究和高新技术研究的任务。全院建有全球最大的大动物生物安全四级实验室单体设施、亚洲最大的大动物生物安全三级实验室集群、全球单体最大和原生资源最多的国家作物种质库、2 个国家重大科技基础设施、15 个全国重点实验室、62 个农业农村部重点实验室；1 个国家技术创新中心、5 个国家工程技术研究中心、7 个国家级野外科学观测试验站、30 个农业农村部质检中心；2 个 FAO 参考实验室、7 个 WOSH 参考实验室和 62 个国际联合实验室 / 研究中心；1 座馆藏文献 210 余万册、33 万种的国家农业图书馆。优良的科研设施设备、大量的前沿课题项目、充足的科研经费、丰富的图书文献资源，一流的导师队伍及广泛的国际合作交流，为中国农业科学院研究生教育提供了强大的科技支撑和教育资源。

中国农业科学院现有学科涉及理学、工学、农学、管理学 4 大门类，涵盖 17 个一级学科，拥有 11 个博士学位授权一级学科点，44 个博士学位授权二级学科点；16 个硕士学位授权一级学科点，52 个硕士学位授权二级学科点；5 个博士、硕士学位授权交叉学科；1 个博士专业学位授权类别、5 个硕士专业学位授权类别。现有 10 个 A 类学科，其中 5 个 A+ 学科（作物学、园艺学、植物保护、

畜牧学、兽医学），3 个 A 学科（生物学、农业资源与环境、农业硕士专业学位），2 个 A- 学科（生态学、食品科学与工程），学科实力雄厚，专业特色鲜明。中国农业科学院现有两院院士 17 人，研究生导师 2781 人，其中博士生导师 1079 人。现有任课教师 680 余人，由我院导师和周边高校及科研机构知名教授专家组成。

中国农业科学院与 330 多个外国政府部门、科研教学机构以及近 50 个国际组织、基金会和跨国公司等建立了合作关系，合作伙伴遍布五大洲 85 个国家。研究生院积极服务国家“一带一路”倡议和农业“走出去”需求，大力发展留学生教育。留学生奖学金类型包括中国政府奖学金、北京市外国留学生奖学金、中国农业科学院研究生院奖学金和发展中国家妇女科学组织奖学金等。博士和硕士项目的学习期限通常为 3 年。授课语言大多是英语或中英双语教学。经过多年的发展，研究生院建立了来华留学生教育管理和质量保证体系，留学生教育已成为中国农业科学院研究生教育的重要组成部分和教育国际化水平的显著标志。截至 2023 年底，在校留学生 319 余人，其中博士生 276 余人，生源来自亚洲、非洲、欧洲、美洲、大洋洲的 51 个国家，涵盖 42 个学科专业，涉及 31 个培养单位。累计毕业留学生 809 人，分布在全球 69 个国家。经教育部批准，研究生院与比利时列日大学和荷兰瓦赫宁根大学合作举办博士教育项目，并与美国、加拿大、德国、爱尔兰、澳大利亚、泰国、巴基斯坦、孟加拉国、埃及等国家的 30 多所大学和科研机构建立了合作关系，国际合作与交流水平不断提升，研究生教育国际化迈进了高质量发展的新阶段。

站在新的历史起点，中国农业科学院研究生院将立足服务国家战略需求和中国农业科学院的使命担当，秉承“明德格物，博学笃行”院训，坚持“高层次、研究型、国际化、有特色”的办学目标，努力把研究生院建设成为国内一流、国际知名的培养和造就高层次农业科技人才的教育基地。

BRIEF INTRODUCTION OF GSCAAS

The Graduate School of Chinese Academy of Agricultural Sciences (GSCAAS) was founded in 1979. It is one of the earliest institutions approved by the Academic Degrees Committee of State Council to confer Master's and Doctoral degrees. In 2007, GSCAAS received the qualification of Chinese Government Scholarship (CGS) Granting Institution from Ministry of Education of China. In 2019, GSCAAS officially passed the National Accreditation on Universities Hosting International Students (certificate No. : CEAIEQA-EIS-C-2019010). It was one of the national research institutions pioneering in graduate education in China and has developed into one of China's leading graduate schools with its overall competitiveness in agriculture.

Based on 39 research institutes of CAAS distributed in 17 provinces, municipalities and autonomous regions, the Graduate School has been always adhering to the fundamental principle of moral education and talent cultivation, upholding the motto "Uphold Virtue and Seek Truth, Pursue Knowledge and Practice Diligently," with the schooling philosophy of *'research-based, quality-oriented, agriculture revitalization through science and education'*. After more than 40 years of exploration and development, GSCAAS has established a multi-level, multi-type, international and open talent cultivating system based on the school's characteristics of *'School-institute combination, two-phase training'*, which covers master's and doctoral postgraduates, academic and professional degrees, joint PhD programs and international education. It has realized the transformation of our advantages of scientific research resource into the advantages of disciplinary construction, talent cultivation and characteristic education, which provides a unique and broad stage of the national team of agricultural research for enabling the graduate students to complete their course studies, conducting academic research, participating in practical activities, cultivating innovative capabilities.

Chinese Academy of Agricultural Sciences is the national comprehensive agricultural research institution, shouldering the mission of undertaking significant and applied foundational, applied and high-tech research in agriculture nationwide. There are the

world's largest single P4 animal biosafety laboratory, the largest cluster of P3 biosafety laboratories for large animals in Asia, and the world's largest single-entity National Crop Germplasm Bank with the most abundant native resources, 2 major national science facilities, 15 national key laboratories, 62 key laboratories of the Ministry of Agriculture and Rural Affairs (MARA); one national technology innovation center, 5 national engineering research centers of Ministry of Science and Technology; 7 national observation and experiment field station; 30 agro-products quality and safety risk assessment laboratories of MARA; 2 FAO reference laboratories; 7 WOA reference laboratories and 62 joint international laboratories/research centers; one national agricultural library possessing more than 2.1 million volumes and 330, 000 types of books. Excellent scientific research facilities and equipment, huge number of cutting-edge projects, adequate research funding, rich library and literature resources, first-class scientists & supervisors, extensive international cooperation and exchanges provide graduate education of CAAS a sound scientific and technological support and educational resources.

The programs in GSCAAS are related to 4 major academic categories of natural sciences, engineering, agriculture and management sciences, including 11 Ph.D. primary disciplines and 16 Master's degrees primary disciplines. The GSCAAS currently holds 44 Doctoral programs, 52 Master programs, 5 interdisciplinary Doctoral and Master programs, one professional doctoral programs, and 5 professional Master's programs in agriculture and veterinary medicine. Currently, there are 10 A-level disciplines with strong disciplinary strength and distinctive professional characteristics, including 5 A+ disciplines (Crop Science, Horticulture, Plant Protection, Animal Science, Veterinary Medicine), 3 A disciplines (Biology, Agricultural Resource and Environment Science, Master of Agriculture), and 2 A-disciplines (Ecology, Food Science and Engineering). At present, the school boasts 17 academicians of the Chinese Academy of Sciences and Chinese Academy of Engineering, 2781 supervisors including 1079 supervisors for Doctoral Programs. Moreover, our faculty has 680 instructors from CAAS institutes, surrounding well-known universities and research institutions.

Chinese Academy of Agricultural Sciences has established cooperative ties with

more than 330 foreign government departments, overseas research and education institutions, and nearly 50 international organizations, foundations and transnational corporations in 85 countries. The graduate school actively serves '*the Belt and Road Initiative*' and the agricultural '*going global*' strategy, to vigorously develop international education. It offer international students the Chinese Government Scholarship, Beijing Government Scholarship, the GSCAAS Scholarship and GSCAAS-Organization for Women in Science for the Developing World (OWSD) Fellowship, etc. The basic duration of study of doctorate and master's programs is three years, and the medium of instruction is mostly English or Chinese and English bilingually.

After years of development, the Graduate School has established a well-reputed educational management and quality assurance system for international students. It has become an important growth pole of the CAAS postgraduate education and a remarkable symbol of its internationalization. Currently, more than 319 international students, including 276 Ph.D. students, are studying at GSCAAS, involving 42 programs and 31 research institutes of CAAS. They come from 51 countries in Asia, Africa, Europe, America and Oceania. The GSCAAS had conferred degrees on 809 graduates in total distributed in 69 countries in the world. Approved by the Ministry of Education, GSCAAS has carried out joint Ph.D. programs with the University of Liège in Belgium and Wageningen University in the Netherlands, and established cooperative relationships with more than 30 universities and scientific research institutions in the United States, Canada, Germany, Ireland, Australia, Thailand, Pakistan, Bangladesh, Egypt and the other countries. The level of GSCAAS international cooperation and exchanges has been continuously improved. The internationalization of graduate education has entered into a new stage of high-quality development.

Standing at a new historical starting point and Embodying its motto of '*wisdom, virtue, erudition, and discretion*', GSCAAS is striving to develop into an exceptional, internationally renowned base for cultivating outstanding talents in agricultural fields, in adhering to the mission of '*higher-level, research-oriented, internationalized and distinct-featured*' graduate education.

第一篇 法规与校纪

LAWS AND REGULATIONS

一、留学生应遵守中国法律法规和研究生院的规章制度。

The international student (The student hereafter) should abide by Chinese laws, regulations and GSCAAS rules and regulations.

二、留学生应尊重中国的社会公德和风俗习惯，尊敬师长、团结友善，不得从事或者参与有损留学生形象及有悖社会公德的活动。

The student should respect Chinese social morality and customs, show respect to teachers and seniors, and be united and friendly. The student is not allowed to engage in or participate in activities that undermine the image of international students and run counter to social morality.

三、研究生院尊重留学生的民族习俗和宗教信仰，但不提供宗教活动场所。在研究生院和培养单位内不得进行传教、宗教聚会等任何宗教活动。

GSCAAS respects the student's religions and customs, but would not provide a place for religious activities. No religious activities or gatherings allowed on campus (both GSCAAS & Training unit/Research institutes).

四、经研究生院和培养单位同意，国际学生可以在校内指定的地点和范围举行庆祝本国重要传统节日的活动，但不得有反对、攻击其他国家、民族的内容或者违反公共道德的言行，不得影响研究生院和培养单位正常的教育教学秩序和生活秩序。

With the consent of GSCAAS and the Training unit (research institute), international students may hold activities to celebrate important traditional festivals in designated places and scope on campus, provided that no activities against or attacking other countries or nations or words and deeds against public morality that may affect the normal order of education, teaching and life of GSCAAS and the research institute.

五、留学生在读期间不得就业、经商或从事其他经营性活动，但可以参加

研究生院组织的勤工助学活动。

The student is not allowed to work, engage in business or other commercial activities during the period of study. With the approval of the GSCAAS, the student may join the work-study program on campus.

六、留学生应自觉遵守中国治安管理规定，严禁赌博、酗酒、打架斗殴、吸毒、贩毒、卖淫、嫖娼及介绍卖淫、嫖娼等违法行为。严禁无证、酒后驾驶。严禁故意损坏、偷窃、骗取、抢夺公共或他人财物。严禁违规燃放烟花爆竹。

The student should obey the public security administration in China. Gambling, excessive drinking, fights and scuffles, drug-taking and drug-trafficking, and prostitution are illegal act and hence strictly banned. Drunk driving or driving without a license are prohibited. No vandalism, theft, fraud, robbing public or personal property. The student should obey Fireworks Safety Regulations.

七、留学生应严格遵守学术道德规范，严禁剽窃、伪造、抄袭等学术不端行为。

The student should strictly obey academic norms and ethics. Any academic misconduct including plagiarism, forgery and illegal copy etc. is strictly prohibited.

八、留学生不得干扰、破坏研究生院和培养单位正常的教学、科研和生活秩序。不得擅自散发、张贴宣传品。严禁饲养宠物。严格执行请假制度。禁止在禁烟区吸烟。厉行节约，严禁浪费水、电等。

The student is not allowed to interfere or violate the normal functioning of teaching, research work, and school life of GSCAAS as well as research institutes. No distribution or posting propaganda materials. No pets. Strictly obey the Regulation of Requesting for Leave. Smoking is prohibited in non-smoking area. Wasting of water, electricity etc. is prohibited.

九、留学生不得擅自进行社会调查活动，携带试验材料等出入境。

The student is not allowed to conduct social surveys and carry experimental materials to enter or exit China without official approval in advance.

第二篇 报到与注册

REGISTRATION

一、新生 NEW STUDENTS

1. 留学生本人应按《录取通知书》规定的时间报到，并于抵达当天持本人有效护照、《录取通知书》《外国留学人员来华签证申请表》（201/202 表）、最高学历学位证书及成绩单原件、2 封推荐信原件、8 张 2 寸白底照片到国际教育处办理报到手续。经查验材料，发现有弄虚作假的留学生，将取消其入学资格，回国费用自理。

The student should arrive at GSCAAS during the prescribed period on the Admission Notice and register on the arrival day by providing valid Passport, Admission Notice, Visa Application form (JW201/202), Original Highest Degrees and Academic Transcripts, two Reference Letters and eight passport size photos with 2-inch white background to the International Education Office. All provided documents and materials will be verified, false materials will result in cancellation of admission, and the related student should return to his/her home country at own expense.

2. 留学生应交纳申请费（中国政府奖学金国别双边项目留学生除外）。中国政府奖学金生免交住宿费，需提供交通银行账号，用于生活费的发放。其他奖学金生交纳奖学金内容未包含的相关费用。自费留学生还须交纳本学年的学费和住宿费等。

All the students need to pay application fee except CSC student under Chinese Government Scholarship-Bilateral Program. The CSC students are exempted from accommodation fee, and should provide bank account for receiving the monthly allowance. Other scholarship students should pay the fees not listed in the scholarship content. Self-supporting student should also pay the tuition and accommodation fees for the registered academic year.

3. 完成报到手续的留学生领取《外国留学生手册》《安全须知》《防范电信诈骗提示》《禁毒宣传册》和课程教材等材料，持《入住通知单》办理入住手续。

After completion of registration procedure, the student will be provided Handbook for International Students, *Safety Notice*, *Policing Tips offered to avoid cyber fraud*, *the Consequences of Drug Abuse and Drug related crimes in China*, *Course materials*, etc., and then take the Check-in Notice to register in the Student Dormitory.

4. 留学生应在抵达北京 24 小时内到所属派出所办理住宿登记手续，办理完毕后将《临时住宿登记表》的复印件上交国际教育处（具体见“签证与居留许可”项）。留学生回所后，按相关规定到住宿地所属派出所办理住宿登记。如住宿地址变更，应及时到所属派出所办理住宿登记。

Within 24 hours after arriving in Beijing, the student should register at the local police station and submit a copy of *Registration Form of Temporary Residence* (hereafter Residence Form) to the International Education Office (refers to Visa & Residence Permit for more details). When arriving at the institute, the student should register at the local police station according to the relevant provisions. If the dormitory address changed, the student should update his/her registration as soon as possible.

5. 留学生须参加健康认证或体检（具体见“健康认证体检和保险”项）。The student should complete the Physical Examination (refers to Physical Examination and Insurance for more details).

6. 留学生须参加新生入学教育。
All the new students should attend the orientation activities organized by the International Education Office.

7. 留学生应向国际教育处提交办理居留许可的材料，具体要求见“签证与居留许可”项。
The student should submit required documents to the International Education Office for applying Residence Permit (refers to Visa & Residences Permit for more details).

8. 完成注册的留学生可领取学生证、课表和教材。
After completing all the foresaid procedures, the student can receive Student ID, Course Timetable and Teaching Materials.

9. 因故未能及时报到的，须事先书面申请，经批准后按要求的时间报到。超过报到时间 2 周未报到的，视作自动放弃入学资格。

Those who are unable to arrive/register before due date should inform the International Education Office in written form in advance. With the approval of GSCAAS, the student should arrive during the updated time. If the student fails to register two weeks after the registration deadline, he/she will be regarded as giving up the admission automatically.

二、在校生 CURRENT STUDENTS

1. 学生须在每学期开学之日前返校，并在开学两周内持学生证到所在培养单位的主管部门完成注册手续，填写《注册登记表》。

The current students should return to the research institute before the commencement of each semester, and should register at the host institute within 2 weeks with Student ID and complete the Registration Form.

2. 因故不能按时注册者，须提前书面请假，未经批准逾期两周以上（含两周）未注册者，以及超过延缓注册期限仍未获得注册者，按自动退学处理。未注册者不享有在校生的各项权利。

The student who is unable to register in time should apply in written form for late registration in advance. Without permission from GSCAAS, those who has not registered or failed to register for more than two weeks (including two weeks), or exceeding the renewed deadline of extension registration, will be treated as drop-out automatically. The unregistered student should not have all the rights of current students.

第三篇 健康体检和保险

PHYSICAL EXAMINATION AND INSURANCE

一、健康医疗体检 PHYSICAL EXAMINATION

1. 留学生来华前需按照《外国人体格检查表》的要求在本国进行体检，体检报告有效期为 6 个月；新生报到后须到北京市卫生检疫中心办理健康认证或体检。因故未能参加统一体检的，须自行前往体检。

The student should complete the Physical Examination as required in *Foreigner Physical Examination Form* before applying for a Visa to China. The validity of examination report is six months. The International Education Office will arrange Physical Examination for new students at Beijing International Travel Healthcare Center Haidian Clinic after registration. Those who are unable to attend in group should take the physical examination by themselves.

2. 体检时间：周一至周五上午 8:30 – 11:15

Physical Examination Time: 8:30 – 11:15 from Monday to Friday

验证时间：周一至周五 8:30 – 11:15; 13:00-16:00

Verification time: 8:30 – 11:15; 13:00-16:00 from Monday to Friday

取证时间：周一至周五 13:00-16:00

Result pick-up time: 13:00-16:00 from Monday to Friday

3. 体检单位：北京国际旅行卫生保健中心海淀门诊部

地址：北京市海淀区西北旺镇德政路 10 号

Place of Physical Examination: Beijing International Travel Healthcare Center Haidian Clinic.

Address: No.10 Dezheng Road, Xibeiwang town, Haidian District, Beijing.

4. 体检需携带的材料及要求：

The student should bring the documents for Physical Examination as listed below:

(1) 本人有效护照 Valid Passport

(2) 录取通知书和签证表 (JW201 表和 JW202 表) 原件和复印件

The original and copy of admission notice and visa application form (JW201 & JW202)

(3) 1 张 2 寸白底照片

One 2-inch full face recent photo with white background

(4) 6 个月有效期内本国体检的结果、报告等

The original physical examination results and reports undertaken in his/her home country within 6 months.

(5) 空腹 Empty stomach (no food and water taken before physical examination)

(6) 体检费: 已完成所有体检项的, 仅缴纳健康认证费。补检项目按照实际费用支付, 所需费用自理。

Physical Examination Fee: Those who have already completed all of the required items and provided admission notice and JW201&202 forms should be free of charge. Those students who are required for a supplementary physical examination should pay the fees accordingly.

5. 办理流程 Procedure

(1) 填写申请表 Fill in the application form

(2) 登记信息 Data entry at the registration counter

(3) 交费 Pay the fees

(4) 体检 Complete the physical examination

(5) 交回表格 Present the form to the form return counter

(6) 四个工作日后领取结果 Pick up the certificate after 4 working days

说明: 如果留学生有最近 6 个月内国外医疗机构签发的健康证明, 请在步骤 2 中提交给工作人员。

Note: If the student already undertaken a physical examination in his/her country in the last 6 months, please present the health report including all the related materials to the staff during step two.

6. 体检不合格的留学生, 取消入学资格, 必须按规定立即离境回国, 所需费用自理。

The student who fails to meet the requirement of health qualification, must return to his/her country immediately at own expense and the admission will be cancelled automatically.

二、保险 INSURANCE

1. 保险办理 **Purchase of Insurance**

中国政府奖学金生、北京市政府奖学金生和研究生院奖学金学历生由研究生院统一办理保险，其他类型奖学金生和自费生由本人办理保险。凡未购买保险者，不予注册。

Insurance for Students with Chinese Government Scholarship, Beijing Government Scholarship and GSCAAS Scholarship will be covered by GSCAAS. The student with other categories of scholarships and self-financed students should purchase the insurance themselves. Those who do not purchase the insurance are not eligible for registration.

2. 保障内容 **Insurance Contents**

(1) 身故责任 **Death Insurance:**

被保险人因意外事故或疾病身故的，保险公司按约定保险金额给付保险金，保险责任终止。

Annuity Insurance Company, Ltd. shall pay the stipulated amount of insurance compensation if the Insured person dies of any accident or disease. Insurance liabilities thus terminate.

(2) 意外伤残责任 **Accidental Disability Insurance:**

被保险人因遭受意外事故，并自事故发生之日起 180 天内因该事故造成《人身保险伤残评定标准》所列伤残项目的，保险公司依照该标准规定的评定原则对伤残项目进行评定，除另有约定外，保险公司按评定结果所对应该标准规定的给付比例乘以相对应责任下的保险金额给付意外伤残保险金。如治疗仍未结束的，按事故发生之日起第 180 日的身体情况进行伤残鉴定，并据此给付意外伤残保险金。

If the insured person suffers from any accident which results in any disability listed in the Injury and Disability Assessment Criteria for Personal Insurances within 180 days since the occurrence of the accident, according to the policy Ping An shall pay the

insurance money, whose amount shall be calculated based on the multiplication of the sum insured, which is corresponding to insurer's responsibilities, and the proportion that is specified in the "Proportion Table of Disability Degree and Payment" of Ping An Annuity Insurance Company, Ltd. If medical treatment is still not over on the 180th day, disability evaluation shall be made on the basis of the Insured's physical condition on that day and the Insurance of Accidental Disability shall be paid in accordance with the evaluation results.

(3) 意外医疗责任 Accidental Medical Insurance:

被保险人因遭受意外事故，并自事故发生之日起 180 天内进行治疗，保险人就其实际支出的合理且必要的医疗费用按 100% 给付意外伤害医疗保险金（合理费用不含当地社会基本医疗保险规定的自费及部分自费费用）。被保险人不论一次或多次发生意外伤害保险事故，保险人均按上述规定分别给付“意外伤害医疗保险金”，但累计给付金额以不超过该被保险人的保险金额为限，累计给付金额达到其保险金额时，对该被保险人的该项保险责任终止。

If the insured person receives medical treatment within 180 days since the occurrence of the accident, the Insurer shall be liable for the payment of the full amount of the reasonable and necessary expenses actually paid by the Insured for the medical treatment (the amount of reasonable expenditures shall exclude the self-paid or partly self-paid items and expenses stipulated by the local regulations of the basic medical insurance). Whether an accidental injury happens to the Insured person for once or several times, the Insurer shall pay the respective "medical insurance for accidental injury" in accordance with the foresaid provisions, but the accumulative amount of payment shall not exceed the Insured person's sum insured. When the accumulative amount of payment reaches the Insured's sum insured, the said insurance liability for the said Insured shall be terminated.

(4) 门急诊医疗责任 Outpatient and Emergency Medical Insurance:

被保险人因疾病进行门诊、急诊治疗所发生的合理且必要的医疗费用，每个保险期间内，就诊日费用限额为 600 元（即：若当日医疗费用超日限额的只能按 600 元计算，当日医疗费用未超 600 元限额的按实际发生金额计算），在日限额的基础上累计超过 650 元免赔额以上的部分按照 85% 比例赔付，累计给付以保险金额 20000 元为限。当累计给付金额达到其保险金额时，该被保险人

的该项保险责任终止。

日限额：为每日就诊的最高费用限额。

免赔额：本险种设置 650 元为免赔额（一个保险期间内累计扣一次 650 元），免赔额以下部分不予赔付。

门急诊医疗费用包括：普通门诊、急诊、门诊手术、急诊留观所产生的相关费用、及因与住院同一病因产生的院前、院后门诊所产生的费用等均归属于门急诊医疗责任范围内，例如因腹痛、发热、晕倒、上呼吸道感染等等在门诊或急诊进行治疗的；

赔付公式：（每天在日限额 600 元以内的合理费用相加 -650 元）*85%= 赔付金额（合理费用合计不含当地基本医疗保险规定的自费及部分自费费用）。

The reasonable and necessary expenses incurred by the Insured for receiving outpatient or

emergency medical treatment because of illness, within each insurance period, the daily limit for outpatient is RMB600, (that means, if medical expense exceeding RMB 600 per day, shall be calculated as RMB600; if the medical expense not exceeding RMB600 per day, shall be calculated by the actual amount). Once the medical expenses exceeding the starting line of RMB650, the remaining amount of the medical expenses exceeding the deductible RMB650 on the basis of the daily limit rules will be reimbursed at a percentage of 85%, and the accumulative payment shall not exceed the limit of RMB20000. The insurance liability shall be terminated once the accumulative amount of payment reaches the sum insured.

Daily limit: The top claim limit of available medical cost.

Deductible: RMB 650 (A total of RMB650 is deducted accumulatively for one time during an insurance period). Below the starting line, there is no compensation.

The related expenses incurred from general outpatient treatment, emergency treatment, outpatient surgery, hospitalization for observation, and expense or cost of outpatient and emergency treatment before and after hospitalization that arises from the same cause of disease are also deemed as outpatient and emergency treatment. For example, being treated in the outpatient or emergency for fever, abdominal pain, faint, and upper respiratory tract infection etc.

Reimbursement equation: (the expense of each day within the daily limit RMB600 add up-RMB650) * 85%=reimbursable amount (the total amount of reasonable expenditures shall exclude the self-paid or partly self-paid items and expenses stipulated by the local regulations of the basic medical insurance)

(5) 住院医疗责任 Hospitalization and Medical Insurance:

被保险人因意外事故或因疾病，经医院诊断必须住院治疗的，保险公司就其实际支出合理且必要的护工费（限额 200 元 / 天，累计 60 天）、建病历费、取暖费、空调费、床位费、检查检验费、特殊检查治疗费、手术费、药费、治疗费、化验费、放射费等合理医疗费用，按 100% 给付“住院医疗保险金”。急诊抢救所产生的相关费用，归属住院医疗责任下，对被保险人在医院进行了急诊抢救的合理且必要的治疗费用，按照 100% 给付保险金。

赔付公式：合理住院费用合计 * 100% = 赔付金额（合理费用合计不含当地社会基本医疗保险规定的自费及部分自费费用）。

被保险人不论一次或多次住院或急诊抢救的治疗，保险公司均在规定限额内给付保险金，分项累计给付金额达到其保险金额时，对该被保险人该项保险责任终止。

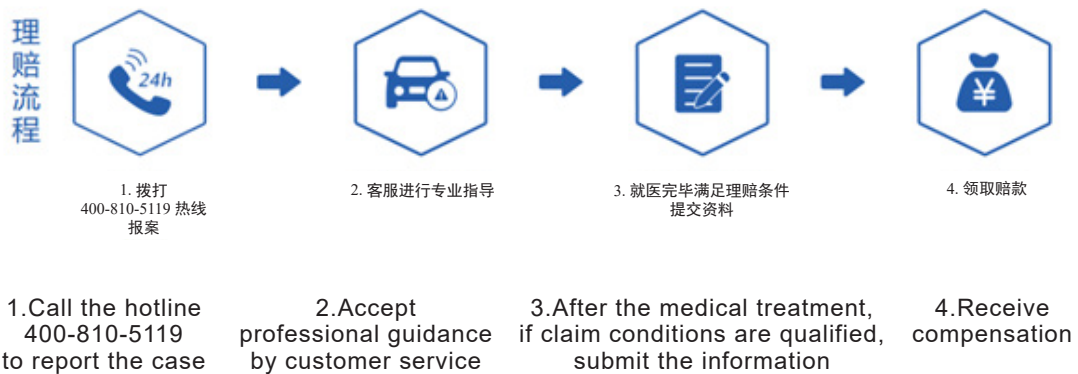
If diagnosis confirms that the Insured must be hospitalized for treatment because of suffering from the accident or the illness, the insurance company (Guoren) shall pay 100% of the “hospitalization and medical insurance” to the insured with regard to the actual and reasonable expenses for medical treatment, including reasonable and necessary fees for nursing (limited to RMB200 per day and accumulate up to 60 days), medical record, heating, air-conditioning, bed, examination, special examination and treatment, operation, medicine, treatment, laboratory test, radiation, etc. Relevant expenses arising from emergency rescue, under the responsibility of inpatient medical treatment, the Insured shall be paid 100% of the insurance premium for the reasonable and necessary treatment expenses of undergoing emergency rescue in the hospital.

Reimbursement Equation: reasonable hospitalization expenditure * 100% = reimbursable amount (the total amount of reasonable expenditures shall exclude the self-paid or partly self-paid items and expenses stipulated by the local regulations of the basic medical insurance).

Whether the Insured is hospitalized for once or several times, the Insurer shall pay the

insurance payment in the ruled limitation, when the cumulative amount of sub-item payment reaches its insurance amount, the insurance liability shall be terminated.

3. 就医理赔 Hospitalization and Reimbursement



请登录网站 (www.lxbx.net) 或者下载视频 <https://v.qq.com/x/page/x0511iww5s3.html>

了解更多信息, 也可参考 https://mp.weixin.qq.com/s/LbFnmnf7-9ZvX_zmmYATow。门诊和住院必须选择中国公立医院就医, 不能选择国际门诊服务、特殊服务 (牙科、怀孕等康复科和整形科。留学生因病或意外事故就医应提前告知保险公司 (电话: 4008105119)。就医后将保险理赔材料快递到保险公司, 理赔结果一般 15 至 20 日后反馈给被保险人。

Please log on www.lxbx.net to learn more information or download and watch a video (<https://v.qq.com/x/page/x0511iww5s3.html>) to understand more about hospitalization and reimbursement or search https://mp.weixin.qq.com/s/LbFnmnf7-9ZvX_zmmYATow for help. The inpatients and outpatients due to sickness or accident should call the insurance company in advance (Tel: 4008105119) and go to a Chinese public hospital. No international service, no special medical service (dentistry, pregnancy, etc.), no rehabilitation department and no plastic department could be covered. Please prepare all required documents for the reimbursement and post them to insurance company by express delivery service. It will take 15 to 20 working days for the insurance company to check the reimbursement and feedback the result.

4. 联系方式 Contact Information

留学保险项目组全国 24 小时客户专线 :400-810-5119

保险项目组业务联系电话 :010-66015396

客服邮箱: lxbx@lhgj.net

邮编: 100033

地址: 北京市西城区金融大街 23 号平安大厦 10 层 1019 室

网址 : www.lxbx.net

Insurance Program Service phone: 400-810-5119 (24 hours in English available)

Insurance Program Office phone: 010-66015396

Customer service email: lxbx@lhgj.net

Post code: 100033

Address: Room 1019, 10 floor, Pingan building, Financial street 23, Xicheng District, Beijing.

Website: www.lxbx.net

For more information please scan the QR codes here.



第四篇 奖学金

SCHOLARSHIPS

一、奖学金类型和内容 SCHOLARSHIP TYPES & CONTENTS

1. 中国政府奖学金(高校研究生项目、国别双边项目、中国 - 东盟菁英奖学金、长城奖学金、中国 - 欧盟学生交流项目、中国 - AUN 项目、太平洋岛国论坛项目、丝绸之路项目等)

CHINESE GOVERNMENT SCHOLARSHIP (CGS-Chinese University Program, CGS- Bilateral Program, ASEAN-China Young Leaders Scholarship, CGS-Great Wall Program, CGS-EU Program, CGS-AUN Program, CGS-PIF Program, Silk Road Scholarship Program, etc.)

中国政府奖学金内容包括:

The CHINESE GOVERNMENT SCHOLARSHIP covers:

(1) 学费和校内住宿费

Tuition fees and accommodation on campus

(2) 奖学金生活费: 人民币元 / 月 (硕士研究生 / 普通进修生: 3000; 博士研究生 / 高级进修生: 3500)

Monthly Living Allowance: RMB Yuan/Month

(Master Student/General Scholar: 3,000; Ph.D. Student/Senior Scholar: 3,500)

(3) 外国来华留学生综合医疗保险

Comprehensive Medical Insurance

2. 北京市政府外国留学生奖学金 BEIJING GOVERNMENT SCHOLARSHIP

北京市政府外国留学生奖学金内容为获奖留学生获奖学年的学费。

The scholarship will cover the tuition fee of the awarding academic year.

3. 中国农业科学院研究生院奖学金 GSCAAS SCHOLARSHIP

中国农业科学院研究生院奖学金内容包括:

The GSCAAS scholarship includes:

(1) 学费和校内住宿费

Tuition fees and accommodation on campus

(2) 奖学金生活费: 人民币元/月 (硕士研究生 :3000; 博士研究生 :3500)

Monthly Living Allowance: RMB Yuan/Month (Master Student: 3,000; Ph.D. Student: 3,500)

(3) 外国来华留学生综合医疗保险 Comprehensive Medical Insurance

4. 中国农业科学院研究生院 - 发展中国家妇女科学组织奖学金

GSCAAS-OWSD FELLOWSHIP

中国农业科学院研究生院 - 发展中国家妇女科学组织奖学金内容包括在学期间的学费、生活费、国际旅费等。

The GSCAAS-OWSD fellowship includes tuition fee, food and living allowance, international airfare, etc.

5. 外国政府、组织、院校奖学金

FOREIGN GOVERNMENT/ORGANIZATION/UNIVERSITY SCHOLARSHIP

由外国政府 / 组织 / 院校提供, 奖学金内容视具体项目而定。

The scholarship is provided by the foreign government/organization/university. The contents are diverse depending on the specific program.

二、奖学金年度评审 ANNUAL REVIEW OF SCHOLARSHIP

1. 每年4月国际教育处组织开展奖学金年度评审工作。

Every April, the Office will organize the Annual Review of Scholarships (hereafter Annual Review).

2. 所有一学年以上或原定学习期限结束后申请延长学习期限的留学生均须参加年度评审。申请中国政府奖学金的学生本人须登录“中国政府奖学金来华留学管理信息系统”网站 (<http://studyinchina.csc.edu.cn>), 提交奖学金年审申请。申请北京市政府外国留学生奖学金、中国农业科学院研究生院奖学金等非中国

政府奖学金的学生本人须登录“研究生教育管理系统”网站（<http://aep.gscaas.net.cn/>），提交奖学金年审申请。

All international students who have studied for more than one academic year or have applied for extension of study period are required to attend the Annual Review. Students of CHINESE GOVERNMENT SCHOLARSHIPS are required to login the "Chinese Government Scholarship Information System" (<http://studyinchina.csc.edu.cn>) and submit an application for Annual Review of Scholarships. Students of BEIJING GOVERNMENT SCHOLARSHIP, GSCAAS SCHOLARSHIP and other types of scholarship are required to login the "Graduate Student Education Management System" (<http://aep.gscaas.net.cn/>) and submit an application for Annual Review of Scholarships.

3. 年度评审的内容包括课程学习、论文研究进展、学习态度、考勤情况、行为表现和奖惩情况。

The Annual Review includes course study, thesis research progress, learning attitude, attendance, behavior, rewards and punishments.

4. 评审合格者可继续享受下一学年奖学金资格；评审不合格者，将被取消或终止下一学年的奖学金资格，同时取消其他各类奖项的参评资格。

Those who pass the Annual Review can continue to enjoy the scholarship for the next academic year. Those who fail in the assessment will be disqualified or terminated from the scholarship for the next academic year, and will be also disqualified from other kinds of awards.

5. 有下列情况之一的，将被中止下一学年各类别奖学金资格：

Under any of the following circumstances, the scholarship will be suspended for the next academic year:

（1）未按规定完成课程学习的；

Failure to complete the required course study;

（2）开题、中期考核或延期申请未通过的；

Failure to pass the opening report, mid-term assessment or study extension application;

(3) 违反研究生院和培养单位的规定受到纪律处分的;

Have been given any disciplinary punishments due to violation of Rules and Regulations of GSCAAS and the research institute;

(4) 不服从研究生院和培养单位管理, 经批评教育仍不改正者。

Failure to obey the management of GSCAAS and the research institute and refusing to follow the arrangement after advice and criticism.

6. 奖学金资格被中止但计划继续学习的留学生, 须本人提出书面申请, 提供在华事务担保, 经培养单位和研究生院批准后, 方可继续学习, 经费自理。

Once the scholarship has been canceled or terminated, the student can only continue his/her study self-funded at GSCAAS after he/she submitted the Application Form for continue-studying and Guarantee Letter, and got formal approvals from the research institute and GSCAAS.

7. 被中止奖学金的留学生, 自下一学年开学起停发奖学金; 中止期满前, 留学生本人可书面提出申请, 参加当年的年度评审, 评审合格的, 报奖学金主管部门批准, 可恢复下一年度的奖学金资格。

Scholarship suspension will start from the following academic year once the scholarship has been canceled or terminated; prior to the expiration of suspension, the student may submit application for attending Annual Review in writing, if he/she passed the Annual Review, with the approval of the authorities in charge of scholarship, the scholarship of the following academic year may resume.

8. 有下列情况之一的, 取消奖学金资格:

Under any of the following circumstances, the scholarship will be canceled or terminated:

(1) 违反中国法律法规的;

Violating Chinese laws and regulations;

(2) 受到留校察看或者开除学籍处分的;

Having been given a disciplinary punishment of academic probation or expulsion from academic status;

(3) 在校学习期间累计两次未通过年度评审的;

Failure to pass the Annual Review twice during the study at GSCAAS;

(4) 未经批准不参加年度评审的留学生。

Not attending the Annual Review without approval.

9. 需要转学的中国政府奖学金生，由研究生院负责其年度评审及评审材料的转送。

For Chinese Government Scholarship students who need to transfer to another university, GSCAAS is responsible for that year's Annual Review and the transfer of review materials.

10. 申请延期毕业的奖学金生，须参加年度评审并申请奖学金延期。评审未通过的，奖学金期限不得延长，但经批准后可继续学习，学习经费自理。

The students who apply for deferred graduation should attend the Annual Review and apply for scholarship extension. The scholarship period shall not be extended if he/she failed to pass the assessment. However, the student may continue the study self-funded with approval of GSCAAS in advance.

11. 经年审合格的学生只能同时享有一种奖学金。

The student who has passed the Annual Review of scholarship is eligible for rewarding only one scholarship.

第五篇 博士留学生培养工作暂行规定

PROVISIONAL REGULATIONS ON TRAINING OF INTERNATIONAL PHD STUDENTS

一、培养目标 Training Objective

坚持质量，突出特色，培养高层次国际化农业专门人才。具体要求博士留学生做到：

The objective of international PhD program shall focus on quality and characteristics for educating higher level and internationally talented professionals in agricultural fields. It is designed to train students to meet the following requirements:

1. 热爱中国文化、遵纪守法、品行端正、学风严谨，具有良好的科学文化素养和全球胜任力；

To have an enthusiasm for learning Chinese culture, to abide by laws and regulations, to behave well with good moral character, to study in commitment to rigorous academic integrity and ethics, to possess favorable scientific & cultural attainments and global competence;

2. 掌握本学科坚实宽广的基础理论和系统深入的专业知识，深入了解本学科的历史、现状和发展方向，具有基本的汉语交流能力和良好的英语学术交流能力，具备独立从事科学研究、教学和技术管理工作的能力，完成的博士学位论文在科学或专门技术上取得创造性成果；

To firmly grasp a broad range of basic theories and systematic in-depth knowledge in relevant discipline, to learn profoundly its history, current situation and developmental direction, to obtain skills of basic Chinese communication and good English in academic communication, and to possess the ability to undertake independent scientific research, teaching and technical management. The completed PhD thesis shall have creative achievements in science and/or in a special technology pertaining to his/her discipline.

3. 身心健康。

To be in good health both mentally and physically.

二、学习年限 Duration of Study

博士留学生基本学制为 3 年。经本人申请、导师和培养单位同意并报研究生院批准可延期毕业，累计在学年限原则上不超过 6 年（含休学）。达到最长在校学习年限者必须办理离校手续，不再保留学籍。

The basic duration of study is 3 years. In special cases, it could be extended with unanimous approval of supervisor, research institute and graduate school of Chinese academy of agricultural sciences (GSCAAS). The maximum duration is 6 years (including suspension). The student should go through the leaving procedures without keeping the studentship when he/she reaches the maximum duration of study.

三、培养方式 Training Mode

1. 博士留学生采取全日制培养，可使用中文和英语两种培养语言。

The PhD student shall study in full-time and the medium of instruction is Chinese and English.

2. 博士留学生培养实行导师负责制，强化导师负责制下指导小组的作用。指导小组以导师为组长，成员由 3-5 名本学科和相关学科的专家组成。

The training of PhD student shall adopt supervisor responsibility system in conjunction with enhanced guidance of advisory committee. The supervisor shall chair the committee which consists of three to five senior scientists from student's research field and relevant disciplines.

3. 导师和指导小组承担教书育人的主体责任，根据博士留学生培养目标和个性发展需求创新培养方式，指导和督促学生完成课程学习和论文研究工作，组织学术交流、社会实践和中国文化体验活动，培养博士留学生的中国文化素养、优良学风、独立从事科学研究工作的能力和创新能力，提高博士留学生的培养质量。

The supervisor and advisory committee shall bear main responsibility for PhD student's training and supervision. In accordance with training objective and also

considering student's individual need, the supervisor and committee shall guide and supervise student's course and research work, to organize academic exchange, social practice and cultural experience, and to enable the student with favorable Chinese culture attainments, good academic integrity and ethics, and ability to undertake independent academic research and innovation, and finally ensure quality training of international PhD student.

四、培养环节 Training Procedures

1. 课程学习 Coursework

(1) 制订课程学习计划 Course Study Plan

由导师和指导小组根据本学科培养方案指导博士留学生制订课程学习计划，研究生在入学后 2 周内按要求完成《留学生课程学习计划表》，由导师审查后提交研究生院国际教育处审核。

In accordance with training program and under the guidance of supervisor and advisory committee, the student shall formulate a personal course study plan with his/her supervisor's approval and submit the completed International Student Course study plan within two weeks after registration of the first semester to the International Education Office of GSCAAS for course registration.

(2) 课程学分要求 Course Credits Requirements

博士留学生课程学习实行学分制，课程总学分不少于 18 学分，要求中期考核前完成课程学习。课程成绩采用百分制，成绩 60 分及格，成绩合格方可获得学分。

The course workload of PhD student is subjected to academic credit system. The student is required to complete minimum 18 credits prior to mid-term assessment. Passing marks (at least 60 in hundred-mark system) are mandatory for earning credits.

(3) 课程设置 Curriculum

(3.1) 公共学位课 Public Compulsory Courses

初级综合汉语	3.0 学分
Primary Comprehensive Chinese	3.0 credits
强化汉语	2.0 学分
Intensive Chinese	2.0 credits

中国概况	2.0 学分
China Survey	2.0 credits
农业科技进展专题	2.0 学分
Progress in Agricultural Science and Technology	2.0 credits

(3.2) 专业学位课 Professional Compulsory Courses

专业理论课	2.0 学分
Professional Course	2.0 credits
专业 Seminar	2.0 学分
Professional Seminar	2.0 credits
经典文献阅读	1.0 学分
Classic Literature Survey	1.0 credit

(3.3) 选修课 Optional Courses

由博士留学生和导师商定具体选修课，累计选修课学分不低于 4 学分。

The student is required to complete minimum 4 credits of optional courses in consultation with his/her supervisor.

(4) 课程教学组织 Course Teaching and Administration

研究生院负责博士留学生第一学期集中教学安排，包括公共学位课、公共选修课和部分专业课的教学组织工作。培养单位负责留学生回所后的专业学位课和专业选修课的教学工作，可由培养单位统一组织开设或由导师开设。课程结束后培养单位将回所课程考试试卷、成绩及相关材料于第二学年第四学期中期考核以前寄送至研究生院国际教育处。博士留学生回所课程的具体要求如下：

The GSCAAS is in charge of the curriculum including all public courses and some professional courses in the first semester. The research institute is responsible for teaching of professional courses which are prescribed to organize by the research institute or supervisors. Upon completion of courses, the authorized office of research institute should send all examination papers, answer sheets, score reports and relevant documents to the International Education Office of GSCAAS prior to mid-term assessment. The required courses prescribed for PhD students at the research institute are as follows:

(4.1) 博士生专业课：2.0 学分 Professional Course: 2.0 credits

导师根据学生知识结构和论文研究需求确定课程名称、授课内容、授课方

式及考试办法,并组织完成教学工作。课程结束后,将完成的《留学生课程登记表》及考核材料寄送至研究生院国际教育处。

On the basis of student's knowledge structure and thesis research need, the supervisor shall design a professional course including course name, contents, teaching methodology and examination requirement, and commence the teaching work for relevant students. Upon completion of the course, International Student Course Registration Form and relevant materials should be submitted to the International Education Office of GSCAAS for score recording.

(4.2) 专业 Seminar: 2.0 学分 Professional Seminar: 2.0 credits

博士留学生通过一定时间的自学后完成两次学术报告。报告内容可以是本专业分支学科的研究进展,论文研究领域的前沿动态,或是论文研究阶段性总结报告。课程结束后,将完成的《留学生课程登记表》与两篇完整的书面报告寄送至研究生院国际教育处。

The student is required to draft two academic reports for group presentation by self-study. The topics may cover research progress of a specific subject, review of the frontier in his/her research field or progressive report on the thesis work. Upon completion of the course, International Student Course Registration Form with two completed presentation papers should be submitted to the International Education Office of GSCAAS for score recording.

(4.3) 经典文献阅读: 1.0 学分 Classic Literature Survey: 1.0 credit

博士留学生完成导师指定的专业文献修读,以英文文献为主,由导师和指导小组确定考核方式和内容,课程结束后,将完成的《留学生课程登记表》及考核材料寄送至研究生院国际教育处。

The supervisor and advisory committee shall assign a set of classic professional literature mainly in English and decide the method and content of examination. The student is required to complete reading of assigned literature and take the examination accordingly. Upon completion of the course, International Student Course Registration Form should be submitted to the International Education Office of GSCAAS for score recording.

2. 制定论文研究计划 Thesis Research Plan

博士留学生在导师和指导小组的指导下,根据博士留学生培养规定制订论

文研究计划，在第二学期的第一个月内提交《论文研究计划表》，经导师和培养单位依次审核后提交研究生院国际教育处审核。

In accordance with training program and under the guidance of supervisor and advisory committee, The student should formulate thesis research plan with approval of his/her supervisor and research institute, and submit completed Thesis Research Plan Form within the first month of the second semester to the International Education Office of GSCAAS for review and approval.

3. 资格考试 Qualifying Examination

资格考试是在博士学位论文研究工作开始前或初始阶段的一次学科综合型考试。博士留学生应在第2学期完成资格考试，通过后计1学分。博士生在资格考试通过后方可参加中期考核。资格考试具体要求按照中国农业科学院博士生资格考试管理办法以及培养单位有关办法执行。

The Qualifying Examination is a comprehensive examination prior to the commencement or initial phase of PhD dissertation research work. PhD students should take it in the 2nd semester and will be offered one credit when he/she successfully passed it. PhD student is allowed to attend the mid-term assessment only after passing the qualifying examination. It shall be implemented in accordance with the Implementation Regulations on PhD Qualifying Examination of Chinese Academy of Agricultural Sciences and the relevant measures of the research institutes.

4. 开题报告 Thesis Opening Report

博士留学生根据个人论文研究计划，广泛查阅文献，开展选题调研工作，在导师和指导小组的指导下确定论文选题，在第二学期8月31日前（秋季入学学生）或第二学期1月31日前（春季入学学生）完成文献综述报告和论文开题报告。

The student shall navigate and review a wide range of literature for research orientation and determine his/her research topic under the guidance of supervisor and advisory committee. The literature review paper and opening report of thesis proposal are required to be accomplished before 31 August of the second semester for autumn enrolled students or before 31 January of the second semester for spring enrolled students.

开题报告评审小组由至少5位具有副研究员及以上职称（或相当职称）的

专家组成，跨学科选题应聘请相关学科的专家。组长由本学科学术带头人或知名专家担任，导师本人必须参加开题报告会议，但不作为评审小组成员。开题报告会由培养单位负责组织，公开举行。文献综述报告由导师评阅通过后计 1 学分，开题报告经评审小组考评通过后计 1 学分。

The examination committee of thesis opening report shall consist of at least five experts with rank of associate professor or above, interdisciplinary topics should engage experts from related disciplines. One leading scientists or famous expert may chair the committee. The supervisor should attend the opening meeting and will not be a member of the examination committee. The meeting of opening report shall be held in public in the research institute. The literature review paper is offered one credit with due approval of supervisor and opening report one credit after passing evaluation of the examination committee.

开题报告没有通过的研究生，须于 2 个月内重新进行开题。凡重新开题未通过或不按时重新开题者按规定终止培养，做退学处理。开题报告具体工作按照《中国农业科学院研究生院研究生开题报告规定》执行。研究生在开题报告通过后，应登录“研究生教育管理系统”提交《文献综述》及《研究生开题报告表》至研究生院国际教育处审核。

The student who failed in the opening report is required to retake within two months. If the student failed in the second time or refused to retake in assigned time, he/she will be subject to dropping-out accordingly. The opening report shall be implemented in reference to Regulations on Thesis Opening Report of Graduate Student of GSCAAS as applicable to both Chinese and international students. The students should log into the Graduate Education Management System and submit the Literature Review and Opening Report Form to the International Education Office of GSCAAS for further evaluation and recording.

5. 中期考核 Mid-term Assessment

中期考核是对研究生入学以来的思想道德、课程学习、科研记录和论文进展等情况的全面考核。中期考核小组由至少 5 位具有副研究员及以上职称（或相当职称）的专家组成，其中院外专家不少于 1 人，考核小组组长由本学科知名专家担任，跨学科选题应聘请相关学科的专家。导师应参加中期考核会，但不作为小组成员。中期考核由培养单位统一组织，公开举行，一般要求在第四学期 6 月 30 日（秋季入学学生）或第四学期 12 月 30 日（春季入学学生）前完

成，经中期考核小组考核通过后计 1 学分。中期考核具体工作按照《中国农业科学院研究生院研究生中期考核规定》执行。

The mid-term assessment is a comprehensive evaluation on the student's moral and behavior performance, course work, original thesis research record and thesis work progress. The examination committee of mid-term assessment shall consist of at least five members with rank of associate professor or above, interdisciplinary topics should engage experts from related disciplines, and one famous leading scientist may chair the committee. The student's supervisor should attend his/her student's mid-term assessment but is not included in the examination committee. The assessment shall be held in public in the research institute, and be completed before 30 June of the fourth semester for autumn enrolled students or before 30 December of the fourth semester for spring enrolled students. One credit will be awarded after passing evaluation of examination committee. The mid-term assessment should be implemented in accordance with the Regulations on the Graduate Student Mid-term Assessment of GSCAAS as applicable to both Chinese and international students.

未按时完成中期考核的研究生，其论文答辩申请将推迟半年受理，并取消其评优资格。研究生科研记录检查不合格者，中期考核不予通过。中期考核不合格的博士留学生，须在二个月后再次进行考核，如第二次中期考核仍不合格或不按时参加考核，按规定终止培养，做退学处理。

The student who fails to accomplish his/her mid-term assessment in the prescribed time will be delayed graduation for 6 months and disqualified for applying any awards in subsequent academic year. The student who has not passed the inspection on original thesis research record will be given a "failure" in mid-term assessment. The student who failed in the assessment is required to retake after two months. If the student failed in the second time or refused to retake the assessment, he/she will be subject to dropping-out in accordance with relevant regulation.

研究生在中期考核结束后，应登录“研究生教育管理系统”提交《论文进展报告》及《研究生中期考核表》至研究生院国际教育处审核。

Upon successful completion of assessment, The students should log into the Graduate Education Management System and submit the Progress report on thesis and Mid-term Assessment Form to the International Education Office of GSCAAS for further evaluation and recording.

6. 学术活动 Academic Activity

博士留学生应累计参加学术活动 15 次以上（含 15 次，其中回所参加学术活动不少于 10 次），至少参加 2 次国际或国内学术会议。研究生参加学术活动后 10 天内填写《留学生学术活动登记表》并提交导师审查。培养单位在第五学期 6 月 15 日（春季入学学生）或第五学期 12 月 15 日（秋季入学学生）前完成《留学生学术活动汇总表》审核，审核通过后计 2 学分。学术活动具体工作按照《中国农业科学院研究生院研究生学术活动管理办法》执行。

The student shall attend academic activities at least 15 times (at least 10 times academic activities in host institute) and at least two domestic or international meetings. The student is required to fill in the Academic Activity Registration Form within 10 days after attending the activity, and submit it to his/her supervisor for checkup and review. The research institute should complete assessment on Summary Sheets of Academic Activity Participation before 15 June of the fifth semester for spring enrolled students or before 15 December of the fifth semester for autumn enrolled students. The student who has passed assessment of academic activities will be offered two credits. The academic activity shall be implemented in reference to the Provisional Regulations on Academic Activity of Graduate Student of GSCAAS as applicable to both Chinese and international students.

7. 语言能力 Language Proficiency Requirement

以中文为专业教学语言的博士研究生，毕业时中文能力应当达到《国际汉语能力标准》五级水平。以外语为专业教学语言的博士研究生，毕业时中文能力应当至少达到《国际汉语能力标准》三级水平。

For the PhD students whose instruction language are Chinese, they should reach HSK Level 5 before applying for the graduation; for the PhD students whose instruction language are English, they should at least reach HSK Level 3 before applying for the graduation.

8. 发表论文 Paper Publication

博士留学生在申请学位论文答辩前须以第一作者、第一单位发表至少一篇与学位论文内容有关的 SCI /EI/ SSCI 源刊物的学术论文。因特殊情况不能按时发表论文者，须提出申请并由导师出具书面说明，经培养单位和研究生院管理部门批准后视同达到发表论文的要求。发表论文需注明获资助的奖学金类型。

各培养单位可结合实际情况制定不低于本办法的论文发表要求。

The student is required to publish at least one paper on SCI/EI/SSCI journal list pertaining to his/her thesis work before applying for thesis defense. The student and host institute shall be indicated as the first author and the first affiliation respectively. In special cases, the student who could not publish required paper on time shall provide a written application and the supervisor's explanation letter. After getting permission from the research institute and GSCAAS, it could be considered to meet the requirement of publication. The student shall indicate his/her scholarship type in the publication. The research institutes are encouraged to formulate its publication requirements which should not be less than the criterion of GSCAAS.

五、学位论文 Degree Thesis

博士学位论文是博士留学生学术水平的重要标志，应表明作者具有独立从事科学研究工作的能力，在科学或专门技术上取得创造性成果，并反映作者在本学科上掌握了坚实宽广的基础理论和系统深入的专门知识。

The PhD thesis is an important indicator of student's academic excellence. It should demonstrate the candidate's ability to conduct independent research and his/her original results in academics and/or technology innovation, and indicate that the candidate has firmly grasped the breadth of basic theories and systematic in-depth knowledge in his/her study discipline.

1. 博士学位论文应是系统的完整的学术论文，应对科技进步与社会经济发展具有较大的理论意义或应用价值。

The PhD thesis shall be a systemic and complete academic paper which possesses significant value in theory or application for science & technology advancement and socio-economic development.

2. 学位论文的主要工作必须由作者独立完成。论文内容应以博士留学生本人完成的第一手试验、观测或调查的材料为主。

The main work of thesis shall be independently accomplished by the candidate on basis of his/her first-hand materials from experimentation, observation or investigation.

3. 博士留学生应分阶段向导师和指导小组汇报学位论文进展情况，根据意见改进论文研究工作，在导师和指导小组的指导下完成学位论文的撰写工作。

The student shall report thesis work periodically to his/her supervisor and advisory committee and improve his research based on their advice and comments, and complete the thesis writing under their guidance.

4. 博士留学生应完成有 2 年以上的科研工作量，其中在中国课程学习和论文研究的时间不少于 1 年半。

The student shall have at least two years' workload for thesis research and study at least one and half year in China.

5. 博士学位论文可以使用中文或英文撰写，应有中英文题目和论文摘要，注明留学生获资助的奖学金类型，具体要求按照《中国农业科学院学位论文与摘要写作规范》撰写，并按统一格式装订。

The PhD thesis shall be written either in Chinese or English with abstracts both in Chinese and English. The student should indicate his/her scholarship type in thesis. The format of thesis shall refer to the Guidance on Degree Thesis Writing in Chinese Academy of Agricultural Sciences and be prepared in prescribed format applicable to Chinese postgraduates.

六、 毕业与学位授予 Graduation and Degree Conferral

1. 博士留学生完成培养方案规定的培养环节和学位论文工作，并通过资格审查后，可申请进行学位论文答辩。学位授予工作按照《中国农业科学院学位授予工作实施细则》执行。

The student, who has accomplished the required training procedures, thesis work and passed the graduation evaluation, is qualified for application of degree thesis defense. The defense and degree conferral shall be implemented in accordance with the Implementation Regulations on Academic Degree Conferrals of Chinese Academy of Agricultural Sciences.

2. 博士学位论文应聘请 3 名具有博士研究生指导教师资格或正高级职称的同行专家评阅，其中院外专家至少 2 人，在论文评阅通过后方可组织学位论文答辩。博士学位论文答辩委员会至少由 7 人组成，其中院外专家不少于 3 人，由研究员或相当职称的专家担任。春季毕业生和夏季毕业生分别要求在上年 11

月 30 日前和当年 5 月 30 日前完成答辩工作。

The PhD thesis should be sent to three examiners (at least two external examiners outside CAAS), who should be PhD supervisors and/or full professors. The defense can only be held after passing the qualification evaluation. The thesis defense committee consists of at least 7 full professors (at least three external members outside CAAS). The defense should be completed before 30 November of previous year for spring enrolled students or before 30 May of the current year for autumn enrolled students.

3. 答辩未通过者，按结业处理。通过答辩后准予毕业，颁发毕业证书。经院学位评定委员会审核通过后，授予博士学位，颁发学位证书。

The student, who failed to pass the defense, would be issued a Certificate of Completion with approval of GSCAAS. Those who have successfully defended their theses would be issued a Certificate of Graduation. After approval of Academic Degree Evaluation Committee of CAAS, the candidate would be awarded a PhD Certificate.

第六篇 硕士留学生培养工作暂行规定

PROVISIONAL REGULATIONS ON TRAINING OF INTERNATIONAL MASTER STUDENTS

一、培养目标 Training Objective

坚持质量，突出特色，培养国际化高级农业专门人才。具体要求硕士留学生做到：

The objective of international master's degree program shall focus on quality and characteristics for educating advanced and internationally talented professionals in agricultural fields. It is designed to train students to meet the following requirements:

1. 热爱中国文化、遵纪守法、品行端正、学风严谨，具有良好的科学文化素养和全球胜任力；

To have an enthusiasm for learning Chinese culture, to abide by laws and regulations, to behave well with good moral character, to study in commitment to rigorous academic integrity and ethics, to possess favorable scientific & cultural attainments and global competence;

2. 掌握本学科的基础理论和系统的专业知识与技能，了解本学科现代理论技术发展水平和本人研究方向的发展动态；具有基本的汉语交流能力和良好的英语交流能力，具备从事科学研究和独立承担专门技术工作的能力；完成的硕士学位论文在科学或专门技术上应具有一定的创新性或应用前景；

To firmly grasp the basic theories and systematic and specialized knowledge and skills in the discipline concerned, to learn its modern theory, technology and developmental status of his/her research direction, to obtain skills of basic Chinese communication and good English communication, and to possess the ability to undertake scientific research or independently to engage in a special technical work. The completed master's degree thesis shall have some academic innovation in science or application value in a special technology pertaining to his/her discipline.

3. 身心健康。

To be in good health both physically and mentally.

二、学习年限 Duration of Study

硕士研究生基本学制为3年。由研究生本人申请，导师和培养单位同意并经研究生院批准，提前完成研究生培养要求并通过学位论文答辩者，可提前1年毕业。特殊情况下经批准最长可延期1年毕业，累计在学年限不超过4年（含休学）。达到最长在校学习年限者须办理离校手续，不再保留学籍。

The basic duration of study is 3 years. The student, who has completed the program requirements in advance and passed the thesis defense, would be approved for early graduation up to one year, with unanimous approval of supervisor, research institute and graduate school of Chinese academy of agricultural sciences (GSCAAS). In special case, it could be extended for up to one year after approval of relevant authorities. The maximum study duration is 4 years (including suspension). The student should go through the leaving procedures without keeping the studentship when he/she reaches the maximum duration of study.

三、培养方式 Training Mode

1. 硕士留学生采用全日制培养，可使用中文和英语两种培养语言。

The master student shall study in full-time and the medium of instruction is Chinese and English.

2. 硕士留学生培养实行导师负责制，充分发挥研究生指导小组的作用。指导小组以导师为组长，成员由3-5名本学科和相关学科的专家组成。

The training of master student shall adopt supervisor responsibility system in conjunction with additional guidance of advisory committee. The supervisor shall chair the committee which consists of three to five senior scientists from the student's research field and relevant disciplines.

3. 导师和指导小组承担教书育人的主体责任，根据硕士留学生培养目标和个性发展需求创新培养方式，指导和督促学生完成课程学习和论文研究工作，组织学术交流、社会实践和中国文化体验活动，培养硕士留学生的中国文化素养、

优良学风以及从事科学技术研究工作的能力，提高硕士留学生的培养质量。

The supervisor and advisory committee shall bear main responsibility for master student's training and supervision. In accordance with training objective and also considering student's individual need, the supervisor and committee shall guide and supervise student's course and research work, to organize academic exchange, social practice and cultural experience, and to enable the student with favorable Chinese culture attainments, good academic integrity and ethics, and ability to undertake independent academic research and innovation, and finally ensure quality training of international master student.

四、培养环节 Training Procedures

1. 课程学习 Coursework

(1) 制订课程学习计划 Course Study Plan

由导师和指导小组根据本学科培养方案指导硕士留学生制订课程学习计划，研究生在入学后 2 周内按要求完成《留学生课程学习计划表》，由导师审查后提交研究生院国际教育处审核。

In accordance with training program and under the guidance of supervisor and advisory committee, the student shall formulate a personal course study plan with his/her supervisor's approval and submit the completed International Student Course study plan within two weeks after registration of first semester to the International Education Office of GSCAAS for course registration.

(2) 课程学分要求 Course Credits Requirement

硕士留学生课程学习实行学分制，课程总学分不少于 28 学分，要求中期考核前完成课程学习。课程成绩采用百分制，成绩 60 分及格，成绩合格方可获得学分。

The course work of master student is subjected to academic credit system. The student is required to complete minimum 28 credits prior to mid-term assessment. Passing marks (at least 60 in hundred-mark system) are mandatory for earning credits.

(3) 课程设置 Curriculum

(3.1) 公共学位课 Public Compulsory Courses

初级综合汉语	3.0 学分
Primary Comprehensive Chinese	3.0 credits
强化汉语	2.0 学分
Intensive Chinese	2.0 credits
中国概况	2.0 学分
China Survey	2.0 credits
中国文化	1.0 学分
China Culture	1.0 credit
学术写作	2.0 学分
Academic Writing	2.0 credits

(3.2) 专业学位课 Professional Compulsory Courses

基础理论课 (2-3 门)	5-7 学分
Basic Theory Courses (2-3 courses)	5-7 credits
专业课 (1-2 门)	3-5 学分
Professional Courses (1-2 courses)	3-5 credits
专业 Seminar	1.0 学分
Professional Seminar	1.0 credit
专业汉语	1.0 学分
Professional Chinese	1.0 credit

说明：专业学位课参照全日制学术型硕士研究生培养方案的课程要求，一般为 10-12 学分。

Note: The requirement of professional compulsory courses shall be implemented in reference to the respective training program for Chinese Master students. It generally includes 10-12 credits.

(3.3) 选修课 Optional Courses

由硕士留学生和导师商定具体选修课，选修课学分一般为 6-8 学分。

The student is required to complete optional courses of 6-8 credits in consultation with his/her supervisor.

(4) 课程教学组织 Course Teaching and Administration

研究生院负责硕士留学生第一学期集中教学安排，包括公共学位课、公共选修课和部分专业课的教学组织工作。培养单位负责留学生回所后的部分专业学位课和专业选修课的教学工作，由培养单位统一组织开设或由导师开设。回

所课程包括基础理论课、专业课、专业 seminar 和专业汉语课。课程结束后培养单位将回所课程考试试卷、成绩、《留学生课程登记表》及相关材料于第二学年第四学期中期考核以前寄送至研究生院国际教育处。

The Graduate School of CAAS is in charge of curriculum including all the public courses and some professional courses in first semester. The research institute is responsible for teaching of professional courses which are prescribed to organize by the research institute or supervisors. The courses include basic theory courses, professional courses, seminar and professional Chinese. Upon successful completion of courses, the authorized office of research institute should send all examination papers, answer sheets, score reports and International Student Course Registration Form to the International Education Office of GSCAAS prior to mid-term assessment.

2. 制定论文研究计划 Thesis Research Plan

硕士留学生在导师和指导小组的指导下，根据硕士留学生培养规定制订论文研究计划，在第二学期的第一个月内提交《论文研究计划表》，经导师和培养单位依次审核后提交研究生院国际教育处审核。

In accordance with training program and under the guidance of supervisor and advisory committee, the student should formulate thesis research plan with approval of his/her supervisor and research institute, and submit completed Thesis Research Plan Form within the first month of second semester to the International Education Office of GSCAAS for review and approval.

3. 开题报告 Thesis Opening Report

硕士留学生根据个人论文研究计划，广泛查阅文献，开展选题调研工作，在导师和指导小组的指导下确定论文选题，在第二学期 8 月 31 日前（秋季入学学生）或第二学期 1 月 31 日前（春季入学学生）完成文献综述报告和论文开题报告。

The student shall navigate and review a wide range of literature for research orientation and determine his/her research topic under the guidance of supervisor and advisory committee. The literature review paper and opening report of thesis proposal are required to be accomplished before 31 August of second semester for autumn enrolled students or before 31 January of second semester for spring enrolled students.

开题报告评审小组由至少 5 位具有副研究员及以上职称（或相当职称）的

专家组成，跨学科选题应聘请相关学科的专家。组长由本学科学术带头人或知名专家担任，导师本人必须参加开题报告会议，但不作为评审小组成员。开题报告会由培养单位负责组织、公开举行。文献综述报告由导师评阅通过后计 1 学分，开题报告经评审小组考评通过后计 1 学分。

The examination committee of thesis opening report shall consist of at least five experts with rank of associate professor or above, interdisciplinary topics should engage experts from related disciplines. One leading scientists or famous expert may chair the committee. The supervisor should attend the opening meeting and will not be a member of the examination committee. The meeting of opening report shall be held in public in the research institute. The literature review paper is offered one credit with due approval of supervisor and opening report one credit after passing evaluation of the examination committee.

开题报告没有通过的研究生，须于 2 个月内重新进行开题。凡重新开题未通过或不按时重新开题者按规定终止培养，做退学处理。开题报告具体工作参照《中国农业科学院研究生院研究生开题报告规定》执行。研究生在开题报告通过后，应登录“研究生教育管理系统”提交《文献综述》及《研究生开题报告表》至研究生院国际教育处审核。

The student who failed in opening report is required to retake within two months. If the student failed in the second time or refused to retake in assigned time, he/she will be subject to dropping-out accordingly. The opening report shall be implemented in reference to Regulations on Thesis Opening Report of Graduate Student of GSCAAS as applicable to both Chinese and international students. The students should log into the Graduate Education Management System and submit the Literature Review and Opening Report Form to the International Education Office of GSCAAS for further evaluation and recording.

4. 中期考核 Mid-term Assessment

中期考核是对研究生入学以来的思想道德、课程学习、科研记录和论文进展等情况的全面考核。中期考核小组由至少 5 位具有副研究员及以上职称（或相当职称）的专家组成，其中院外专家不少于 1 人，跨学科选题应聘请相关学科的专家，考核小组组长由本学科知名专家担任。导师应参加中期考核会但不作为小组成员。中期考核由培养单位统一组织，公开举行，一般要求在第四学

期 6 月 30 日（秋季入学学生）或第四学期 12 月 30 日（春季入学学生）前完成，经中期考核小组考核通过后计 1 学分。中期考核具体工作按照《中国农业科学院研究生院研究生中期考核规定》执行。

The mid-term assessment is a comprehensive evaluation on student's moral and behavior performance, course work, original thesis research record and thesis work progress. The examination committee of mid-term assessment shall consist of at least five members (at least one external member outside CAAS) with rank of associate professor or above, interdisciplinary topics should engage experts from related disciplines, and one famous leading scientist may chair the committee. The student's supervisor should attend his/her student's mid-term assessment but is not included in examination committee. The assessment shall be held in public in the research institute, and be completed before 30 June of the fourth semester for autumn enrolled students or before 30 December of the fourth semester (for spring enrolled students). It will be offered one credit after passing evaluation of examination committee. The mid-term assessment should be implemented in accordance with the Regulations on the Graduate Student Mid-term Assessment of GSCAAS as applicable to both Chinese and international students.

申请提前毕业的硕士生须在毕业前 6 个月完成中期考核且考核分数在 90 以上。未按时完成中期考核的研究生，其论文答辩申请将推迟半年受理，并取消其评优资格。研究生科研记录检查不合格者，中期考核不予通过。中期考核不合格的硕士留学生，须在二个月后再次进行考核，如第二次中期考核仍不合格或不按时参加考核，按规定终止培养，做退学处理。

The student who has intention to apply for early graduation shall complete his/her mid-term assessment at least 6 months prior to graduation with at least 90 score (in hundred-marks system) in the assessment. The student who failed to accomplish his/her mid-term assessment in prescribed time will be delayed graduation for six months and disqualified for applying any awards in subsequent academic year. The student who has not passed Inspection on Original Thesis Research Record will be given a "failure" in mid-term assessment. The student who failed in assessment is required to retake after two months. If the student failed to pass in the second time, he/she will be subject to dropping-out in accordance with relevant regulation.

研究生在中期考核结束后，应登录“研究生教育管理系统”提交《论文进展报告》及《研究生中期考核表》至研究生院国际教育处审核。

Upon successful completion of assessment, The students should log into the Graduate Education Management System and submit the Progress report on thesis and Mid-term Assessment Form to the International Education Office of GSCAAS for further evaluation and recording.

5. 学术活动 Academic Activity

硕士留学生应累计参加学术活动 15 次以上（含 15 次，其中回所参加学术活动不少于 10 次），至少参加 1 次国际或国内学术会议。研究生参加学术活动后 10 天内填写《学术活动登记表》并提交导师审查。培养单位在第五学期 6 月 15 日（春季入学学生）或第五学期 12 月 15 日（秋季入学学生）前完成《留学生学术活动汇总表》审核，审核通过后计 2 学分。学术活动具体工作按照《中国农业科学院研究生院研究生学术活动管理办法》执行。

The student shall attend academic activities at least 15 times (at least 10 times academic activities in host institute) and at least one domestic or international meeting. The student is required to fill in the Academic Activity Registration Form within 10 days after attending the activity, and submit it to his/her supervisor for checkup and review. The research institute should complete assessment on Summary Sheets of Academic Activity Participation before 15 June of the fifth semester for spring enrolled students or before 15 December of the fifth semester for autumn enrolled students. The student who has passed assessment of academic activities will be offered two credits. The academic activity shall be implemented in reference to the Provisional Regulations on Academic Activity of Graduate Student of GSCAAS as applicable to both Chinese and international students.

6. 语言能力 Language Proficiency Requirement

以中文为专业教学语言的硕士研究生，毕业时中文能力应当达到《国际汉语能力标准》五级水平。以外语为专业教学语言的硕士研究生，毕业时中文能力应当至少达到《国际汉语能力标准》三级水平。

For the Master students whose instruction language are Chinese, they should reach HSK Level 5 before applying for the graduation; for the Mater students whose instruction language are English, they should reach HSK Level 3 before applying for

the graduation.

7. 发表论文 Paper Publication

硕士留学生在申请学位论文答辩前须以第一作者、第一单位发表至少一篇与学位论文内容有关的期刊论文。因特殊情况不能按时发表论文者，须提出申请并由导师做书面说明，经培养单位和研究生院管理部门批准后视同达到发表论文的要求。各培养单位可结合实际情况制定不低于本办法的论文发表要求。发表论文需注明获资助的奖学金类型。

The student is required to publish at least one journal paper pertaining to his/her thesis work before applying for thesis defense. The student and research institute should be indicated as the first author and the first affiliation respectively. In special cases, the student who could not publish required paper on time should provide a written application and the supervisor's explanation letter. After getting permission from the host institute and GSCAAS, it could be considered to meet the requirement of publication. The student should indicate his/her scholarship type in the publication and thesis. The research institutes are encouraged to formulate its publication requirements which should not be less than the criterion of GSCAAS.

五、 学位论文 Degree Thesis

硕士学位论文是硕士研究生学术水平的重要标志，应表明作者具有从事科学研究的能力，在科学或专门技术上有新的见解，并反映作者掌握了本学科坚实的基础理论和系统的专门知识。

The master's degree thesis is an important indicator of the student's academic excellence. It must demonstrate the candidate's ability to conduct research and his/her new results in academics or specialized technology, and indicate that the candidate has firmly grasped the basic theories and systematic and specialized knowledge in the discipline.

1. 硕士学位论文应对科技进步与社会经济发展具有一定的理论意义和应用价值。

The master's degree thesis shall be a systemic and complete academic paper which possesses some value in theory or application for science & technology advancement and socioeconomic development.

2. 硕士学位论文应在导师指导下由研究生独立完成，论文内容应以硕士研究生本人完成的试验、观测和调查研究的材料为主。

The main work of thesis must be independently accomplished by the candidate on basis of first-hand materials from experimentation, observation or investigation.

3. 硕士研究生应分阶段向导师和指导小组汇报学位论文进展情况，根据意见改进论文研究工作，在导师和指导小组的指导下完成学位论文的撰写工作。

The student shall report thesis work periodically to his/her supervisor and advisory committee and improve his research based on their advice and comments, and complete the thesis writing under their guidance.

4. 硕士学位论文要求有 1 年以上的科研工作量。

The student shall have at least one year's workload of thesis research.

5. 硕士学位论文可以使用中文或英文撰写，应有中英文题目和论文摘要，注明留学生获资助的奖学金类型，具体要求按照《中国农业科学院学位论文与摘要写作规范》撰写，并按统一格式装订。

The master degree thesis shall be written either in Chinese or English with abstracts both in Chinese and English. The student shall indicate his/her scholarship type in thesis. The format of thesis shall refer to the Guidance on Degree Dissertation Writing in Chinese Academy of Agricultural Sciences and be prepared in the format applicable to Chinese postgraduates.

六、毕业与学位授予 Graduation and Degree Conferral

1. 硕士留学生完成培养方案规定的培养环节和学位论文工作，并通过资格审查后，可申请进行学位论文答辩，具体要求按照《中国农业科学院学位授予工作实施细则》执行。

The student, who has completed the required training procedures and thesis work and passed the graduation evaluation, is qualified for application of degree thesis defense. The defense and degree conferral shall be implemented in accordance with Implementation Regulations on Academic Degree Conferral of Chinese Academy of Agricultural Sciences.

2. 硕士学位论文应聘请 2 名具有研究生指导教师资格或副高级以上职称的同行专家评阅，其中院外专家至少 1 人，在评阅通过后方可组织学位论文答辩。硕士学位论文答辩委员会至少由 5 人组成，其中院外专家不少于 2 人，由副研究员以上或相当职称的专家担任。春季毕业生和夏季毕业生分别要求在上年 11 月 30 日前和当年 5 月 30 日前完成答辩工作。

The master degree thesis should be sent to three examiners (at least one external examiner outside CAAS) with rank of associate professors or above. The defense can only be held after passing the evaluation. The thesis defense committee consists of at least five experts (at least two members outside CAAS). The defense should be completed before 30 November of previous year for spring enrolled students or before 30 May of the current year for autumn enrolled students.

3. 答辩未通过者，按结业处理。通过答辩后准予毕业，颁发毕业证书。经院学位评定委员会审核通过后，授予硕士学位，颁发学位证书。

The student, who failed to pass the thesis defense, would be issued a Certificate of Completion with approval of GSCAAS. Those who have successfully defended their theses would be issued a Certificate of Graduation. After approval of Academic Degree Evaluation Committee of CAAS, the candidate would be awarded a Master Certificate.

第七篇 留学生课程管理暂行规定

PROVISIONAL REGULATIONS ON COURSES FOR INTERNATIONAL STUDENTS

一、总则 General Provision

为加强留学生课程管理，提高教学培养质量，根据教育部有关规定及我院留学生培养方案，制定本规定。

In accordance with the requirements of the Ministry of Education of China and the academic training plans of international students in GSCAAS, the provisional regulations are formulated to strengthen the curriculum management and to increase the training quality of international education.

二、课程设置 Curriculum Design

1. 课程设置应遵循教育部有关指导原则，体现中国农业科学院的学科发展需求，符合留学生教育的规律和特点，全面提高留学生综合素质。

Curriculum design should be in line with the regulations of the Ministry of Education of China, reflect the needs of CAAS discipline development, comply with the rule and characteristics of international education, and thus ensure the all-round development of international students.

2. 课程设置体现系统性、层次性、前沿性和创新性，适应各学科留学生课程学习的要求。

Curriculum design should be systematic, comprehensive, advanced, and innovative, and meet the needs of the international students under different academic programs.

3. 留学生课程分为学位课（必修课）和选修课两类，其中学位课程由公共学位课、专业学位课组成。

Curriculum consists of Compulsory and Optional Courses. Compulsory courses include Public Compulsory Courses and Professional Compulsory Courses

三、学分学时 Credits and Class Hours

1. 留学生课程学习实行学分制。博士生课程总学分不低于 18 学分；硕士生课程总学分不低于 28 学分。

The coursework is subjected to academic credit system. The minimum load for Ph.D. student is 18 credits, and 28 credits for Master students.

2. 留学生课程学分一般按课堂讲授每 16-18 学时计 1 学分，讨论课每 20 学时计 1 学分，实验实习课每 36 学时计 1 学分。

One credit is generally equivalent to 16-18 class hours for classroom instruction, 20 class hours for seminar courses, and 36 class hours for experimental /practice courses.

四、课程学习 Course Registration

1. 留学生应按照培养方案要求，在导师指导下根据知识结构和专业需要提出课程学习计划，并结合开课目录进行选课。留学生应合理安排选课，每学期选学的课程一般不超过 20 学分。留学生必须在中期考核前修完培养方案所规定的课程和学分。

International students should make Course Study Plan in light of their training programs and under the guidance of their Supervisor. They should rationally register for courses with no more than 20 credits each semester, and complete all the courses and credits as required by the academic training program prior to the mid-term assessment.

2. 留学生课程实行按学期网上选课。留学生必须在第一周内选定课程，开课两次后不允许改、退选。凡有可选择的学位课，应按培养方案规定的课程门数选定学位课。原则上学位课 5 人以上、选修课 10 人以上方可开课。

Courses are registered online in respective semester. The student should register for courses within the first week of each semester, and are not allowed to change registration or drop courses after the second class of the courses. In principle, Compulsory courses are available with more than five registered students and Optional courses with more than 10 registered students.

3. 留学生在同一上课时间内只允许选一门课程（免修除外），选一门以上者所选课程均不记成绩。

Students can only register for one course in one specific class time, otherwise may receive no credits for all the registered courses in the same class time, except for the course when the student are exempted from class attendance.

4. 根据培养方案要求必须学习而本院又没有开设的课程，或因特殊情况需要跨校选修的课程，由留学生本人提出书面申请，经指导教师同意、国际教育处批准，可到其他院校修读。学习结束后，留学生须将加盖选课学校留学生教务管理部门公章的成绩单和课程考试试卷（复印件、加盖公章）送交国际教育处，经审核合格后方可登录成绩和学分。

A student should present a written application if he/she intends to study a course that is not offered at GSCAAS and therefore have to study outside campus. The application must be approved by the supervisor and the International Education Office. Upon completion of the course, the student should submit the transcript and a copy of the examination sheets, all of which come with the official seal of the department responsible for graduate education affairs of both GSCAAS and the research institute, to the International Education Office for the recognition of grades and credits.

5. 博士生专业课、专业 Seminar、经典文献阅读，硕士生专业 Seminar、专业外语，专题报告以及其他部分专业课程，回所后由培养单位或导师组织开设。回所后的课程材料由培养单位按要求审查合格后寄送国际教育处，经审核合格后登录成绩和学分。

The research institutes or supervisor of international students are responsible for offering Professional Compulsory Courses, Professional seminars and Classical Literature Survey for Ph.D. students; seminars and Special Chinese courses for master's students; and other Compulsory Courses. At the same time, course materials should be sent by the research institutes to the International Education Office for the recognition and documentation of grades and credits.

五、课程考核 Examinations

1. 留学生必须按时参加所选课程的学习，自觉遵守课堂纪律。因故不能上课者应于课前提交请假条至国际教育处或相应的教学主管部门（已批准免修者除外）。未经批准不上课者以“旷课”记，缺课学时超过课程总学时三分之一以上者取消该课程考试资格，成绩以“0”分记，备注“缺考”。

The student should attend the registered class time and obey the class disciplines. If a student (except those exempted from the course) could not attend one or more classes in special case, he/she should present a written leave request letter to the International Education Office or other relevant departments. Failure to comply with the requirements constitutes absent. If a student absent more than one third of the total class hours for a course, he/she is not qualified for the final examination and are marked “0” and “Absent” on the transcript.

2. 留学生必须按照规定的时间和地点参加考试。无故不参加考试者，该课程成绩以“0”分记，备注“缺考”。未经选课而参加考试者，不记录成绩和学分。The students should take part in the examinations of registered courses as scheduled. Failure to comply with these schedules will lead to “0” and “Absent” on the transcript. Students will not be graded or gain credits when they take part in examinations of courses that they have not registered for.

3. 考试方式采用笔试（开卷、闭卷）、课程论文或课堂报告等形式，具体要求按照《关于留学生课程考试纪律的暂行规定》执行。考试方式原则上按照教学大纲执行。

Examinations range from written examinations, course papers and in-class presentations, and are subject to <Provisional Regulations on Examinations for the International Students>. Specific forms of examination should be in line with the syllabus.

六、成绩管理 Grades

1. 课程成绩为百分制，以 60 分为及格。平时成绩（含考勤）一般占课程成绩的 10%-30%。成绩及格方可获得学分。

Centesimal system (Hundred-Marks System) is adopted, of which 60 is the pass point. The performance of students in class, including attendance, account for 10%-30% of the total grade. Passing marks are mandatory for earning credits.

2. 课程成绩登记表经主讲教师签字后由国际教育处负责审核和登录。

The International Education Office is responsible for reviewing and inputting grades, upon the receipt of the Grade Record Form signed by the course instructor.

3. 留学生如对课程成绩有异议，可于成绩发布后 20 天内，向国际教育处提出复查成绩申请，由国际教育处负责复查。

If a student has any doubt about the final grade of registered course, he/she could apply for review and verification of the grade to the International Education Office within 20 days of the result being available.

4. 留学生必须按规定参加所学课程网上教学质量评估，教学评估完成后方可查看课程成绩和打印成绩单。

The international students should participate in online assessment of the course instructor's performance, or they may not access to or print their transcripts.

七、免修、缓考与重修 Course Exemptions, Delayed Examinations and Repeating Courses

1. 留学生申请免修课程（不包括中国概况课、专题课、实验课及开卷考试课程），需在开课第一周内递交申请，经导师同意、国际教育处批准后可予免修，但必须随班参加考试，成绩合格方可获得学分；中文授课的留学生已获得汉语水平考试（HSK）五级及以上，或英文授课的留学生已获得汉语水平考试（HSK）三级及以上，经批准可免修汉语课程。

To be granted an exemption from courses the international students should present their application within the first week after class opening, with the approval of the supervisor and the International Education Office. They need to attend and pass the examination to get credits. With approval of the graduate school, the students who are instructed in Chinese shall be exempted from Chinese Courses when he/she has reached Level 5 and above in Chinese Proficiency Test (HSK); the students who are instructed in English shall be exempted from Chinese Courses when he/she has reached HSK Level 3 and above.

2. 因故不能参加考试者，应在考试之前填写《课程缓考申请表》（因病要附医院诊断书），向国际教育处提出缓考申请。

The students who intend to be absent in an examination due to illness or other special reasons, should submit a written application with medical evidence or relevant supporting materials, to the International Education Office in advance.

3. 留学生课程考试不及格或缺考者，允许重修。重修课程须按照规定重新选课、上课，重修成绩及格方可取代上次成绩，备注“重修”。

The students are allowed to retake a course in which they fail to take or pass the examination. They still need to register for the course, and passes the examination to replace the previous grade. Repeating course will be marked on the transcript.

八、附则 Supplementary Provision

1. 各培养单位和学院的留学生课程管理参照本办法执行。

The research institutes and colleges are responsible for the specific regulation of courses in accordance with the regulations.

2. 本规定自 2024 年 9 月 1 日开始施行，由研究生院国际教育处负责解释。

The Regulations took effect on September 1st, 2024, and the International Education Office is responsible for its interpretation.

第八篇 留学生课程考试纪律暂行规定

PROVISIONAL REGULATIONS ON EXAMINATIONS FOR THE INTERNATIONAL STUDENTS

一、为加强课程考试纪律，规范考务管理，培养留学生的优良学风，根据教育部有关规定，结合本院实际情况，制订本规定。

In line with the requirements of the Ministry of Education of China, the regulations are formulated to strengthen guidelines for conduct of examinations and foster an academic climate of integrity and honesty.

二、考生必须携带本人学生证按照规定的时间和考场参加考试。缺课学时超过课程总学时 1/3 以上者，取消参加该门课程考试的资格。

Students should bring their student ID cards to attend the examination as scheduled. The student who misses more than 1/3 of a course's total class hours is not eligible for the final examination.

三、考生除自带必需文具及教师指定考试用具外，严禁携带手机、笔记本电脑或其他电子设备参加考试。

Except for required materials for the examination, all mobile phone, notebook or other electric devices should not personally be taken during the exam.

四、考生参加闭卷考试，不得携带与考试有关材料进入座位，草稿纸由监考人员发放，不得自带；考生参加开卷考试可携带教师允许的教材、参考书及课堂笔记等相关纸质材料，不得相互传递和交换材料。

Students are not allowed to bring materials containing information pertaining to the examination in a closed-book examination. Scrap paper will be given by the invigilator. In an open-book examination, books, notes and other materials containing information pertaining to the examination are allowed into the examination room, but students should not share them with each other.

五、考生进入考场后必须将禁止带入考试座位的物品集中放置在监考人员指定的位置，服从考试座位安排，将学生证置于本人座位桌面外侧，接受考试

资格核查。对不服从安排的考生，监考人员有权取消其考试资格。

Students should leave unauthorized materials in places designated by the invigilator, and sit where they have been assigned. They also need to keep their student ID cards visible on the desk during the exam for the verification by the invigilator. Failure to comply with the rules could result in disqualification for the examination.

六、考试时间由监考人员根据规定的考试时间宣布。考生应提前 10 分钟进入指定考场。考试开始 30 分钟后，迟到考生不得进入考场，视同“缺考”。考试开始 60 分钟后，考生方可提前交卷。

The invigilators are responsible for announcing the start of the examination. Students must be present in the examination room 10 minutes earlier than starting time of the exam, and no student will be allowed to enter an examination room later than 30 minutes after it has started. Students may not leave the examination room during the first 60 minutes of the examination period.

七、考生应自觉保持安静，不准喧哗，不准吸烟，不得以任何理由干扰考场秩序。考生有问题须举手后向监考人员提出。未经监考人员准许不得借用他人文具。

Students should keep quiet during the exam. Smoking, making a noise or any other disturbance to the examination are forbidden. Students need to raise their hands if they have any questions, and are not allowed to borrow materials from others without the approval of the invigilator.

八、严禁考生以任何理由左顾右盼、交头接耳。严禁夹带、传递、偷看、抄袭、交换试卷、替考和利用电子设备作弊等任何形式的作弊行为，对替考、代答、传递资料等为他人提供作弊条件者，双方皆视为考试作弊。

Talk or any other form of communication between students is forbidden. Students should not cheat in any form, including carrying unauthorized materials, plagiarizing papers and using electronic devices, etc. Those who help others cheat during the exam are seen as cheaters as well.

九、课程论文考试必须由考生独立完成。论文内容整段文字如与其他文献雷同 300 字以上视为抄袭，课程成绩以零分计。

Students should write course papers independently. It constitutes plagiarism when

more than 300 characters /words in the paper are found identical with other papers, and in this case, the student receives 0 grade for the course.

十、考生在考试过程中不得中途离开考场。如有特殊情况，必须举手示意，经监考人员准许后单人放行。未经批准中途擅自离开考场者，视为提前交卷，考生不得继续参加考试。

Students may not leave the examination room during the exam. If there are any emergencies, students must raise their hands to ask for the permission from the invigilator. Those who leave the examination room without approval are not allowed to continue the examination.

十一、监考人员宣布考试结束，考生必须立即停止答题，将试卷、答题纸（或答卷）一并发放于桌面，经监考人员核收后方可离开考场。试卷、答题纸（或答卷）和发放的草稿纸不得带出考场。答题纸不得缺损。考生交卷后应立即离开考场，严禁在考场内外逗留、喧哗。

Once the invigilator announces the end of the examination period, students should immediately stop writing, and are required to put all examination materials, including answer sheets, exam papers and scrap papers on the desk. After the invigilator collects and checks the materials, students may leave soon and are not allowed to linger in the examination room.

十二、对违反考试纪律者，视其违纪情节给予批评教育、取消考试成绩和相应纪律处分，构成考试作弊者考试成绩以零分计，并视情节轻重，给予警告、严重警告、记过、留校察看直至开除学籍处分。监考人员应认真做好课程考试和考生违纪情况记录。

Any breach of these regulations is subject to punishment, including admonishment and cancellation of examination results. Students who cheat in the examination receive 0 grade, and additional punishment will be followed depending on the seriousness, the punishments include warning, serious warning, demerit, probation and even expulsion.

十三、本规定自 2024 年 9 月 1 日起施行，由研究生院国际教育处负责解释。The Regulations took effect on September 1st, 2024 and the International Education Office is responsible for its interpretation.

第九篇 学籍和学业指导

STUDENTSHIP AND STUDY GUIDE

一、学期安排 SEMESTER ARRANGEMENT

1. 每学年分为春季和秋季两个学期，春季学期通常为3月1日至7月15日，秋季学期通常为9月1日至次年的1月15日，具体时间以研究生院校历为准。

There are two semesters in every academic year, spring semester usually from March 1st to July 15th, and autumn semester usually from September 1st to January 15th of the following year. The exact dates of each semester should be decided by GSCAAS.

2. 每学年的暑假通常为7月16日至8月31日，寒假通常为1月16日至2月28日，具体时间以研究生院校历为准。留学生回所后的假期按照所在培养单位的规定执行。

Summer vacation is usually from July 16th to August 31st, winter vacation is usually from January 16th to the end of February. The exact dates of each semester should be decided by GSCAAS. The student should obey the vacation arrangement of research institute during the period of thesis research.

二、学制 STUDY DURATION

1. 博士研究生基本学制为3年，特殊情况经批准后可延长学习时间，但累计在学期限不超过6年（含休学）。达到最长在校学习年限者须办理离校手续，不再保留学籍。

The basic study duration of Ph.D. student is 3 years. It could be extended after getting approvals in the special cases, and the maximum duration is 6 years (including suspension). The student should go through the leaving procedures without keeping the studentship when he/she reaches the maximum study duration.

2. 硕士研究生基本学制为3年。由研究生本人申请，提前完成研究生培养方案规定的学习任务并通过学位论文答辩者，经批准后可提前1年毕业。特殊

情况经批准后可延期 1 年毕业，累计在学年限不超过 4 年（含休学）。达到最长在校学习年限者须办理手续，不再保留学籍。非学历生的学习年限一般不超过 1 年，最长不超过 2 年。

The basic study duration of Master student is 3 years. The student, who has finished the requirements of study and passed the Thesis Defense, could apply for early graduation one year ahead, and also one year study extension is allowed after getting approval. The maximum study duration is 4 years (including suspension). The student should go through the leaving procedures without keeping the studentship when he/she reaches the maximum study duration. The study duration of non-degree students is generally within one year and a maximum of two years

三、课程与学分 CURRICULUM & CREDIT

1. 硕士生课程总学分不低于 28 学分，博士生课程总学分不低于 18 学分。

Master students should complete minimum 28 credits, while Ph.D. students no less than 18 credits.

2. 第一学期：留学生参加在研究生院的集中课程学习。课程包括《初级综合汉语》《强化汉语》《中国概况》《农业科技进展专题》《试验设计与统计分析》《SPSS 统计分析》等课程。留学生还必须参加研究生院组织的 2 次社会实践并提交活动报告。以中文为专业教学语言的硕士、博士留学生，取得 HSK 证书 5 级及以上或相关同等证明者，可申请免修汉语课程。以外语为专业教学语言的硕士、博士留学生，取得 HSK 证书 3 级及以上或相关同等证明者，可申请免修汉语课程。经批准免修不免试课程者，在考试通过后可获得相应课程的学分。

First semester: The student should finish the courses organized by GSCAAS, including Primary Comprehensive Chinese, Intensive Chinese, Progress in Agricultural Science and Technology, Experimental Design & Statistical Analysis, Statistical Analysis with SPSS etc. In addition, the student should attend the Social Practice organized by GSCAAS at least two times. The student who uses Chinese as the medium of instruction can apply for exemption in Chinese courses if they have reached the HSK Level 5 and above, or relevant equivalent certificates. The student who uses English as the medium of instruction can apply for exemption from Chinese courses if they have reached the HSK Level 3 and above, or relevant equivalent certificates. With official approval, the student could apply for course exemption

and get the credits of exempted course accordingly when he/she passed the final examination.

3. 第二学期至毕业：留学生回所进行课程学习和论文研究工作，在导师和指导小组的指导下，结合课题研究和本人情况制定论文研究计划。博士研究生回所课程包括《专业 Seminar》《经典文献阅读》及至少一门专业课。硕士研究生回所课程包括《专业汉语》《专业 Seminar》及其他专业课。经批准的校外选修课程可计入总学分，须提供盖有该校研究生管理部门公章的成绩单，以及其他证明学习成绩合格的材料。

From the second semester to the graduation: The student should carry out the courses and research work, and make the study plan under the guidance of the supervisor and the steering group. The Doctoral courses in host institute include Classical Literature Review, Professional Seminar, and at least one professional course. For master degree, the courses include Professional Chinese, Professional Seminar and other professional courses. With the approval of the International Education Office, the student could study the courses in other universities and get the credits, with the formal stamped transcript and other valid materials.

4. 留学生课程授课语言为英语。具有中文基础的留学生，可选修研究生院开设的中文授课课程。

The medium of instruction is English. The student who are good at Chinese are encouraged to register in courses offered in Chinese.

四、考勤和请假 ATTENDANCE AND LEAVE

1. 留学生必须按时参加课程学习，自觉遵守课堂纪律。因故不能上课者，需提前向国际教育处或相应的教学主管部门和任课教师请假。

The student should attend courses on time, and obey the class disciplines. The class absence should get the approval from the International Education Office or other relevant departments and teachers in advance.

2. 留学生因病、因事等不能正常参加科研工作和其他活动，请假2天之内须事先向导师请假，请假7天以内须递交书面申请和相关证明，报培养单位批准。凡请假超过1周者，须报研究生院国际教育处批准。

The student, who cannot conduct research work and other activities due to sickness

or any personal affairs, should get the permission of supervisor for leave no longer than two days and the written approval of research institute for leave no longer than seven days respectively. The application of leave for more than one week should be forwarded to the International Education Office for official approval.

3. 因论文研究需要或个人原因, 需要出境或离开所在地前往其他地方的留学生, 均须提前向国际教育处递交经导师和培养单位签字同意的《请假单》, 经研究生院批准后方可离开。学生返校后应立即到国际教育处销假, 重新办理住宿登记手续。未经批准离校2周或无故擅自逾期不归的, 将给予自动退学处理。The student, who intends to travel inside or outside China, either due to the need of research work or personal affairs, should submit 《the Request for Leave》 duly signed by the supervisor and stamped by the research institute to the International Education Office in advance. The student could only leave the school with approval of GSCAAS. Right after return to the school, the student should report to the International Education Office and host institute and renew residence form at the local Police Station. The student who has been absent from school for two weeks without official approval, or has not returned to school prior to the expiration date without justified reasons, will be regarded as drop-out automatically.

五、考试和成绩 EXAMINATION AND TRANSCRIPT

1. 留学生须参加所选课程的考试。考试方式采用笔试(开卷、闭卷)、课程论文或课堂报告等形式。出勤、课堂表现、作业、测验、考试、课程论文、读书报告、学习总结、学术报告等均可作为课程成绩的组成部分。

The student should attend the examination of registered courses. The written test (open/close-book), research paper, class report and other proper forms will be taken. The final score may consist of class attendance and performance, homework, quiz, examination, reading report, study summary, academic report and so on.

2. 缺课 1/3 以上者取消该门课程的考试资格。

Those who absents one-third of class hours or more will be disqualified for the final examination.

3. 课程考试成绩采用百分制, 60 分及格, 课程成绩合格方可获得学分。

Centesimal system (Hundred-Marks System) is adopted, of which 60 is the pass point. Passing marks are mandatory for earning credits.

4. 考试不及格者，允许重修，课程成绩注明“重修”字样。因故不能参加考试的，应在考试之前提出缓考申请，经批准后可随下一学期的学生考试。留学生缺考的课程以“缺考”登记成绩。

The student who failed in the examination is allowed to retake, but the result will be marked as “retake”. If someone could not take the exam on time for any reasons, he/she should apply for delayed exam ahead of time, and then attend the exam in the following semester with prior approval. The score of the absent exam will be marked as “absent” in the final marks.

5. 凡违反考试纪律者，视其违纪情节给予批评教育、取消考试成绩和相应纪律处分。考试抄袭、作弊者，该门课程以零分计，并视情节轻重，给予警告、严重警告、记过、留校察看直至开除学籍处分。

The student who violates examination discipline will face penalty of criticism, examination cancelling, and other disciplinary actions as per violation. Plagiarism and cheating will lead to “0” mark in the exam, and additional punishment will be followed depending on the seriousness, the punishments include warning, serious warning, demerit, probation, and even expulsion.

6. 研究生院和培养单位将如实记录国际学生考试和考核成绩、培养环节考核结果和日常表现，并作为学业考核、奖学金评审和评奖评优的重要依据。

GSCAAS and research institutes should faithfully record the result of examinations and training procedure assessments, and the daily performance of the international students, and take them as an important basis for academic assessment, scholarship evaluation and awarding prizes and honors.

六、学籍异动 CHANGES OF STUDENTSHIP

1. 休学与复学 SUSPENSION AND RESUMPTION

(1) 学历生在学期间原则上不得休学。因病或其他个人原因及不可抗力导致不能正常学习的，应办理休学或退学手续，并在办理完手续后1周内离校。经批准休学的保留其学籍。在读期间最多休学2次，累计不得超过1年。休学

期满申请复学的，应提前 1 个月向国际教育处提出书面申请，提供具有资质的医院出具的健康证明，经批准后办理复学手续。入境后须到指定的医院体检，确已康复的，可恢复学习，否则，应继续休学或退学。

In general, the degree student should not apply for suspension. Only due to sickness, and other personal conditions or force majeure reasons resulting unable to study, the student could apply for suspension or drop-out and shall leave for his/her home country within one week after getting approval from GSCAAS. The student studentship will be kept during the approved suspension period. Application of suspension should not exceed twice and not more than one year accumulatively. When applying for resumption the student should provide a written application for resumption and the health certificate issued by qualified hospital of the home country one month before expiration of the suspension. After going through the approval procedure, the student should return to GSCAAS and check again at the appointed hospital in China. With assured recovery, the student could start the further study and research, otherwise suspension remains or drop-out will be required accordingly.

(2) 获准休学的奖学金生，自休学之日起其奖学金资格自动中止，不享受在校留学生的各种待遇。获准复学后，其奖学金资格将自动顺延，但顺延期限不得超过其休学期。

The student shall be halted his/her scholarship from the date of suspension approval and is deemed not to have the rights of registered students. After official approval of resumption, the scholarship will be postponed accordingly. The period of postponement could not be longer than the approved suspension period.

2. 退学 DROP-OUT

留学生有下列情况之一的，按退学处理。自退学之日起，留学生奖学金资格自动取消，应在退学后 1 周内离校，费用自理：

Any of the following circumstances will result in expulsion/drop-out. From the effective date of expulsion/drop-out, the scholarship will be canceled automatically. The student should leave school in one week at own expense:

(1) 因个人原因要求退学的；

Drop-out for personal reasons;

(2) 休学期满未及时申请复学的;

Not applying for resumption on time by the expiration of school suspension;

(3) 按本校留学生培养规定相关条款终止培养的;

Terminating the training in accordance with the relevant training rules for the international students;

(4) 开学 2 周内未按研究生院和培养单位规定办理注册手续, 而又无正当理由的;

Failure to register in 2 weeks after the semester begins, without justified causes;

(5) 未经批准离校, 连续 2 周未参加研究生院和培养单位规定的教学、科研活动的;

Leaving school without prior permission, absent in courses and research work more than 2 weeks;

(6) 触犯中国法律法规被处以拘留以上处罚的;

Having been subjected to administrative detention or above in term of violation of Chinese laws and regulations;

(7) 严重违反研究生院或培养单位规章制度的;

Serious violation of the rules and regulations of GSCAAS or research institute;

(8) 患有严重精神障碍、传染性肺结核病或者其他严重传染性疾病等, 经治疗仍不适合继续学习的。

Suffering from mental illness, infectious tuberculosis or other infectious disease etc., which is still unsuitable for continuous study after medical treatment;

(9) 超过规定最长学习年限者;

Exceeding the maximum study duration;

(10) 其他。

Other reasons could be considered as resulting expulsion/drop-out.

3. 转学、转专业、转导师 TRANSFER, CHANGE OF MAJOR AND SUPERVISOR

(1) 留学生申请转学, 须本人提出书面申请, 提供接受研究生院和培养单位同意函后办理转学手续。从外校转入我院的, 按照留学生新生申请程序和要

求办理，符合接受条件的，国际教育处出具同意接收函。

The student, who requests to transfer from GSCAAS and the research institute, should submit a written application and acceptance letter from the receiving university. The student, who transfers into GSCAAS, should follow the admission procedure. The International Education Office will issue acceptance letter for the admitted postgraduates.

(2) 特殊情况下，符合条件的学历生可申请更换专业或变更导师，填写《更换专业申请表》或《导师变更表》，经研究生院批准后，由国际教育处办理相关变更手续。

Under some special circumstances, the degree student who meets with the necessary requirement could apply for major or supervisor change, by submitting the filled Application Form for Changing Major or Application Form for Changing Supervisor. After getting the approval from GSCAAS, the International Education Office will handle the change accordingly.

(3) 进修生申请为学历生的，须按照留学生新生申请程序和要求办理。
The visiting scholar who intends to be a degree student should follow the admission procedure.

七、论文研究与答辩 RESEARCH & THESIS DEFENSE

1. 留学生在导师的指导下，开展课题研究，完成课程学习、开题报告、中期考核、学术活动和发表论文等培养环节，具体要求按照我院《博士留学生培养工作暂行规定》和《硕士留学生培养工作暂行规定》执行。

Under the guidance of the supervisor, the student shall carry out research projects, complete training procedures such as course learning, opening report, mid-term assessment, academic activities and publication of papers. The specific requirements shall be implemented in accordance with the *Provisional Regulations on Training of International Ph.D. Student* or *Provisional Regulations on Training of International Master Student*.

2. 国际学生的论文选题应符合学习专业的研究方向，鼓励国际学生结合本国实际需求开展论文研究工作。论文内容应以学生本人完成的第一手试验、观

测或调查的材料为主。

The topic of the dissertation of international students should be in line with the research direction of the study program, and international students are encouraged to carry out their dissertation research work in the light of the practical needs of their own countries. The content of the thesis should be based on first-hand experiments, observations or investigations carried out by the student himself/herself.

3. 国际学生原则上应在中国完成学业。学历生确因学习和论文研究需要，经批准可离华进行课程学习、资料收集、课题研究和论文撰写工作，在中国累计学习时间的最低期限按照有关规定执行。

In principle, international students shall complete their studies in China. The degree students may, upon approval, leave China for course study, data collection, research and dissertation writing when there is really a need for study and dissertation research, and the minimum period of cumulative study time in China shall be implemented in accordance with the relevant regulations.

4. 博士留学生在申请论文答辩前须以第一作者、第一单位发表一篇与学位论文内容有关的 SCI/EI/SSCI 论文。硕士留学生在申请论文答辩前须以第一作者、第一单位发表一篇与学位论文内容有关的论文。因特殊情况不能按时发表论文者，须提出申请并由导师做书面说明，经培养单位和研究生院批准后视同达到发表论文的要求。各培养单位可结合实际情况制定不低于本办法的论文发表要求。

The student should publish at least one paper related to his/her thesis work before applying for the thesis defense. The student and research institute should be indicated as the first author and the first affiliation respectively. For Ph.D. student, the publication should also be on the SCI/EI/SSCI journal list.

The student, who could not publish the required paper on time in special case, should provide written application and the supervisor's explanation letter. After getting permission from the host institute and GSCAAS, it could be considered to meet the requirement of publication. The research institutes are encouraged to formulate its publication requirements which should not be lower than the criterion of GSCAAS.

5. 留学生学位论文可使用中文或英文撰写，但须有中文题目和中文摘要，

论文格式要求与国内研究生相一致。

The graduation thesis should be written in either Chinese or English with Chinese title and Chinese abstract, and has the same format as the requirement of Chinese postgraduates.

6. 学生须在发表论文及学位论文中注明奖学金资助类型。

The student should indicate scholarship type in his/her publication and thesis.

7. 留学生完成所有培养环节后经审核可申请进行论文答辩，具体要求按照《中国农业科学院学位授予实施细则》的有关规定执行。

The student who has already completed all the training requirements and passed the graduation qualification review is allowed to apply for thesis defense. The procedures and requirements should be in accordance with the *Implementation Regulation on Academic Degree Conferral of GSCAAS*.

8. 留学生答辩时须用汉语进行自我介绍并报告论文摘要。通过答辩的留学生，应及时向培养单位学位评定委员会提出学位申请并提交相关材料，具体要求请按照学位办公布的通知为准，一般包括学位论文（纸质版 6 本及电子版）、学位申请表（2 份）、论文评阅书（1 套）、答辩委员会签名表、答辩报告书（2 份）、答辩表决票（1 套）、答辩记录、在校期间发表学术论文情况表及发表学术论文复印件。经培养单位学位评定委员会审核通过后，由培养单位研究生管理部门统一提交学位办。

During thesis defense, students should deliver self-introduction and thesis abstract in Chinese. Those who have successfully defended their theses, should apply for award of degree to the Academic Degree Evaluation Committee of Research Institute in time, and provide their defending materials according to the requirement of the Degree Office's notice, usually including six hard copies of thesis and its electronic version, two copies of application form for degree conferral, one set of thesis evaluation documents, signature of Examining Committee Members, two copies of defending report, votes of Examining Committee, recording paper of thesis defense, a list of publication and copies of published papers during study at GSCAAS. After the approval of the Academic Degree Evaluation Committee of Research Institute, the research institute should submit the above required materials to the Degree Office of GSCAAS for further evaluation and degree conferral.

第十篇 毕业和就业指导

GRADUATION AND EMPLOYMENT GUIDANCE

一、学历留学生必须完成留学生培养规定的课程学习、培养环节和学位论文工作，通过资格审查后可申请答辩，通过答辩后准予毕业，颁发毕业证书；通过中国农业科学院学位评定委员会审定后，授予相应学位，颁发学位证书。完成课程学习或答辩未通过的留学生，由本人提出书面申请和相关证明，经研究生院批准，相应出具结业证书或肄业证书等证明。

Degree students should complete the required courses, training procedures and thesis work. The student, who passed the graduation qualification review, can apply for a thesis defense and be granted a graduation certificate after his/her successful defense. Degree certificate shall be awarded with the approval of the CAAS Academic Degree Evaluation Committee.

By submitting written application with relevant documents, the student who failed to pass the defense, or completed partial course work, would be issued a Certificate of Completion or Certificate of Incompletion with the prior approval of GSCAAS.

二、完成学习计划的进修生，在提交导师和培养单位签字盖章的进修报告后，可颁发其结业证书。

Visiting scholars who have completed the required research plan should submit a research report signed by the supervisor and stamped by the research institute, and receive his/her Certificate of Completion accordingly.

三、证书上留学生姓名应与其护照信息一致并按照名、姓的顺序书写。留学生在入学注册时应向国际教育处书面告知并签字确认其个人信息，以保证其签证、住宿、奖学金评审、开题、中期、成绩单、毕业证、学位证书等材料上个人信息的一致。

The name of student on certificates should be consistent with his/her passport and follow the order of Given name and then Surname. The student should confirm his/her personal information and signed at the International Education Office during the enrollment to ensure student's name in compliance with the name on his/her visa,

accommodation sheet, scholarship review, thesis proposal, mid-term assessment, transcript, diploma, degree certificate and other materials.

四、毕业生在毕业典礼后可在国际教育处领取中文毕业证书、中文学位证书及相应英文翻译件。授予博士学位的留学生，在公示期间内如有异议，经核实不符合学位授予条件者，按规定取消其已授予的博士学位。

After graduation ceremony, the graduates will receive a Chinese graduation certificate, a Chinese degree certificate and the corresponding English translations at the International Education Office. The student who has been granted a Ph.D. degree should go through a publicity period. If any objection has been raised and verified during this period, his/her granted doctorate will be canceled in accordance with relevant degree regulations.

五、证书应由本人领取。特殊情况下委托他人代领的，须本人事先向国际教育处提交委托书及委托人护照首页复印件，委托人领取证书时须出示本人护照。

Certificates should be received by students themselves. In case of any special circumstances, certificates could be received by a representative (on student's behalf). The student should in advance submit a letter of authorization and a copy of his/her ID and representative's ID to the International Education Office and the representative need to show his/ her ID to pick up the student's certificates.

六、研究生院根据留学生在华实习和就业政策为毕业生提供毕业证明、政策咨询、就业信息和就业促进服务。

In accordance with international student internship and employment policy in China, the IEO shall help to provide services of studentship statement, policy consultation, employment information, and employment promotion for international graduates.

第十一篇 签证和居留许可

VISA & RESIDENCE PERMIT

一、留学生须持学习签证入境，持其他签证的，不得入校学习。

The student should apply for X visa to enter China. Other visas are not accepted for studying in GSCAAS.

二、留学生自入境起 24 小时内，必须持本人有效护照到所属派出所办理住宿登记手续。入住留学生公寓的到大钟寺派出所办理，校外住宿的到住宿地派出所办理。办理完毕后上交《临时住宿登记表》复印件给国际教育处留存。

The student should register at local Police Station of the living area within 24 hours after entering China. The student staying at student dormitory should register at Dazhongsi Police Station; other students residing outside of campus should register at Local Police Station, and submit the copy of Residence Form to the International Education Office right after the registration.

三、留学生必须办理居留许可手续，自行前往北京市公安局出入境管理处办理，提前网上预约 (<https://zwfw.gaj.beijing.gov.cn/rp/>)，费用自理。新生持 X 签证入境后，需在 1 个月内首次申请居留许可，材料包括护照、录取通知书原件、签证申请表（201 或 202 表）、住宿登记复印件、在华体检报告、1 张 2 寸白底照片、签证费。

老生可在居留许可到期前 2 个月申请延期，国际教育处每年 6 月和 11 月组织留学生集中办理居留许可。居留许可延期材料包括护照、住宿登记复印件、1 张 2 寸白底照片和费用。

Within 30 days after entering China, the student should apply for Residence Permit with Passport, Visa Application Form (JW201/202), Admission Notice, Certificate of Verification for Physical Examination and Residence Form at own expense. The student could complete this procedure at Beijing Public Security Bureau in person and make an appointment in advance. The website of appointment is <https://zwfw.gaj.beijing.gov.cn/rp/>.

Senior student should apply for renewal of resident permit 2 months before valid

date. Graduate school will arrange group application for renewing resident permit in June and November per year. The documents for renewal of resident permit include passport, copy of accommodation registration form, one 2-inch photo with white background and visa fee.

四、留学生离境时，本人须提前 24 小时到派出所取消住宿登记。再次入境后，须在 24 小时内办理住宿登记；变更住址时，须到新住宿地派出所办理临时住宿登记手续，上交《临时住宿登记表》复印件给国际教育处留存。

The student should cancel the residence permit before leaving China and register in local police station in 24 hours after re-entry to China. In the case of changing accommodation, prior shifting to new address, the student should re-apply for the Residence Form from the local police station and submit a copy of new Residence Form to the International Education Office.

五、居留许可有效期一般为一年或在护照有效期内。居留许可到期前必须离境，需要继续学习的，必须在居留许可到期前至少一个月办理延期手续。

The validity of residence permit is one year in general or before expiry date of passport. The student should leave China before the expiry date of residence permit. The student should apply for extension at least one month prior to the expiry of the residence permit, if he/she wants to continue the study at GSCAAS.

六、护照和居留许可内容发生变更的，留学生须在十日内办理变更手续。The student should submit the application for any change of the contents of Passport and Residence Permit within 10 days.

七、留学生迁移时，须在十日内办理居留许可迁移手续。The student should apply for the transfer of the Residence Permit within 10 days if he/she shifts to other places.

八、留学生应密切注意自己护照和签证 / 居留许可的有效期，及时办理延期手续，避免出现过期等违法违规的行为。The student should be aware of the validity of Passport, Visa and Residence Permit, and complete the renewal procedure in time to avoid any illegal conducts due to expiration.

九、留学生如有新护照，请在第一时间通知国际教育处，并在 10 日内将签证更新到新护照上。

If the student gets a new passport, he/she should inform the International Education Office immediately, and update visa or resident permit to new passport within 10 days.

十、留学生入院学习 6 个月后方可申请家属来华陪读，并提供经费、住宿安排等证明。经批准后，国际教育处出具家属来华陪读的说明。家属签证不得超过留学生本人的签证 / 居留许可期限。

Family visit applications can only be considered six months after the student's arrival when providing statements of financial support and arranged accommodation etc. The International Education Office will issue the Family Visiting Statement for applying S visa, which is less than the student's validity of Visa or Residence Permit.

十一、根据《中华人民共和国外国人入境出境管理条例》有关规定，持学习类居留证件需要在校外参加实习的留学生，经所在培养单位和研究生院同意后，可向公安机关出入境管理机构申请居留证件加注实习地点、期限等信息。

According to the relevant rules of "Regulations on the Administration of Entry and Exit of Foreigners of the People's Republic of China", if the student holds a residence permit for study and needs to work or intern outside of school, he/she should apply to the Exit and Entry Administration of the Public Security Bureau for work-study or internship annotation with location and deadline on the residence permit after the approval of the research institute and GSCAAS.

申请人应具备申请加注实习的条件要求，每次办理实习加注的期限不应超过 6 个月，且不应超过学习类居留许可的有效期。留学生若变更实习单位，须重新办理居留许可实习加注手续。留学生在实习期间若发生退学、休学等学籍异动，须按要求注销学习类居留许可。若留学生在实习期间出现学业缺勤情况较多、成绩明显下降、违犯校规校纪、违犯中国法律法规等情况，其加注的实习签证将被依法注销并给予相应的处罚。

The application should meet with the qualifications applying for work-study or internship. The time limit of applying for internship annotation on the residence permit should not exceed six months. When the applicant intends to change an internship location, she/he should re-apply for the internship annotation on the residence permit. Foreign students who have stopped or have been suspended from school during the

internship, should be canceled of their residence permit with annotation as required. In case of the student has bad academic performance during the internship, or has had a considerable amount of absences from class, or has violated the school rules and regulations, or Chinese laws, he/she should be canceled of residence permit with internship annotation and be given relevant punishment accordingly.

第十二篇 费用及规定

FEES & RULES

一、研究生院以人民币为计费货币，不收取其他类型的货币。

GSCAAS accepts Chinese currency RMB ONLY.

二、留学生须按时足额缴纳各项费用，奖学金生按奖学金内容免缴相关费用。因特殊情况需缓交的，须书面提出申请，报经研究生院同意。擅自不交的，将给予劝退处理。

The student should pay the fees in full on time as required. Fee exemption should follow the contents of specified scholarship differently. For the deferred payment, the student should submit the application in writing with specific reasons to GSCAAS, postponed payment without approval might result in drop-out automatically.

三、费用类别 Fee Category

1. 申请费 Application Fee

(1) 进修生：400 元；学历生：600 元

Visiting Scholar: 400 Yuan; Degree Student: 600 Yuan

(2) 除中国政府奖学金国别生外，所有经申请我院入学的留学生均需交纳申请费。

All the newly enrolled Students, except for students of Chinese Government Scholarship (Bilateral Program), are required to pay Application Fee.

2. 学费 Tuition Fee

(1) 标准 Standard

硕士研究生 / 普通进修生：30000 元 / 学年

Master's Students/General Scholars: 30,000 Yuan/Year

博士研究生 / 高级进修生：40000 元 / 学年

Ph.D. Students/Senior Scholars: 40,000Yuan/Year

(2) 超过 1 学期但不足 1 学年的，按 1 学年学费标准交纳；1 学期或不足

1 学期的，按半学年的学费标准交纳。

The student should pay tuition fee for a full academic year if study period is longer than one semester, but pay tuition fee for half academic year if study period is less than one semester.

(3) 交纳规定 Regulations of Payment

须在每学期注册时交纳学费；

Tuition fee should be paid at the time of registration;

无故未交纳学费者，将被取消入学资格；已入学的，将给予劝退处理；

The student who fails to pay tuition fee on time without approval, should be withdrawn admission. The student, who has already registered without paying tuition fee, should be treated as drop-out;

经批准同意缓交学费的，缓交期不得超过 2 个月。超过缓交期仍未交纳的，将劝退处理；

With the official permission of delayed tuition payment from GSCAAS, the deferment period should not be over two months. The students who did not pay the tuition prior to the expiration of deferment period, should be treated as drop-out;

经批准延期毕业的，延期期间的学费须按学费标准交纳；

With the official approval of deferred graduation, tuition fee should be paid accordingly for the extended study period;

经批准休学的，已交纳的休学期间的费用不退，复学后可延续使用；

With the official approval of suspension of schooling, the fees which have already paid for the study suspension period will not be returned, and could be used when the student resumes school;

3. 住宿费 Accommodation Fee

(1) 在研究生院公寓住宿的中国政府奖学金生，免交住宿费。经批准自行安排校外住宿的，按 CSC 标准提供住宿补贴。

The CSC student, living in GSCAAS Student Dormitory, will be waived fee for accommodation. With official approval, the CSC students who live outside of campus will receive accommodation subsidy according to CSC standards.

(2) 学生应在月初缴纳本月的住宿费。未经批准不按时交纳住宿费的, 取消其住宿资格。

The student should pay the accommodation fee at the beginning of the month. Anyone who fails to pay accommodation fee on time without permission in advance, will result in disqualification of accommodation.

(3) 经批准缓交住宿费的, 需在批准的期限内按时交纳。未按时交纳住宿费的, 取消其住宿资格。

If the student gets the official permission of delayed payment of accommodation from GSCAAS, he/she needs to pay the fee on time within the approved deferment period. Anyone who fails to pay accommodation fee on time, will result in disqualification of accommodation.

(4) 京外所的留学生回所后的住宿由培养单位负责安排, 相关费用按照各培养单位的规定执行, 其中中国政府奖学金生免交住宿费。

The student, who carries out research in the research institute outside of Beijing, will be arranged a dormitory by research institute. Related expenses should be paid in line with regulations of the Research Institute. The CSC student will be exempted for accommodation fee.

(5) 京外留学生来京参加研究生院组织的活动, 活动期间中国政府奖学金生免交住宿费, 其他奖学金生按住宿标准收费。

When students outside Beijing attend the activities organized by GSCAAS, the CSC student is free of dormitory fee during the activity period, the other scholarship student should pay dormitory fee according to the standards.

(6) 学生交完住宿费之后应保留好交款凭证。

The student should make a copy of the payment note.

4. 生活费 Living Allowance

(1) 生活费按照奖学金类型的标准及支付渠道, 按月发放。中国政府奖学金生、研究生院奖学金生、北京市奖学金生的生活费发放标准为:

博士生 / 高级进修生: 3500 元 / 月; 硕士生 / 普通进修生: 3000 元 / 月

The standard of living allowance for CSC scholarship, GSCAAS Scholarship, Beijing Government Scholarship:

Ph.D. Students/Senior Scholars: 3500 Yuan/Month;

Master's Students/General Scholars: 3000 Yuan/Month

(2) 转出、退学、毕业及年度评估不合格被取消下一年度奖学金资格的, 自下月停发月生活费。

Due to the Transfer, Drop-out, Graduation and Disqualification of Annual Review, the student's scholarship for the following academic year will be discontinued, and whose monthly allowance is halted from the next month.

(3) 新生在入学当月 15 日 (含 15 日) 之前报到注册的, 发给全月生活费, 在 15 日之后报到注册的, 发放半月生活费。

The new students who completed registration before 15th of the month should get the living allowance for the whole month. Those who completed registration after 15th of the month should get the half of living allowance for the month.

(4) 在校生逾期不注册 15 日以内的, 扣发半个月生活费; 超过 15 日的, 扣发当月的全部生活费。

The living allowance of the student who had delayed registration within 15 days will be deducted for half a month. The delayed registration for more than 15 days will result in deduction of all living allowance in the current month.

(5) 留学生在休学期间或者因个人原因请假期间按实际请假天数停发奖学金, 返校注册后恢复发放。

During the period of student's suspension or leaving for personal reasons, the scholarship should be terminated according to actual leave days, and should be recovered while the student returns to school with valid registration.

(6) 毕业生生活费发至毕业之日以后的半个月。

The graduates will receive the living allowance for an extra half month from the date of graduation.

5. 签证、居留许可费用 Fee for Visa and Residence Permit

留学生本人自理签证、居留许可费用; 委托公司代办的, 代办费自理。

The student should pay the fee for visa and residence permit, including the fees from Agency Company.

6. 教材费 Learning Materials Fee

留学生免交研究生院开设的《中国概况》《中国文化》《初级综合汉语》和《强化汉语》等课程的教材费，其他教材费用留学生自理。

The student is exempted from the learning materials fee for the courses as below: China Survey, Chinese Culture, Primary Comprehensive Chinese and Intensive Chinese, but should pay for the cost for other learning materials.

7. 证照费用 Fees for Student ID and charges

(1) 学生证补办: 10 元

Reissuing the student ID: 10 Yuan

(2) 成绩单办理: 5 元 / 份 (免费提供 3 份)

Issuing transcripts: 5 Yuan/Copy (free of charge for 3 copies)

8. 其他 Others

(1) 留学生按照公寓管理规定交纳水费、电费、网费等费用。

The student should pay for expenses of water, electricity and internet etc., according to the Regulations of Student Dormitory.

(2) 留学生家属来华的所有费用自理。

The student should pay all the expenses for his/her family visits.

第十三篇 住宿

ACCOMMODATION

一、留学生须严格遵守学生公寓管理规定，服从工作人员管理，配合宿舍安全检查和设备维护。住宿期间，学生须加强人身和财产安全，爱护公寓内设施设备，按时交纳住宿费等各项费用。

The student should strictly abide by the management regulations of the student dormitory, obey the management of the staff, and cooperate with the safety inspection and equipment maintenance of the dormitory. During the stay, the student should take care of the related facilities, personal security and property safety, and pay dormitory fee and other related fees on time.

二、留学生持入住通知单到资产管理处办理房卡，入住指定房间。未经允许，不得擅自调换房间。室友要相互体谅，相互尊重，和谐相处。

The student should bring Check-in Notice to the Asset Management Office for room key. No room changing is allowed without permission. Roommates shall be friendly to each other for mutual understanding and harmony.

三、学生公寓用于研究生院在校留学生住宿，不提供家属住宿。
Student dormitory is for the international student of GSCAAS ONLY. It is not available for student's family.

四、加强安全用电，严禁违规使用电器，房间内严禁抽烟、做饭。违反者将给予批评教育及相应的处罚，并取消其住宿资格。

The student should have the awareness of Electricity Safety. Use of electrical appliances, smoking, and cooking inside the room are strictly prohibited. Violators will be criticized and punished according to the severity of the situation, and his /her dormitory qualifications will be canceled accordingly.

五、带卫生间的房间每月电量为 80 度，7-8 月增加至 130 度，超额部分须留学生自理。不带卫生间的房间每月电量为 50 度，7-8 月增加至 90 度，超额部分须留学生自理。

The room with shower has 80 KWH electricity quotas each month, and it will be increased to 130 KWH in July & August; the room without shower has 50 KWH electricity quotas each month, and it will be increased to 90 KWH in July & August. The student should pay for the excess quota.

六、房间内不得会客。留学生公寓一楼设有会客区域，开放时间为 9:00 至 22:00。

No visitor is allowed into the room, the reception area for visitor is located on the 1st floor. Open time is 9:00-22:00.

七、公寓开放时间为 6:00-24:00，请严格遵守规定。因特殊情况在公寓关闭后返回者，须请值班人员开门，进行登记并做出说明。严禁采用非正常方式进入房间，违反者将取消其住宿资格。

The Dormitory's Opening Hours are 6:00-24:00. Please strictly obey the regulation. Those who enter the dormitory after it is closed due to special circumstances should ask for the staff to open the door, register and make an explanation. It is strictly prohibited to enter the room in an abnormal way and the violator will be disqualified from the dormitory.

八、留学生应定期打扫公寓内房间，保持卫生整洁。经提醒仍未及时清理的留学生将被取消住宿资格。

The student should regularly clean the room and keep it clean and tidy. International students who fail to clean up in time after being reminded will be disqualified.

九、留学生公寓一楼厨房开放时间为 6:30-22:30，请注意遵守厨房管理规定，保持整洁，注意用气 / 火安全。

The kitchen is located at the 1st floor of the dormitory and its Opening Hour is 6:30-22:30. Please obey the rules of Kitchen management, maintain the kitchen clean and tidy, and be cautious of fire / gas safety.

十、严禁电动车进入宿舍楼，严禁将电池带入宿舍内充电，违反者将给予批评教育及相应的处罚、没收电池并取消住宿资格。

Electric vehicles are strictly forbidden to enter the dormitory building, and batteries are strictly prohibited to be charged in the dormitory. Violators will be criticized and punished according to the severity of the situation, and will be confiscated the batteries

and be canceled the accommodation qualification.

十一、违反用火用电管理规定的留学生将按照管理规定进行相应的处罚。如造成严重后果的违反者将按照相应的法律和法规进行处理，并做退学处理。International students who violate the regulations on the use of fire and electricity will be punished accordingly. Violators who cause serious consequences will be dealt with in accordance with relevant laws and regulations, and be dealt with by withdrawal.

十二、留学生公寓仅用于在校留学生住宿，不允许留宿其他人员，违者取消住宿资格并视情节给予纪律处分。The dormitory is ONLY provided to the GSCAAS registered student. No other person is allowed to sleep over in the dormitory. The violator will be canceled the qualification of accommodation and be punished in accordance with the seriousness of the case.

十三、留学生离院时，凭国际教育处开具的《退宿通知单》到公寓办理退宿手续，整理好房间，带走自己的物品，清除垃圾，将门禁交回一楼值班室，经房间检查后，方可退宿。When leaving school, the student should go through the formalities with the check-out form from the International Education Office, and throw away rubbish, keep room clean and tidy, bring all of your personal belongings, and return key to the duty room for inspection before final check-out.

十四、损坏公寓设施设备的，须照价赔偿，情节严重的，要承担相关责任。For any damaged facilities or lost items in dormitory, the student should indemnify accordingly, and bear the relevant responsibility under serious circumstance.

十五、留学生须严格遵守我院宿舍管理规定，实行与国内学生趋同管理。The student should obey the management and regulation of the dormitory during their study in GSCAAS.

十六、经导师、培养单位和研究生院审批同意后留学生方可校外住宿。校外住宿期间，留学生应遵守中国法律法规和相关管理规定，应及时到所属派出所办理住宿登记，做好个人及家庭的安全管理，不做违法乱纪的行为。租房时应签订租房合同，并将复印件交国际教育处留存，做好与房东的沟通协商，注

意人身安全，查验设施，及时交费，避免发生矛盾。

The student can live off campus only after the approval of his/her supervisor, research institutes and graduate school. During the stay outside the graduate school or the institute, international students should abide by Chinese laws and regulations and relevant management regulations, should register at the local police station according to the relevant provisions, do a good job of personal and family safety management, and do not do illegal behavior, and . The student, who rents an apartment, should sign a rental contract and provide a photocopy of the rental contract to the International Education Office. To avoid any conflict, the student should be cautious of personal safety, inspect the inside facility closely, pay the rent on time, and maintain good communication with the landlord.

十七、留学生回培养单位后的住宿由培养单位负责安排。留学生应遵守培养单位学生宿舍管理的规定。

The research institute should arrange dormitory for international students when they return to the research institute. The student should follow the dormitory rules of the research institute.

第十四篇 家属陪读

FAMILY VISIT

一、留学生本人在读6个月以上，表现良好，承诺不影响学习、经费自理的，并已安排好家属的住宿，方可申请其配偶和孩子来华陪读。不接受留学生其他亲属和人员的来华申请。

The student who has already studied at GSCAAS over 6 months, behaved well, promised not to influence the study, covered all of the related expenses and has already arranged accommodation, will be eligible for applying for spouse and children visit to China. Application for other relatives and person will not be acceptable.

二、留学生负责教育在华家属遵守中国的法律、法规和研究生院以及培养单位的规章制度，负责其在华的正常生活，保障其安全。申请所需材料：家属申请表、护照复印件、家属保险、亲属关系证明、承诺书。

The student is responsible for guiding his/her approved family members to observe Chinese Laws & Regulations and GSCAAS Rules & regulation, assure their decent living standards, security and safety. Application documents include application form, copy of passport, family insurance, family relationship and commitment letter.

三、留学生家属不得在华工作或经商，留学生本人负责其子女的入托、上学等事宜安排，学生本人负责其家属在华的所有费用。

The student's approved family members should not work or engage in any business deal, and the student is responsible for arranging accompanied children's kindergarten or school in China. The student should undertake any related costs for the family visit in China.

四、经批准后，国际教育处出具留学生家属说明函，本函件不作为邀请函使用。研究生院对家属来华不承担任何责任。

The International Education Office will issue a Family Visiting Statement (it cannot be used as an invitation letter) to the eligible applicant. GSCAAS doesn't have any responsibility for student's family in China.

第十五篇 学生组织与活动

STUDENT ASSOCIATION AND ACTIVITIES

一、研究生院组织成立留学生会，留学生会设立主席和副主席各 1 人，文艺委员、体育委员、学习委员和生活委员各 1-2 人。留学生会在国际教育处的指导下开展工作。国际教育处负责组织留学生会的选举，原则上每年选举 1 次。
GSCAAS will set up the international student union. The union consists of a chairperson and a vice-chairperson, one or two secretaries in different departments, including Department of Culture and Arts, Sports Department, Study Department and Department of General Affairs. The union will work under the guidance of the International Education Office. In general, the office will organize the election of the union annually.

二、留学生按班级设立班委，成员由班长、学习委员、生活委员、文艺体育委员组成。班委协助国际教育处和留学生会做好班级日常管理工作。
Every class will elect class committee: monitor, representative of study, representative of culture and arts, and representative of sports. The committee will assist the International Education Office and the union on daily class management.

三、经研究生院批准，留学生可在研究生院和培养单位内成立留学生联谊社团，并在中国法律、法规规定的范围内活动，接受研究生院和培养单位的指导和管理。研究生院社团通常在每年 9 月招募新会员。中外学生可以根据自己兴趣和爱好参加研究生院和培养单位的社团活动。
The students could set up student associations with the approval of GSCAAS and the research institute, and organize activities in accordance with Chinese laws and regulations, and under the guidance and management of GSCAAS and the research institute. The student associations usually enroll new members in September every year. Both international students and Chinese students are welcome to take part in campus activities.

四、研究生院负责组织开展留学生入学教育、中国法律法规、校纪校规、国情校情、中华优秀传统文化和风俗习惯等内容的教育，组织国际学生参加文

体活动和社会实践。培养单位应结合本单位实际开展国际学生入所教育及安全培训，为国际学生学习生活、文体活动等提供便利条件。国际学生可以自愿参加公益活动、中国重大节日的庆祝活动。

GSCAAS is responsible for organizing activities of international student orientation meeting, introduction of Chinese laws and regulations, school discipline and rules, national conditions, traditional Chinese culture and customs, and organizing international students to participate in cultural and sports activities and social practice. The research institute shall organize orientation activities and safety training for international students, and provide convenient conditions for international students' study and life, as well as cultural and sports activities. International students can voluntarily participate in public welfare activities and celebrations of major Chinese festivals.

第十六篇 突发事件处置

EMERGENCY DISPOSAL

一、留学生在日常学习生活中应遵守纪律，听从安排，服从管理，提高安全防范意识，牢记报警电话号码、医疗急救号码、火灾报警号码等，掌握自救与互救常识，发现安全隐患及时汇报，做好安全预防工作。

The student should abide by the disciplines in their study and daily life, comply with the school's arrangement and management, Keep in mind the telephone numbers in case of medical emergency, fire alarm and police alarm etc. and have the common sense of self-rescue and mutual rescue, report the potential safety hazard timely, and make every effort to conduct the safety precaution.

二、发生自然灾害、刑事、治安、意外伤亡、疾病和卫生、重大突发事件等情况时，请留学生保持冷静，第一时间按事件类别选择报告保卫处、或拨打报警电话 110、急救电话 120、火警 119、交通事故 122，并与导师、培养单位管理部门和国际教育处及时联系，做好配合工作，注意自身安全。留学生应当及时上报突发紧急情况，不得隐瞒、缓报、谎报或不报。

The student should keep calm and be safety-conscious during the occurrence of natural disasters, criminal and public security cases, accidents, illness, health events and major emergencies, call Security Office or 110 (police alarm), 120 (ambulance) and 119 (fire alarm), 122 (traffic accident) immediately, contact supervisor, research institute and the International Education Office, follow their instructions, and pay high attention on own safety. International students should report the incident in time without any concealment, delay, lie or failure to report.

三、研究生院和培养单位留学生管理部门应高度重视留学生在华安全和权益，在出现突发事件时立即启动应急处理程序，及时向上级主管部门汇报，及时通知负责来华留学生综合保险的公司，做好应急处置工作。

Both GSCAAS and the research institutes should pay high attention to the safety and rights of international students, start emergency protocol immediately in case of the emergency, report to the higher authority and the insurance company for international students in time, and do the best in emergency disposal.

第十七篇 奖励和处分

REWARD AND PUNISHMENT

一、根据国家、北京市和研究生院的规定，研究生院和培养单位对知华友华、品德优良、学业优秀、表现突出的国际学生给予表彰奖励。除另有规定的以外，国际学生的表彰奖励与国内普通全日制研究生趋同。研究生院对在团体活动及重大国际国内活动中表现突出的国际学生给予表彰奖励。

According to the regulations of the State, Beijing Municipality and the GSCAAS, GSCAAS and the research institute recognizes and rewards international students who are knowledgeable about and friendly to China, have good moral character, excellent academic performance and outstanding performance. Unless otherwise stipulated, the recognition and rewards for international students are the same as those for full-time graduate students in China. GSCAAS recognizes and rewards international students who have outstanding performance in school activities and domestic and international activities.

二、国际学生违纪处分按照《中国农业科学院研究生院研究生违纪处分条例（试行）》执行。处分种类包括警告、严重警告、记过、留校察看和开除学籍。研究生院对国际学生做出退学处理或者开除学籍处分的，按照规定报教育部主管部门和北京市教育行政部门备案，并视情况通知留学生本国驻华使馆

International students are subject to *the Regulations on Disciplinary Actions for Graduate Students of the Graduate School of the Chinese Academy of Agricultural Sciences (for trial implementation)*. The types of punishment include warning, serious warning, demerit, probation and expulsion. When GSCAAS has made a decision on the withdrawal or expulsion of an international student, it shall be reported to the competent departments of Ministry of Education of China and corresponding educational authorities of Beijing Municipal Government for the record, and will also be notified to the embassy in China in some serious cases.

第十八篇 离校

LEAVE SCHOOL

一、因学习结束、休学、转学、退学、回国等原因离校的，留学生本人须于离校前 7 天内到国际教育处办理离校手续，在离校手续办理完毕后 7 天内须离校。

The student should go through the formalities of leaving school at the International Education Office at least one week before departure, in the case of graduation, completion of study, suspension, transfer, drop-out etc. The student with the official approval should leave GSCAAS in 7 days.

二、在校留学生未办理离校手续而擅自离校 2 周以上的，将按照自动退学处理。

The student who leave school for more than 2 weeks without official approval should be deem to voluntary withdrawal.

第十九篇 校友

ALUMNUS

一、毕业生须认真填写学生管理系统中的毕业注册相关内容，提供个人毕业信息及联系方式。

The graduates are required to fill out the personal information and contact information in regard of Graduation Registration in GSCAAS Student Management System before the graduation ceremony.

二、请毕业生与国际教育处、导师、培养单位保持联系，及时更新本人的就业及其他相关信息，了解中国农业科学院的发展，促进双边的交流与合作。

Please keep in touch with the International Education Office, supervisors and the research institute to update the employment and other personal information. Please follow the latest development of CAAS and help to promote bilateral cooperation.

三、研究生院支持建立国际学生校友联谊组织，维护更新校友基本信息系统，鼓励有条件的地区和国别设立海外校友联谊组织。研究生院和培养单位应做好校友联系和跟踪服务工作。

GSCAAS shall support to establish alumni friendship association, maintain and update alumni information, and encourage alumni to establish associations in countries and regions where conditions permit. GSCAAS and research institutes shall keep good contact with alumni and provide necessary services.

第二十篇 校园服务

CAMPUS SERVICES

一、外国留学生管理部门 Administration for the International Student

1. 国际教育处 International Education Office, GSCAAS

负责办理留学生招生录取、课程学习、培养、毕业、签证、奖学金、住宿安排、学生活动、日常管理等相关事宜。

The office is responsible for the student's enrollment, curriculum, training, graduation, visa, scholarship, accommodation arrangement, student activities and routine administration.

地址：研究生院办公楼 325 室

Add: Room325, GSCAAS Office Building

电话 Phone:010-82107123; 82109676; 62193793; 82106416

传真 Fax: 010-82106609

邮箱 E-mail: studyincaas@caas.cn

2. 学科建设处 Office of Academic Development, GSCAAS

负责组织论文答辩及学位授予等。

The office is responsible for organizing thesis defense and issuing degree certificates, etc.

地址：研究生院办公楼 321 室

Add: Room 321, GSCAAS Office Building

电话 Phone: 010-62190397

3. 资产管理处 Assets Management Office, GSCAAS

负责学生公寓管理与维护。

The assets management office is responsible for the management maintenance of student accommodation.

地址：研究生院办公楼 323 室

Add: Room 323, GSCAAS Office Building

电话 Phone: 010-82108849

安全保卫 Campus Security: 010-82109430

4. 财务处 Financial Office

负责中国政府奖学金生生活津贴发放、办理缴费手续等。

The office is responsible for the living allowance for the CGS students and the formality of payment, etc.

地址：研究生院办公楼 420 室

Add: Room 420, GSCAAS Office Building

电话 Phone: 010-82106610

5. 各培养单位留学生管理部门 Administration for International Student at Research Institute

负责留学生在所期间的课程学习、课题研究、培养环节、学位答辩、住宿、学生活动、日常管理等。

The research institute is in charge of curriculum, research project, training, thesis defense, accommodation, student activities and all other routine administration during the period of thesis research.

二、出入境管理 Entry and Exit Administration

1. 北京市公安局出入境管理局 Division of Exit-Entry Administration, Beijing Public Security Bureau

负责办理留学生签证 / 居留手续。

The division is responsible for handling of visa/resident permit application

地址：北京市东城区安定门东大街 2 号

Add: No. 2 Andingmen East Street, Dongcheng District, Beijing,

电话 Phone: 12367

2. 大钟寺派出所 Dazhongsi Police Station

负责办理留学生住宿登记。

The police station is responsible for handling of temporary residence registration.

地址：农科院东门旁国家农业科技创新园内

Add: National Agricultural Science & Technology Innovation Park by East Gate of CAAS

电话 Phone: 010- 82588372

报警电话 Emergency call: 010-82588380

三、学习、生活 Study & Campus Life

1. 教学楼 Teaching Building

留学生在研究生院期间的课程学习。

For course study at GSCAAS.

电话 Phone: 010-62199879

2. 留学生宿舍 International Student Dormitory

电话 Phone: 010-82107148

3. 留学生厨房 Public Kitchen for International Students

留学生公寓一楼 1st floor of International Student Dormitory

开放时间 Open Hour: 6:30-22:30

4. 学生餐厅、穆斯林餐厅 Student Canteen & Muslim Canteen

地址：研究生院办公楼地下一层

Add: Ground floor of the GSCAAS Office Building

开放时间 Open Hour: 7:00-8:30; 11:00-13:00; 17:00-19:00

5. 邮政 Post Office

研究生院周边有友谊宾馆邮局、魏公村邮局和双榆树邮局可办理各类邮政业务。

There are Friendship Hotel Post Office, Weigongcun Post Office and Shuangyushu Post Office available in the neighborhood of GSCAAS.

6. 上门取件快递服务 Express Delivery and Courier Service

中国邮政 EMS: 11183

联邦快递 FedEx: 8009881888(Fixed Line); 4008861888(Cell Phone)

圆通 Yuantong: 021-69777888

申通 Shengtong: 95543/4008895543

顺丰 Shunfeng: 400-811-1111

韵达 Yunda: 400-821-6789

7. 电信 Telecommunication

中国移动 China Mobile

网址: <http://www.10086.cn/bj/>

中国联通 China Unicom

网址: <http://www.chinaunicom.com.cn/>

中国电信 China Telecom

网址: <http://www.189.cn/>

四、体检、医疗 Physical Examination & Medical Treatment

1. 体检 Physical Examination:

北京国际旅行卫生保健中心海淀门诊部

Beijing International Travel Healthcare Center Haidian Clinic

地址: 北京市海淀区西北旺镇德政路 10 号

Add: No.10 Dezheng Road, Xibeiwang Town, Haidian District

电话 Phone: 010-82403675

乘车路线: 农科院西门 - 北大东门 / 清华西门 / 中关村北站, 982 路公交车
西北旺镇政府下。

Bus Route: CAAS West Gate – Beida East Gate/Qinghua West Gate/
Zhongguanyuan Bei – Bus 982 – Xibeiwang Town Administration.

地铁: 4 号线魏公村站 - 西苑换乘 16 号线 - 西北旺下车。

Subway station: Weigongcun station, Line 4 - transfer from Xiyuan station, Line
16 - Xibeiwang station, Line 16.

2. 农科院门诊部 CAAS Clinic

地址：农科院内农科二路 22 号

Location: No.22, Nongke 2nd road, CAAS campus

工作时间：周一至周五：8:00-11:30；13:30-17:00

Hours: Monday- Friday 8:00-11:30；13:30-17:00

电话 Phone: 010-82109661

3. 海淀医院 Haidian Hospital

地址：北京市海淀区中关村大街 29 号

Add: No.29 Zhongguancun Street, Haidian District, Beijing

电话 Phone: 010-82619999

五、银行 Banks

1. 中国政府奖学金生开户行：交通银行

Bank for CGS student account: Bank of Communication

地址：北京市海淀区学院南路 55 号 6 号楼 1 层

Add: 1st Floor of No.6 Building, No. 55 Xueyuan South Road, Haidian District, Beijing

电话 Phone: 010-62119839

2. 周边还有中信银行、中国银行、农业银行等。

China Citic Bank, Bank of China, and Agricultural Bank of China are also available in the neighborhood of CAAS.

六、法定节假日 National Public Holidays

节假日 Festival	日期 Date	假期 Duration
元旦	1 月 1 日	放假 1 天
New Year's Day	1st January	One-day holiday
春节	农历新年	放假 3 天
Spring Festival	1 st January in Lunar calendar	Three-day holiday
清明	4 月 5 日	放假 1 天

Tomb-Sweeping Day	5th April	One-day holiday
国际劳动节	5 月 1 日	放假 1 天
International Labor Day	1st May	One-day holiday
端午节	农历五月初五	放假 1 天
Dragon Boat Festival	5th May in Lunar Calendar	One-day holiday
中秋	农历八月十五	放假 1 天
Mid-Autumn Festival	15th August in Lunar Calendar	One-day holiday
国庆	10 月 1 日	放假 3 天
National Day	1st October	Three-day holiday

七、体育场所 Sports Field

留学生可在规定的时间内使用院内的篮球场、乒乓球场和羽毛球场。

Courts of basketball, table tennis and badminton are available during the specific time on campus of CAAS.

开放时间 Open Hour: 17:00-18:30

八、常用电话 Useful Phone Numbers

查询台 Directory Enquiries: 114

天气预报 Weather Forecast: 12121

火警 Fire Alarm: 119

匪警 Police Emergency Call: 110

公安短信报警 Public Security SMS Alarm: 12110

急救中心 Emergency Medical Center: 120

红十字急救台 Red Cross First Aid Station: 999

交通事故 Traffic Accident: 122

水上求救专用 SOS on Water: 12395

森林火警 Forest Fire Alarm: 12119

报时服务 Time Service: 12117

九、交通 Transportation

地铁或公交总站有售市政交通一卡通，也可手机下载“北京一卡通”，在线购票。

Beijing Yikatong (Transport Card) could be purchased at the subway stations or bus terminals. You can also download the "北京一卡通" app on the cellphone, and purchase tickets online.

1. 公交车 Bus Transportation

北京公交网 Website for Beijing Public Transportation: <http://www.bjbus.com>

农科院西门 West Gate of CAAS:

Bus 26, 209, 305, 332, 320, 653, 697, 651, 660, 689, 717, 808, 814, 85, 特 6, 运通 105, 运通 106, 运通 205

农科院南门 South Gate of CAAS: Bus: 运通 103, 651, 660, 849

农科院东门 East Gate of CAAS: Bus 319, 601, 86

2. 地铁 Subway Station

网址 /Website: <http://www.bjsubway.com/>

农科院西门: 4 号线魏公村站东北口出或人民大学站东南口出

Subway Station at West Gate of CAAS: Weigongcun Station (North-east Exit/B Exit), Line 4 or Renmin University Station (South-east Exit/ C Exit), Line 4

3. 出租车 Taxi

可招手停车或手机预约。请乘坐正规出租车, 下车时注意索要发票。

Taxi will be available on mobile phone reservation or stop on request on street. Please take licensed Taxi and request for invoice.

电话 /Phone: 96103

4. 北京火车站 Beijing Railway Stations

共有北京站、北京西站、北京南站、北京北站、清河站、朝阳站等 6 个火车站。

There are six railway stations:

Beijing Railway Station, Beijing West Railway Station, Beijing South Railway Station, Beijing North Railway Station, Qinghe Station and Chaoyang Station.

网址 Website: <http://www.12306.cn/mormhweb/>

电话 Phone: 12306

5. 北京机场 Beijing Airport

北京首都国际机场 Beijing Capital International Airport

共有 3 个航站楼 There are three airport terminals.

网址 Website: <http://www.bcia.com.cn/>

电话 Phone: 96158

北京大兴国际机场 Beijing Daxing International Airport

共有 1 个航站楼 There are one airport terminals.

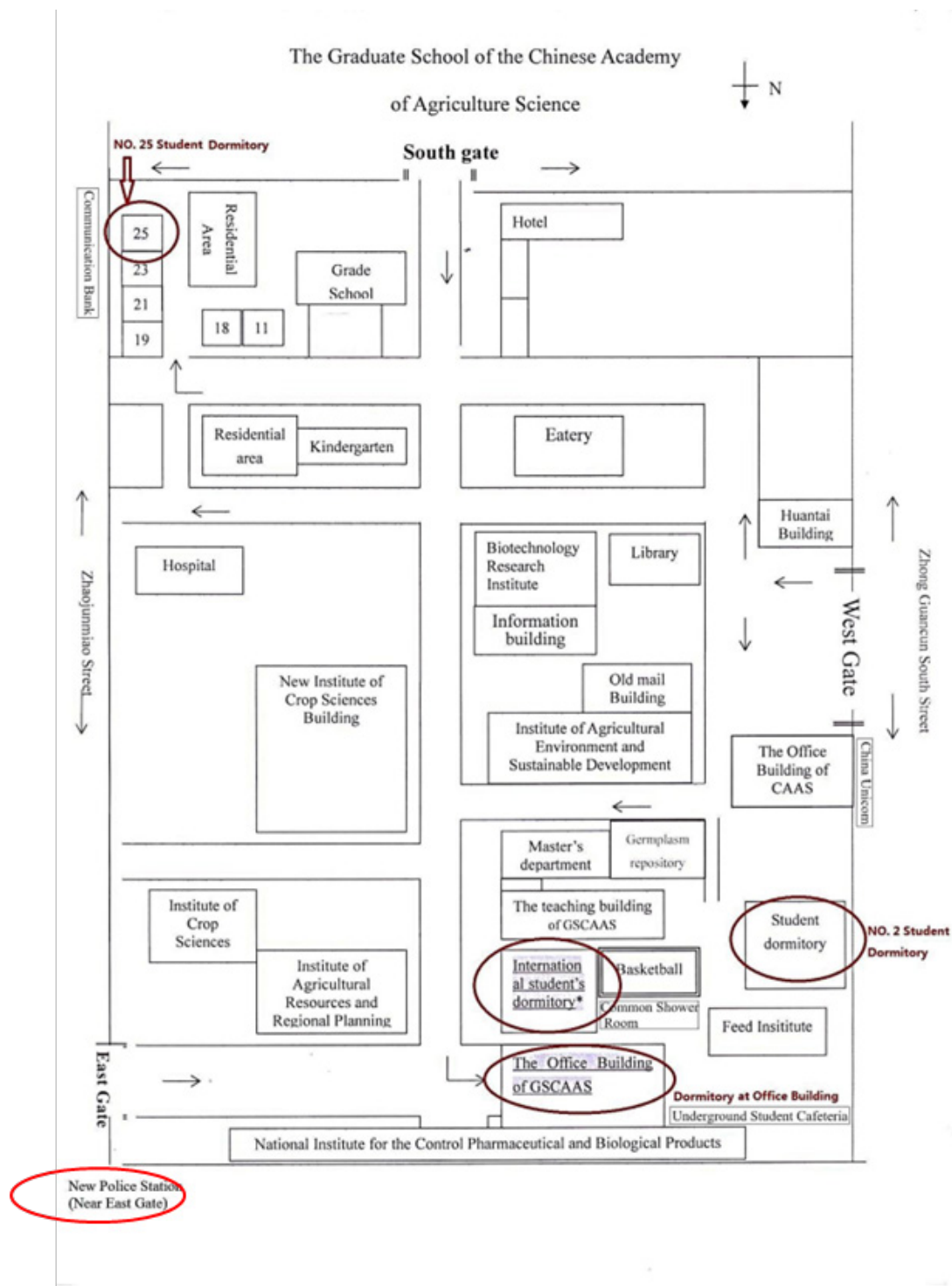
网址 Website: <http://www.bdia.com.cn/>

电话 Phone: 96158

第二十一篇 校园示意图

MAP OF CAMPUS





第二十二篇 中国农业科学院培养单位名录

RESEARCH INSTITUTES, CAAS

1. 作物科学研究所

Institute of Crop Sciences (ICS, CAAS)

<https://ics.caas.cn/>

2. 农业资源与农业区划研究所

Institute of Agricultural Resources and Regional Planning (IARRP, CAAS)

<https://iarrp.caas.cn/>

3. 农业环境与可持续发展研究所

Institute of Environment and Sustainable Development in Agriculture (IEDA, CAAS)

<https://ieda.caas.cn/>

4. 蔬菜花卉研究所

Institute of Vegetables and Flowers (IVF, CAAS)

<https://ivf.caas.cn/>

5. 饲料研究所

Institute of Feed Research (IFR, CAAS)

<https://ifr.caas.cn/>

6. 生物技术研究所

Biotechnology Research Institute (BRI, CAAS)

<https://bri.caas.cn/>

7. 农业经济与发展研究所

Institute of Agricultural Economics and Development (IAED, CAAS)

<https://iaed.caas.cn/>

8. 农业信息研究所

Agricultural Information Institute (AII, CAAS)

<http://aai.caas.cn>

9. 农业部食物与营养发展研究所

Institute of Food and Nutrition Development of MARA (IFND, MARA)

<https://ifnd.caas.cn/>

10. 农业质量标准与检测技术研究所

Institute of Quality Standard and Testing Technology for Agro-Products (IQSTAP, CAAS)

<https://iqstap.caas.cn/>

11. 植物保护研究所

Institute of Plant Protection (IPP, CAAS)

<https://ipp.caas.cn/>

12. 北京畜牧兽医研究所

Institute of Animal Sciences (IAS, CAAS)

<https://ias.caas.cn/>

13. 农产品加工研究所

Institute of Food Science and Technology (IFST, CAAS)

<https://ifst.caas.cn/>

14. 蜜蜂研究所

Institute of Apiculture Research(IAR, CAAS)

<https://iar.caas.cn/>

15. 环境保护科研监测所

Agro-Environmental Protection Institute of MARA (IAP, MARA)

<https://aepi.caas.cn/>

16. 农田灌溉研究所

Institute of Farmland Irrigation (IFI, CAAS)

<https://ifi.caas.cn/>

17. 郑州果树研究所

Zhengzhou Fruit Research Institute (ZFRI, CAAS)

<https://zfri.caas.cn/>

18. 棉花研究所

Institute of Cotton Research (ICR, CAAS)

<https://cri.caas.cn/>

19. 油料作物研究所

Oil Crops Research Institute (OCRI, CAAS)

<https://ocri.caas.cn/>

20. 麻类研究所

Institute of Bast Fiber Crops (IBFC, CAAS)

<https://ibfc.caas.cn/>

21. 中国水稻研究所

China National Rice Research Institute (CNRRI)

<https://cnrri.caas.cn/>

22. 茶叶研究所

Tea Research Institute (TRI, CAAS)

<https://tri.caas.cn/>

23. 沼气科学研究所

Biogas Institute of MARA ((BI, MARA))

<https://biogas.caas.cn/>

24. 烟草研究所

Tobacco Research Institute (TRI, CAAS)

<http://tric.caas.cn/>

25. 特产研究所

Institute of Special Animal and Plant Sciences (ISAPS, CAAS)

<https://tcs.caas.cn/>

26. 果树研究所

Research Institute of Pomology (RIP, CAAS)

<http://www.ipcaas.com/sites/IP/>

27. 上海兽医研究所

Shanghai Veterinary Research Institute (SHVRI, CAAS)

<https://shvri.caas.cn/>

28. 哈尔滨兽医研究所

Harbin Veterinary Research Institute (HVRI, CAAS)

<https://hvri.caas.cn/>

29. 兰州兽医研究所

Lanzhou Veterinary Research Institute (LVRI, CAAS)

<https://lvri.caas.cn/>

30. 兰州畜牧与兽药研究所

Lanzhou Institute of Husbandry and Pharmaceutical Sciences (LIHPS, CAAS)

<https://lzihps.caas.cn/>

31. 草原研究所

Institute of Grassland Research (IGR, CAAS)

<https://gri.caas.cn/>

32. 南京农业机械化研究所

Nanjing Institute of Agricultural Mechanization of MARA (NRIAM, MARA)

<https://nnj.caas.cn/>

33. 深圳农业基因组研究所

Agricultural Genomics Institute at Shenzhen (AGIS, CAAS)

<https://agis.caas.cn/>

34. 都市农业研究所

Institute of Urban Agriculture (IUA)

<https://iua.caas.cn/>

第二十三篇 中国农业科学院学术学位授权点一览表

PROGRAMS WITH MASTER AND DOCTOR'S
ACADEMIC DEGREE IN GSCAAS

学科门类 Disciplines	一级学科名称及代码 Primary Disciplines	二级学科名称及代码 Secondary Disciplines
理学 Natural Science	# 大气科学 (0706) Atmospheric Sciences	气象学 (070601) Meteorology
	* 生物学 (0710) Biology	* 生理学 (071003) Physiology
		* 微生物学 (071005) Microbiology
		* 生物化学与分子生物学 (071010) Biochemistry and Molecular Biology
		* 生物物理学 (071011) Biophysics
		* 生物信息学 (0710Z1) Bioinformatics
	* 生态学 (0713) Ecology	
工学 Engineering	* 农业工程 (0828) Agricultural Engineering	* 农业机械化工程 (082801) Agricultural Mechanization Engineering
		* 农业水土工程 (082802) Agricultural Water-Soil Engineering
		* 农业生物环境与能源工程 (082803) Agricultural Biological Environmental and Energy Engineering
	# 环境科学与工程 (0830) Environmental Science and Engineering	环境科学 (083001) Environmental Science
		环境工程 (083002) Environmental Engineering
	# 食品科学与工程 (0832) Food Science and Engineering	食品科学 (083201) Food Science

学科门类 Disciplines	一级学科名称及代码 Primary Disciplines	二级学科名称及代码 Secondary Disciplines
工学 Engineering	# 食品科学与工程 (0832) Food Science and Engineering	粮食、油脂及植物蛋白工程 (083202) Cereals, Oils and Vegetable Protein Engineering
		农产品加工及贮藏工程(083203) Processing and Storage of Agriculture Products
		农产品加工装备 (0832Z1) Agricultural Products Processing Equipment
农学 Agriculture	* 作物学 (0901) Crop Science	* 作物栽培学与耕作学 (090101) Crop Cultivation and Farming System
		* 作物遗传育种 (090102) Crop Genetics and Breeding
		* 作物种质资源学 (0901Z1) Crop Germplasm Resources
		* 农产品质量与食品安全 (0901Z2) Agricultural Product Quality and Food Safety
		* 药用植物资源学 (0901Z3) Science of Medicinal Plant Resources
		* 农产品加工利用 (0901Z4) Agricultural Product Processing and Utilization
	* 园艺学 (0902) Horticulture	* 果树学 (090201) Pomology
		* 蔬菜学 (090202) Vegetable Science
		* 茶学 (090203) Tea Science
		* 观赏园艺 (0902Z1) Ornamental Horticulture
	* 农业资源与环境 (0903) Agricultural Resource and Environment Science	* 土壤学 (090301) Soil Science
		* 植物营养学 (090302) Plant Nutrition
		* 农业水资源与环境 (0903Z1) Agricultural Water Resource and Its Environment

学科门类 Disciplines	一级学科名称及代码 Primary Disciplines	二级学科名称及代码 Secondary Disciplines
农学 Agriculture	* 农业资源与环境 (0903) Agricultural Resource and Environment Science	* 农业遥感 (0903Z2) Agricultural Remote Sensing
		* 农业环境学 (0903Z3) Agricultural Environmental Sciences
	* 植物保护 (0904) Plant Protection	* 植物病理学 (090401) Plant Pathology
		* 农业昆虫与害虫防治 (090402) Agricultural Entomology and Pest Control
		* 农药学 (090403) Pesticide Science
		* 杂草学 (0904Z1) Weed Science
		* 入侵生物学 (0904Z2) Invasion Biology
		* 转基因生物安全学 (0904Z3) GMO Safety
		* 生物防治学 (0904Z4) Biological Control
	* 畜牧学 (0905) Animal Science	* 动物遗传育种与繁殖 (090501) Animal Genetics, Breeding and Reproduction Science
		* 动物营养与饲料科学 (090502) Animal Nutrition and Feed Science
		* 特种经济动物饲养 (090504) The Rearing of Special-type Economic Animals
		* 畜禽环境科学与工程 (0905Z1) Animal Environment Engineering
		* 基础兽医学 (090601) Basic Veterinary Medicine
		* 预防兽医学 (090602) Preventive Veterinary Medicine
		* 临床兽医学 (090603) Clinical Veterinary Medicine
	* 兽医学 (0906) Veterinary Medicine	* 中兽医学 (0906Z1) Traditional Chinese Veterinary Medicine

学科门类 Disciplines	一级学科名称及代码 Primary Disciplines	二级学科名称及代码 Secondary Disciplines
农学 Agriculture	* 兽医学 (0906) Veterinary Medicine	* 兽药学 (0906Z2) Veterinary Pharmacy
	林学 (0907) Forestry	野生动植物保护与利用 (090705) Wildlife Conservation and Utilization
	# 水产 (0908) Fisheries Science	
	* 草学 (0909) Grassland Science	
管理学 Management Science	# 管理科学与工程 (1201) Management Science and Engineering	
	* 农林经济管理 (1203) Agricultural and Forestry Economics & Management	* 农业经济管理 (120301) Agricultural Economics & Management
		* 农业技术经济 (1203Z3) Agritechnical Economics
		* 农业信息管理 (1203Z4) Agricultural Information Management
		* 产业经济 (1203Z5) Industrial Economics
交叉学科 Interdisciplinary Field	* 信息技术与数字农业 (99J1) Information Technology and Digital Agriculture	
	* 区域发展 (99J2) Regional Development	
	* 农业合成生物学 (99J3) Agricultural Synthetic Biology	
	* 农业生物智能设计 (99J4) Agrobiological Intelligence Design	
交叉学科 Interdisciplinary Field	* 乡村振兴理论与政策 (99J5) Theory and Policy of Rural Vitalization	

备注:

1. 共 11 个博士一级学科、44 个博士二级学科; 16 个硕士一级学科、52 个

硕士二级学科；5 个博士、硕士交叉学科。

2. 带 * 为博士学位授权学科，带 # 为硕士学位授权一级学科。

Notes:

1. In total, 11 Doctoral Primary Disciplines, 44 Doctoral Secondary Disciplines, 16 Master's Primary Disciplines, 52 Master's Secondary Disciplines, and 5 Interdisciplinary Fields.

2. Programs marked “*” are Doctoral and Master's degree programs while programs without “*” mark are only Master's degree programs; Programs marked “#” are Master's Primary Disciplines.

第二十四篇 手册说明

NOTICE OF THE HANDBOOK

一、本手册供外国留学生、导师和管理人员使用。

The handbook is for the use of international students, supervisors and administrative staffs.

二、本手册采用中文和英文 2 种语言。如有异议，以中本版本为准。

The handbook is available in both Chinese and English. If there is any discrepancy between the Chinese and English version, the Chinese version shall prevail.

三、如国家和研究生院有政策调整，国际教育处将及时发布通知并按新政策执行。

If there is any modification of the policy and regulation, the International Education Office shall notify in time and implement accordingly.

四、本手册未尽事宜参照中国学生相关管理办法执行。

Matters not covered in the handbook shall be handled in accordance with the relevant management measures for Chinese students.

五、本手册由国际教育处负责解释。

The International Education Office is responsible for explanation and clarification of the Handbook.

中国农业科学院研究生院国际教育处
International Education Office, GSCAAS
2024 年 9 月 1 日 1st September, 2024



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