

NOTICE ABOUT 2018 PHD FRESHMEN COURSE SELECTION FOR THE “2018~2019 SCHOOL YEAR AUTUMN SEMESTER”

I. Scope and principles of course selection

1. All courses taken by students must be selected online.
2. The course selection process follows the principle of “**first come, first served, until full**”.
3. The results of the course selection will serve as the basis for the course assessment and the record of the results.
4. After the course selection is over, the class teacher cannot accept the students who have not participated in the online course selection or allow them to take examination.

II. Course selection time

Course selection and cancellation of selected courses will be from **October 8, 2018, 9:00 to October 21, 2018, 23:59**. The quota of cancellation of selected courses will be managed and randomly released by the school.

III. Course selection method

Log in to the “information portal” on the school homepage <http://www.bnu.edu.cn>, (**account number is the student number, the password is the last six digits of the student’s ID number. Please change the password in time after login**). Click the “Teaching Management System”, to select your courses.

Note: International student account number is their student number, and the password is their 8-digit birthday (YYYYMMDD).

IV. Please Note

1. If you lose your password, please contact the Information Network Center (contact number: 58808113), please keep your password well, the consequences of password leakage will be borne by you!
2. **After each course selection or cancellation of selected courses, be sure to check “Online Course Selection→ My Class Schedule (show by list)” to confirm the validity of the course selection operation, and make sure that you log out from the “educational management system” and “information portal”.** If the course selection or cancellation of selected courses is not performed before deadline, you must reconfirm the course you have selected, and save this page for future reference.
3. Please pay attention to the class location during the course selection. The courses at Changping Campus are marked “Changping”, while courses which are not marked will be taught at the main campus. **Please consider the transportation time between the two campuses and carefully select the courses.**
4. **Public compulsory courses** (excluding school-level method courses). Please select courses according to the Teaching plan - select “Courses taught by other departments” to conduct course selection; **For school-level method courses**, please refer to the system's internal notice for “2018-2019 First semester (this semester) Beijing Normal University Graduate Research Methodology Category Courses, then go into the Educational Administration System take courses to conduct an elective course.
5. We advise students not to select or cancel selected courses (or supplementary course) a day before the end of the course selection to avoid operation failure due to network congestion.

V. Special circumstances

1. Inter-year / Inter-major course selection Application

Log in to the “Teaching Network Management System” and select “Online Course Selection → Inter-year / Inter-major course selection **Application**”, select the course you want to apply for. After this, your faculty teaching unit and the teaching unit of the course you applied for will review your application, the course selection can only be successful after their approval.

2. About Course Exemption

International students who have completed the “About China” course during their master's degree can apply for course exemption for the PhD “About China” course, **under the graduate program credit transfer system**. For more information, please refer to the “Graduate Students Handbook” on the provisions of the academic degree training for doctoral students.

Academic degree English exemption can be found on the Graduate School website (<http://graduate.bnu.edu.cn/>)— Graduate training - Education management “Administrative Measures for Public Foreign Language Learning of Non-English Majors in Beijing Normal University”

Exemption from the above courses does not require an elective course selection in the educational administration system.

VI. Contact

October 8th and October 15th (Monday) 9: 30-16: 00, Division of Academic Affairs (Graduate School): The staff will receive students’ inquiries in the lobby of the main building.

October 8th - October 10th Division of Academic Affairs (Graduate School): The staff of the Teaching Resources Office will receive the class selection consultations from students in the second floor of the Changping G District Teaching building 2 Room 214 (Computer Room).

Please contact the Graduate School Teaching Resources Office (main building A102 and A104 for questions related to operation during the course selection) Tel: 58803685, 58807964.

For the contact information of Division of Academic Affairs (Graduate School) staff, please check the “Staff” column on the Graduate School Website.

For the contact information of your faculty teacher, please visit the “Graduate School website - postgraduate training - common download” (http://ss.graduate.bnu.edu.cn/core/ucontent/page/py_jwls_bs)

VII. Scan QR code for course selection guide



Division of Academic Affairs (Graduate School)

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