**上海交通大学研究生修读外校课程学分认定与成绩转换审批表(公共课程)**

**Credit Transfer Evaluation Form, Shanghai Jiao Tong University**（General Courses）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | |
| 开课院系意见 Opinion of Responsible School  ○ 可以转换 Suitable for transfer  ○ 不可转换 Unsuitable for transfer | |
| 研究生院成绩认定 Suggested 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 | |
| 开课院系意见 Opinion of Responsible School  ○ 可以转换 Suitable for transfer  ○ 不可转换 Unsuitable for transfer | |
| 研究生院成绩认定 Suggested 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 | |
| 开课院系意见 Opinion of Responsible School  ○ 可以转换 Suitable for transfer  ○ 不可转换 Unsuitable for transfer | |
| 研究生院成绩认定 Suggested SJTU Grade | |
| 开课院系签章/ Signature of Responsible School：  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 from his/her supervisor, 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（查验后返还）及复印件；3）申请转换的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 only) 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. Please use an extra form if the course section is not enough.