# Student Manual

## For the International Students at IE Department, Tsinghua University

2017-08

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# Notice *

- In this manual, only several important issues are addressed, but not all of them. For detailed information or any questions, please consult Ms. Yan Li or the manual from International Office of Tsinghua University.
- The IE Department reserves the right to update the information mentioned in this manual if necessary.
- There might be minor errors in this manual, and erratum would be updated to students by Email. If you find some errors in this manual, please do not hesitate to contact Ms. Yan Li.

# 1 The Department

## 1.1 Instruction

### 1.1.1 Useful Contacts

We are eager to help you during your program in Tsinghua University, under IE department. Listed below are the important contacts that can help assist your problem:

| Name | Contact |
|---|---|
| Kaibo Wang | kbwang@tsinghua.edu.cn<br>Office: South 612 (南 612) |
| Hui Cao | caohui@tsinghua.edu.cn<br>Office: Middle 514 (中514) |
| Hai Jiang | haijiang@tsinghua.edu.cn<br>Office: South 604 (南 604) |
| Yan Li | ieintlgrad@tsinghua.edu.cn<br>Office: North 511 (北 511) |

### 1.1.2 Useful Website

Listed below are the useful website that you will use during your study here:

| Website | Description |
|---|---|
| www.ie.tsinghua.edu.cn | The official website of our department, you can look for the information regarding our department, and also the information of our faculties, their expertise and contact information. |
| www.ie.tsinghua.edu.cn/intranet/ | To see the class information, but most importantly, you can use this website to put the code for seminar record. ID: your student ID (2015280xxx). Password: the default password will be your passport number. You need to change it as soon as possible. |
| http://academic.tsinghua.edu.cn/en/ | The information about the course registration and dropping and other important information. You can log in with your student ID |

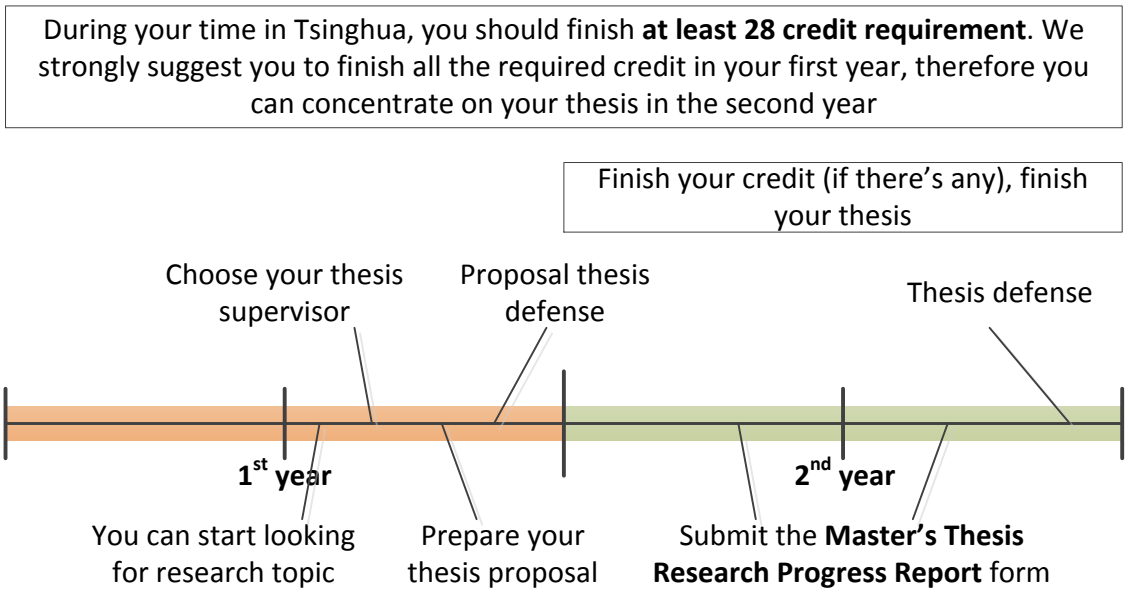
| | |
|---|---|
| | (2015280xxx) and the password will be the same as the password for your internet connection |
| info.tsinghua.edu.cn | It provides the complete information of Tsinghua, you can login with the same ID and the same password on the academic.tsinghua.edu.cn. you can check your grades, IC card information, email, and it will direct you to other web learning. |
| learn.tsinghua.edu.cn | The web learning, you can log in with the same ID and password above. This website is often use by the teacher to upload course document, and assignment. You can also upload your assignment, download the material, and discuss the assignment. |
| mails.tsinghua.edu.cn | The website to access your email |
| www.lib.tsinghua.edu.cn | The website to library |

# 2 The Program

## 2.1 Education Plan

### 2.1.1 Tsinghua – Student in the Global Manufacturing Program (Management Science and Engineering)

For Global Manufacturing Student, the minimum duration of the program is two years. Below is the brief picture of your two years program.




### 1) Credit Requirement

The students are required to acquire at least 26 credits (with 4 credits of public compulsory courses, 6 credits of compulsory activities and minimal 16 credits of basic major courses). Listed below is the list of the courses:

| **Public Compulsory Courses (4 credits, examination)** | | |
|---|---|---|
| • Chinese Language Ⅰ | 60610162 | 2 credits |
| OR Chinese Language II | 60610172 | 2 credits |
| • Chinese Culture and Society | 60610082 | 2 credits |
| **Compulsory Activities (minimum 6 credits)** | | |
| • Research Seminar | 69990031 | 1 credit |

| | | |
|---|---|---|
| • Literature Review and Research Proposal | 69990021 | 1 credit |
| • Social Practice | 70160591 | 1 credit |
| • China Studies: Industry, Society and Culture | 80160433 | 3 credits |
| **Major Courses (minimum 16 credits)** | | |
| **Basic Major Courses (minimum 3 or 4 courses)** | | |
| • Quantitative Analysis | 80160393 | 3 credits |
| OR Advanced Statistics* | 80160232 | 2credits |
| • Decision Making | 70160513 | 3 credits |
| OR Advanced Operations Research* | 70160014 | 4 credits |
| • Production Management | 70160033 | 3 credits |
| • Ergonomics | 70160613 | 3 credits |
| • Manufacturing in China | 80160423 | 3 credits |
| **Applied Major Courses (minimum 2 credits)** | | |
| • Logistics and Supply Chain Management | 80160223 | 3 credits |
| • Quality Engineering | 70160023 | 3 credits |
| • Theory of Modern Inventory Management* | 80160192 | 2 credits |
| • Data Analysis for Human Factors Research* | 80160372 | 2 credits |
| Practical Major Courses (minimum 3 credits) | | |
| • Systematic Product Design and Development | 80160283 | 3 credits |
| • Engineering and Technology Management | 80160363 | 3 credits |
| **Scope and Depth Expanding Courses (minimum 0 credits)** | | |
| • Theory of Traffic Engineering and Management* | 80160182 | 2 credits |
| • Distribution System Modeling* | 80160152 | 2 credits |
| • Advanced Quality Management* | 80160172 | 2 credits |
| • Enterprise Information and Integration* | 80160033 | 3 credits |
| • Human Computer Interface Design* | 80160132 | 2 credits |
| • Contemporary Safety Engineering* | 80160052 | 2 credits |
| • Work Organization* | 80160022 | 2 credits |
| • Production Scheduling Theory and Algorithms* | 80160062 | 2 credits |
| • Human Factors Measurement* | 80160382 | 2 credits |

| | | |
|---|---|---|
| • Game Theory and Behavioral Decision Making* | 90160122 | 2 credits |
| • Stochastic Optimization* | 90160112 | 2 credits |
| **Academic and Professional Quality Courses (minimum 0 credits)** | | |
| • Industrial Engineering Ethics* | 60160021 | 1 credits |

The course with (*) are taught in Chinese.

**Note**: each graduate student required to attend at least 10 academic seminars during their two years study in Tsinghua. In each seminar you should take the attendance code that will be distributed in a piece of paper, and you should enter the code on the IE intranet web. The instruction will be given in the attachment section.

## 2) Course Credits Substitutions

If the students have sufficient background on the relevant major courses, they may apply for exemption of the courses if they could pass the teacher's evaluation, or select the major courses taught in Chinese instead of the major courses in this curriculum after obtaining the approval of the IE Department. The alternative courses also need to satisfy the credit requirements. If your bachelor degree is not on this major, you may need some supplementary course under the guidance of your supervisor or project director. The credits of the supplementary courses are not included in the credit requirements for the degree.

## 3) Thesis Arrangement – First year student

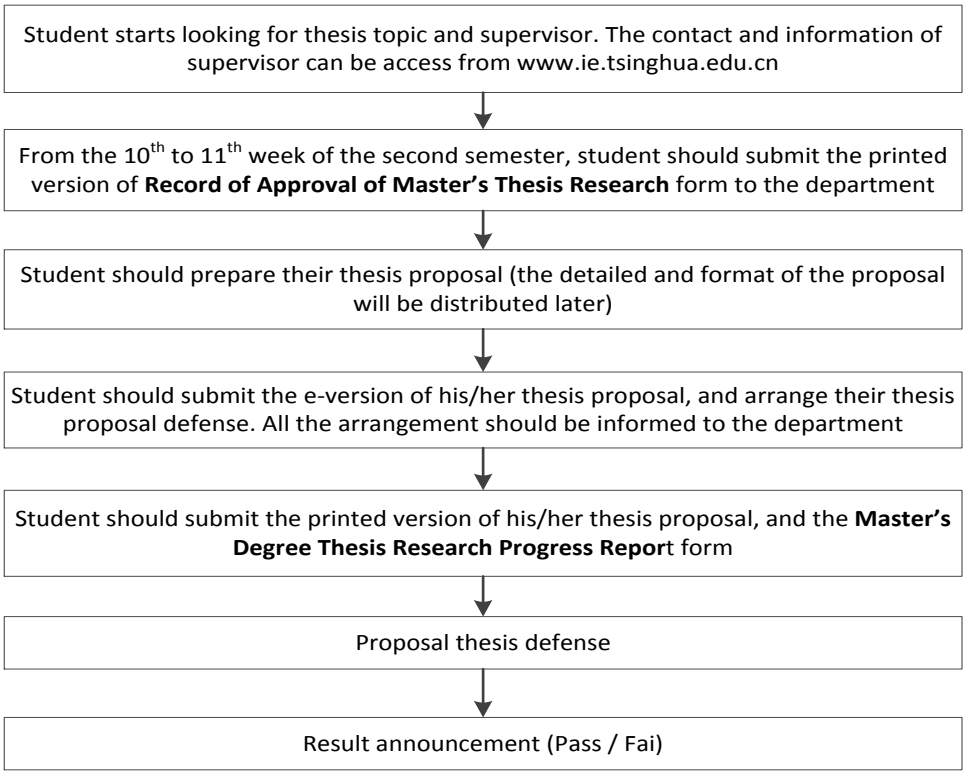
**Purpose:** the purpose of the degree thesis is to enhance the students' comprehensive ability in using knowledge and innovation ability in scientific research.

**Topic selection:** the topic of the thesis includes but is not limited to academic research and practical applications. Through obtaining the approval of the IE Department, the 4-6 month or even longer internship in an enterprise that has certain research or application value can also be the topic of the thesis.

**Procedure:** the thesis proposal should be completed **before the end of the second semester**.

**Workload:** the thesis research duration should not be less than 800 hours, starting from the approved proposal defense to the final submission of Master Thesis.

Briefly, the procedure on thesis arrangement is as follow:




After the proposal thesis been accepted, the student should work on their thesis with their supervisor. Student needs to submit the **Master's Thesis Research Progress Report** to the department (the detailed information will be given via email), it will be evaluated and if the student passes the evaluation, they can continue their thesis until the thesis defense.

## 4) Thesis Arrangement – Second year student

By the end of the third semester, the Department will organize a committee to check the progress of your thesis, which will be classified into three levels (good, fair and failed) according to the students' comprehensive abilities, thesis schedule, work attitude, and the time spent on the thesis. Only those who are classified into fair or higher level could continue their thesis research. Those who fail have to apply for extension of studies. Their supervisors will help them to find out the cause and then decide whether the students should repeat the proposal defense and the progress check again after one semester. In the 17th week and the 18th week of the third semester as a second year student, the students should fill the **Master's Degree Thesis Research Progress Report** form and give the printed version that has been signed and completed one to Ms. Yan Li in Room North 511#, Shunde Building.

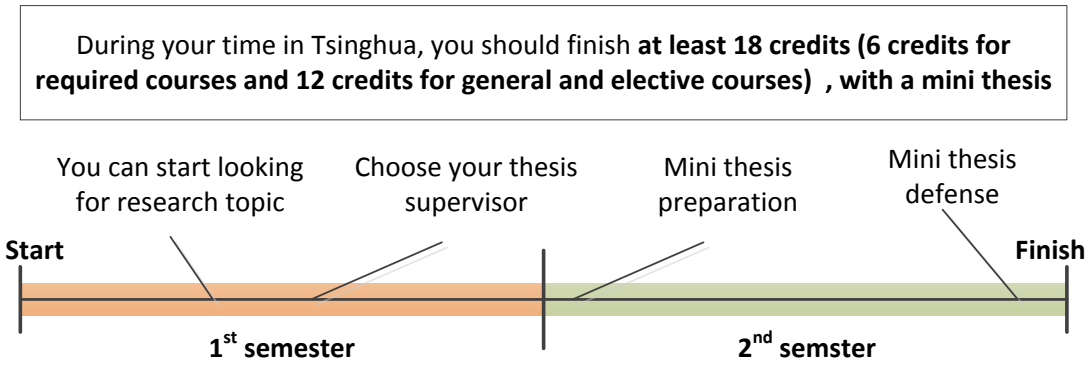
To guarantee the quality of the theses, our Department will organize a committee to review all the theses before your final defense. And the requirement for the theses is that, all the information about you and your supervisor should be deleted, which can achieve scientific and authentic appraisal of all the theses. Those who fail will be ineligible to attend the final defense.

Dissertation defense shall be completed before the 16th week of the fourth semester.

Before that, students are supposed to work with their supervisor to complete their thesis.

### 2.1.2 Tsinghua – RWTH Aachen Double Master's Degrees Program

For RWTH Aachen Double Master's Degree Program, the minimum duration of the program is one year. Below is the brief picture of your one year program.




## 1) Credit Requirement

The students are required to acquire at least 18 credits in Tsinghua (including 6 credits for required courses, and 12 credits for general and elective courses). Listed below is the list of the courses available and can be taken in Tsinghua:

| | | |
|---|---|---|
| **Required Courses (6 credits)** | | |
| • Elementary Chinese | 60610162 | 2 credits |
| • Chinese Culture and Society | 60610082 | 2 credits |
| • Academic activities | 69990031 | 1 credit |
| • Literature review and opening report for the small thesis | 69990021 | 1 credit |
| **General Courses (6 credits)** | | |
| • Manufacturing Technology I | 70120223 | 3 credits |
| • Production Management I | 70160033 | 3 credits |
| Note: all students must take these two courses. If RWTH students already took the similar courses throughout their undergraduate studies at RWTH, these students are required to take further courses from the elective course catalogues (to a total 6 credits) | | |
| **Elective Courses (at least 15 credits)** | | |
| **Elective Courses for Industrial Engineering** | | |
| • Ergonomics | 70160613 | 3 |

| | | |
|---|---|---|
| (RWTH title: Industrial Engineering and Ergonomics) | | |
| • Introduction to Decision Making | 70160513 | 3 |
| • Logistics and Supply Chain Management | 80160223 | 3 |
| • Manufacturing Technology II | 80120723 | 3 |
| • Engineering and Technology Management | 80160363 | 3 |
| • Engineering and Technology Management | 80160363 | 3 |
| • Systematic Product Design and Development | 80160283 | 3 |
| • Enterprise Information and Integration | 80160033 | 3 |
| • Manufacturing in China | 80160423 | 3 |
| • China study: industry, society & culture | 80160433 | 3 |
| • Quantitative analysis | 80160393 | 3 |

## 2) Thesis Arrangement – First semester

- In the 7th week of the first semester, the research topics of the faculty of the Department will be collected and then be given to students.
- In the 10th week of the first semester, the students choose one of the faculty members of the Department of Industrial Engineering as his/her supervisor, fill the **Record of Approval of Master's Thesis Research** form and submit the printed version that already signed and completed to Room North 511#, Shunde Building.
- Before the 18th week, the students prepare their proposal defense. It is not necessary to have oral presentation for mini-thesis, but reviews on your proposal are still necessary. Pleases submit your written proposal report of more than 5000 words, your presentation in PDF or PPT, and the **Thesis Proposal and Schedule of Thesis Writing of Master's Candidates of Tsinghua University** form for the record of proposal defense (e-version) to the department and your supervisor as well, and the filled form should be submit to Room North 511#, Shunde Building. The Department will arrange your report and presentation to be reviewed by your supervisor and two other reviewers. The final grade for your proposal defense is based on the feedbacks of the reviewers as well as your supervisor. The review process may take two weeks, and you will receive feedback afterwards.

## 3) Thesis Arrangement – Second semester

- In the middle of the second semester, the department is about to organize a committee to check the progress of your mini-thesis, and an oral presentation

might be required.

- Thesis defense will be completed within two weeks after the final examination (after the 18th week). Before that, students are supposed to work with their thesis supervisor to complete their work.

### 4) How to apply for Master's degree of Tsinghua University

Documents needed:

a. Two-inch photo (You will be organized to take photos in Tsinghua)
b. The mini Thesis in Tsinghua (both electronic version and printed version)
c. A detailed English abstract of the diploma thesis of 10-15 pages in Aachen
d. The Diploma certificate in Aachen or the proof that the Diploma will be awarded from Aachen before the graduation ceremony of Tsinghua University
e. The academic transcript (both English version and German version) in Aachen
f. Copy of the page with personal information in the passport (personal and ordinary passport)

Before you leave Tsinghua to return to Aachen, please submit the document number a,b and f. Please submit the document number c,d and e after you have completed your studies in Aachen.

Please remember that you are required to apply for the Master's Degree before May 1st

## 2.2 Course Registration

The course registration is available in the beginning of each semester, and each student can pre-select the courses first. There are two stages of adding and dropping the courses according to the time table that will be given via email. Student shall pay attention to the time table of the courses registration as well as dropping courses time table, and should contact the department if there's any issue.

**How to do the Course Registration?**

In your first time coming to Tsinghua, the Department will help you to do the course registration according to the schedule settled by the Department. If you can't make it, you still can do it on your own. You can open www.academic.tsinghua.edu.cn/en/ (for English version), log in with your user name and password (user name is your student ID). In the left side there will be a menu for Course Registration. You can enter it and it will direct you to another link. Keep in mind that you can only enter it according to the time table. Therefore we strongly suggest you to let us help during your first course registration.

## 2.3 How to record the Seminar Records

Each time you attend the seminar, you shall receive a seminar code in a little piece of paper. You can put it on the record, and the code will be expired within 5 days if you forget to do so.

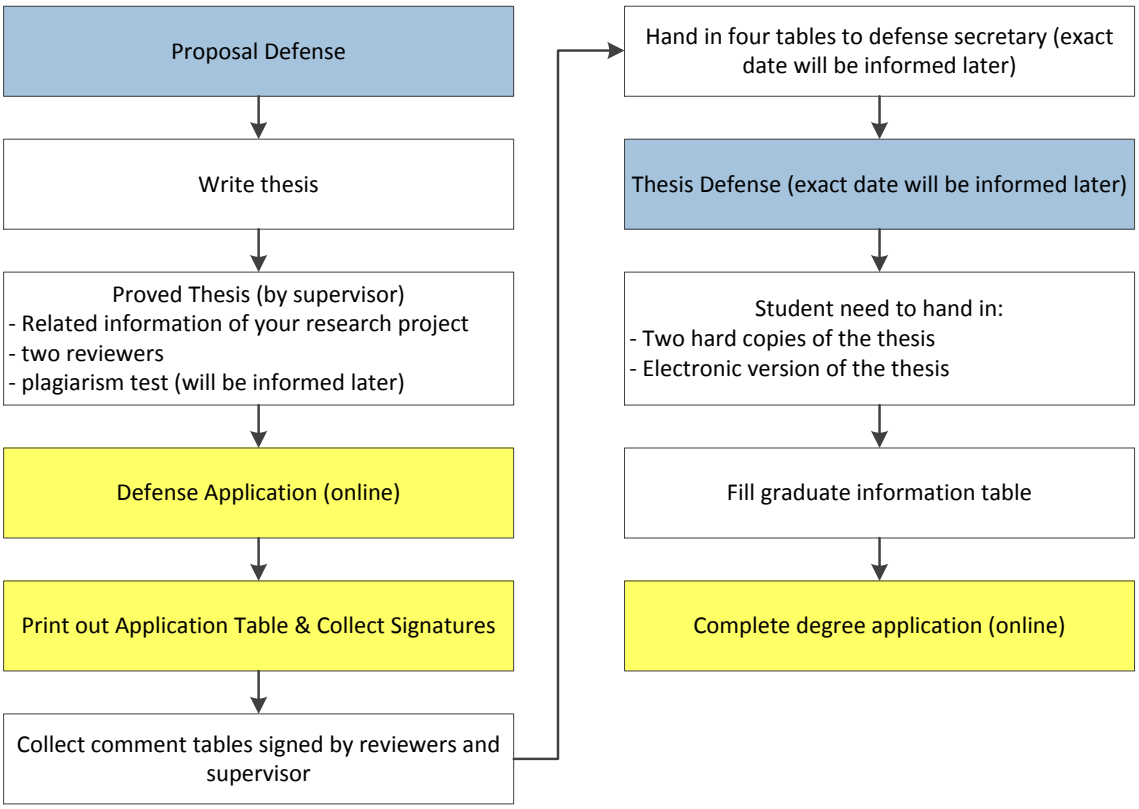
1. Open to the [www.ie.tsinghua.edu.cn/intranet/](www.ie.tsinghua.edu.cn/intranet/)
2. Log in with your student ID (2015280xxx) and your password (the default password is your passport number and you can change it later)
3. You will be directed to this window

4. Choose the Seminar Record and you will be directed to this window

In this window you can see all the seminars you have been to, and you can choose the Self-Help Attendance Taking using Registration Code. Enter your code, and choose Submit

## 2.4 Graduation

The brief procedure to graduate can be seen below; any changes in the procedure will be informed later.




### 1) Procedures of Online Application for the Thesis Oral Defense

To apply for the thesis oral defense, the graduate students shall submit to the Department Office a package of application documents including four forms:

1) Thesis Oral Defense Application Form;
2) Comments from the Supervisor
3) Comments from the Reviewer
4) Comments from the Reviewer

All the four forms shall be printed out from the online system. The first form shall be printed out by the students themselves and the other three forms shall be printed out by the supervisor and two reviewers respectively. Only after the graduate students complete their online application, can all the forms be printed out.

To make the online application, the graduate students need to enter the online system and then complete several steps.

To enter the online system, log in with the username and password from the website http://info.tsinghua.edu.cn.

Click the name and then click the 4th line “Account Setting”:

Change the language from Chinese to English:

Click the icon “Graduation” and then “Thesis Oral Defense Application”,

The graduate students begin to make the online application and go through the following steps:

1) At the column of "Personal Information", click on the icon "Basic Information" to enter the interface, and then fill all the blank space;
2) At the column of " Degree Thesis", click on the icon "Edit" to enter the interface, and fill all the blank space;

   After completing the two steps, the graduate students are able to print the "Thesis Application Form" out from the online system. At the column of "Thesis Oral Defense Application", click on the icon "Print thesis oral defense application form", open the doc file, and print it with A4 paper.
3) At the column of "Academic Ethics", click on the icon "Thesis Submission for Plagiarism Check", and upload the electronic version of the thesis.

   NOTES: After uploading the thesis for plagiarism check, please turn to the department office for the check result. The graduate students only have ONE chance to upload the thesis for plagiarism check before the thesis oral defense.
4) At the column "Thesis Reviewers", click on the icon "Edit", and then "Add", inputting the basic information of the two reviewers so that they are able to write the comments in their online system and print the forms out.

   After the 4 steps, the students have completed the online application on the thesis oral defense. The students shall wait for the comments from the supervisor and the reviewers, and then collect the forms from them respectively. With the 4 forms submitted to the department office, the graduate students complete the thesis oral defense application.

## 2) What to do after Thesis Defense?

After you finish your Thesis defense, you need to submit several documents listed below:

1. **Two copies of the application documents** (the original one and the copy): you should duplicate the cover and 6 forms (1 application form & 3 comment forms, & 2 resolution papers)
2. **Two hard copies of your thesis** (the final version): pay attention to the two signatures
3. The **Soft copy of your thesis** (the final version)

4. **Photos:** if you did not have your photo-taking which was organized by the Graduate School, please take the photo in "Hualai Photo Shop" near Zhao Lan Yuan (照澜院) Tel: 62783386
5. **"The Authorization Letter for the Publication of your Thesis"** (you can take the document in Room North 511# Shunde Building, fill it, and get the signature from your supervisor): If you agree to give Tsinghua University the authority to publish it on the database, people who can access Tsinghua database can search and read your thesis, and have rights to quote and refer your thesis as a reference on their paper. If you want to publish a journal or conference paper with the achievement of your thesis, you can refuse to let Tsinghua publish it. But here there is a possibility which allow you to keep this secret for a specific period, and after you publish your own paper, Tsinghua can get the authority of the publication.
6. **"Graduation Form"** (two same copies, please take it in Room North 511# Shunde Building and fill it. It is in Chinese language and we can assist you to fill it.)
7. After completing all the documents needed, you need to apply for the master's degree in the online system. We can help you assist the process if you face any problem.

# 3 Courses Intro

**1)【Course Title】Quality Engineering**
**质量工程学**
【Course Code】70160023
【Credits】3
【Credit Hours】48
【Semester】Fall
【Capacity】50 Graduate Students
【Instructor】WU Su 吴甦、WANG Kaibo 王凯波
【Course Description】

1. Introduction 2. Quality Function Deployment 3. Statistical Quality Control & Acceptance Sampling 4. Design of Experiments and Taguchi Method

**2)【Course Title】Production Management**
**生产管理**
【Course Code】70160033
【Credits】3
【Credit Hours】48
【Semester】Fall
【Capacity】50 Graduate Students
【Instructor】CHENG Ye 成晔、ZHANG Zhihai 张智海
【Course Description】

Contents: Introduction and Production System, Product and Production Engineering, Material Management, Production Plan, Production Planning, Manufacturing and Assembly Rationization Quality, Information in Manufacturing, Production Organization, Manufacturing Cost.

**3)【Course Title】Ergonomics**
**工效学**
【Course Code】70160613
【Credits】3
【Credit Hours】48
【Semester】Fall
【Capacity】50 Graduate Students
【Instructor】RAO Peilun 饶培伦
【Course Description】

This lecture covers the basic theory of physiology, psychology and management. It will discuss the following topics like system analysis and optimization of the relations among human, computer and environment and so on. That is to say, the working efficiency and product competition can be improved; on the other hand, the comfortable and safety working environment can be realized.

**4)【Course Title】Introduction to Decision Making**
**决策方法学**
【Course Code】70160513
【Credits】3
【Credit Hours】48
【Semester】Fall
【Capacity】50 Graduate Students
【Instructor】ZHAO Lei 赵磊
【Course Description】
Mathematic programming methods: 1. Linear Programming: a) Fundamentals and modeling, b) Simplex method, c) Duality and sensitivity analysis. 2. Transportation and assignment problems. 3. Network optimization models. 4. Dynamic programming. 5. Integer programming basics. 6. Nonlinear programming basics. Decision analysis Probability and statistics: 1. Introduction to probability theory: a) Fundamentals and concepts, b) Conditional probability. 2. Random Variables: a) Distributions, b) Expectation and variance, c) Common distributions. 3. Sampling and estimation: a) Common statistics, b) Confidence intervals, c) Hypothesis tests.

**5)【Course Title】Industrial Practice**
**工业工程实践**
【Course Code】70160591
【Credits】1
【Credit Hours】16
【Semester】Fall
【Capacity】20 Graduate Students
【Instructor】LI Yan 李妍
【Course Description】
This course includes mainly two parts: 1. Manufacturing Industries in China and Industrial Engineering, 2. Business communication under Chinese Culture.

**6)【Course Title】Systematic Product Design and Development**
**系统化产品设计与开发**
【Course Code】80160283
【Credits】3
【Credit Hours】48
【Semester】Fall
【Capacity】50 Graduate Students
【Instructor】CHENG Ye 成晔、ZHANG Wei 张伟
【Course Description】
The objective of this course is to develop the interdisciplinary knowledge and skills required for systematically executing a given design task and to prepare students qualified for engineering work in modern enterprises. In addition, effective communication skills and ability for synthesizing different perspectives of product

design are expected to be developed. Students will be exposed to the theories, methodologies and tools assisting product planning and management, project management, cost management for product development, rationalization of design process, variant development, quality assurance for product development. New tools assisting engineering design work will be introduced. Hands-on design experience and skills will be gained and learned through problem sets. Besides regular lectures, weekly exercises, projects and in-class discussion sessions will be held. An understanding of complex design issues in real-world will be developed through a collaborative design and development project throughout the semester.

**7)【Course Title】Systematic Product Design and Development**
**定量分析**

【Course Code】80160393
【Credits】3
【Credit Hours】48
【Semester】Fall
【Capacity】50 Graduate Students
【Instructor】DENG Tianhu 邓天虎
【Course Description】

This course is designed to provide an understanding of probability and statistics. In this course, we cover materials such as discrete and continuous random variable, probability distribution, statistical inference, hypothesis testing, experimental design and linear regression. We focus on applications in the field of production management and supply chain management.

**8)【Course Title】Engineering and Technology Management**
**工程与技术管理**

【Course Code】80160363
【Credits】3
【Credit Hours】48
【Semester】Spring
【Capacity】55 Graduate Students
【Instructor】HE Fang 何方 WANG Chen 王琛
【Course Description】

-Engineering and Management
-Functions of Technology Management
-Human Aspects of Organizing
-Leading Technical People
-Engineers in Marketing
-Globalization
-Engineering Economy

**9)【Course Title】Enterprise Information Management**
**企业信息资源管理**

【Course Code】80160033
【Credits】3
【Credit Hours】48
【Semester】Spring
【Capacity】40 Graduate Students
【Instructor】CAO Hui 曹晖
【Course Description】
This graduate course leads students to systematically explore the fast expanding field of information systems and their applications in enterprises. Students will investigate the organizational and technical impact between enterprise management strategies and information system/technologies.
The course aims at getting students to think about the overall picture of enterprise information systems, match up the relationship between the production problems and corresponding IT solution, and at the same time, understand the methodologies of system analysis and design for enterprise information systems.
The course will help students choose from various information systems and development/integration strategies in an enterprise context. Strategies include Enterprise Resource Planning, Supply Chain Management, Customer Relationship Management and Product Lifecycle Management will be investigated, and the methods of system analysis, enterprise modeling and enterprise integration will be discussed.

**10)【Course Title】Logistics & Supply Chain Management**
**物流与供应链管理**
【Course Code】80160223
【Credits】3
【Credit Hours】48
【Semester】Spring
【Capacity】55 Graduate Students
【Instructor】HUANG Simin 黄四民
【Course Description】
Develop a knowledge and understanding of the issues and technologies underlying supply chain management with a focus on analysis and design skills for Logistics systems, including demand management, inventory management, logistics network design, supply chain risk, etc.

**11)【Course Title】Manufacturing in China**
**中国制造**
【Course Code】80160423
【Credits】3
【Credit Hours】48
【Semester】Spring
【Capacity】30 Graduate Students
【Instructor】ZHANG Chi 张弛 ZHENG Li 郑力

【Course Description】

Competence after taking this course: capable of analyzing and diagnosing complex production systems Knowledges to deliver: 1. Fundamental knowledge on production system modeling and analysis; 2. Production automation and its developing trends 3. A whole picture of Manufacturing in China integrated with logistics and supply chains 4. relationship between Manufacturing in China and Global manufacturing.

Methods: 1. Lectures on production systems; 2. Tours and on-site lectures in different production lines.

**12)【Course Title】China Studies: Industry, Society and Culture**

**中国研究：产业、社会与文化**

【Course Code】80160433

【Credits】3

【Credit Hours】48

【Semester】Spring

【Capacity】30 Graduate Students

【Instructor】ZHU Wanshan 朱万山 MA Liang 马靓

【Course Description】

China is in the process of transforming from a society dominated by agriculture to one by modern industries. However, this transformation process is not a simple replication of the industrialization process that revolutionized the western world in the first half of the twentieth century because the Chinese culture and the new technologies make this process distinct and bring many new challenges. This course teaches students the new trends and challenges in various industries that the industrial engineering may make the highest impact， and discuss the reach problems in these industries. The students will also learn the tools that have been used to solve these research problems. The focus industries include supply chain and logistic, transportation, energy, retail, medical service, and e-commerce. Emphasis is on the impact of the Chinese culture on the trends and challenges of these industries and on the difference between the Chinese and western industries. The course consists of learning the industry background in class room and on-site visiting & investigation, equally splitting in total learning hours.

# 4 Others

- We care your safety during your study in Tsinghua University. Therefore any plan on absence should be informed to the Department, at least two weeks prior to your absence if possible. You need to submit the printed version to the Department, and any difficulties should be discussed with the Department. You can see the **Absence Request Form** in the attachment.
- During your study in Tsinghua, all the important information will be informed to you via your **Tsinghua mail**. We strongly suggest you to keep it up to date as our formal communication media. For any other problem, do not hesitate to contact us or stop by our department in Room North 511#, Shunde Building.

  Room North 511# Shunde Building office hour for international students:
  Monday (8.30 am – 11.30 am)
  Wednesday (8.30 am – 11.30 am)
  Friday (8.30 am – 11.30 am)

# 5 FAQ: International students' common educational questions and answers

Statement：The details below summarize some common educational problems from international students in our IE department. We have given unified answers for these problems as reference. Moreover, we will occasionally update this FAQ system non-scheduled for your convenience. If you have any other educational problems not included in this manual, welcome to contact IE International students office in any way following: (1) come to North 511, ShunDe Building (2) send email to ie-edu2@tsinghua.edu.cn .

## ■ Registration & Course Selection

### ✓ How to do the Course Registration? What should I do if I was late for registration?

Please turn to page 11th in this manual for detailed information about question.

You should fill in an **Absence Request Form (you can find it on page 17th in this manual)** and send it to **Ms. LI Yan** by e-mail address: ie-edu2@tsinghua.edu.cn for admission ahead of time if you will be late for registration with reasonable excuse.

If you are late for registration in some temporary emergency, you should inform Mrs Li Yan in time, fill out the Absence Request Form to get permission from our Department and go to North 511, ShunDe Building for post-registration.

### ✓ How to record the seminar records in Intranet?

You can find detailed information on page 18 in this manual. Pay your attention that all registration codes expire in 5 days and void automatically after more than 5 days.

### ✓ What should I do if the course didn't appear on the system?

You suppose to contact the department and turn to Mrs Li Yan when you can't find the course on the system, and the department will inform you later of the results.

### ✓ What should I do if the course is not listed as the degree course?

If the course is not appeared as the degree course, you can go to Department and turn to Mrs Li Yan for help.

## ■ Application for Academic Transcript and studying certificate

### ✓ How to apply for academic transcript?

To apply for academic transcript, you have to fill a form that you can get from the department, and fill the details on the form. After that you can go to the first

floor of teaching building 3, hand in the form, and pay for the transcript. Don't forget to bring your student ID card. (Check the attachment inside your student manual for the *application form academic transcript.*)

✓ **How to apply for studying certificate?**

To apply for studying certificate, you need to fill a form you can get from **"IE Intranet",** then print it and go to Department office to be stamped.

■ **Students' Scholarship Assessment**

✓ **How to do the scholarship assessment as the first year student?**

You should notice information on website http://is.tsinghua.edu.cn/ in the notice column. You need download the form for scholarship you want to apply, then fill it and bring it to Department for comment. Finally you need to bring it to ISO (International Student Office) for assessment.

✓ **Do I still need to do the scholarship assessment if I was a second year student?**

No

■ **Graduation**

✓ **What should I prepare for graduation?**

The detailed graduation can be found on **Student Manual, page 12.** Note that there are four times of graduation in Tsinghua every year. The deadline of the graduation may be different every year, due to the regulation of the university/ department. Therefore more detailed information will be informed by the department in the right time. And there are six steps you'd better know:

- Submit the graduation application and check the personal information online;
- To guarantee the quality of the theses, our Department will organize a committee to review all the theses before your final defense.
- You should do the plagiarism check over the thesis online;
- The final defense of your theses will be organized;
- Complete degree application online and upload the final thesis online;
- Submit 2 degree approval materials (get back from your oral defense secretary)(1 original, 1 copy), 2 hard copies of thesis(signature from your supervisor and you), 2 copies of graduation table and "The Authorization Letter for the Publication of your Thesis";
- Graduation Ceremony for graduate students.

■ **Thesis**

✓ **When is the thesis deadline?**

There is no fixed thesis deadline, it depends on actual progress every year. The

department will inform students on time by emails.

- ✓ **What is the thesis requirement?**

  Thesis requirement has been stated clearly in your "**Education Plan**", note that more question about thesis requirement should ask your supervisor for help.

- ✓ **What is the format of the thesis?**

  The format of the thesis will be delivered by the department in the right time.

- ■ **Extending Study**

- ✓ **What should I do if I want to extend my study for another year? (the third year)**

  To extend study, you should fill the form named **"Extension Application Form"** (Which you can find in you student manual). Note that you should apply for extending study at least two months before next semester.

- ✓ **Will the scholarship still cover for the third year?**

  No.

# 6 Attachment

## Record of Approval of Master's Thesis Research

**Instructions**

1. Please type or print.

2. Obtain the signature of the member of the faculty you have chosen as your Thesis Supervisor.

3. Return the proposal after approval, and it will be kept on file.

---

**Proposed thesis title:**

**Proposed area of investigation:**

---

Submitted by (please print): _____

Student ID:_____

Signature: _____

I agree to act as Thesis Supervisor for the above candidate,
and I approve his/her proposed thesis research.

Thesis Supervisor Name: _____ Room # _____

Signature: _____ Date: _____

Return signed and completed form to Ms. Yan Li, Room North 511, ShunDe Building

# 清　华　大　学

## 攻 读 硕 士 学 位

## 研究生选题报告及论文工作计划

## Thesis Proposal and Schedule of Thesis Writing of Master's Candidates of Tsinghua University

研 究 生 _____ 学 号 _____

Name Student I.D.

院（系、所） _____

School/Department/Institute

学　　科 _____

Discipline

指 导 教 师 _____ 职　　称 _____

Supervisor Title

联合指导教师 _____ 职　　称 _____

Co-supervisor Title

（跨学科硕士和工程硕士填写此项内容，其他硕士生删除此项内容）

(Master's candidates engaged in interdisciplinary studies and professional master's candidates are required to fill in this item and others to delete it.)

入 学 日 期 _____

Time of enrollment

年 year　　月 month　　日 date

论文题目 Thesis title：_____

或选题范围 Field of topic selection：_____

选题报告会日期 Scheduled thesis proposal：　　年 year　　月 month　　日 date

选题报告要求 Requirements：

1. 选题报告的字数一般不少于五千字 word limit: not less than 5000 words；
2. 选题报告的内容应包括：选题意义、该领域国内外研究动态（文献综述）、本课题研究的目的、预期成果、研究方案、研究方法及其论证、关键难点拟采取的解决措施、论文工作总体日程安排，预计答辩时间等 Contents include: significance of topic selection, latest developments inside and outside China(literature review), research objective, anticipated contribution, research plan, methodology and elaboration, solutions, schedule of thesis writing and proposed date of defense etc；
3. 要求查阅一定数量的中、外文献资料。文献综述部分不是将文献内容进行简单的堆砌，而应通过阅读，消化、提炼，对已有的研究成果和动态进行全面的综述 A large amount of reading of materials inside and outside China is required; make a general review of previous researches and latest developments based on reading, digestion and abstraction；
4. 选题报告的考核由两部分组成：书面报告和口头报告，分别评分后给出一个总成绩 Evaluation of the thesis proposal is based on presentation in both written and oral forms ；
5. 填好“研究生选题报告及论文工作计划”表格后，连同书面报告和本记录一起交院（系、所）研究生主管部门备案 The form and the written thesis proposal are to be submitted to graduate studies administrative office of school/department/institute for documentation

阅读国内外文献情况 Reading：

国内文献约 Papers inside China_____篇(number)，

国外文献约 Papers outside China _____ 篇(number)

主要文献 Major readings：

入学以来在国内外刊物上发表文章或拟发表文章：

Publications and papers to be published during study at the university

国内 Publications inside China：　　篇(number)

国外 Publications outside China：　　篇(number)

导师评语：（就研究生对国内外研究现状的了解情况、研究方法、研究手段、预期成果等予以评价）

Comments of supervisor: (knowledge of researches inside and outside China, methodology, anticipated contribution etc.)

导师签名：_____ 日期：　　年　月　日

Supervisor (signature)　　year month date

选题报告会成员组意见：（对选题的意见，论文工作是否具备条件，是否同意选定该课题等）

Decision of the panel: (comments on topic selection, feasibility of the research, agreement or disagreement to the selected topic etc.)

参加选题报告会人员：（签名）

Members of the panel: (signature)

选题报告考核成绩：（分数用百分制记录，并记入成绩册）

Grade for thesis proposal: (The grade is to be recorded in graduate students' academic record, with a full mark of 100 points)

书面报告成绩 grade for written proposal：$X_1$＝　　（由导师评定）(given by supervisor)

口头报告成绩 grade for oral presentation：$X_2$＝　　（由选题报告会成员组评定）(given by the panel)

总分：$X＝0.6X_1+0.4\ X_2$＝　　研究所（室）主任签名：_____

Total:　　Director of institute(lab)(signature):

日期：　　年 year　　月 month　　日 date

# 论 文 工 作 计 划

# Schedule of Thesis Writing

实验设备或其他研究条件落实情况：

Equipment for experiment and other research facilities:

课题所属科研项目类别（国家项目、省部委等政府部门项目、企业委托研究项目、学校项目、

自选题目、或其他）：

Classification of research program(national program, local government program, industrial program, university program, self-selected topic or others):

论文类型：在所属类型前划“√”（只可选择一项填写）

Classification of research: put “√” in only one of the blanks

| | | | |
|---|---|---|---|
| | ① 理论研究 Theoretical study | | ③ 有明确的生产或社会问题背景 Research aimed at solutions to problems in production and social problems |
| | ② 应用基础研究 Application-oriented fundamental research | | ④ 直接应用于生产或解决社会问题 Direct application in solving problems in production and social problems |
| | ⑤ 其它（详细注明）Others(with clear description) | | |

论文工作主要内容及日程安排：

Outline of the thesis and schedule of thesis writing:

文献阅读、科研调查计划完成日期：_____

Scheduled time of completion of reading and investigation:

论文实际工作预计完成日期：_____

Scheduled time of completion of research work:

论文撰写预计完成日期：_____

Scheduled time of completion of thesis writing:

留院（系、所）研究生主管部门供中期考核、检查论文进度及评优秀研究生时参考。

The record is kept in the graduate studies administrative office in school/department/institute for mid-term review of progress of thesis writing and screening of outstanding graduate students.

# Tsinghua University

## Master's Degree

## Thesis Research Progress Report

Name _____ Number _____

College (Department/Institution) _____

Subject _____

Faculty Advisor _____ Title_____

Joint Faculty Advisor _____ Title _____
（For Cross-major and Engineering Masters only）

Registration Date _____

(Date of Submission)

Dissertation Title：_____

Report Requirements：

1. The report should contain both a summary of previous thesis work and a brief description of present results.
2. This form must be submitted to the department office

Interim Summary:

Comment of Faculty Advisor：

（Comments on the student’s working process , research quality, as well as some future work advices, etc.）

Signature of the Faculty Advisor：_____ Date：

This form must be submitted to the graduate office, and it is within the reference range of the mid-term assessment, the inspection of working progress and the evaluation of outstanding graduate student.

# 办 理 成 绩 单 申 请 表

# Application Form for Academic Transcript

| | | | | | |
|---|---|---|---|---|---|
| 中文姓名 | | 本科生学号 | | 院系名称 | |
| 英文姓名<br>Student Name<br>（与护照保持一致） | | 研究生学号<br>Student No. | | 联系电话<br>Tel. | |
| 本科生第一学位成绩单 | | 中文 | 份 | 英文 | 份 |
| 本科生第二学位成绩单 | | 中文 | 份 | 英文 | 份 |
| 本科生 辅 修 成绩单 | | 中文 | 份 | 英文 | 份 |
| 研 究 生 成绩单<br>Academic Transcript of Graduate Students | | 中文<br>Chinese | 份 | 英文<br>English | 份 |
| **院系审批意见：**<br>Comment of the Department<br>研究生导师签字：<br>院系教学办公室负责人签字：<br>院系教学办公室章：<br>年 月 日 | | | | | |
| **定向生工作办公室审批意见：**（该栏仅适用于定向生）<br>主管领导签字：<br>定向生工作办公室章：<br>年 月 日 | | | | | |

**成绩单工作日办理时间：上午 8：00 至 12：00， 下午 13：00 至 16：00 （周五下午除外）**

Time: 8:00—12:00, 13:00—16:00(Except Friday Afternoon)

**联系电话：62773665、62773044**

Tel.: 62773665, 62773044

**办公地点：第三教学楼三段 3103 房间(注册中心)**

Place: Room 3103, Building 3(Registration Center)

# Extension Application Form

## 清华大学（博士/硕士）研究生延期申请表 (Application Form)

<table>
<tr><td>院系<br>(Department)</td><td></td><td>学号<br>(Student ID)</td><td></td><td>姓名<br>(Name)</td><td></td></tr>
<tr><td colspan="2">学生类别<br>Type of Students</td><td colspan="4">直博生（ ）普博士（ ）提前攻博生（ ）硕士生（ ）</td></tr>
<tr><td>延<br>期<br>理<br>由<br>(Reason)</td><td colspan="5">申请延期时间从：_____ 年_____月至_____年_____月止<br>From: _____ (year)_____(month) to _____(year)_____(month)<br>申请人签字(Signature)： 日期(Date)：</td></tr>
<tr><td>导师意见<br>(comment of the supervisor)</td><td colspan="5">签字(Signature)： 日期(Date)：</td></tr>
<tr><td>院系所意见<br>(comment of the Department)</td><td colspan="5">主管主任签字： 盖章： 日期：<br>Signature: Stamp: Date:</td></tr>
<tr><td>研究生院意见<br>(comment of the Graduate School)</td><td colspan="5">签字： 日期：<br>Signature: Date:</td></tr>
</table>

说明：本人申请 → 导师签字 → 主管主任签字 → 研究生院管理办审批并存档。

# Absence Request Form

| | | | |
|---|---|---|---|
| Student Name | | Student ID | |
| Phone number | | E-mail | |
| Dates of Absence | From:_____ To:_____ | | |

## Reason for Absence

☐Sick leave ☐Personal leave

Detail:

*Signature (Student)* *Date*

## Absent Course

While you are absent, you may have to miss your courses. In the form below, please list the names of the course and the corresponding dates you will not be able to attend, and get the signatures from the instructors, so that they are aware of your absence:

| Course Name | Dates you will not be able to attend | Instructor's Signature |
|---|---|---|
| | | |
| | | |

## Supervisor's Approval

☐Approved ☐Declined

Comments:

*Signature*

*Date*

## Departmental Approval

☐Approved ☐Declined

Comments:

*Signature*

*Date*

# Graduation Form

学号：
ID

# 毕业研究生登记表

(in Chinese)

**Fill the cover in Chinese**

学校（研究单位）University 清华大学

系 科 Department 工业工程系

专 业 Major 管理科学与工程

姓 名 Name

填表日期 Date

中华人民共和国教育部制订

北京市教育委员会印制

**Fill the table in English**

| | | | | |
|---|---|---|---|---|
| 姓 名 | Your Chinese Name | 性 别 Your Gender | 出生年月 Your Birthday | 照片 |
| 曾用名 | | 籍 贯 Your country 族 | | |
| 现在家庭详细住址 | Your Home Address in your country | | | |
| 邮政编码 | Post Code of the home address above | 家庭联系电话 | | |
| 是否华侨<br>侨居何处 | | 手 机 | Mobile Phone number you will use after your graduation | |
| 何时何地<br>参加工作 | | 原工资级别 | | |
| 何时何地<br>入党（团） | | 学制及授予何种学位 | | |
| 婚否、对方姓名、政治面貌、现在何处、任何职 | Are you married?<br>If no, fill in “no” here;<br>If yes, fill “yes” and his/her name, occupation and workplace. | 本人身体健康状况 | Write “Healthy” | |
| 所学专业及研究方向 | Fill ”Management science and engineering, industrial engineering” | 导师姓名及职称（学位） | Your supervisor’s name and title | |
| 毕业论文题目 | Your thesis title (Either Chinese or English is OK) | | | |
| 会何种外语及熟练程度 | If English isn’t your mother tongue, fill ”English, Fluent ” here.<br>If you can speak Chinese well, fill “Chinese, fluent”; if not so well, fill “Chinese, general”; if you can speak Chinese a little, fill “Chinese, a little”. | | | |
| 参加过哪些研究工作，有何论文和译著 | The research project you took part in in Tsinghua;<br>Your publication (papers, books);<br>If no, fill “no” here. | | | |
| 本人工作志愿 | | | | |

Your resume
(Your study and work experience from your undergraduate education)

| 起止年月 | 学习或工作单位 | 学习或任何职 |
| --- | --- | --- |
| The period of your undergraduate study Eg.2007.9-2011.7 | Your undergraduate university | Write the word “Study” here |
| …… | Other university or workplace if any | Write “Study” or “Work” here |
| The period of your study here Eg.2011.9-2013.7 | Write “Tsinghua University” here | Write the word “Study” here |

| 家庭成员及主要社会关系 | | | | |
| --- | --- | --- | --- | --- |
| 姓名 | 与本人关系 | 政治面貌 | 工作或学习单位 | 有何联系 |
| Your father’s full name | Write “Father ” here | | Your father’s workplace (name of the company or school, etc) | |
| Your mother’s full name | Write “Mother ” here | | Your mother’s workplace (name of the company or school, etc) | |

自 我 鉴 定 ： Personal appraisal (about your experience during your study here in Tsinghua)

Here you should write something about yourself, including your main experience and achievements here in Tsinghua (your study, research, internship, or the other meaningful things), your description and comment about yourself (characteristics, ability, etc).

Your signature

本 人 签 名：

Year Month Day

年 月 日

# 2017-2018 Academic Calendar

Fall Semester of Year 2017-2018

| week | month | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|---|
| SUMMER 1 | 2017 Aug | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | 28 | 29 | 30 | 31 | | | |
| | Sep | | | | | 1 | 2 | 3 |
| | | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 2 | | 25 | 26 | 27 | 28 | 29 | 30 | |
| | Oct | | | | | | | 1 |
| 3 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 4 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 5 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 6 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 7 | | 30 | 31 | | | | | |
| | Nov | | | 1 | 2 | 3 | 4 | 5 |
| 8 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 10 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 11 | | 27 | 28 | 29 | 30 | | | |
| | Dec | | | | | 1 | 2 | 3 |
| 12 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 13 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 14 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 15 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 16 | 2018 Jan | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 18 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| WINTER | | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | 29 | 30 | 31 | | | | |
| | Feb | | | | 1 | 2 | 3 | 4 |
| | | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 |

清華大學 Tsinghua University

## Academic Calendar 2017-2018

Fall Semester and Winter Break

(Year 2017- 2018)

1. Incoming Undergraduate Students:
   Aug 23: Registration Begins
   Aug 24: Opening Ceremony
   Aug 25 - Sept 17: Orientation
2. Incoming Graduate Students:
   Aug 29: Registration Begins
   Aug 30: Opening Ceremony
   Sept 4- Sept 17: Orientation
3. Aug 25: Last day of registration for graduate students without field study
   Sept 17: Last day of registration for undergraduate students and graduate students with field study
4. Sept 18: Classes Begin
5. Sept 30: University Administrative Offices open
   Oct 1 - 8: Mid-Autumn Festival and National Day. No Classes
6. Jan 1, 2017: New Year's Day. No Classes
7. Week 8: Mid-term Exams
   Week 17 and 18: Final Exams
8. Jan 22 - Feb 25 (total 5 weeks): Winter Break for undergraduate students
9. Jan 25 - Feb 23 (total 4 weeks): Winter Break for faculties and graduate students. University Administrative Offices closed with on-call duties (Spring Festival: Feb 16)

Spring and Summer Semester of Year 2017–2018

| week | month | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|---|
| 0 | 2018 Feb | *19* | *20* | *21* | *22* | *23* | 24 | 25 |
| 1 | Feb | 26 | 27 | 28 | | | | |
| | Mar | | | | 1 | 2 | 3 | 4 |
| 2 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 3 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 4 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 5 | | 26 | 27 | 28 | 29 | 30 | 31 | |
| | Apr | | | | | | | 1 |
| 6 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 7 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 8 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 9 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 10 | | 30 | | | | | | |
| | May | | 1 | 2 | 3 | 4 | 5 | 6 |
| 11 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 13 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 14 | | 28 | 29 | 30 | 31 | | | |
| | Jun | | | | | 1 | 2 | 3 |
| 15 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 16 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 18 | | 25 | 26 | 27 | 28 | 29 | 30 | |
| | July | | | | | | | 1 |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 2 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 3 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 4 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 5 | | 30 | 31 | | | | | |
| | Aug | | | 1 | 2 | 3 | 4 | 5 |
| 6 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 7 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 8 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 9 | | 27 | 28 | 29 | 30 | 31 | | |
| | Sep | | | | | | 1 | 2 |
| 10 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 11 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 |

清華大學 Tsinghua University

## Academic Calendar 2017–2018

### Spring Semester (Year 2018)

1. Feb 24 - 25: University Administrative Offices open
   Feb 25: Last day of registration for all students
2. Feb 26: Classes Begin
3. Mar 8: Women's Day. Female staff half day off
4. Apr 5 - 7: Chinese Tomb-Sweeping Festival. No Classes
   Apr 8: University Administrative Offices open
5. Apr 28 - 29: University Anniversary Celebration.
   Apr 30 - May 4: Labor Day Holiday. No Classes
   May 5 - 6: University Administrative Offices open
6. Jun 18: Dragon-Boat Festival. No Classes
7. Week 8: Mid-term Exams
   Week 17 and 18: Final Exams

### Summer Semester and Summer Break (Year 2018)

1. July 2 - Sep 16 (total 11 weeks): Summer Semester and Summer Break for undergraduate students
2. Graduate Students with field study:
   July 2 - Aug 12 (total 6 weeks): field study
   Aug 13 - Sep 9 (total 4 weeks): Summer Break
3. AM July 7: Commencement for graduate students
   AM July 8: Commencement for undergraduate students
4. July 23 - Aug 19 (total 4 weeks): Summer Break for faculties and graduate students without field study. University Administrative Offices closed with on-call duties

*Note: Class schedules around the public holidays are subject to change based on the final announcement by the government.*