

A Guidance to the Non-degree Exchange Student Service Platform



对外经济贸易大学

外事工作服务系统
Foreign Affairs Service System

For Partner Institutions

Content

LOG IN	II
NOMINATION	III
COURSE INFORMATION	V
QUERYING STUDENT'S INFORMATION	VI
TO QUERY A LEARNING AGREEMENT	VI
TO QUERY A TRANSCRIPT OR CERTIFICATION	VII

LOG IN

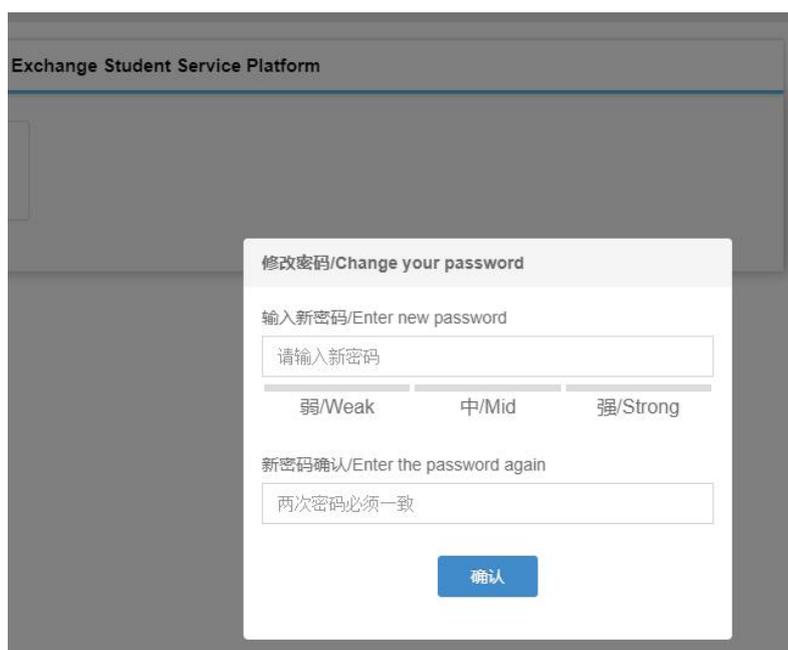
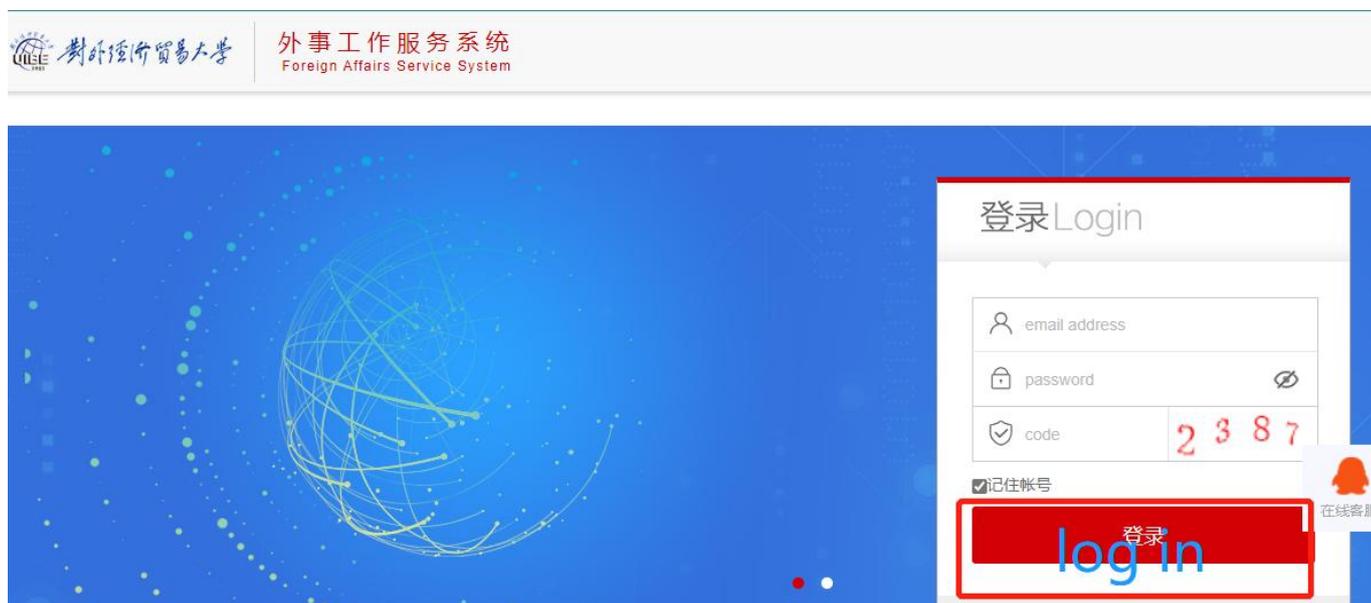
Website: <http://202.204.175.192/>

Account: Your email address (in use now)

Password: 666666

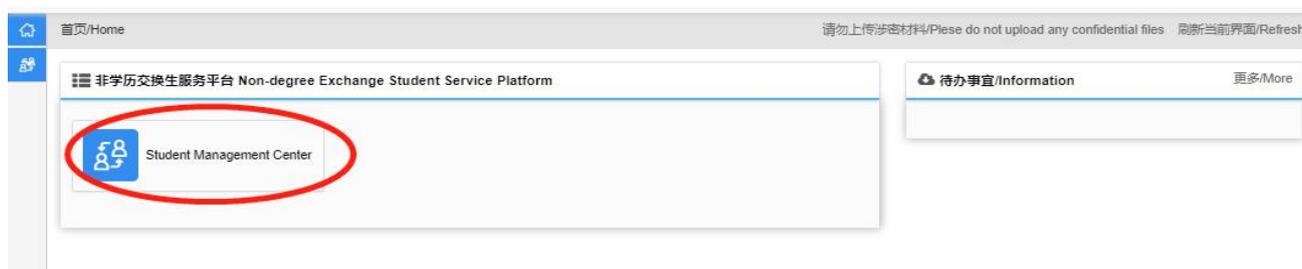
NOTE:

1. Your email address has been created as an account automatically. If any change happens to your email address in use now, please contact us.
2. Password needs to be reset the first time you log in successfully. If you forget your password, please contact us.

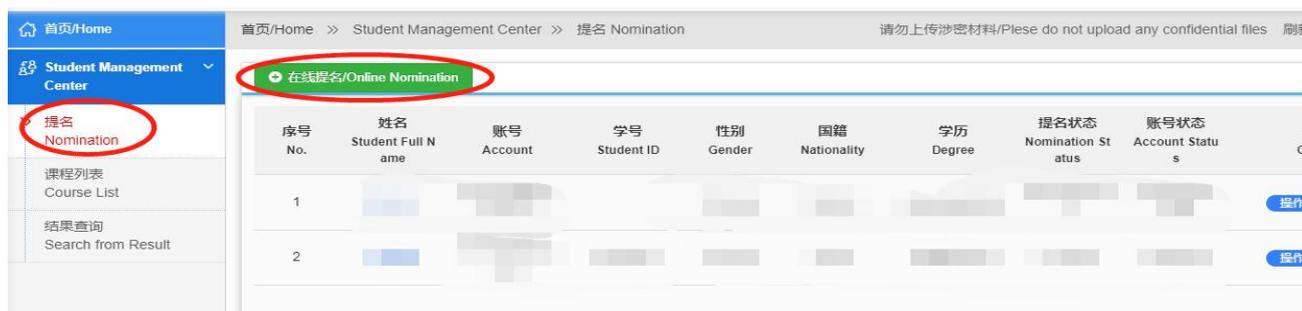


NOMINATION

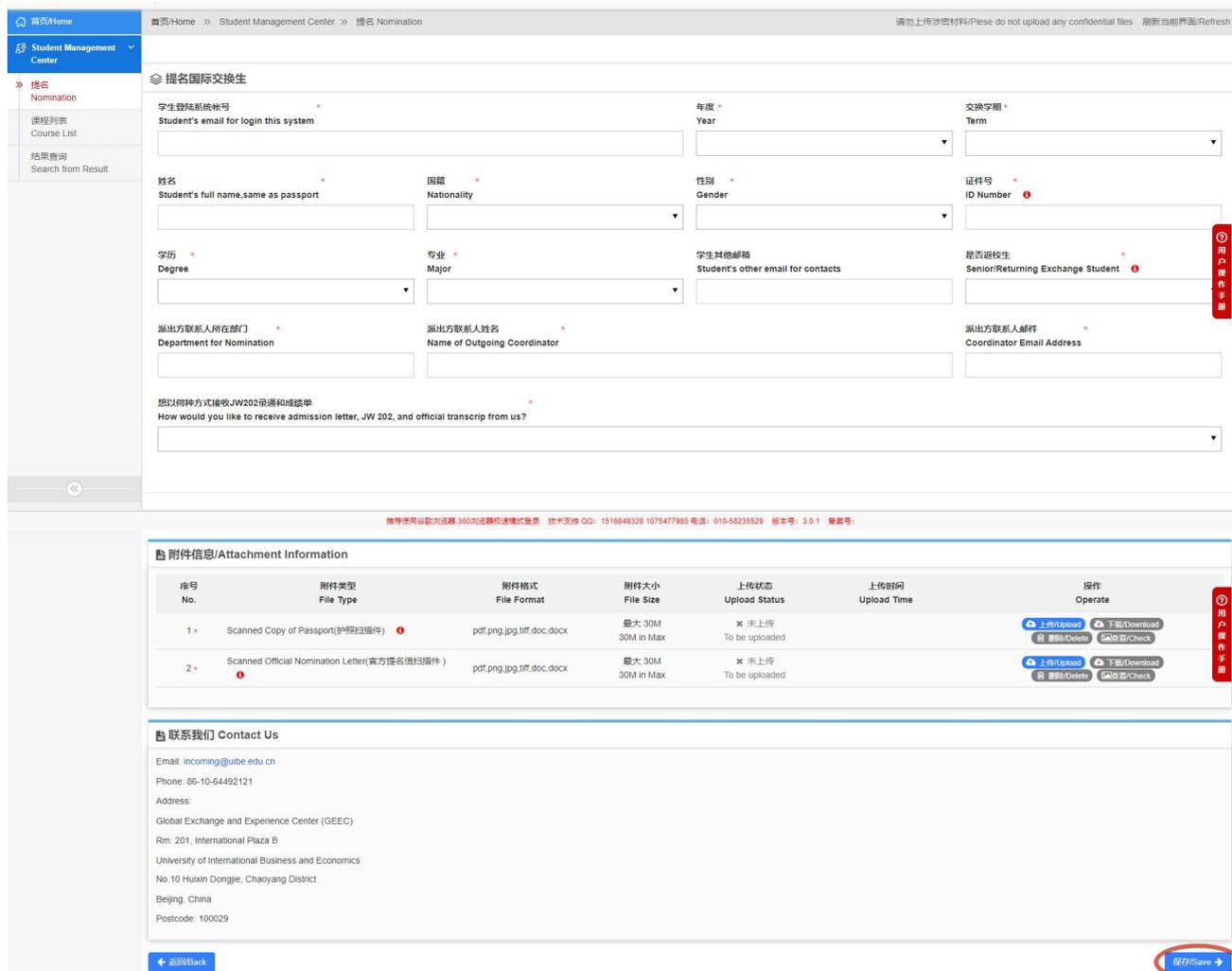
Click **Student Management Center** on homepage.



Click **Online Nomination**.

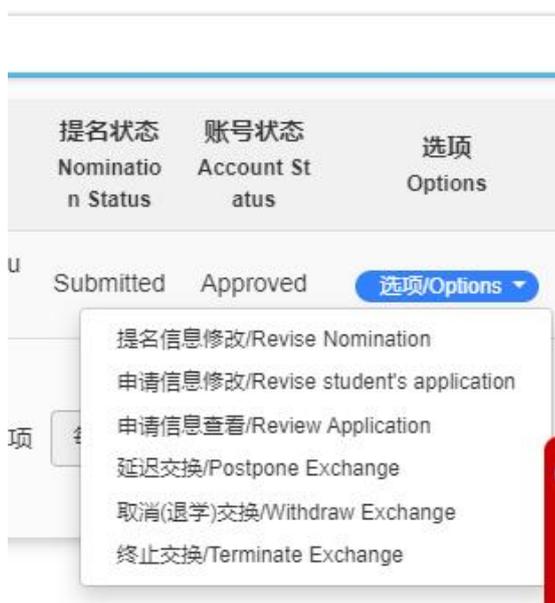


Fill in the nomination information, click **Save** and complete one nomination record.



On Options:

- 1) **Revise nomination:** to modify the nomination information.
- 2) **Revise student's application:** to modify the application that has been submitted by students
- 3) **Review application:** to view students' basic information, study application, etc.
- 4) **Postpone Exchange:** to postpone students' exchange.
- 5) **Withdraw Exchange:** to withdraw students' exchange.
- 6) **Terminate exchange:** to terminate the exchange of students by providing the formal written notice.



Interpretations for all kinds of status on our website:

Nomination Status	Account Status	Conception
Not Submitted	Checking by UIBE	Nomination completed but students have no permission to the system yet.
Not Submitted	Approved	Students get permitted but haven't submitted applications.
Submitted	Approved	Students have completed their status management or online Application
Pending confirmation by home institution	Approved	There is a withdrawal or postpone request from a student. and you need to confirm the request by clicking Options .

COURSE INFORMATION

Click **Course List** to view the courses information.

Click **Options** to view the syllabus of each course.

首页/Home >> Student Management Center >> 课程列表 Course List 请勿上传涉密材料/Please do not upload any confidential files 刷新当前界面/Refresh

Student Management Center

提名 Nomination

课程列表 Course List

结果查询 Search from Result

Q 查询条件/Query conditions

智能搜索/Search 教师姓名/Lecturer 学院/School 学期/Semester

Q 搜索一下/Searching 重置条件/Reset Condition 展开更多查询条件/Expand More Searching Conditions

查询结果/Searching Result

序号 No.	课程代码 Course Code	课程名称 Course Title	学期 Semester	教师姓名 Lecturer	学院 School	教室 Classroom	时间 Time	学分 Credits	上课形式 Teaching Mode	选项 Options
1	6-H Chinese	6H Chinese Lesson	Spring		School of International Education			6	Recording + LIVE	选项/Options
2	20-H Chinese	20H Chinese Lesson	Spring		School of International Education			20	Recording + LIVE	选项/Options
3	LM503	Operations Management	Spring	Yang Hangujun	School of International Trade and Economics			3	Recording + LIVE	选项/Options
4	AE510	International Trade Theory	Spring	Bao Ge	School of International Trade and Economics	NA		3	Recording	选项/Options
5	IUP501	Principles of Management	Fall	Dr. Ke Chen (Alan)		NA		0	Recording + LIVE	选项/Options

推荐使用谷歌浏览器,360浏览器极速模式登录 技术支持 QQ: 1516849328 1075477985 电话: 010-58235529 版本号: 3.0.1 备案号:

课程信息/Courses Information (系统编号/System Number: 1100002033SCBC2021000016)

学期 Semester	课程代码 Course Code	课程名称 Course name in Chinese	英文名称 Course name in English
Fall	ceshi8	ceshi8	1
教授 Chinese name	学院 School	教室 Classroom	时间 Time
1	School of International Education	1	Monday 5:00-6:00
起始周/上课时间 Starting Week	课程适用学生级别 Student Level	学分 Credits	上课形式 Teaching Mode
1	Master	0	Record
课程报名开始日期 * Enroll BeginDate	课程报名结束日期 * Enroll EndDate		
2021-11-25	2021-11-30		

课程大纲/Course Syllabus

附件信息/Attachment Information

序号 No.	附件类型 File Type	附件格式 File Format	附件大小 File Size	上传状态 Upload Status	上传时间 Upload Time	操作 Operate
1	syllabus(课程大纲)	pdf,png,jpg,tiff,doc,docx	最大 30M 30M in Max	Upload Successfully	2022-04-03 09:35	下载/Download 查看/Check
2	other(其他)	pdf,png,jpg,tiff,doc,docx	最大 30M 30M in Max	未上传 To be uploaded		下载/Download 查看/Check

返回/Back

QUERYING STUDENT'S INFORMATION

● TO QUERY A LEARNING AGREEMENT

Click **Search from Result** and click **Options** after each application record:

Click **To confirm learning agreement** to approve or refuse one's learning agreement.

Click **Approved**, the student's learning agreement will be transmitted to UIBE.

Click **Refused**, the student can revise the learning agreement.

**You need to confirm students' learning agreements before they officially enroll in courses.*

The screenshot shows the 'International Exchange Student Management' system interface. The top navigation bar includes '首页/Home' and '国际交换生管理/International Exchange Student Management'. The main content area is titled '查询条件/Query conditions' and contains search filters for '智能搜索/Search', '年度/Year', '学期/Semester', and '国籍/Nationality'. Below the search filters is a '搜索一下/Searching' button and a '重置条件/Reset Condition' button. The search results are displayed in a table titled '查询结果/Searching Result'.

序号 Num	姓名 Student Full Name	国籍 Region Name	学校 SchoolName	学号 Student ID	年度 Year	学期 Semester	学院 School	课程数量 Course Count	状态 Status
1	测试学生1	Albania	达尔豪西大学	1	2021	Fall	国际经济贸易学院	0	Confirmed by home institution
2	测试学生1	Albania	达尔豪西大学	1	2021	Spring	国际经济贸易学院	1	Student Submitted and to be confirmed
3	测试学生2	Albania	达尔豪西大学	2	2021	Fall	国际经济贸易学院	0	Confirmed by home institution
4	测试学生2	Albania	达尔豪西大学	2	2021	Spring	国际经济贸易学院	0	Refused
5	测试学生2	Albania	达尔豪西大学	2	2021	Fall and Spring	国际经济贸易学院	0	Not Submitted
6	测试学生5	Argentina	达尔豪西大学	5	2021	Fall	School of International Trade and Economics	1	Not Submitted
7	测试学生6	Argentina	达尔豪西大学	5	2021	Spring	School of International Trade and Economics	1	Not Submitted

The screenshot shows a dropdown menu titled '选项/Options'. The menu items are '查看/View' and '合作院校确认/To Confirm Learning Agreement'. The '合作院校确认/To Confirm Learning Agreement' option is highlighted with a red box. The status of the learning agreement is 'Learning Agreement Pending review by Home Institution'.

The screenshot shows a dialog box titled '请确认/Please confirm'. The dialog box contains the text '审核确认信息/Check and Confirm Information' and three buttons: '确认通过/Approved' (green), '确认不通过/Refused' (red), and '取消/Cancel' (blue).

● TO QUERY A TRANSCRIPT OR CERTIFICATION

Click **Options** and choose **View**, you can check and download a student's transcript and certification at the end of a semester.

首页/Home >> Student Management Center >> 结果查询 Search from Result

请勿上传涉密材料/Please do not upload any confidential files 刷新当前界面/Refresh

号 NO.	Course Code	Course Title	Lecturer	School	Classroom	Time	Starting Week	Credits	Teaching Mode	Grade
1	F110	China in the Global Economy	丁斗	School of International Education	N/A		1-14周	3	Tencent/Zoom live	0
2	F116	Supply Chain Management	杨杭军	School of International Education	N/A		1-14周	3	Tencent/Zoom live	0

附件信息/Attachment Information

序号 No.	附件类型 File Type	附件格式 File Format	附件大小 File Size	上传状态 Upload Status	上传时间 Upload Time	操作 Operate
1 *	Certification(成绩单)	pdf,png,jpg,tiff,doc,docx	最大 30M 30M in Max	✘ 未上传 To be uploaded		下载/Download 查看/Check
2 *	Learning Agreement(课程协议)	pdf,png,jpg,tiff,doc,docx	最大 30M 30M in Max	✔ 已上传 Upload Success fully	2022-04-12 10:25	下载/Download 查看/Check
3 *	Download Transcript(成绩单下载)					下载/Download

用户操作手册