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| 姓名Name |  | 学号Student ID |  |
| 性别 Gender |  | 国籍Nationality |  |
| 院系School |  | 专业Major |  |
| 班级Class ID |  | 导师Supervisor |  |
| 入学日期Enrollment Date |  | 预计毕业时间Expected Graduation Date |  |
| Email |  | 手机号Mobile |  |
| **申请说明Personal Statement****申请原因Reason of Application:**○ 资格考试两次未通过Fail to pass the Qualification Examination twice.○ 开题报告两次未通过Fail to pass the Dissertation Proposal twice.○ 年度考核未通过Fail to pass the Annual Progress Review.申请人签字Signature: 日期Date:  |
| **导师意见Supervisor Review**签字Signature: 日期Date:  |
| **院系审核School Review**该生当前处于博士阶段第 学年第 学期（不计夏季学期）。经我院（系） 委员会考核，(○ 推荐 ○ 不推荐) 该生转为硕士生培养。如推荐转为硕士研究生培养，转硕后If recommended, once transferred:

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| --- | --- | --- | --- |
| 专业Major |  | 学费Tuition fee (RMB) |  |
| 标准学制Study Duration |  | 班级Class ID |  |
| 类别Program | ○ 学术硕士Academic○ 专业硕士Professional | 预计毕业时间Expected Graduation Date |  |

签字Signature: 公章Seal 日期Date: |
| **研究生院审核Graduate School Review**○ 同意，自Approved to transfer to Master from 转为硕士生培养。○ 不同意Disapproved，因as 签字Signature: 公章Seal 日期Date: |

**注Note:** 1) 博士生仅可由过程考核推荐转为硕士生培养 A doctoral student can only apply to transfer to a master program if recommended by a qualification assurance procedure. 2) 博转硕后必须按照所属学科硕士生的学习年限和学费标准缴纳硕士培养费。Once transferred, the student should pay the corresponding master tuition fees. 3) 本表一式四份：一份由研究生院留存，一份由研究生院归入档案馆，一份由院系归入学生个人档案，一份由学生本人保存。Four copies should be made. 4) 需附院系专家委员会评审记录 Review record of the expert committee shall be attached. 5) 定向、委培研究生须附单位同意公函（Not applicable to international students）。6) 本申请应通过数字交大在线进行，特殊情况下经研究生院同意后可用本表线下进行The request should be made online via My SJTU. Under special circumstances, one can use this form instead upon the consent of the graduate school.