# 研究生工作细则
## Postgraduate Training Code of Practice



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# 研究生工作细则
## Postgraduate Training Code of Practice

  为全面提升中国西南天文研究所研究生的培养水平和质量，着力加强培养过程中各环节的过程管理，使之更加规范、有序，根据《云南大学研究生手册》以及导师负责制的研究生培养原则，结合研究所的发展需要，特制定本研究生工作细则。

  Postgraduate student training constitutes a crucial part of the mission of SWIFAR as a research institute. We aim to give our students high-quality training and to prepare them for future careers. To achieve the goal, this Code of Practice is formulated to strengthen the training process, and to provide guidelines to both students and supervisors. It complements the "*Postgraduate Student Handbook of YNU*", and is in accord with the development needs of SWIFAR.

## 一、学 制  Length of Schooling

  根据《云南大学研究生手册》，研究生学制为：**1. 硕士学位**：三年，最长可延长至五年；**2. 博士学位（硕博连读）**：五年，最长可延长至七年；**3. 博士学位**：四年，最长可延长至六年。

  According to the *"Postgraduate Student Handbook of YNU"*, the length of schooling for graduate studies is as follows:

  **1. MSc degree:** three years, extendable to maximum five year;

  **2. PhD degree under the Successive Postgraduate and Doctoral Program:** five years, extendable to maximum seven year;

  **3. PhD degree:** four years, extendable to maximum six year.

## 二、培 养 目 标  Training Objectives

  培养志存高远，脚踏实地，有高度社会责任感，掌握扎实天文和数理基础知识，有良好外语水平和计算机应用能力，对专业领域现状和发展趋势有较好的认识和把握，对研究课题的意义有清楚的理解，掌握相关观测、理论或数值模拟等分析手段和方法并具有一定开展独立科学研究能力的专业人才，为国家和云南大学重大科学设施的建设、运行和科学研究培养后备力量。

  Our objective is to train young talents with high aspirations, a down-to-earth attitude, a strong sense of social responsibility, a solid background in astronomy, physics and mathematics, a capability of communicating in English and skills of computer applications, a good knowledge of the frontiers of his/her research field, a clear understanding of the scientific significance of his/her specific research project, a good skill in observational, theoretical or numerical simulation analysis, and an ability to carry out independent research. Therefore they can grow to be a task force to contribute to the development of Chinese astronomy.

## 三、招生　Admission

**1. 硕士研究生**：每年硕士研究生的推免生招收、统考生调剂、复试及录取工作，须在云南大学当年相关政策的基础上，经研究所研究生委员会共同商议，所长同意，出台实施细则，有序开展。

**MSc Degree Candidates:** Each year, the SWIFAR Postgraduate Committee needs to prepare a detailed working plan for postgraduate students' admission, including candidate selections from excellent students with written-exam exempted and from students who go through the national entrance exam, candidates' interviews, and final admission. The plan needs to be based on the relevant YNU regulations of the year. With the approval by the SWIFAR Director, the Committee conducts the tasks accordingly.

**2. 博士研究生**：硕博连读研究生的招收采用"申请-考核"制。具体考核形式、内容及考核小组成员组成由研究生委员会共同商议提出，所长批准执行。校统招博士研究生招收参照《云南大学"申请-考核"制博士研究生招生办法（试行）》（附件1）实施。

**Doctoral Candidates:** The admission of candidates applying for the successive postgraduate and doctoral program is carried out through the "Application-Evaluation" procedure. The SWIFAR Postgraduate Committee is responsible for making a plan detailing the specifics of the evaluation and proposing faculty members to join the evaluation committee. Upon approval by the SWIFAR Director, the Postgraduate Committee leads the tasks. The admission of other doctoral candidates shall be carried out according to the " *'Application-Evaluation' Procedure for the Admission of Doctoral Students of YNU (for Trial Implementation)*" (Annex 1).

## 四、培养方案　Training Scheme

### 1. 学术规范　Academic Norms

研究所倡导尊重科学、诚信求实、锐意进取、脚踏实地的学风，反对沽名钓誉、弄虚作假的行为。导师应以身作则，为学生树立良好的榜样。研究所师生出现任何违反学术规范的行为，将按照《云南大学研究生手册——云南大学学术道德规范及违规处理办法（试行）》进行处理。

SWIFAR advocates the spirit of respect for science, high standards of academic integrity, a strong will of truth-seeking, and the attitude of determination and hard-working. We firmly oppose any act of fishing for fame and credit, cheating and intentional plagiarism. Supervisors should take the lead to set a good example for their students. Any misconduct that violates academic norms will be handled in accordance with the " *YNU Postgraduate Student Handbook - Academic Ethics and Handling of Violations (for Trial Implementation)*".

### 2. 第一学年　First Academic Year

为使培养的学生具有相对全面的知识结构，并在充分了解学科发展态势、研究所发展战略和工作重点的前提下，结合自身特长、兴趣，理性选择发展方向，硕士研究生入学第一学年不分研究方向和导师。除完成相关课程学习外，学生需分学期参加两个研究团组的周研讨例会。

For students to be able to find a suitable research project based on a rational judgment of their interests and capabilities, it is necessary to provide them opportunities to learn different frontiers in astronomy and astrophysics, as well as the SWIFAR development strategy and key tasks. For that, first-year MSc degree students shall not specify their research projects. In

addition to course learning, they are required to participate in weekly meetings of two research groups during the first year of study, one per semester.

第一学年，研究所组织学生赴不同天文观测站参观实习 2-3 次。

SWIFAR arranges two to three field trips to different observatories for first-year students.

### 3. 研究方向及导师的选定

**Selection of Research Project and Supervisor**

硕士研究生入学后，于第二学期末确定研究方向和导师。相关程序及原则如下：

By the end of the second semester, 1st-year MSc degree students should have their supervisors and research projects determined. To be responsible for the students and to provide them with opportunities to engage in large internal and national research programs, the following guidelines are made.

（1）学生第一学年专业课平均成绩达到 70 分及以上，方可选择导师、开展课题研究。

A student is qualified to select his/her thesis supervisor and research project if his/her average score of the major courses is above 70 (inclusive).

（2）研究方向和导师的选择原则上实行研究生委员会指导下的学生、导师双向选择制。

Under the guidance of the SWIFAR Postgraduate Committee, a Two-way selection mechanism is implemented for students to determine their supervisors and research projects, considering the willingness of working together from both the students and the supervisors.

（3）当年接收学生的导师需有在研主持的国家自然科学基金项目或是国家重点研发计划课题骨干成员。对于新入职的教师，因其当年申请的国家自然科学基金的评审结果在 8 月公布，晚于选导师时段，为鼓励新教师尽快投入科研工作，第一年可招收研究生 1 名。如所申请基金未获得批准，第二年停招 1 次。

To be eligible of being a supervisor, he/she should have, as a principal investigator, an ongoing National Natural Science Foundation of China (NSFC) project, or be a core member of an ongoing sub-project within a National Key Research and Development Program of China. An exception applies to new faculty members because the output of their first grant applications can only be known by August each year. To encourage their early involvements in research and student training, each new faculty is eligible to recruit one student in the first year when he/she joins SWIFAR. If his/her grant application is disapproved known by August, the eligibility for student recruitment will be suspended for the following year.

（4）为保证培养质量，每位导师每年接收学生不得超过 1 名。每位导师名下在读研究生（含博士、硕士研究生及校外联合培养研究生）总数不得超过 3 名。对研究所主持承担的国家自然科学基金委重点项目、国家重点研发计划课题的骨干成员，以及国家杰出青年科学基金获得者、国家基金委优秀青年基金获得者，项目执行期间在招生指标上予以适当倾斜。

To ensure the quality of training, in principle, each supervisor cannot accept more than one student each year. The total number of postgraduate students (including doctoral, MSc and joint-training postgraduate students) under each supervisor shall not exceed three. Some exceptions may apply if a supervisor is a) a core member of a large national project, including NSFC key project, and a sub-project within a National Key Research and Development Program of China; b) a recipient of the National Science Fund for Distinguished Young Scholars or the NSFC Excellent Young Scientists Fund.

（5）因研究所发展需求，经所长特批，或有特殊需要，相关老师提出书面申请，详述理由，经研究生委员会审核、所长批准后，可适当扩招。研究所鼓励老师围绕研究所重大观测设施建设、观测和数据分析以及核心科学目标研究招收、培养研究生，并在招生指标上予

以适当倾斜。

In cases of an urgent need, approved by the Director, to carry out research related to SWIFAR development tasks, or a need under a special circumstance, a supervisor can apply for extra quota for student recruitment by submitting a written application to the Postgraduate Committee for evaluation. With the final approval by the Director, additional quota can be granted. SWIFAR encourages faculty members to work on the construction, data processing and analyses, and relevant scientific studies, with regard to the institutional observing facility development, and student quota can be inclined toward such projects.

（6）在上述原则下，一年级学生入学后，研究生委员会将组织教师向学生介绍各自研究方向。双向选择工作启动的第一周，研究生委员会组织学生完成与研究所所有适宜指导老师的面谈，在充分了解各研究方向的基础上，学生填写《云南大学中国西南天文研究所硕士研究生指导教师双向选择表》（附件 2），候选导师通过对学生的考核和了解决定是否接收。双方达成一致后，在双向选择表上签名，交与研究生秘书。经研究生委员会审核，由研究生秘书通知相关学生和导师。

Under the above principles, the Postgraduate Committee organizes faculty presentation sessions to the first-year students after their enrollment. In addition, in the first week of the Two-way selection process, the Postgraduate Committee organizes one-to-one discussions between each of the first-year students and the eligible faculty members so that the students can grasp the basics of different research areas of different faculty members. Then the students need to fill in the "*Two-way Selection Form of Postgraduate Students and Supervisors of SWIFAR, YNU*" (Annex 2). The candidate supervisors can further talk to the potential students to decide whether or not to accept him/her. Once the two sides reach an agreement, they both need to sign on the form and hand it to the SWIFAR secretary of postgraduate affairs. After careful reviews by the Postgraduate Committee, the secretary will notify the student and the supervisor the approval.

（7）研究方向及导师选定工作一般情况下每年 5 月下旬启动，6 月底完成，具体由研究生委员会负责组织、执行。

Each year, the process of selecting supervisors and research projects normally starts in late May and completes by the end of June. All the specifics are organized and implemented by the Postgraduate Committee.

（8）在研究生培养过程中，因学生工作态度不端正，经多次教育仍不改进的，导师可提出解除指导关系的申请。学生在开展课题研究过程中，遇到重大困难或其他不可克服的障碍，可提出更换导师申请。申请需以书面形式提交研究生委员会，经审核后工作小组给出同意与否的意见，并上报所长批准。

During the postgraduate training process, a supervisor may apply for a termination of the supervision if a student adopts an improper work attitude, and refuses to change or improve his/her behaviors upon repeated warnings. Students who encounter significant difficulties or other insurmountable obstacles in the course of their academic research can also apply for a change of supervisor. A written application should be submitted to the Postgraduate Committee for their careful assessment. The Committee will report their tentative judgments to the SWIFAR Director for a final approval/disapproval.

### 4. 课程 Curriculum

（1）根据研究生培养方案，研究生应在开课学期完成要求的学位公共课、学位基础课、学位专业课和选修课，以及实践教学和学术活动等课程的选定、学习与考核，修满规定学分，

成绩合格。未达到培养方案要求学分的不得毕业。

In accordance with the Training Guideline of YNU Astronomy Discipline, postgraduate students need to register for all the courses specified in the Guideline, and meet the minimum credit requirement for graduation.

（2）无故不得迟到早退缺课旷课。因特殊原因无法按时上课者，需提前填写《中国西南天文研究所研究生请假申请表》（附件 3），经任课老师、导师和辅导员签字同意，一式三份留档保存。无故旷课者，将在学年奖学金评定、研究生年终考核中给予相应扣分处理。

Students must attend the registered classes on time. Those who cannot for good reasons should fill in the "*Application Form for Leave of Absence for Postgraduate Students of SWIFAR*" (Annex 3) in advance, and ask for permissions and signatures from the lecturer, the supervisor and the tutor. The signed form should be kept properly in triplicate. Any unexcused absenteeism will be taken into account in scholarship evaluations and the end-of-year assessment of postgraduate students.

（3）课程考试或考核不合格者，按《云南大学研究生手册》相关规定进行补考或重修。

Students who fail a course examination or assessment need to take a make-up exam if available, or to retake the course per relevant terms of the "*YNU Postgraduate Student Handbook*".

**5. 学术活动  Academic Activities**

（1）所内学术报告及会议　SWIFAR Activities

研究所组织的各类学术活动，如学术报告、午餐讨论会、文献研讨会、科普报告、学术会议等，除与课程冲突外，全体研究生均需按时参加，认真听讲，积极提问、交流。研究生每参加一次学术活动，签到记 1 分，提问记 2 分，做报告记 5 分，累计所得分数作为研究所年终考核、学校各类奖学金评定以及毕业生《实践》和《学术活动》两门课程评分的重要依据。因特殊原因无法参加学术活动者须至少提前一天向负责老师请假。无故不参加者，研究所将综合考量，在各类评优评先活动中给予扣分处理。

SWIFAR organizes all kinds of academic activities, such as colloquia, lunch talks, journal clubs, public lectures, academic conferences, etc. Except for conflicts with the curriculum, all postgraduate students are required to attend the academic activities on time and actively. For every participation, question-ask and oral presentation from a student, he/she is given 1, 2, and 5 points, respectively. The accumulated points constitute an essential part of the end-of-year performance assessment within SWIFAR, the evaluation of various types of scholarships, and so on. Students who are unable to participate in an academic activity due to specific reasons must request a leave of absence at least one day in advance from the faculty in charge. Those who are absent for no reason may be subject to warning and point deductions in all kinds of award and scholarship applications and evaluations.

（2）校外学术活动　External Academic Activities

研究所鼓励学生积极参与校外高质量学术交流活动，包括相关国内外学术会议和学术访问。研究生受校外邀请参加的学术活动，需经导师同意并填写《云南大学公务出差审批表》（附件 4），经分管领导签字审批后可外出，并同时向辅导员、宿管中心报告，做好请假登记。外出期间，研究生需严格遵守校纪校规和导师要求，注意安全，不得私自做与出差无关的旅行。研究生参加校外学术活动的计分规则与参加所内学术活动相同。

SWIFAR encourages students to participate actively in high-quality academic exchange activities outside the university, including relevant domestic and international academic conferences and academic visits. Postgraduate students who are invited to participate in

academic activities outside the university should ask for permission from their supervisors and fill in the official "*Business Trips Application Form of YNU*" (Annex 4). With the approval and signature of the Director, the student should report to the tutor and the residential management center for a leave. It is the student's responsibility to abide by the university disciplines, regulations and their supervisor's requirements, and to safeguard his/her own safety. The scoring rules for postgraduate students participating in academic activities outside the university are the same as those within the Institute.

（3）文献阅读　Journal Clubs

为深入了解最新科研进展，提升专业能力，研究生须按时参加每周一次的、由研究生轮流主讲的文献研讨会。参与文献研讨会的记分规则与参与所内学术活动相同。因特殊原因无法参加文献研讨会者须至少提前一天向相关负责老师请假。

To keep abreast of the latest scientific developments and to enhance professional competence, the postgraduate students are required to attend weekly student journal clubs and make contributions. The journal club is regarded as one of the internal academic activities. Students who are unable to attend the journal club due to specific reasons must take a leave of absence at least one day in advance from the faculty/postdoc in charge.

（4）年度报告　Annual Report

为帮助学生更好地开展课题研究，研究所每年 12 月组织开展研究生年度科研汇报，学生需提交书面研究进展/开题报告，研究生委员会安排学生口头报告会，要求所有教师参加，对学生年度科研进展进行审核并提出改进建议。研究生须提交的书面报告的具体要求为：

(a) 三年级硕士研究生和在读博士研究生提交年度研究进展总结报告，内容包括研究背景、已所取得的进展、遇到的困难和问题、下一年度的研究计划等。

(b) 二年级硕士研究生提交研究课题开题报告，内容包括研究背景和意义、拟解决问题、所需专业知识、项目可行性、目前进展及未来计划。

书面报告和口头报告 PPT 须为英文，鼓励学生用英文做口头陈述、回答问题。

In an effort to help postgraduate students to better conduct academic research, SWIFAR implements students annual report process in December every year. Students need to submit an annual progress report or a research proposal for the thesis to the SWIFAR Postgraduate Committee. The Committee is responsible for organizing oral presentation sessions and requires the attendance of all the faculty members. The specific requirements for the report to be submitted by postgraduate students are as follows.

(a) All the 3rd-year postgraduate students and doctoral students
need to submit an annual progress report for their thesis research, including the background of the research project, a description of the whole project and the main results obtained so far, difficulties and problems encountered, and research plans for the coming year with a time table, etc.

(b) For the 2nd-year postgraduate students, a proposal of the thesis research project is required. It should consist of a background introduction for the project, a description of the specific problem to be tackled, the specific knowledge necessary for the project, the feasibility of the research project, and a time plan for the next few years.

The report and the PPT slides of oral presentation should be written in English. Students are encouraged to give the presentation and answer questions in English.

（5）年终评估　Annual Evaluation

综合考虑研究生参加校内外学术活动积分（占 30%）、"研究生年度报告会"评分结果（占

30%）及研究成果（占 40%），研究生年终考核结果分为：优秀（原则上不超过总人数的 10%）、良好（原则上不超过总人数的 30%）、合格和不合格（<60 分/百分制）。考核优秀、良好者，研究所发放荣誉证书和奖金；考核不合格者，研究所给予相应的警告，责成导师督促学生改进，并减扣该生下一年度 20%的助研酬金。

Students' annual evaluation is based on their academic performance of the year. Participation and involvement in academic activities, the quality of the annual report and the presentation, and the research achievements account for 30%, 30%, and 40%, respectively. According to the overall scores, the annual evaluation results are classified into excellent (in principle, no more than 10% of the total number of students), good (in principle, no more than 30% of the total number), qualified and unqualified (< 60/100 points). For those who are assessed as excellent or good, SWIFAR will issue certificates of honor and bonuses; for those who are unqualified, SWIFAR will issue warnings, instruct the supervisors to urge the students to improve, and deduct 20% of the students' Research Assistant (RA) remuneration in the next year.

**6. 硕转博 Candidates Applying for the Successive Postgraduate and Doctoral Program**

按学校规定，三年级硕士研究生在第一学期可申请硕转博。 为保证质量，硕转博申请须遵循以下原则和程序：

（1）学生主要课程平均成绩达到 75 分或以上，可以提出申请。

（2）候选导师需有当年招收博士生指标，且满足本细则四-3 所列条件。

（3）学生在与候选导师充分交流的基础上，自愿提出申请。

（4）研究生小组进行申请材料审核，安排口头答辩报告。考核委员会参与答辩并给出评分。

（5）上述基础上，研究生委员会给出推荐名单，报所长批准。

（6）上报学校进行最后审核。

According to the regulations of YNU, the 3rd-year postgraduate students can apply for the successive postgraduate and doctoral program in the first semester. In order to ensure the quality of the application, the following principles and procedures shall be followed:

(1) A student is qualified to apply if his/her average score of major courses is above 75 (inclusive).

(2) Eligible candidate supervisors should have the quota of doctoral candidate recruitment and meet the requirements listed in Article IV-3 of this Code of Practice.

(3) Eligible students apply voluntarily after a thorough discussion with the candidate supervisor.

(4) The Postgraduate Committee will review the application materials and arrange oral interviews. All faculty members participate in the interviews and give a grade to each applicant.

(5) The Committee then gives a recommendation list and submits it to the SWIFAR Director for approval.

(6) The list will then be submitted to the University for a view and approval.

**7. 延期申请 Application for Extension**

申请延期的学生，经导师同意后，需向研究所研究生委员会提交书面申请，学生与导师签字。工作小组审核通过后，学生需按照云南大学相关规定向学校提出延期申请。

To apply for an extension of schooling, upon agreed by his/her supervisor, the student should submit a written application, signed by him/her and the supervisor, to the SWIFAR Postgraduate Committee for evaluation. With the approval, the student should then follow the YNU regulations for an official application for extension to the University.

### 五、学位论文 Dissertation

#### 1. 开题报告 **Thesis Proposal**

一年级研究生选定导师后，在导师的指导下选定研究课题，并在第二学年第一学期末（12月）做开题报告。开题报告内容见本细则四-5-（4）-（b）。

After determining his/her research project by the end of the second semester of the first academic year, the student needs to conduct research preparations under the guidance of his/her supervisor. At the end of the third semester in December, the student should submit a well-written research proposal. The detailed requirements are listed in Article IV- 5- (4) - (b) of this document.

#### 2. 论文工作计划 **Thesis Plan**

论文题目确定后，按学校规定，研究生须在导师指导下制定学位论文工作计划，包括各阶段主要学习、研究内容。经研究所研究生委员会审核批准后报送学校研究生院备案。

For a student's thesis project, a detailed research plan is needed with the help of his/her supervisor, including learning and research activities at different stages. The plan needs to be submitted to the SWIFAR Postgraduate Committee for a review before handing in to YNU.

#### 3. 论文研究 **Thesis Research**

研究生在修满规定学分并通过开题报告后，正式进入学位毕业论文研究阶段。学位毕业论文应在导师的指导下完成，导师为第一责任人，需经常检查督促，并与学生进行针对性讨论。

After completing the required course credits and passing the thesis proposal evaluation, students will officially enter the stage of dissertation research. Supervisors should take full responsibilities to guide their students during the whole research process. They should conduct frequent discussions with the students and respond to their questions and requests promptly.

#### 4. 学位论文要求 **Dissertation Requirements**

研究生学位论文应表明作者已掌握本学科基础理论和方法，对具体研究方向相关文献、前沿有系统的了解，具备解决相关问题的能力，对所研究的课题有一定的新见解、新成果。学位论文必须是一篇系统完整的学术论文，使用规范语言。论文完成后需经同行专家评阅，答辩符合要求方能申请学位。具体学位论文要求、答辩和学位授予程序遵照《云南大学学位授予工作实施细则》（附件 5）执行。

A qualified dissertation should show that the student has mastered the basic knowledge of the field, has a systematic understanding of the relevant literature and related frontiers, has the ability of problem-solving, and has new research results. The dissertation must contain all the elements required to be a complete academic thesis, and is well written. The dissertation needs to go through the reviewing process, and a thesis defense is then conducted. Having met all the requirements, the student can apply for the academic degree. The specific dissertation requirements, defense and degree awarding procedures shall be implemented in accordance with "*The Detailed Rules for the Implementation of Degree-awarding Work of YNU*" (Annex 5).

获得博士学位要求：以第一作者（导师为第一作者的，研究生为第二作者视同第一作者）在 SCI、EI 检索刊物上发表 1 篇与其学位论文相关的学术论文。博士期间发表的研究成果均须以云南大学中国西南天文研究所为第一署名单位。

Minimum requirements for obtaining a doctoral degree: 1 first-author SCI/EI paper. If the first author is his/her supervisor, and the student is the second author, the paper is regarded as

an equivalent first-author paper for the student. All the research results published during the doctoral degree period must have SWIFAR of YNU as the first affiliation.

获得硕士学位要求：硕士研究生攻读学位期间，应积极进行科学研究，毕业论文应包含在导师指导下的研究内容和成果，单纯综述性论文视为不合格。硕士期间发表的研究成果均须以云南大学中国西南天文研究所为第一署名单位。

Requirements for obtaining a MSc degree: During the period of study for the MSc degree, the postgraduate students should actively engage in scientific research, and the dissertation should include enough new results from his/her research under the guidance of the supervisor. A thesis with only overviews of a subject without any new contributions from the student is regarded as unqualified. All the research results published during the MSc degree period must have SWIFAR of YNU as the first affiliation.

## 六、奖学金及助研助教酬金　*Scholarships and Assistantships*

研究所鼓励研究生积极申报云南大学研究生国家奖学金、省政府奖学金、学业奖学金等各类奖助学金。所有奖助学金的申请，在符合学校申报程序的基础上，均须经导师签字同意，并由研究生委员会审核通过。

SWIFAR encourages postgraduates to actively apply for various scholarships and assistantships, such as national scholarship, provincial government scholarship and academic scholarship, etc. On the basis of complying with the application procedures of YNU, all applications for scholarships and assistantships from a student must be signed by his/her supervisor and approved by the SWIFAR Postgraduate Committee.

此外，为激励研究生勤奋学习、潜心科研、勇于创新、积极进取，研究所另设研究生助研助教酬金和勤工助学酬金，具体如下：

In addition, in order to further stimulate our students to study hard, to devote themselves to scientific research, SWIFAR has set up Research-Assistant (RA) and Teaching-Assistant (TA) remuneration and work-study remuneration, as follows:

**1. 助研助教酬金　RA and TA**

一年级硕士研究生助研助教酬金由当年具有招生资格、指标和招生意愿的教师均摊。具体均摊数额根据学生数目确定，并由研究生委员会计算、制表，通知各位教师。其他年级的硕士研究生和博士生酬金由各位导师从自己的科研经费中向各自学生发放。

RA and TA remuneration for the 1st-year MSc graduate students is shared equally among the faculty who have eligibility, quota and willingness for student recruitment in that year. The specific average amount shall be determined according to the number of students, calculated and tabulated by the Postgraduate Committee. The faculty shall be informed afterwards. For the second- and third-year MSc students and all the doctoral students, their RA remuneration shall be paid by the supervisors from their own research grants.

**2. 勤工助学酬金　Work-study Remuneration**

为学生的学业和安全考虑，研究生在读期间不得在研究所外兼职，包括在云南大学其他院所。为解决部分学生经济压力，研究所特设定勤工助学岗位 2 个，供研究生申请。具体规则如下：

（1）每学期安排申请一次，由行政负责人员审核，报所长批准。

（2）勤工助学工作时间不超过 12 小时/周，研究所根据当月实际工作量，给予勤工助学学生一定的酬金。

For the sake of students' study and safety, postgraduate students are not allowed to take part-time jobs outside SWIFAR, including other institutes of YNU. In order to relieve the economic pressure of some students, SWIFAR has set up two work-study positions for graduate students to apply for. The specific rules are as follows:

(1) Once a semester, the application shall be reviewed by the administration staff and submitted to the SWIFAR Director for approval.

(2) The working hours of part-time students shall not exceed 12 hours per week, and SWIFAR shall give part-time students certain remuneration according to the actual workload of the month.

## 七、导师职责　Supervisor's Responsibilities

为人师者，当锐意进取，方能履行传道授业解惑之责。研究所的研究生导师应具有高尚的人格和精湛的专业知识，富有上进心，不断提升自身科研能力和对专业领域发展的把握。对于研究生的培养，导师为第一责任人，从选题到指导研究，应切实负起责任。研究生培养质量是考核导师的重要指标。

Those who are professors should have the spirit of forge ahead with determination to fulfill the responsibility of propagating the doctrine, imparting professional knowledge, and resolving doubts. The faculty members of SWIFAR are expected to have a high standard of integrity and professional expertise, and to be well motivated to continuously improve their research capabilities and the understandings about the developments of the research field. Supervisors should take full responsibilities for their students' training, from selecting suitable research projects to guiding the students all along. The quality of the students' training accounts in the assessment of supervisors.

研究生导师均须严格遵守《云南大学研究生导师立德树人职责考核实施细则(试行)》（附件 6），遵照《云南大学硕士研究生指导教师遴选及考核办法（试行）》（附件 7）和《云南大学博士生指导教师资格遴选和确认工作实施办法（试行）》（附件 8）文件要求，履行职责。在此基础上，作为中国西南天文研究所的研究生导师，还须遵守本规则制定的相关条款。

All supervisors shall strictly comply with the "*Detailed Codes for the Implementation of the Assessment and Appraisal of the Responsibilities of Postgraduate Supervisors of YNU (for Trial Implementation)*" (Annex 6), and perform their duties in accordance with the requirements of the "*Measures for the Selection and Appraisal of Supervisors of MSc Degree Students of YNU (for Trial Implementation)*" (Annex 7) and the "*Measures for the Implementation of the Selection and Confirmation of the Qualifications of Supervisors of Doctoral Students of YNU (for Trial Implementation)*" (Annex 8). In addition to the above Codes and Measures, the supervisors of SWIFAR are also required to comply with the relevant terms of this Code of Practice.

## 八、其他　Other Matters

其他未尽事宜，包括学生休学、退学等，按照《云南大学研究生手册》相关规定执行。

Other outstanding matters, including Study Leave or Interruption for personal reasons and withdrawal of postgraduate schooling, shall be implemented in accordance with the relevant terms of the "*Postgraduate Student Handbook of YNU*".

本细则自发布之日起实行，由中国西南天文研究所研究生委员会负责解释。

研究生委员会

Postgraduate Committee

2021 年 4 月