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| **基本情况Personal Information** | | | | | |
| 姓 名Name |  | 学号  Student ID |  | 电话  Mobil |  |
| 院系School |  | 邮箱  EMail |  | | |
| 外校名称External University |  | 外校学习时间  Period of Study | 2017-04-12 -- 2017-04-12 . | | |

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| **外校课程** **External Courses** | | | | **申请转换交大课程** **SJTU Equivalents** | |
| 课 号  Course Code |  | 学 分  Credit Point |  | 课 号  Course Code |  |
| 课程名称  Course Name |  | | | 课程名称 Course Name |  |
| 总学时数  Teaching Hours |  | 课程成绩 Grade |  | 学 分  Credit Point |  |
| 课程简介/ Brief Description of External Course | | | | 导师意见/ Opinion of Supervisor  ○ 同意/ Agree ○ 不同意/ Disagree  签名: 日期: 2017-06-21 | |
| 任课教师意见/ Opinion of Course Instructor  ○ 可以转换/ Suitable for transfer  ○ 不可转换/ Unsuitable for transfer  签名: 日期: | |
| 院系意见/ Opinion of School  ○ 同意/ Agree ○ 不同意/ Disagree  若同意，建议成绩/ SJTU Grade: | |
| 课 号  Course Code |  | 学 分  Credit Point |  | 课 号  Course Code |  |
| 课程名称  Course Name |  | | | 课程名称  Course Name |  |
| 总学时数  Teaching Hours |  | 课程成绩  Grade |  | 学 分  Credit Point |  |
| 课程简介/ Brief Description of External Course | | | | 导师意见/ Opinion of Supervisor  ○ 同意/ Agree ○ 不同意/ Disagree  签名: 日期: 2017-06-21 | |
| 任课教师意见/ Opinion of Course Instructor  ○ 可以转换/ Suitable for transfer  ○ 不可转换/ Unsuitable for transfer  签名: 日期: | |
| 院系意见/ Opinion of School  ○ 同意/ Agree ○ 不同意/ Disagree  若同意，建议成绩/ SJTU Grade: | |
| 课 号  Course Code |  | 学 分  Credit Point |  | 课 号  Course Code |  |
| 课程名称  Course Name |  | | | 课程名称  Course Name |  |
| 总学时数  Teaching Hours |  | 课程成绩  Grade |  | 学 分  Credit Point |  |
| 课程简介/ Brief Description of External Course | | | | 导师意见/ Opinion of Supervisor  ○ 同意/ Agree ○ 不同意/ Disagree  签名: 日期: 2017-06-21 | |
| 任课教师意见/ Opinion of Course Instructor  ○ 可以转换/ Suitable for transfer  ○ 不可转换/ Unsuitable for transfer  签名: 日期: | |
| 院系意见/ Opinion of School  ○ 同意/ Agree ○ 不同意/ Disagree  若同意，建议成绩/ SJTU Grade: | |
| 院系签章/ Signature of Responsible School：  已查验成绩单原件，学生所提供复印件与原件内容：○ 一致 ○ 不一致。  签字/ Signature： 盖章/ Seal 日期/ Date： | | | | | |
| 研究生院审核意见/ Opinion of Graduate School：  ○ 同意转换 ○ 不同意转换，原因:  ○ 其它：  签字/ Signature： 日期/ Date： | | | | | |

注/Note：

1. 研究生院每学年春秋学期的第5-6教学周、第15-16教学周接收学分认定与成绩转换申请。The application for credit transfer should be submitted to the Graduate School during the 5th-6th and the 15th-16th week of each Spring and Fall semester.
2. 申请学生应填写、打印本申请表，经导师、任课教师、院系签章后，提交到研究生院培养办公室（陈瑞球楼337，缪老师）。The applicant should fill and print this form, get the signatures/seals from his/her supervisor, the course instructors, the school, and then submit to the Academic Affairs Office of the Graduate School (Chen Ruiqiu 337, Miss Miao.)
3. 材料清单：1) 本申请表；2）合作高校的官方成绩单原件（开课院系查验）及复印件；3）申请转换外校课程的课程大纲；4) 《上海交通大学申请选修外校研究生课程审批表》。Document list: 1) this form; 2) Original (for inspection by the school) and duplicate copy of the official transcript from the external university; 3) syllabi of courses taken at the external university; 4) Approved application form for taking courses in an external university for students dispatched by SJTU.
4. 本表请双面打印，若不够用请另填一表。Please print in double-side, and use an extra form if the course section is not enough.
5. 成绩转换参考标准请见：<http://www.gs.sjtu.edu.cn/gjjl/bgxz.htm> （参考标准）。