



一、关于 我们

I. About us

我们的愿景、使命、特色、价值观

Our vision, mission, characteristics and values

愿 景

Vision

成为中国一流的国际化MBA项目

Becoming a First-Class Internationalized MBA Program in China

使 命

Mission

培养融贯中西的国际化管理人才

Leading A New Generation of Global Managers

品牌定位

Brand positioning

全球视野 Global Vision

跨境商道 Cross-Border Business Philosophy

特 色

Characteristics

全球视野 Global Vision

全英教学 English Instruction

核心价值观

Core values



全体师生倡导“微笑”(SMILE)价值观。这个价值观是广外MBA全体成员在教学活动和日常交往中必须遵守的价值标准。

We advocate the "SMILE" value to all teachers and students. This value is the value standard that all members of the MBA Education Center of GDUFS must abide by in their teaching activities and daily communications.

- Social Responsibility——社会责任
- Mutual Respect——尊重包容
- Integrity——正直诚信
- Learning by Doing——知行合一
- Entrepreneurship——创业精神



我们的广外

Our University

祝贺您成为广东外语外贸大学大家庭的一名成员！

Congratulations on becoming a member of the big family of Guangdong University of Foreign Studies!

广东外语外贸大学是1995年6月由原广州外国语学院和原广州对外贸易学院合并组建的国际化特色鲜明的教学研究型大学，是华南地区国际化人才培养和外国语言文化、对外经济贸易、国际战略研究的重要基地。原广州外国语学院成立于1965年，是原国家教委（现教育部）直接管理的3所外语院校之一。原广州对外贸易学院成立于1980年，是原国家外经贸部（现商务部）直接管理的4所外贸院校之一。

Guangdong University of Foreign Studies was established in June 1995 through the merger of Guangzhou Institute of Foreign Languages and Guangzhou Institute of Foreign Trade. It is a teaching and research oriented university with distinctive international characteristics and an important base for training internationalized personnel in south China as well as for studying foreign language and culture, foreign economic and trade, and international strategies. The former Guangzhou Institute of Foreign Languages, one of three institutes of foreign languages under the direct jurisdiction of the State Education Commission (presently Ministry of Education), was established in the year 1965. The former Guangzhou Institute of Foreign Trade, one of the four institutions of international trade directly under Ministry of Foreign Trade and Economic Cooperation (presently Ministry of Commerce), was founded in 1980.

学校形成了外语学科与非外语学科“双轮驱动”、多学科多语种协调可持续发展的学科格局，下辖25个教学单位，1个独立学院（南国商学院）。开设72个本科专业，分属文学、经济学、管理学、法学、工学、理学、教育学、艺术学八大学科门类。学校现有1个国家级重点学科和7个省级重点学科。拥有1个博士后科研流动站，2个一级学科博士点和12个二级学科博士点，12个一级学科硕士点和47个二级学科硕士点，11个专业学位硕士点。在教育部学位



与研究生教育发展中心组织开展的几轮学科评估中，我校外国语言文学学科均位居全国高校前列。“面向国际语言服务的外国语言文学创新体系建设”和“服务21世纪海上丝绸之路重大战略需求的经管学科融合创新体系建设”2个学科项目入选广东省高水平大学重点学科建设项目。

GDUFS has formed a discipline pattern of "two-wheel drive" of foreign language and non-foreign language disciplines, as well as coordinated and sustainable development of multi-discipline and multi-languages. it has 25 teaching units and an independent college (South China Business College). Currently the University offers 72 undergraduate majors, which fall into 8 disciplines, namely literature, economics, management, law, engineering, science, education, and art. Of all the degree programs offered to the students, seven are listed as key disciplines at the provincial level and one at the national level. Presently the University has one Post-doctoral Research Station, and offers two Category I discipline PhD program, 12 Category II discipline PhD programs, 12 Category I discipline MA program, 47 Category II discipline MA programs and 11 Professional Master's Degree Programs. In several rounds of discipline evaluation organized by China Academic Degrees & Graduate Education Development Center(CDGDC), the disciplines of Foreign Language and Literature in our university all rank high among the universities in China. The two discipline projects, "Construction of Foreign Language and Literature Innovation System Oriented to International Language Service" and "Construction of an Integrated Innovation System of Economic and Management Disciplines to Serve the Major Strategic Needs of the 21st Century Maritime Silk Road", are selected as key discipline construction projects in Guangdong province high-level universities.

学校秉承“全人教育、追求卓越”的教育理念和“卓越、诚信、包容、自信”的价值观，营造“多元、灵动、雅致”的校园文化，以国家“双一流”建设、广东省高水平大学建设、深化自主办学综合改革和“创新强校”工程等为契机，坚持内涵发展，加快改革创新，大力推进教育国际化战略，力争实现学生国际化、人才国际化、教学国际化、科研国际化和管理



国际化，将学校建设成为特色鲜明，品质精良，受社会尊重，让党和国家、人民群众满意的国际化特色鲜明的高水平大学。

Adhering to the educational philosophy of "Whole person education and pursuit of excellence" and the values of "Excellence, integrity, tolerance and confidence", the school has built a campus culture of "diversity, flexibility and elegance". By taking the opportunities of the national "double first-class" construction, the construction of high-level universities in Guangdong province, the deepening of the comprehensive reform of independent school running and the project of "reinforcing school with innovation", GDUFS persists in its connotation development, accelerates its reform and innovation, vigorously promotes the internationalization strategy of education and strives to realize the internationalization of students, talents, teaching, scientific research and management. The school has been built into an internationalized high-level university with distinctive characteristics, excellent quality, social respect and international characteristics that satisfies the Party, the state and the people.

MBA项目简介

Introduction to MBA program

2004年9月，广东外语外贸大学决定成立由时任副校长隋广军牵头，国际交流处和研究生处负责人参与的MBA筹备机构。2007年6月，广东外语外贸大学MBA教育中心正式成立，成为专门负责工商管理硕士（MBA）培养和高端培训的院级教学单位。2008年春季实现首次招生，至今已有十周年的发展历程，其间经历了三个阶段，2007年6月至2012年8月为广东外语外贸大学MBA教育中心，2012年9月至2014年8月为广东外语外贸大学MBA学院，2014年9月至今为广东外语外贸大学商学院MBA教育中心。十年来MBA教育中心汇聚全校最优秀师资和其他优质



教学资源，已拥有一支国际化实战型师资团队，积极吸纳国际学生，形成多元化学生群体，致力打造国际化MBA教育品牌，已经为国际社会培养了逾千名高端经营管理人才，他们分布在世界各地，在各行各业的创新发展中发挥着愈来愈重要的作用。

In September 2004, Guangdong University of Foreign Studies decided to set up an MBA preparatory organization led by Sui Guangjun, then vice-president, and attended by the persons in charge of Office of International Cooperation and Exchange and Graduate School of GDUFS. In June 2007, the MBA Education Center of Guangdong University of Foreign Studies was officially established as a college-level teaching unit specialized in MBA training and high-end training. The first enrollment was carried out in the spring of 2008. It has been a ten-year development course so far, and has gone through three stages: MBA Education Center of GDUFS from June 2007 to August 2012; MBA College of GDUFS from September 2012 to August 2014 and MBA Education Center of School of Business of GDUFS from September 2014 to now. In the past ten years, MBA Education Center has gathered the best teachers and other high-quality teaching resources in the university and has already established an international team of actual combat oriented teachers. The Center actively absorbs international students to form a diverse group of students and devotes itself to building an international MBA education brand. It has trained more than 1,000 high-end management personnel for the international community, who are distributed all over the world and play an increasingly important role in the innovation and development of all walks of life.

商学院MBA教育中心坚持“全球视野，跨境商道”的品牌定位，以“全球视野，全英教学”为特色，致力于培养融贯中西的国际化管理人才。为此，中心积极构建包括课程教学体系、教师发展体系、国际合作体系、社会服务体系和团队管理体系的国际化MBA教育体系。“国际化是广外MBA的代名词，所以我们一直胸怀世界。当我们提到国际化，不仅仅指“全球视野，全英教学”，还包括“企业浸泡，本土智慧”。我们“起步虽晚，但起点不低”，在2011年教育部组织的MBA教学合格评估中获得了小组第一名的好成绩，2015年顺利通过了AMBA国际认证，成为中国大陆第26家，全球第225家通过AMBA国际认证的MBA项目。2018年广外商学院MBA又顺利通过AMBA再认证。2017年已经正式启动中国高质量MBA教育认证（Chinese Advanced Management Education Accreditation, 简称CAMEA），并已取得认证资格。学院正在以国际



认证为抓手，实现MBA教育质量的持续改进。

MBA Education Center of School of Business adheres to the brand positioning of "Global Vision, Cross-border Business Philosophy". It is characterized by "Global Vision, English Instruction" and is dedicated to cultivating international management talents who integrate China and the west. Therefore, the center actively constructs an international MBA education system which includes a curriculum teaching system, a teacher development system, an international cooperation system, a social service system and a team management system. "Globalization is the name of Guangwai MBA, so we always put the world in our minds. When we mention 'Globalization', we mean not only 'Global Vision, English Instruction', but also 'Field Immersion, Local Solution'. Although 'we started late, our starting point was at a high level'. We won the first place in the MBA teaching qualification assessment organized by Ministry of Education of the People's Republic of China in 2011. We successfully passed AMBA international certification in 2015, becoming the 26th MBA program in China's mainland and the 225th MBA program in the world that has passed AMBA international certification. In 2018, MBA of School of Business of GDUF passed AMBA recertification successfully. Chinese Advanced Management Education Accreditation (CAMEA) has been officially launched in 2017, and we has obtained the accreditation qualification. The School of Business is taking international certification as its focus to realize the continuous improvement of MBA education quality.



二、入学指南

II. Guide for Freshmen

2.1 新生报到流程

2.1 Enrollment procedures for freshmen

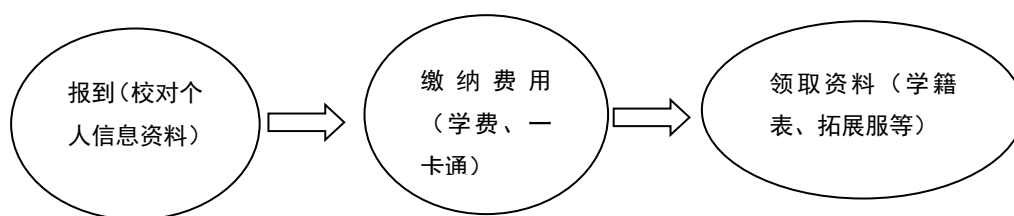
(1) 按时报到

(1) Enroll on time

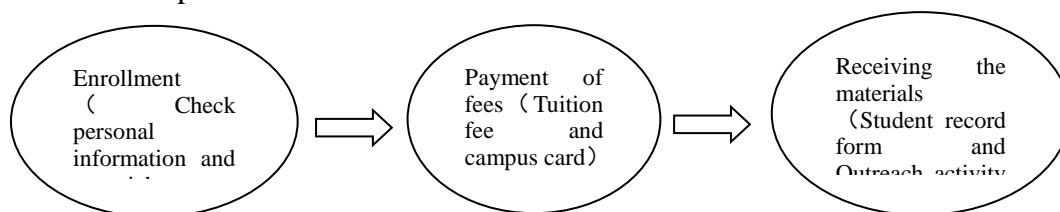
新生须持录取通知书和有关证件，按规定日期到校报到。如有特殊原因不能按时报到者，须凭有关证明请假，请假时间最多不得超过一个月。无故逾期两周不报到者，将取消其入学资格。

Freshmen must take the letter of admission and relevant documents with them and finish the enrollment at the university according to the stipulated date. If there are special reasons for failing to enroll on time, it is required to take leave based on the relevant documentary proof, and the leave shall not exceed one month. Those who fail to enroll for two weeks overdue without giving any reason will be deprived of the right to enter.

(2) 基本程序



(2) Basic procedures





(3) 需带资料

(3) Material required

- ①身份证原件;
- ②录取通知书;
- ③签字笔1支;
- ④照片(彩色证件相小一寸5张), 并在照片背后签名。

①ID Card;

②Letter of admission;

③A signature pen;

④Photo (Five small one-inch color identification photos), and sign your name at the back of the photos

(4) 缴费方式

采用报到现场刷卡缴费方式, 于注册时间凭录取通知书直接到中心缴费处刷银联卡缴费。开学一个月内未缴费的同学当自动退学处理, 取消学籍。

(4) Payment method

The payment will be made by swiping the card at the registration site. Please directly go to the the payment office of the Center with your letter of admission to pay the fee by swiping the unionpay card at the registration time. Students who do not pay their tuition fee within one month from the start of school will be automatically dropped out of school and their student status will be canceled.

2.2 入学相关问题

2.2 Enrollment Issues



(1) 关于户籍 (咨询电话: 36207167)

全日制自筹经费类的新生, 可根据本人的意愿选择将户口迁入学校。具体可登陆广东外语外贸大学研究生招生网下载查询《新生办理户口迁移须知及有关问题的说明》办理研究生户口的手续。办理时间: 开学一周前; 地点: 校保卫处。

提示: 委托培养类别的新生不需办理此项手续。

(1) About household register (Hotline: 36207167)

Full-time self-financed freshmen can choose to move their registered permanent residence to the school according to their wishes. For more details, please visit the graduate enrollment network of GDUFS to download and query *Instructions for the Transfer of Freshmen's Registered Permanent Residence Related Issues* to go through the formalities of registered permanent residence of graduates. Processing time: One week before school starts; Venue: Security office of GDUFS.

Note: Freshmen of the entrusted training category do not need to go through this formality.

(2) 关于人事档案 (咨询电话: 36207044)

全日制自筹经费类别的新生, 请按规定将人事档案转来学校。如申请不将档案转入学校的新生, 请及时与中心联系。请特别留意。

提示: 委托培养类别全日制的学生不需办理此项手续。

(2) About personnel files (Hotline: 36207044)

Full-time self-financed freshmen are required to transfer the personnel files to the school according to the regulations. For freshmen who apply not to transfer their files to the school, please contact the Center in a timely manner. Please pay special attention to it.

Note: Full-time freshmen of the entrusted training category do not need to go through this formality.

(3) 关于住宿 (咨询电话: 36206361)

学校为全日制及居住广州市以外MBA新生统一安排住宿。学生宿舍管理部门负责具体安排



宿舍。需要申请住宿的新生，请于报到当天向中心提出申请。

住宿费按照物价局核定的标准收取，视房源情况而不同。未按时交费的学生，不予安排住宿。

(3) About accommodation (Hotline: 36206361)

The school arranges accommodation for full-time MBA freshmen and those who are living outside Guangzhou. The student dormitory management department is responsible for the specific arrangement of the dormitory. For freshmen who need accommodation, please apply to the Center on the day of enrollment.

The accommodation fee is charged according to the standards approved by the Price Bureau of Guangdong Province, and it will be different depending on the housing situation. Students who fail to pay their fee on time will not be allowed to accommodate in the school.

(4) 关于学费缴费 (咨询电话: 36209580)

在职MBA学费: 118000元(不含教材费), 学费分两年缴清, 每学年缴纳学费59000元/年。

全日制MBA学费: 70000元(不含教材费), 学费分两年缴清, 每学年缴纳学费35000元/年。

第一学年学费于接到正式录取通知书后一个月内缴纳, 第二次缴费时间为第二学年开学半个月。若未能如期缴交学费的同学, 将不予以上课、考试。

(4) About tuition fee (Hotline: 36209580)

On-the-job MBA tuition fee: 118,000 yuan (excluding teaching material fee). The tuition fee should be paid in two years respectively, with 5,900 yuan per academic year.

Full-time MBA tuition: 70,000 yuan (excluding teaching material fee), The tuition fee should be paid in two years respectively, with 35,000 yuan per academic year.

Tuition fee for the first academic year should be paid within one month after receiving the formal letter of admission, and the second payment will be made within half a month after the start of the second academic year. Students who fail to pay the tuition fees as scheduled will not be allowed to take classes or exams.

(5) 若有其他不明事项, 请与中心联系。



报到及校外拓展活动： 联系电话：36209909

注册及教务咨询： 联系电话：86319207

学费、住宿费缴纳： 联系电话：36209580

(5) Please contact the Center if there are any other unclear matters.

Enrollment and outreach activities outside school: Tel: 36209909

Registration and educational administration consultation: Tel: 86319207

Payment of tuition and accommodation fees: Tel: 36209580

2.3 生活指引

2.3 Living guidance

(1) 交通

驾驶机动车来上课的学员，只能从广外南门进来，把车辆停靠在北门停车场，MBA教育中心距离北门停车场约一百米；广东外语外贸大学还有正门、西门。

搭乘公交车的学员，乘坐以下公交车，均在外语学院站下车

海珠区：36路，越秀区：76、76A、864、265路，天河区：245、B18路

广州火车站：805、529路

(1) Transportation

Students who drive vehicles to take class can only enter through the south gate of GDUFS and park their vehicles in the north gate parking lot. The MBA Education Center is about 100 meters away from the north gate parking lot. GDUFS also has the front gate and the west gate.

Students can take the following buses, and get off the bus at the stop: Guangdong University of Foreign Studies.

Haizhu District: No.36.

Yuexiu District: No.76, No.76A, No.864, No.265.

Tianhe District: No.245, No.B18.

Guangzhou Railway Station: No.805, No.529.



(2) 饮食

广外北校区共有三个食堂，学一、学二、学三、清雅园。

① 一卡通办理

学员凭录取通知书在入学报到时办理。

② 访客就餐

来访客人可至二饭三楼、清雅园二楼现金用餐，同时清雅园三楼可使用现金点餐。

(2) Diet

There are three canteens in the North Campus, which are Canteen No.1, Canteen No.2, Canteen No.3 and Qingyayuan cafeteria.

① Process the campus card

The students shall process the campus card with their letter of admission at the time of enrollment.

② Guest dining

Guests can use cash to buy food and drinks on the third floor of Canteen No.2 and the second floor of Qingyayuan cafeteria. Besides, guests can pay by cash at the third floor of Qingyayuan cafeteria to order meals.

(3) 住宿

① 广外校内可联系住宿的单位有：

干训楼（MBA中心旁边）

联系电话：（020）36641900

预订信息：不能预订，随到随住。

收费标准：标准间150元/天

② 广外周边可联系住宿的宾馆有：

保利山庄（三星级）

地点：广外北门隔壁

联系电话：36640989



预订信息：可以预定。

收费标准：标准间290元/天

(3) Accommodation

① Accommodation units in GDUFS include:

Ganxun Building (Next to the MBA Center)

Tel: (020) 36641900

Booking information: The accommodation cannot be booked. You can only pay for it at the time you arrive.

Charging standard: 150 yuan per day for the standard room

② Hotels around GDUFS include:

Poly Hotel (three-star hotel)

Address: Next to the north gate of GDUFS

Tel: 36640989

Booking information: It can be booked.

Charging standard: 290 yuan per day for the standard room

(4) 邮政及银行

① 黄婆洞邮局，位于广外南门南侧，国际学院旁。

② 中国银行黄石东路支行，位于广外正门右侧。

(4) Post office and bank

Huangpodong Post Office is located at the south side of the south gate of GDUFS, and next to the International College of GDUFS.

Bank of China, Guangzhou Huangshi East Road Subbranch is located at the right side of the front gate of GDUFS.

(5) 就医

校门诊部位于广外北校区图书馆东侧。

(5) Medical service



The GDUFS outpatient department is located at the east side of the library of North Campus of GDUFS.

2.4 新生奖学金

2.4 Freshmen scholarship

广东外语外贸大学关于MBA全日制学生奖学金的评定办法

Evaluation method of scholarship for full-time MBA student in GDUFS

为了公平、公正、公开地落实我校MBA全日制学生奖学金制度，特制定本办法。

In order to implement the full-time MBA student scholarship system fairly, impartially and openly in GDUFS, the method is hereby formulated.

(1) 评定资格

① 参评者必须同时具备以下基本条件

- a) 第一志愿报考我校全日制的MBA学生
- b) 联考总成绩应高于国家东部分数线10分（含10分）以上；
- c) 通过我校组织的复试和政治科目考试；
- d) 按规定时间入学注册，并参加全日制学习。

(1) Qualification evaluation

① Participants must meet all the following requirements at the same time

- a) Students whose first choice is the full-time MBA program in GDUFS
- b) Students whose total score of the joint examination is over 10 points (including 10 points) higher than the national eastern grade cut-off point.

c) Students who have passed the reexamination and the politics examination organized by GDUFS.

d) Students who have enrolled at the required time and attend full-time study.

② 有下列情况之一者，不具备评奖资格或将被取消获奖资格：



- a) 在读期间改变学制（由全日制改为在职）者；
- b) 办理退学者；
- c) 受警告（含警告）以上处分者；
- d) 因违反法律、法规受到处罚者；
- e) 学校规定的其他不具备评奖资格者。

② Participants who have one of the following conditions are not qualified for the scholarship or will be disqualified.

- a) Students who have changed their educational system (from full-time to on-the-job) during their study;
- b) Students who have withdrawn from school;
- c) Students who have been disciplined above the level of warning (including warning);
- d) Students who are punished for violating laws and regulations;
- e) Other students who are not eligible for the scholarship as stipulated by the school.

（2）评定依据

MBA全日制学生奖学金的评定主要包括联考成绩和复试成绩两部分，即测评成绩=联考成绩X60%+面试成绩X40%。

（2）Evaluation basis

The evaluation of full-time MBA students' scholarship mainly includes two parts: the joint examination result and the reexamination result, i.e. the evaluation result = 60% of the joint examination result + 40% of the reexamination result.

（3）评定程序

① 中心根据当年被录取全日制同学的联考与复试成绩确定初选名单，然后报研究生处审核；

② 经研究生处审核后张榜公示。如对初选人员有异议的，应于公布之日起5个工作日内，以书面形式向奖学金评审小组申请复议；

③ 完成公示或复议后，确定正式名单，报送学校财务处备案。



(3) Evaluation procedures

① The Center determines the primary selection list based on the results of the joint examination and reexamination of full-time students admitted that year, and then submits it to the Graduate School of GDUFS for review.

② The list is posted after being audited by Graduate School of GDUFS. If anyone has any objection to the primary selection list, he shall apply to the scholarship review panel for reconsideration within 5 working days from the date of publicity;

③ After finishing the reconsideration and publicity, the Center determines the formal list and submits it to the finance department for the record.

(4) 奖金发放

新生奖学金在获奖学生交完全部学费之后30个工作日内一次性发放到入学时学校发的中国银行银行卡中。如有时间变动，以具体发放日期为准。

(4) Grant of scholarship

The freshmen scholarship will be transferred at one time to the bank card of Bank of China issued by the school within 30 working days after the scholarship-winning students pay the full tuition fee. If there is any time change, the specific date of transferring shall prevail.

(5) 本办法自公布之日起实施；

(5) The method shall be implemented from the date of publicity.

(6) 本办法解释权归MBA教育中心。

(6) The right to interpret of the method belongs to MBA Education Center.



三、教学管理

III. Teaching Affairs

3.1 培养方案

3.1 MBA Program

一、培养目标

3.1.1 Training Objectives

致力于培养融贯中西的国际化管理人才，使学生具有全球视野、创新精神和国际商务交际能力，掌握国际化管理的知识与技能，培养既具有国际视野，了解国际规则，又熟悉本土环境，擅长解决本土问题，跨文化沟通能力强，能直接参与国际合作与竞争的有社会责任感的国际化管理人才。

This program provided by the MBA Education Center, Business School at GDUFS is committed to cultivating talents for international management and administration and equipping them with global vision, innovative spirit, international business communication skills and cross-cultural communication ability. Students who are familiar with domestic culture and international rules are prepared to be excellent international managers with social responsibility in global cooperation and competition.

二、研究方向

3.1.2 Research Orientation

营销管理、战略管理、人力资源管理、财务管理、运营管理

Marketing Management, Strategic Management, Human Resource Management, Financial Management and Operations Management



三、学习年限

3.1.3 Program Duration

实行全日制学习方式。采用全日制脱产班学制2—4年，全日制在职班学制3—5年。其中B班为全日制脱产班，C\D\E班为全日制在职班。

Full-time learning method is adopted.

The duration of autumn program (Class B) for full-time students is 2 to 4 years;

The duration of autumn program (Class C, D, E) for on-the-job students is 3 to 5 years.

四、必读文献

3.1.4 Required Readings

按导师要求阅读与毕业论文相关的文献和其它学习资料。

Read literature relevant to graduation thesis and other learning materials as required by supervisors.

五、课程设置和学分要求

3.1.5 Course Structure and Credit Requirement

课程类型	课程编号	课程名称	学时	学分
入学教育	27513351	入学教育	8	0.5
	小计			0.5
公共课程	27513111	中国特色社会主义理论与实践研究	32	2
	27513109	综合商务英语1	32	2
	27513110	综合商务英语2	32	2
	小计			6
通识课程	27513201	管理经济学	48	3
	27513205	组织行为学	48	3
	27513306	商业伦理与社会责任	32	2
	27513327	商业调研与统计分析	32	2



必修 课 模 块		27513368	MBA论文写作	16	1	
		小计			11	
	核心 课程	27513210	战略管理		48	3
		27513202	人力资源管理		48	3
		27513204	会计学		48	3
		27513207	财务管理		32	2
		27513203	营销管理		48	3
		27513312	管理沟通		48	3
		27513360	运营管理		32	2
		27513301	国际商法		32	2
		小计			21	
	论坛	27513325	高级经理人讲座 (含MBA讲堂、中国文化、 MBA新视野讲座)		16	1.5
			云山MBA论坛(含创业与创新、 名师及高峰对话)		8	
		小计			1.5	
论文	毕业论文					
选修 课 模 块	财 务 管 理 模 块	27513362	跨境电子商务1	32	2	
		27513304	国际金融管理	32	2	
		27513352	国际投资	32	2	
		27513370	国际结算	32	2	
		27513366	国际会计比较	32	2	
	人 力	27513333	领导力开发	32	2	

¹ 跨境电子商务课程为必修的选修课。



资源 管理 模块	27513313	职业生涯管理	32	2
	27513356	高绩效团队管理	32	2
	27513364	幸福学	16	1
	27513371	国际人力资源开发	32	2
营销 管理 模块	27513357	公共关系与危机管理	32	2
	27513305	消费者行为	32	2
	27513320	品牌管理与营销策划	32	2
	27513367	销售管理	32	2
	27513303	国际贸易实务	32	2
运营 管理 模块	27513358	内控与风险管理	32	2
	27513365	国际物流管理	32	2
	27513369	国际采购	32	2
	27513308	全球供应链管理	32	2
	27513206	数据、模型与决策	32	2
本土 化管 理模 块	27513331	中国商道	32	2
	27513372	经理人的宏观经济学	32	2
	27513354	中国法律与制度环境	32	2
	27513355	粤商文化	32	2
	27513363	中国经济与企业转型升级	32	2
	27513307	公司治理	32	2
实验 实践 教学 模块	27513209	管理信息系统	32	2
	27513211	创业与创新 ²	32	2
	27513316	企业决策模拟	32	2
	27513359	互联网金融	32	2

² 创业与创新课程为必修的选修课。



		27513344	创业实践与案例研究3	--	1
		27513345	企业咨询项目4	--	1
		27513346	国际交流5	--	1
	小计（毕业需要完成的最少学分）				10
				总计	50

Course Type		Course ID	Course	Teaching hours	Credit
Compulsory Course	Orientation	27513351	Orientation	8	0.5
		Subtotal			
	Public course	27513111	The Study of Theory and Practice of Socialism with Chinese Characteristics	32	2
		27513109	Comprehensive Business English 1	32	2
		27513110	Comprehensive Business English 2	32	2
		Subtotal			
	Fundamental Course	27513201	Managerial Economics	48	3
		27513205	Organizational Behavior	48	3
		27513306	Business Ethics & Social	32	2

³ 需参加并获奖省级以上的企业实践及案例比赛方可获得该学分。

⁴ 需提交获得指导老师评分的调研报告方可获得该学分；自行参与的咨询项目需获得被咨询企业、指导老师和中心认可方可获得该学分。

⁵ 国际交流学分具体核算方法如下：

参与中心组织的国际交流项目 1 项（可以是出国或出境的交流活动，也可以是参与国外代表团的来访活动。如参加国外代表团的来访活动，必须全程参与并负责部分接待工作。）记 1 学分。



			Responsibility		
		27513327	Business Research & Statistical Analysis	32	2
		27513368	MBA Thesis Writing	16	1
		Subtotal			11
	Core Course	27513210	Strategic Management	48	3
		27513202	Human Resource Management	48	3
		27513204	Accounting	48	3
		27513207	Financial Management	32	2
		27513203	Marketing Management	48	3
		27513312	Managerial Communication	48	3
		27513360	Operations Management	32	2
		27513301	International Business Law	32	2
			Subtotal		
	Forum	27513325	Executive Forum (MBA Forum, Chinese Culture forum and MBA New Vision Lecture)	16	1.5
			Yunshan MBA Forum (Innovation and Entrepreneurship Forum and Teaching Forum)	8	
		Subtotal			1.5



	Thesis	Graduation Thesis			
Electives	Financial Management	27513362	Cross-border E-commerce ⁶	32	2
		27513304	International Financial Management	32	2
		27513352	International Investment	32	2
		27513370	International Settlement	32	2
		27513366	International Accounting Standards Comparison	32	2
	Human Resource Management	27513333	Leadership Development	32	2
		27513313	Career Development	32	2
		27513356	High-Performance Team Management	32	2
		27513364	Happiness	16	1
		27513371	International Human Resource Development	32	2
	Marketing Management	27513357	Public Relations & Crisis Management	32	2
		27513305	Consumer Behavior	32	2
		27513320	Branding Management & Marketing Planning	32	2
		27513367	Sales Management	32	2
		27513303	International Trade	32	2

⁶ Cross-border E-commerce is a compulsory course.



			Practice		
	Operations Management	27513358	Internal Control & Risk Management	32	2
		27513365	International Logistics Management	32	2
		27513369	International Procurement	32	2
		27513308	Global Supply Chain Management	32	2
		27513206	Data, Model and Decision Making	32	2
	Management Localization	27513331	Chinese Tao of Business	32	2
		27513372	Macroeconomics for Professional Managers	32	2
		27513354	Macroeconomics for Professional Managers	32	2
		27513355	Cantonese Merchant Culture	32	2
		27513363	China Economics & Enterprise Transformation and Upgrading	32	2
		27513307	Corporate Governance	32	2
	Practical Teaching	27513209	Management Information System	32	2
		27513211	Entrepreneurship and Innovation ⁷	32	2
		27513316	Business Decision Simulation	32	2

⁷ Entrepreneurship and Innovation is a compulsory course.



	27513359	Internet Finance	32	2
	27513344	Entrepreneurial Practice & Case Study ⁸	--	1
	27513345	Business Consulting ⁹	--	1
	27513346	International Exchanges ¹⁰	--	1
Subtotal (Minimum Credits Required for Graduation)				10
Total				50

五、学位论文

3.1.5 Degree Thesis

(一) 导师

1. Mentor

学院为学员提供一支知识结构、年龄结构、专业技术职务结构合理的MBA研究生论文指导教师队伍。全日制学员在完成一学期的学习、在职学员在完成一学年的学习之后，可以选择论文指导老师，并向学院提交《广东外语外贸大学MBA论文指导老师志愿表》。

The school provides a team of professional mentors to advise our MBA students on their thesis writing. Full-time students who have finished one-semester study and on-the-job students who have finished one-year study can choose their preferred mentors by submitting the *Application Form for Thesis Mentor for MBA Students, GDUFS*.

学院以学员与导师双向选择的方式为学员安排导师。每位导师在“导师双选”的同一批次中指导的学生原则上不超过3人。由学员向MBA中心提交经导师签名后的《广东外语外贸大学MBA论文指导老师确认表》，由MBA教育中心教学主管登记管理。

A two-way selection is conducted between students and mentors. Each mentor, in principle, gives advice to at most 3 students of the same grade. Then the students shall submit the *Confirmation Form for Thesis Mentor for MBA Students, GDUFS* with their mentor's signature to

⁸ Students who get award in competitions of provincial level or above can get 1 credit.

⁹ Credit can be awarded to students submitting a research report with adviser's review; or to students after their consulting programs get approval from enterprise, adviser and MBA Education Center.

¹⁰ International Exchanges include short-term study trip abroad, student exchange program, dual-degree program and other executive programs abroad. Students participating in any of these programs or acting as volunteers during the reception of delegates from foreign countries will be awarded 1 credit.



the teaching supervisor of MBA Education Center.

(二) 开题

2. Thesis Proposal Presentation

(1) 开题时间

(1) Proposal Date

每季季末的最后一个周末安排开题，一年四次。（即3月、6月、9月、12月的最后一个周末，遇法定节假日微调），参加开题的学员，须提前10天提交材料至MBA学院教学主管。

The proposal presentation is held four times a year at the last weekend of each season, which is the last weekend of every March, June, September and December (date can be slightly changed in case of statutory holidays). Students are required to submit their materials to the teaching supervisor of MBA Education Center 10 days in advance before the presentation date.

(2) 开题须提交的材料

(2) Materials Required to Submit

①开题申请表(见附件10《广东外语外贸大学MBA论文开题申请表》);

②导师评阅签名后的开题报告3份。

① *Application Form of Thesis Proposal Presentation, GDUFS* (see attached File No. 10);

② **Three** copies of the thesis proposal report with mentor's signature after his or her review;

注：满足开题条件，但因工作或身体原因需延迟开题的学员，在开题前2周向学院提交《广东外语外贸大学MBA学位论文延缓开题申请表》，办理延缓开题手续。

Note: Students who are qualified to give the proposal presentation yet unable to attend it on time due to work or health problems should submit the *Application Form of Postponement for Thesis Proposal Presentation* for permission.

(三) 学位论文答辩

3. Thesis Defense

一年两次答辩安排（即每年的5月中和11月中）。具体步骤如下：

Thesis defense is held twice a year (at the middle of every May and November). Steps are as follows:

(1) 学位论文行为不端检测

(1) Research misconduct check of degree thesis



通过论文开题的学员，进入学位论文撰写阶段。学员在导师指导下按要求完成论文，可申请参加论文重复率检测。

Students who have passed the thesis proposal presentation begin to write the thesis. Upon the completion of thesis writing under the guidance of their mentors, they can apply for a duplicate content check of the thesis.

(2) 学位论文匿名评审。匿名评审提交材料：

(2) Thesis anonymous review

Materials submitted for thesis anonymous review are as follows:

① 《广东外语外贸大学硕士学位申请书》（一式两份）；

② 《广东外语外贸大学MBA学位论文送审申请表》。

① *Application Form of Master's Degree, GDUFS (in duplicate);*

② *Application Form of MBA Thesis Submission for Review, GDUFS*

(3) 提出答辩申请

(3) Apply for Thesis Defense

满足以下条件的学员可以申请论文答辩：

Students who meet the following conditions can apply for thesis defense:

① 已缴清全部学费；

② 已完成至少50个学分，其中40个为必修学分（见“课程设置和学分要求”），选修课程10学分。

① Pay up tuition fees

② Complete at least 50 credits in which 40 credits come from compulsory courses (see 3.1.5 Course Structure and Credit Requirement) and 10 come from electives.

(4) 提交答辩材料

(4) Submit defense materials

① 《广东外语外贸大学MBA学位论文答辩申请书》；

① *Application form of MBA thesis defense, GDUFS*

② 经导师签名后的论文3本。

② Three copies of MBA thesis with mentor's signature

注：因工作或身体原因需延迟答辩的学员，在答辩前3周向学院提交《广东外语外贸大学



MBA学位论文延缓答辩申请表》，办理延缓答辩手续。

Note: Students who have to postpone thesis defense due to work or health problems shall submit the *Application Form of Postponement for Thesis Denfense* for permission.

3.2 考勤管理

3.2 Attendance Management

3.2.1 考勤管理办法

3.2.1 Attendance Rules

(1) 学员应按规定到校办理注册手续。因故不能按时注册者，须提前向中心和任课老师请假。不请假或请假未获批准而不按时注册以旷课处理。

(1) Students should complete the registration procedures in school according to rules. Anyone who fails to register on time shall ask the center and teachers for leave in advance. Failure to register on time without eave or approval shall be deemed as absence.

(2) 学员因病请假，须凭二级甲等以上医院证明或县级以上医院证明，无证明者一律视为旷课。连续请假三次或以上者需由中心主管领导批准签字。学员一学期内，请病假累计超过本学期学习周数三分之一以上者，必须办理休学或视为自动退学。

(2) Sick leave may be granted when the certificate issued by hospitals above 2A level or county level is submitted, otherwise such leave shall be deemed as absence. Students who have asked for leave for three ore more consecutive times shall go to the head of the center for approval (signature). Any student who has taken sick leave accounting for over one-third of the study weeks in one semester shall apply for suspension, otherwise he or she would be deemed as a dropout.

(3) 学员在授课期间一般不得请事假，确需请事假者必须提前请假。在职学员因工作需要请假，需有学员所在单位人事部门签章的证明信。当日紧急情况可事后补假。请假一周以上者需由中心主管领导批准签字。学员在一学期内单门课程请事假时间累计不得超过该课程总学时的三分之一。

(3) Students are generally not allowed to ask for personal leave during the courses except that they ask for leave in advance for something necessary. On-the-job students who need to ask for leave due to work issues shall submit a certificate letter signed and stamped by the personnel



department of work unit. In case of any emergency, students shall complete the ask-for-leave formalities after the leave. Any leave lasting for more than a week shall be approved by signature of the center head. The total amount of personal leave in one course within one semester may not exceed one-third of the total teaching hours of this course.

(4) 学员请假获准后，须按时销假。如需续假，应办理续假手续。

(4) After the approved leave, students shall report back on time. If one wants to extend the leave, extension procedures shall be completed in advance.

(5) 全体MBA学员（包括全日制和非全日制学员）必须在规定时间内到校上课，全日制上课时间为：9：00——12：00、14：00——17：00；在职班上课时间为：9：00——12：00、13：30——16：30、17:30-20:30。

(5) MBA students (full-time and on-the-job students) shall attend classes at the prescribed time. class hours are as follows:

9：00——12：00, 14：00——17：00 (full-time students);

9：00——12：00, 13：30——16：30, 17:30-20:30 (on-the-job students)

(6) 为规范和简化考勤程序，中心执行教学助理考勤的管理办法。每半天课程（四节课）上课前必须在签到表签到；

(6) In order to regulate and simplify attendance procedures, teaching assistants of MBA Education Center are responsible for attendance management. Before each half-day course (four periods), students shall sign the attendance record;

(7) 未能在上课时间签到者按迟到记，无当天签到记录者按旷课记；迟到三次算旷课一次。

(7) It will be considered a tardy if the student fails to sign the attendance record within the school hours. No signature record on that day shall be considered an absence and three tardies are counted as an absence.

(8) 因特殊情况迟到，需填写《广东外语外贸大学MBA教育中心考勤特殊情况说明》，经中心教务主管老师核实审批后可销假；

(8) Any tardy for special reasons may be excused after teaching supervisors verify and approve the *Excused Absence Form of MBA Education Center* completed by the student.



(9) 课程请假、旷课达到课程三分之一或以上者，任课老师可禁止其参加该课程的单门课程；中心经核对考勤记录，发现课程请假、旷课达到课程三分之一或以上者，可拒绝录入其成绩。

(9) If the time of leave and absence accounts for no less than one-third of the class hours, the teacher may prohibit the student from taking the exam of that class. If the same fact of the student is discovered by the center on the attendance record, the center may refuse to register his or her scores.

(10) 学员未经请假或请假未获批准而擅自缺课，或请假期满未续假而不归，或续假未获批准而逾期不归，均按旷课论。对旷课的学员的纪律处分，依据《广东外语外贸大学学生违纪处罚条例》有关规定办理。

(10) If the student is absent from school without asking for a leave or getting approval of such leave, or extending the leave or getting approval of such extension when the leave has expired, it shall be considered absence. The absent student shall be subject to discipline actions in accordance with *Provisions on Disciplinary Actions for Students, GDUFS*.

3.2.2 请假手续

3.2.2 Leave Application Procedure

学员请假一律在中心办公室办理，需填写《广东外语外贸大学MBA学员请假申请表》（见附件2）。该表复印有效，可在中心网站上下载。学员如需请假，必需提前2天向中心教务主管老师提交有任课老师签字的书面请假申请表。如有紧急情况可先告知中心教务主管及任课教师，事后补请假申请表。注意：电话、电子邮件、传真、口头报告任课教师等请假方式中心一律不予受理。

Leave procedure shall be handled at the center office after completing the *MBA Student's Absence Application Form of GDUFS* (see attached File No. 2). The form can be downloadable on the website of MBA Education Center and the copy is valid. If the student wants to ask for a leave, he/she shall submit a written absence application form signed by the teacher of the absent class to the teaching supervisor of the center 2 days in advance of the leave. In case of an emergency, he/she may first inform the teaching supervisor and the teacher and complete the application form afterwards.

Note: Any absence application via telephone, email, fax or in word may not be accepted by the



center.

3.3 课堂管理

3.3 Classroom Management

- (1) 尊敬老师，态度认真，培养良好的治学态度。
 - (2) 按时上课，不迟到、早退，不无故缺课，请假应向中心教务主管提交书面请假申请表。
 - (3) 上课时关闭手机或将手机置于无声状态，上课时不接听手机。
 - (4) 未经授课老师许可，不得擅自登陆网络。
 - (5) 保持教室内的清洁，不得在教室内吃东西，随意丢弃垃圾。
 - (6) 尊重中心管理人员，爱护教学设施，节约用电。
 - (7) 衣着整洁、得体，注重仪表。
 - (8) 学员在开学前两周周选定位置后，姓名牌将固定在该位置，作为课堂考勤管理的依据。课室门口将贴有学员座位表及上课安排。
 - (9) 学员不得随意换班学习，否则换班所修课程不予安排考试。
- (1) Respect for teachers, earnest learning and sound academic attitude.
 - (2) Attend class on time without late arrival, early dismissal or absence for nothing. Leave may be approved after the application is submitted to the teaching supervisor.
 - (3) Turn off the phone in class or place it in silent mode. Do not answer the phone in class.
 - (4) Not allowed to log in to the network without the permission from the teacher.
 - (5) Keep the classroom clean. No food or littering in the classroom.
 - (6) Respect the management staff, take care of the teaching facilities and save electricity.
 - (7) Dress neatly and decently.
 - (8) After the student selects the position two weeks before the start of the school, the name card



will be fixed at that position as the basis for class attendance management. The seating chart and class arrangement schedule will be posted at the entrance of the classroom.

(9) Students are not allowed to change their classes at will, otherwise the exams of their courses are not arranged for them.

3.4 考试管理

3.4 Examination Management

3.4.1 考场规则

3.4.1 Examination Rules

(1) 考生应讲诚信并自觉服从监考员等考务工作人员管理，不得以任何理由妨碍监考员等考务工作人员履行职责，不得扰乱考场及其他考试工作地点的秩序。

(2) 考生凭《学生证》和有效身份证件，按规定时间和地点参加考试。

(3) 考生只准携带必需的文具，如蓝（黑）色字迹钢笔、圆珠笔、签字笔、铅笔和橡皮，以及其它考试允许的文具进入考场。考场内不得自行传递文具、用品等。

(4) 考生应在每科开考前15分钟，凭《学生证》进入考场，对号入座。入座后将准考证等有效证件放在桌面左上角以便核验。考生领到答题卡和试卷后，遇试卷分发错误及试卷字迹不清等问题，可举手询问；涉及试题内容的疑问，不得向监考员询问。

(5) 考生迟到15分钟后不准进入考点参加当次科目考试，交卷出场时间不得早于考试结束前30分钟。考生交卷出场后不得再进场续考，也不得在考场附近逗留或交谈。

(6) 考生在试卷、答题纸的密封线外或答题卡规定的地方答题。不准用规定以外的笔和纸答题，不准在答题卡上做任何标记。

(7) 考生在考场内须保持安静，不准吸烟，不准喧哗，不准交头接耳、左顾右盼、打手势、做暗号，不准夹带、旁窥、抄袭或有意让他人抄袭，不准传抄答案或交换试卷、答题卡，不准将试卷、答卷、答题卡或草稿纸带出考场。

(8) 考试结束时间一到，考生应立即停止答卷，并将试卷、答题卡（纸）和草稿纸一起分别放在桌子上，经监考员逐个核查无误后，方可逐一离开考场。试卷、答题卡、答题纸（或答卷）和草稿纸不准带走。

(9) 考生必须严格遵守考场规则，不准以任何方式作弊。经查确属作弊者，按《广东外



语外贸大学学生违纪处分条例》处理。作弊科目以零分计入成绩册。

(1) Students should be honest and consciously follow the management of examination staff. No student shall interrupt the duties of examination staff or disturb the order in the exam room and other exam sites.

(2) Students shall take the examination at the specified time and place with the Student ID card and valid ID.

(3) Necessary stationery, such as blue (black) color pens, ballpoint pens, signature pens, pencils, erasers and other stationery permitted by the examination is allowed to take to the exam room. Stationery and other items may not be passed by students in the room.

(4) Students shall enter the exam room with the Student ID card 15 minutes in advance of the exam and take seat according to exam number. Admission ticket and other valid ID shall be placed on the upper left corner of the desk for verification. After students receive the answer sheet and the test paper, they may raise hands to ask questions when the test paper is distributed incorrectly, or the test paper is illegible. The questions concerning the test content may not be inquired of the invigilator.

(5) Students are not admitted to the exam more than 15 minutes after the start of the exam and are not allowed to submit the text paper over 30 minutes prior to the end of the exam. Students who have submitted the paper and leave the exam room may not return to the room for examination and are prohibited from staying or talking near the room.

(6) Students shall write their answers outside the seal line of the test paper or answer sheet or the place specified in the answer sheet. Unauthorized pens or papers are not permitted in the exam. No mark on the answer sheet.

(7) Students shall keep quiet in the exam room. No smoking, no noise, no whisper and no cheating for themselves or for others. Students are prohibited from copying answers or exchanging test papers and answer sheets, and taking the test paper, answer paper, answer sheet or draft paper out of the exam room.

(8) Upon the end of the examination, students shall immediately stop writing and place the test paper, answer sheet and draft paper on the desk. After invigilators finish checking the papers, students may leave the exam room one by one. Test papers, answer sheets and answer papers and



draft papers are not allowed to be taken away by students.

(9) Students shall strictly follow the examination rules and are prohibited from cheating in any way. Those who were found to cheat during the exam shall be punished subject to the *Provisions on Disciplinary Actions for Students, GDUFS*. Zero score will be given to the course they have cheated in the school report.

3.4.2 考试与成绩登记

3.4.2 Examination & Score Registration

(1) 考试与考查

(1) Examination & assessment

学员必须参加培养方案规定的课程考核。考核分为考试和考查两种。除实习等实践性教学环节可用考查进行考核外，其他所有课程都要进行考试。

Students shall participate in the course evaluation as specified in MBA program. There are two types of evaluation: examination and assessment. Students shall be evaluated by examination except in the practical teaching like internship where performance is evaluated by assessment.

(2) 考试方法

(2) Examination method

公共课，核心课和专业必修课程必须有书面考试，选修课及方向课程由任课老师自行采取书面考试或其他方式进行考查。

Written examination (public/core/major compulsory courses)

Assessment method that depends on teachers (selectives/direction courses)

(3) 考试时间

(3) Examination schedule

考试时间安排见各班课表，考试地点在考试前两周公布。

Examination schedule can be checked on the course timetable and exam room arrangement will be published to students two weeks prior to the exam.

(4) 成绩评定

(4) Grading

考试成绩按百分制评定，考查成绩按合格、不合格评定。根据广东外语外贸大学研究生院相关规定，公共课、核心课和专业必修课程成绩70分以上为合格，选修课课程成绩60分以



上为合格。总成绩要综合考虑课堂表现、出勤率、作业、平时成绩和期末成绩等，具体由各任课老师在课程大纲中规定。

The examination-based courses are scored on a scale of 100 points, while the assessment-based courses are graded as a pass or fail. According to the provisions of Graduate School of GDUFS, students who want to pass the course should get a score of over 70 for public courses, core courses and major compulsory courses and over 60 for selectives. The total score consists of the class performance, attendance, homework results, mid-term grade and final exam grade, which are prescribed by the teacher in course syllabus.

(5) 成绩登记

(5) Score registration

考试（考查）后，任课教师登陆研究生系统录入成绩，打印成绩单并签字，一式两份，在开学前三周报MBA教育中心。考试（考查）成绩表由中心学籍管理办公室保存、备查。考试成绩表一经任课教师签字送至中心学籍管理办公室，则任何人无权更改成绩。经查确属成绩有误的，由任课教师书面报告，中心主管领导审查签字，方可修正。

After the examination (or assessment), teachers register the scores in the graduate system, print the transcripts and sign them in duplicate, and report them to the MBA Education Center three weeks prior to the start of the school year. The examination (or assessment) transcripts are kept by the Enrollment Management Office for future reference. Once the transcripts are signed by teachers and sent to the Enrollment Management Office, no one has the right to change the scores. In case of any fault in the score, the relevant teacher shall report in writing and the head of the center shall review and sign before the score is amended.

(6) 成绩查询

(6) Score check

MBA考试成绩于每学期开学后第三周之前可登录个人的研究生系统进行查询。如有问题请在第三周前与教务主管老师反映。

MBA examination scores can be checked on the postgraduate system prior to the third week of each semester. If there is any question, please report it to the teaching supervisor before the third week.

3.4.3 缓考与重修



3.4.3 Delayed Exam & Course Retake

(1) 学员因故不能参加考试（考查），必须在考试前两周向任课教师及中心教务主管老师提交《广东外语外贸大学MBA学员缓考申请表》（见附件3），经任课教师同意、中心负责领导批准方可缓考。获准缓考的学员，由中心统一于半年内安排缓考。缓考成绩按正常考试（考查）的成绩处理，无故不参加考试（考查）或申请缓考未获批准，不参加考试（考查）的，按缺考处理，该课程成绩以零分登记。

(1) If the student is unable to take the examination (or assessment) for any reason, he/she must submit the *Graduate Student's Delayed Exam Application Form of Guangdong University of Foreign Studies* (see attached File No. 3) to the teacher and the teaching supervisor two weeks before the exam. The exam will be delayed with the approval of the teacher and head of the center. For those who are allowed to delay the exam will retake the exam arranged by the center within the following half year. The grade of the delayed exam is calculated in the same way of the normal examination (or assessment). Any student who fails to take the examination (or assessment) for no reason or without approval of application shall be considered being absent from examination and obtain no score for this course.

(2) 申请缓考的学员，在新学期开学一个月的时间参加统一缓考。具体的缓考时间以教学主管老师发布的通知为准。选修课考核不及格，学员可另选其它选修课程。如已满足学分要求，也可以放弃重修，不影响毕业。

(2) Students who apply for delayed exam will retake the exam within the first month of the new semester. The specific time for the exam is subject to the notice issued by the teaching supervisor. Students who fail electives can elect another elective course. If the credit requirements have been met, students can also give up course retaking without prejudice to graduation.

3.5 学籍管理

3.5 Enrollment Management

3.5.1 入学注册

3.5.1 Admission Registration

学员应按每学期规定的时间到校办理注册手续。新学员缴学费后在资料领取处领取四张



广东外语外贸大学学籍表及广东外语外贸大学研究生学生证一本。完善填妥学籍表或学生证后，每班学习委员于开学第二周内统一收齐本班学员学生证（新生或转换学籍的学员需提交学籍表）后交中心教务主管老师办理注册手续。

Students shall complete the admission registration in school at the time specified for each semester. After paying the tuition fee, the new students will receive four copies of the enrollment form of the GDFSU and a postgraduate ID card from the reception. After completing the form or student ID card, each commissary in charge of studies in every class shall collect all the student ID cards within the second week of the new semester (new students or transferred students shall submit the enrollment form) and then submit them to teaching supervisors for registration.

3.5.2 学生证遗失补办

3.5.2 Loss & Replacement

在读期间学员应注意保管学生证，如有遗失，必需向学校提出补办申请。上网下载《广东外语外贸大学补办研究生证申请表》（见附件4），填妥后交中心教务主管老师，获中心及学校同意后方可重办学生证。

The graduate students should take care of their student ID cards. If the card is lost, it is necessary to apply for replacement. Complete the *Application Form for Replacement of Postgraduate ID Card* (see attached File No. 4) downloaded from the website and submit it to the teaching supervisor for approval.

3.5.3 学籍转换

3.5.3 Enrollment Renewal

原跟读学员通过入学考试后获广东外语外贸大学学籍，原春季班学员通过全国联考后获新学籍。学员如有以上情况，获学院批准后领取新学籍表和学生证。与新学籍所在班级同学一同在研究生系统进行选课。

The original auditors who pass the entrance examination can be officially enrolled into Guangdong University of Foreign Studies. The original students of the spring semester who pass the National Entrance Exam can be officially enrolled into the MBA Education Center of GDUFS. Such two kinds of students can get the new enrollment forms and student ID cards upon approval by the college. Then they can select courses in the graduate system with other students of the new class.



3.5.4 休学、复学、退学

3.5.4 Suspension, Resumption and Quitting

(1) 学员在读期间因病休学、复学，按广东外语外贸大学研究生学籍管理条例办理。因工作需要申请休学需提前一个月由学员（在职学员需所在单位签字盖章）向中心提出申请；经学院批准方可办理休学手续，休学时间不得超过一年。复学或因其它特殊原因休学同上款。

(1) Suspension due to illness and resumption are handled according to provisions on enrollment of Graduate School of GDUFS. Suspension due to work issues shall be applied for one month in advance with the center (on-the-job students shall get their application signed and stamped by the working unit). The suspension will be handled upon the approval of the college provided that the suspension does not last for more than one year. The resumption and suspension for other special reasons are handled the same as prescribed above.

(2) 学员休学期满而不申请复学者、休学后准予复学但逾期两周不办理复学手续者，按自动退学处理。学员因学习基础差、身体患有疾病或其它原因难以坚持学习者，应主动退学。

(2) If the student does not apply for resumption after the expiration of the term of study or fails to complete the resumption procedures two weeks after the due time, it shall be deemed as voluntary quitting from school. Students who are unable to continue the study due to poor knowledge, physical illness or other reasons shall apply for quitting.

(3) 在学时间超过规定年限（全日制不超过四年，在职不超过五年）仍未完成应修学分者，予以退学。

(3) Those who fail to obtain the required credits within the specified time (no more than four years for full-time students and five years for on-the-job students) shall drop out of school.

(4) 学员不提出缓考申请而不参加考试者视为缺考。缺考两次以上或无故不完成毕业论文计划者应予以退学。

(4) If any student is absent from the exam without applying for a delayed exam, it shall be considered as an exam absence. Two exam absences or failure to complete graduation thesis will lead to withdrawal from the program.

(5) 因各种原因退学的学生不得申请复学。

(5) Students who drop out of school for certain reasons may not apply for resumption.

注：办理休学、复学、退学等手续必须填写《广东外语外贸大学研究生休学审批表》（见



附件6)及《广东外语外贸大学研究生复学申请表》(见附件7)

Note: For procedures of suspension, resumption and quitting from school, the *Approval Form for Graduate Suspension* (see attached File No. 6) and the *Application Form for Graduate Resumption* (see attached File No. 7).

3.6 学位论文

3.6 Degree Thesis

3.6.1 导师

3.6.1 Mentor

中心为学员提供一支知识结构、年龄结构、专业技术职务合理的MBA研究生论文指导教师队伍。选题及选导师前,由中心指定教授为学员召开MBA学位论文介绍会。学员根据自己的知识结构、工作经历和MBA公布的导师研究方向,酝酿选题。确定选择意向后,学员向中心提交《广东外语外贸大学MBA论文指导老师志愿表》(见附件8)。

The center provides a team of professional mentors to advise our MBA students on their thesis writing. Before selection of research objects and mentors, the center arranges for professors to hold an introduction meeting among student. Students can think about their thesis subjects based on their own knowledge structure, work experience and the research direction of each mentor. After determining their preferred mentors, students shall submit to the center the the *Application Form for Thesis Mentor for MBA Students, GDUFS*.

中心根据学员、导师双向选择原则确定学员及导师名单。原则上,一位导师在同一批次所选择的学生不能超过3人。

A two-way selection is conducted between students and mentors. Each mentor, in principle, gives advice to at most 3 students of the same grade.

3.6.2 开题

3.6.2 Thesis Proposal Presentation

(1) 开题条件

(1) Conditions for proposal presentation

学员具备以下条件,才具有开题的资格:



Students who can attend the proposal presentation shall meet the following conditions:

① 参加开学活动（ORIENTATON）并出勤率达到三分之二以上；

① Attend the orientation and attendance rate exceed two thirds;

② 交清全部的学费；

② Pay up tuition fees;

（2）开题需提交的材料

(2) Materials Required to Submit

①开题申请书；

②开题报告。

① *Application Form of Thesis Proposal Presentation, GDUFS*;

② Thesis proposal report.

注：满足开题条件，但因工作或身体原因需延迟开题的学员，需提前一周向教学主管老师申请，延期到后一次开题时间进行开题。

Note: Students who are qualified to give the proposal presentation yet unable to attend it on time due to work or health problems shall apply for a delayed presentation one week in advance and attend the delayed proposal presentation on time.

3.6.3 学位论文答辩

3.6.3 Thesis Defense

（1）答辩条件

(1) Conditions for defense

通过论文开题的学员，进入学位论文撰写阶段。学员在导师指导下按要求完成论文，可提出答辩申请并提交《广东外语外贸大学MBA学位论文答辩申请书》（见附件11）。因工作或身体原因需延迟答辩的学员，在答辩前3周向中心提交《广东外语外贸大学MBA学位论文延缓答辩申请表》（见附件12），办理延缓答辩手续。

Students who have passed the proposal presentation begin to write the thesis. After completing the thesis under the guidance of their mentors, students can apply for defense by submitting *Application form of MBA thesis defense, GDUFS* (see attached File No. 11). Students who have to postpone thesis defense due to work or health problems shall submit the *Application Form of Postponement for Thesis Denfense* (see attached File No. 12) for permission.



(2) 答辩需提交的材料

(2) Materials required to submit

① 学位申请书;

① *Application Form of Master's Degree, GDUFS*

② 经导师签名后的论文3本;

② *Three copies of MBA thesis with mentor's signature*

③ 向邮箱gdufsmbalw@163.com发送论文电子版;

③ *Electronic version of the thesis sent to gdufsmbalw@163.com*

④ 《广东外语外贸大学MBA学位论文答辩申请书》(一式两份)

④ *Application form of MBA thesis defense, GDUFS (in duplicate)*

⑤ MBA学位论文指导纪要;

⑤ *Guideline for MBA thesis*

⑥ 研究生系统上提交答辩申请以及学位信息上报

⑥ *Defense application submitted to the graduate system and degree information report*

(3) 学位论文印刷、装订与提交

(3) Thesis printing, binding and submission

① 纸质版学位论文印刷与装订

① *Thesis printing and binding*

打印的研究生学位论文一律用双面胶印。MBA学位论文封面采用黄色皮纹纸张(校园文印中心存有封面样板),书脊处应印刷“广东外语外贸大学硕士学位论文”及学位论文中文题目,字体用小四号宋体字。为方便评阅专家评阅,学位论文送审稿可以单面打印。

The Printed graduate thesis shall be double-sided offset. Yellow-skinned paper (the template is stored in the campus printing and printing center) is used for the thesis cover. On the spine, “Master’s Degree of Guangdong University of Foreign Studies” and the Chinese title (font size of 12 in Simsun) shall be printed. The thesis for anonymous review can be printed on one side of papers for legibility.

MBA学位论文应打印三本交中心(其中一本交研究生处保存)。论文由中心收齐并检查后,统一交给研究生处。

MBA thesis shall be printed for three copies and submitted to the center (one copy kept in the



Graduate School of GDUFS. The theses collected and checked by the center shall be submitted to the Graduate School.

② 电子版学位论文

② Electronic version of thesis

除按规定印刷学位论文外，还需提交与印刷学位论文相同格式的电子版学位论文（采用Word/PDF格式）。在办理离校手续之前，按照大学图书馆的要求，向图书馆提交电子版学位论文。

In addition to printing the thesis as required, an electronic version of the thesis (in Word/PDF format) is required in the same format as the printed thesis. Before leaving school, postgraduate students shall submit an electronic version of the thesis to the library as required.

(4) 论文格式与要求

(4) Thesis Format and requirements

参见《广东外语外贸大学工商管理硕士（MBA）学位论文写作规范》

See *Writing Norms of MBA Thesis, GDUFS*

(5) 答辩事项与流程

(5) Defense process

① 学生着正装参加答辩，并于答辩开始前30分钟将演示文稿拷贝到答辩地点；

① Students attend the defense in formal wear and copy the thesis PPT on the computer 30 minutes before the start of defense;

② 答辩委员会主席主持答辩会；

② The chairman of the defense committee chairs the defense;

③ 答辩人做论文陈述（10分钟，PPT）；

③ Students make thesis statements (in 10 minutes by PPT);

④ 答辩委员会成员提问，申请人应答；采用即问即答方式，不另行准备（10分钟左右，可使用中/英文）；

④ Members of defense committee ask questions and students answer extemporaneously (for about 10 minutes in Chinese/English);

⑤ 答辩委员会讨论与审阅并投票表决答辩结果；

⑤ The Defence Committee discusses and votes for defense result;



- ⑥ 答辩主席宣布答辩结果。
- ⑥ The chairman announces the result.

3.7 日常学习规范

3.7 Academic Norms

3.7.1 作业

3.7.1 Assignment

(1) 一般要求

(1) General requirement

① 语言

① Language

英语，要求语法基本正确。遣词用语准确，无歧义。

English, grammatically correct and accurate in wording without ambiguity.

② 格式（可在中心网站的“下载中心”下载）

② Format (download on the website of MBA Education Center)

纸张：4幅面白色纸，要求用电脑或打字机打印；如果课程老师要求用E-mail提交的，需用E-mail提交。

Paper requirement: 4A white paper printed on computer or typewriter, provided that students shall submit the assignment by email as required by the teacher.

i. 封面页

i. Cover page

提交的作业必须有封面页，封面页应包括以下资料：

a) 广外MBA教育中心MBA课程作业；

b) 任课老师；

c) 姓名、学号；如为小组作业，须包括小组所有成员；



d) 题目、作业的提交日期。

The submitted assignment must have a cover page that includes the following information:

a) Assignment of the MBA Education Center, GDUFS

b) Teacher of the course;

c) Name and student number (or all members of the group if it is a group work);

d) Deadline for submission of the title and assignment.

ii. 目录

a) 作业正文超过五页，应有简单目录；

b) 作业正文超过十页，应有详细目录；

c) 目录排在封面页之后。

ii. Table of contents

a) A simple table of contents (the main part is more than five pages);

b) A detailed table of contents (the main part is more than ten pages);

c) The table of contents follows the cover page.

iii. 正文页

iii. Text page

a) 字体与段落：正文采用小四号（英文12号）字体，1.5倍行距，段前间距3磅，段后间距3磅，段首缩进0.9厘米，标准字距；

a) Fonts and paragraphs: font size 12 with 1.5 line spacing, 3 pt space between paragraphs, first line indented 0.9 cm, standard letter-spacing

b) 页边距：左边距3厘米，右边距2.5厘米，上边距2.8厘米，下边距2.5厘米，页眉1.6厘米，页脚1.5厘米，装订线：0.5厘米；

b) Margins: Top 2.8cm, Bottom 2.5cm, Left 3cm, Right 2.5cm, Header 1.6cm, Footer 1.5cm, Gutter 5cm

c) 页码：在页眉右侧注明：当前页码/总页数。

c) Pagination: page numbers should appear at the right of the header: current page number / total page number

③ 表达

③ Expression



作业的书面表达，应遵循以下原则：

The written expression of the assignment should follow the following principles:

a) 准确：包括内容的准确和遣词、语法的准确；

a) Accuracy: accuracy of the contents, wording and grammar;

b) 简明：叙述要简明扼要，避免空话、套话、赘语、重复等；

b) Concision: concise narrative without empty words, clichés or repetitions, etc.;

c) 易懂：遣词用字宜直截了当，尽量避免用生僻字和过长的句子；

c) Understandability: straightforward style of wording with minimum rarely-used words and long sentences;

d) 严谨：所有数据、资料应注明出处；有可能引起误会的词语应加以定义；

d) Preciseness: source should be added in data and information; definition should be given to terms that may lead to misunderstanding;

e) 图、文、表并茂：除了叙述文字以外，应多采用表格、示意图、图片等方式表达。若色彩对内容的表达有帮助，可加入色彩；

e) Excellent pictures, texts and charts: forms, diagrams and pictures are advised to appear in addition to texts. If color helps the expression, more colors can be added;

f) 专业：表达时应采取科学、客观的态度。

f) Professionalism: A scientific and objective attitude should be adopted in the expression.

(2) 对小组作业的要求

(2) Requirements for group work

小组作业在MBA教学中占极其重要的地位。为培养学生的团队协作精神，每门课程，学生应组成协作小组，每个小组以3—5人为佳，项目和复杂案例分析题皆以小组为单位完成。

Group work plays an extremely important role in MBA program. In order to cultivate teamwork spirit, students should form a collaborative group for each course. Each group consists of preferably 3-5 students. Projects and complex case study are completed in each group.

小组作业评分时，只对小组评分，不对个人评分，即小组中的所有成员得分相同。小组成员在完成小组作业时的分工、合作由小组成员自己协调，任课教师将不予以干涉。

When group work is graded, only the whole group rather than the individual is scored, which means all members in the group get the same score. Members of the group should coordinate their



work and cooperation on their own and the class teachers will not interfere.

(3) 对案例分析类作业的要求

(3) Requirements for case study

案例分析的作业原则上应包括（但不限于）以下内容：

The case study includes (but not limited to) the following contents:

外部背景分析。如：社会环境、经济环境、政治环境、文化环境、供求环境、竞争环境、科技环境等；

① External background analysis in social, economic, political, cultural, supply and demand, competitive and technological aspects;

② 内部环境分析。如：公司内管理状况、人力资源状况、资金状况、企业文化状况等；

② Internal environment analysis in aspects of management within the company, human resources, capital, corporate culture, etc.;

③ 面临的主要矛盾和次要矛盾，对前景的预测；

③ Major and minor contradictions and predictions of the future;

④ 提出解决问题的对策；

④ Countermeasures proposed;

⑤ 分析和解决问题应有一定的理论和方法依据。

⑤ Certain theoretical and methodological basis for analyzing and solving problems.

(4) 作业的评分标准

(4) Criteria for assignments

教师可拒收格式严重不符合要求的作业，教师可对迟交的作业扣分。

Teachers can reject assignments whose format is seriously inconsistent with the requirement and they can give lower score for delayed assignments.

① 基础题的评分

① Criteria for basic questions

项目	说明	分值
语言、格式	拼写、语法正确，遣词用语准确；作业格式，如字体、间距等符合要求	10%
表达	表达简明清晰，表达手段丰富而合理，能综合运用文、	10%



	图、表等表达方式	
内容	答题内容正确、完整	80%

Item	Description	Value
Language & format	Correct spelling and grammar correct, accurate wording, right format (font and spacing) that meets the requirement	10%
Expression	Concise and clear expression, reasonable expression with various methods, capability to express with a combination of texts, graphs and tables	10%
Content	Correct and complete answers	80%

② 案例分析和调查或研究报告的评分标准

② Criteria for case study and research report

项目	说明	分值	
语言、格式	拼写、语法正确，遣词用语准确；作业格式，如字体、间距等符合要求	10%	
表达	表达简明清晰，表达手段丰富而合理，能综合运用文、图、表等表达方式	10%	
内容	分析	能正确分析内部和外部的环境，能认清面临的关键问题	25%
	对策	对当前面临的关键问题能提出对策，提出的对策应该是切实可行且具备细节，空泛的对策不能获得高分	25%
	归纳	能理论结合实际，把对当前个案的认识，通过归纳概括，上升为对整一同类问题的认识	15%
	创意	对问题的分析和解决有独到之处	15%
合计		100%	



Item	Description	Value	
Language & format	Correct spelling and grammar correct, accurate wording, right format (font and spacing) that meets the requirement	10%	
Expression	Concise and clear expression, reasonable expression with various methods, capability to express with a combination of texts, graphs and tables	10%	
Content	Analysis	Correctly analyze the internal and external environment and figure out the key problems	25%
	Countermeasures	Propose countermeasures to the current key problems and such measures should be practical and detailed. High grades will not be given to vague measures.	25%
	Summary	Summarize and generalize current understanding about the individual cases and turn it into the insight into problems of the same kind based on theories and facts.	15%
	Innovation	Original and innovative analysis and measures	15%
Total		100%	

3.7.2 演讲

3.7.2 Presentation

(1) 指导思想

(1) Guiding ideas

优良的仪态、口头表达能力和思辨能力是MBA学生的必备素养，授课教师应给学生提供充足的口头表达训练机会。

Decent manners, verbal expression ability and critical thinking skills are essential for MBA students. Teachers should provide students with adequate opportunities for oral expression training.



(2) 使用语言

(2) Language

全英语教学或双语教学，可根据各课程的授课特点做适当调整。

English teaching or bilingual teaching, which is subject to the teaching characteristics of each course.

(3) 组织形式

(3) Form

学生讲演主要作为小组任务，以小组为单位完成。小组内部分工合作，每名小组成员皆应在讲演中出场。

As group work, student presentations are completed in group. Through cooperation, members take different roles and appear on the presentation.

每个小组每次讲演的时间为15至60分钟。

Each presentation by one group lasts for 15 to 60 minutes.

(5) 内容

(5) Content

学生讲演原则上应包括以下内容：

In principle, student presentations include the following parts:

① 分析部分：对内部和外部环境有正确的分析，能准确找出面临的主要问题；

① Analysis: correctly analyze the internal and external environment and figure out the key problems

② 对策部分：对当前面临的关键问题能提出对策。提出的对策应该是切实可行且具备细节；

② Countermeasures: propose countermeasures to the current key problems. Such measures should be practical and detailed.

③ 归纳部分：能理论结合实际，把对当前个案的认识，通过归纳概括，上升为对整一类同类问题的认识。鼓励学生在内容上表现出创意。如讲演内容的编排有创意且合理，也可不受以上三部分划分的限制。

③ Summary: summarize and generalize current understanding about the individual cases and turn it into the insight into problems of the same kind based on theories and facts. Teachers should



encourage students to show originality in contents. For example, the layout of presentation content should be creative and reasonable and can be free from the restrictions of the three parts above.

(6) 表达手段

(6) Expression method

原则上所有的讲演都要求配合使用多媒体幻灯片。除投影片外，如有需要，可使用其他表达手段，如：录像片段、实物展示等。

In principle, all the presentations are delivered with multimedia slides. Besides, other expression methods such as video clips, physical displays, etc. can be used if needed.

(7) 配合

(7) Cooperation

讲演内容的编排上应体现出小组成员相互配合的默契和协作精神。

The arrangement of presentations should embody the cooperation and teamwork spirit among group members.

(8) 听众质询

(8) Q&A

在讲演结束后应留出听众质询时间。由听众就讲演内容提问，讲演小组的成员回答。

Enough time should be left for Q&A session after each presentation. The audience will ask questions concerning the presentation content and the group members will answer them.



四、国际交流项目管理

IV. Management of International Exchange Programs

为了使学员在国外的学习和访问中积累全球化的实战经验，培养学员的全球化战略理念和国际竞争意识，中心积极创造条件，组织和开展学员的各项国际交流学习活动。

In order to enable students to accumulate the actual combat experience of globalization in their studies and visits abroad, cultivate their strategic concept of globalization and awareness of international competition, the Center actively creates conditions to organize and carry out various international exchange and learning activities for students.

4.1 国际交流项目名称

4.1 Name of international exchange programs

中心现有（但不限于）的国际交流项目有：

（1）联合培养双学位项目

纽约理工大学（美国）、密苏里州立大学（美国）、昆士兰大学（澳大利亚）

The existing (but not limited to) international exchange programs of the Center include:

(1) Joint training of double degree programs

New York Institute of Technology (USA), Missouri State University (USA), The University of Queensland (Australia)

（2）交换生项目

里斯本工商管理大学（葡萄牙）、维尔茨堡-斯维尔因富特应用科技大学（德国）、雷恩商学院（法国）、昆士兰大学（澳大利亚）

(2) Exchange student programs

Lisbon University Institute (Portuguese), University of Applied Sciences Würzburg-Schweinfurt (Germany), Rennes School of Business (France) and The University of Queensland (Australia)

（3）短期学习交流

国际MBA工作坊（美国、英国、法国、意大利）、EDP项目（印度）、短期研修等



注：部分项目的简介参见《广东外语外贸大学MBA教育中心国际交流项目简介》（见附件13）

(3) Short-term study and exchange

International MBA workshops (USA, UK, France, Italy), EDP project (India), short-term studies, etc.

For the introduction to some projects, please see *Introduction of International Exchange Program in MBA Education Center of Guangdong University of Foreign Studies* (See attachment 13)

4.2 国际项目申请基本条件（面向本科或校外招生的联合培养项目除外）

- (1) 取得广外MBA正式学籍的在校学员，无违法违纪记录；
- (2) 政治素质高，热爱祖国，品德优良，有进取心和责任感；
- (3) 每门课出勤率不少于三分之二，课程考试（考查）不及格不超过两门（补考不及格按一门计）；
- (4) 具有较好的英语听说读写能力，无沟通障碍；
- (5) 符合国外合作院校规定的申请条件；
- (6) 具有能在国外学习和生活的经济能力，已缴清学校的各项费用。

Basic requirements for international program application (for undergraduate or except for joint training programs of off-campus enrollment)

(1) Students who have obtained the formal status of MBA in GDUFS and have no record of violation of laws and regulations.

(2) Students who have high political quality, love the motherland and with good moral character, enterprising spirit and sense of responsibility;

(3) Students whose attendance rate of each course is no less than two thirds, and the number of failure of the course examinations is no more than two (the failure of the supplementary examination shall be counted as one);

(4) Students who are good at English listening, speaking, reading and writing and have no communication barriers;



(5) Students who meet the application requirements stipulated by foreign cooperative colleges and universities;

(6) Students who have the economic ability to study and live abroad, and have paid all expenses of the school.

注：其中短期学习交流项目对符合以上条件的所有学员开放，联合培养双学位项目（若需拿广外MBA学位）和交换生项目的申请者除符合上述条件之外，还需满足在该项目正式开始之日时，于中心修满一年以上（含一年）的课程。

Note: The short-term learning exchange programs are open to all students who meet the above requirements. Applicants for the joint training of the double degree program (if they need an MBA degree from GDUFS) and the exchange student programs need to meet the above requirements, and they also need to complete at least one year's (including one year) courses at the Center from the date of the formal commencement of the program.

4.3 交换生选拔程序及办法

中心遵循“公开、公平、公正”的原则，做到信息公开、机会平等、处事公正；采取“个人申请，学院推荐，专家评审，择优录取”的方式进行选拔。

(1) 拟申请出国（境）交流学习的学员在各国际交换项目报名开始时，填写相关报名申请表《广东外语外贸大学MBA学员赴国（境）外学习项目申请表》（见附件14）至国际事务部；

(2) 中心教学事务部对申请者的成绩、考勤情况及考试情况等教务信息进行审核；

(3) 中心组织面试小组对学员进行面试，考察学生的专业素养，语言表达能力、爱国爱校意识、创新和应变能力以及心理健康等方面的综合素质；

(4) 中心国际事务部根据申请者总成绩（学习成绩和面试成绩）的排序情况确定候选学员名单，并将候选名单在网上公示三天；

(5) 选出最终派出名单。申请者办理相关程序，同中心签署各项协议并缴纳出国（境）押金后，即可赴国（境）外交流。

4.3 Selection procedures and methods for exchange students

The Center adheres to the principles of "openness, fairness and justice" and achieves openness in information, fairness in opportunity and fairness in handling affairs. The selection is carried out



by means of "individual application, recommendation by the college, expert evaluation and merit-based admission".

(1) Students who intend to apply for going abroad for studying exchange shall fill in the relevant application form *MBA Student's Application Form for Studying Abroad of Guangdong University of Foreign Studies* (see attachment 14) and give it to the International Affairs Department at the beginning of the application for each international exchange program.

(2) The Teaching Affairs Department of the Center reviews educational administration information such as the applicants' grades, attendance and examinations.

(3) The Center organizes interview team to interview students and examine their comprehensive qualities such as professional quality, language expression ability, patriotism, innovation, adaptability and mental health.

(4) The International Affairs Department of the Center determines the list of candidates based on the ranking of the applicants' total score (academic results and interview results) and publishes the list online for three days;

(5) Determine the final list. Applicants can go abroad for exchange after processing relevant procedures, signing various agreements with the Center and paying the deposit for going abroad.

4.4 参加国际交流项目学生的责任和义务

(1) 赴国（境）外交流前与中心签署各项协议，包括《广东外语外贸大学MBA学员赴国（境）外交流学习协议书》（见附件15）、《广东外语外贸大学MBA学员赴国（境）外学习交流行前须知》（见附件16）、《广东外语外贸大学MBA学员赴国（境）外学习交流声明》（见附件17）；

(2) 参加各国际交流项目的学员在规定的学习期限结束后，需按时返校。学员在国（境）外学习期间应与中心负责老师保持联系，定期汇报学习和生活情况；

(3) 学员应自觉地宣传广外及中心，回校后积极介绍自己在国（境）外学习的心得体会，与老师和同学分享自己的学习经历，并积极协助中心国际事务部做好下一批学员出境前的准备工作；

(4) 在交流期满回国一月内向中心国际事务部提交书面的交流总结，可包括赴国（境）



外交流学习期间的课程学习、异国生活、交流学校项目特色等。（注：为了使报告更详实、生动，请在报告内加入反应交流学习和生活的人物照片并在照片下加注说明，并将照片原始的图片形式的文件连同报告一起递交。）

4.4 Responsibilities and obligations of students participating in international exchange programs

(1) The agreements should be signed with the Center before going abroad for exchange include: *Agreement on Going Abroad for Exchange and Study for MBA students of Guangdong University of Foreign Studies* (see attachment 15), *Instructions for Going Abroad for Exchange and study for MBA Students of Guangdong University of Foreign Studies* (see attachment 16), and *Statement on Going Abroad for Exchange and Study for MBA students of Guangdong University of Foreign Studies* (see attachment 17).

(2) Students in various international exchange programs must return to school on time after the prescribed study period ends. Students should keep in touch with the responsible teachers of the Center during their study outside China and report on their study and life on a regular basis.

(3) Students should consciously publicize GDUFS and the Center, actively introduce their experiences and experiences of studying abroad after returning to school, share their learning experiences with teachers and classmates, and actively assist the International Affairs Department of the Center in preparing the programs for next batch of students before they leaving.

(4) Students should submit a written exchange summary to the International Affairs Department of the Center within one month after the exchange ends, which may include the course study, life in a foreign country, characteristics of the exchange of the programs and so on during the exchange and study outside China. (Note: in order to make the report more detailed and vivid, please add photos of people which can reflect the study and live to the report, add notes under the photos, and submit the documents in the form of the original pictures of the photos together with the report.)

4.5 中心的责任和义务

中心需在学员出国（境）外学习期间定期了解交流学员的思想动态及其学习情况并随时



给予指导；加强对出国（境）交流学员的诚信教育，督促学员按时返回学校继续学业。

4.5 Responsibilities and obligations of the Center

The Center shall regularly learn about the exchange students' thoughts and their learning situation during their study abroad and give them guidance at any time. It should also strengthen the integrity education of the exchange students and remind them to return to school on time to continue their studies.

4.6 注意事项

各位学员需仔细阅读该手册中的培养方案，并合理安排自己国内课程的学习。值得明确的是如要在广外申请MBA学位，必须完成核心课程、专业必修课程和公共课程学分要求的学习，或者在国（境）外学习的课程可以转为上述国内课程，否则不能进入论文写作及学位申请的程序。

4.6 Matters needing attention

Each students should carefully read the training plan in this manual and reasonably arrange the study of their domestic courses. What should be made clear is that if one wants to apply for an MBA degree in GDUFS, he must complete the study of the core courses, professional required courses and public courses which are needed by the credit requirement, or he can finish the courses abroad which can be converted to the above-mentioned domestic courses, otherwise he cannot enter the process of thesis writing and the degree application.



五、职业发展 V. Career Development

中心非常重视学生的职业发展，设立了“职业发展中心”，聘请了专业的职业发展顾问团队；开设了《职业生涯管理》选修课程；提供一对一的职业发展辅导，并定时开展职业发展工作坊，提供包括职业测评、行业动态、面试技巧等一系列的专题讲座，为MBA同学提供不同行业之求职指南，还通过组织商业案例大赛、知行周实践教学等活动提升MBA同学的职业竞争力。虽然中心将为MBA同学提供一切可能的职业发展支持，但同学们应该明白“学生个人要为自己的职业发展承担最大的责任，尽自己最大的努力”。

MBA education center lays great emphasis on the vocational development of our students. We have set up “Career Development Center”, hired professional consultant team of career development, offered *Career Management* as elective course, provided one-on-one career development tutoring. Besides, vocational development workshop will be held periodically, including special topic lectures such as occupational test, industry trends, and interview techniques. It will provide job-hunting guide of different industries for MBA students. What’s more, various teaching practice activities such as Business Case Competition, and Knowledge and Practice Week will be held to strengthen students’ career competitiveness. Even though the center is providing every possible vocational development support for MBA students, the students are supposed to understand that they need to shoulder the greatest duty and do the best for themselves.

5.1 求 职

5.1 Job-hunting

(1) 学生应在招聘规定的截止时间前向招聘企业提交简历、求职信等申请材料；

1. Students are ought to submit their resumes, cover letters and other application materials to the employer companies before deadline.

(2) 学生应根据个人的职业规划，集中精力向自己的目标企业投递简历。招聘企业一般



不会招聘对本企业不感兴趣的员工；如果贸然参加自己不感兴趣的企业组织的招聘和面试活动，将不仅浪费双方的时间，还有可能影响影响招聘企业向中心的其他同学提供工作的机会；

2. Based on individual career plans, students are supposed to submit their resumes to their target enterprises. In general, employers will not recruit those who are not interested in their company. If you rashly participate in the recruitment and interview organized by companies that you do not like, it will not only waste the time of both sides, but also affect the job opportunities that employer companies offering for other MBA students.

(3) 对于每一份面试通知和邀请，学生都应在赶上时间前给予回复，否则有可能影响广外MBA的整体形象；

3. Students should reply every interview notice or interview invitation in time, otherwise it may affect the image of Guangwai MBA.

(4) 学生应避免因参加招聘活动而影响上课、考试和其他政党的学习、工作活动。

4. Students should not skip classes, exams, Party lectures, and work activities for recruitment activities.

5.2 面 试

5.2 Interview

(1) 学生应准时参加各类面试活动，注意着装、举止礼仪；

1. Students are supposed to attend all interviews punctually, being properly dressed with good manners.

(2) 对于已答应参加、但因故未能到场参加的面试活动，学生应尽可能地及时通知招聘企业，并在事后再以电邮、电话等形式进行解释或道歉，以争取下一次面试机会。

2. For interviews that have been promised to participate but fail to present, students should notify the employer company as soon as possible and explain or apologize through email or phone call afterwards to look for another chance.

5.3 录用通知

5.3 Offer letter

(1) 学生与招聘企业达成的协议（包括口头或书面形式），应维护自身诚信、维护广外



MBA良好形象;

1. Student shall act in good faith and protect the image of Guangwai MBA by abiding by the agreement (written or oral) reached between the student and the employer company.

(2) 与招聘企业达成就业协议后, 学生不宜再寻求其他就业机会。如因故需与企业解除协议, 应尽早诚恳地通知对方, 交互式接受学校对于违约行为的处理意见;

2. After reaching employment agreement with the company, student should not seek other job opportunities. If for some reason you need to cancel the agreement, you should notify the company as fast as you can, and accept the handling suggestion of breach of contract by school interactively.

(3) 如学生发生以下情况, 中心将有可能考虑停止或调整对学生的职业发展服务内容: 对于自己答应参加的招聘活动, 经常出现迟到或擅自取消的情况; 经常在企业宣讲活动中迟到, 或对招聘企业有不当言行者; 出现违约行为者。

3. If the student has the following circumstances, MBA center may consider stopping or adjusting the professional development services for the student: For interviews that have been promised to participate but always be late or arbitrarily cancel them; often late in the corporate presentation activities; demonstrating inappropriate words or acts to employer companies; breaching an agreement.



六、学 生 活 动

VI. Students Activity

6.1 学生活动管理模块

6.1 Students activity management module

中心是学生组织和活动的管理部门，所有的学生组织都必须在中心的允许下成立，并接受中心的监管。学生组织开展活动前，一般至少提前1周向中心提出申请，在获得允许后，才能开展活动。

MBA center is responsible for the management of the student organization and activity. The establishment of any student organization should be permitted by the center, and after that the organization is subject to the supervision of the center. Before starting any student organization activity, students should apply to the MBA center at least one week in advance, and the activity can be carried out after gaining permission.

6.1.1 MBA学生联合会

6.1.1 Students Union Of Guangwai MBA

MBA学生联合会是由在校MBA学员组成的学生联合组织，英文名称为：Students Union Of Guangwai MBA。MBA学生联合会集合了所有在校学员的资源 and 热情，发挥着MBA学员群体核心的作用，在中心的品牌推广和项目发展等方面发挥着重要作用。

Students Union Of Guangwai MBA is a student organization made up by MBA students at school. The English name is: Students Union Of Guangwai MBA. The union brings together the resources and enthusiasm of all the MBA students at school. It plays a significant role among the MBA students, and it is of great importance for the MBA brand promotion and project development.

联合会的基本任务如下：

The basic tasks of the Students Union Of Guangwai MBA are as follows

(1) 增进学员之间的联系和友谊, 努力实现资源共享, 培养造就团队精神;

1. Enhance the relationship and friendship between the students; strive to achieve resource sharing, and cultivate team spirit.



(2) 代表全体MBA学员的利益, 建立务实进取、共同发展的人才和资源网络;

2. Represent the interests of all MBA students and establish talents and resources network for pragmatic and enterprising development.

(3) 加强与社会各界特别是企业界的广泛联系, 塑造广外MBA的良好形象, 展示广外MBA的时代风采, 宣传广外MBA的优秀代表, 并积极向企业界举荐广外MBA学员, 努力为会员提供信息、咨询、策划的服务;

3. Strengthen links with all sectors of the society, especially the business community for shaping the good image of Guangwai MBA. Demonstrate the contemporary style of Guangwai MBA, promote the excellent representatives of Guangwai MBA, actively introduce MBA students to the business community and strive to provide members with services like information, consulting, and planning.

(4) 加强与国内外著名大学MBA同学的广泛交流与合作, 为广外MBA建立更广泛的社会联系, 推动全国MBA共同事业的发展;

4. Enhance extensive exchanges and cooperation with MBA students from famous universities at home and abroad to establish wider social connections for Guangwai MBA students, and promote common cause of national MBA development.

(5) 建立MBA学生联合会网站, 加强内部沟通交流, 促进对外宣传;

5. Establish a website for Students Union Of Guangwai MBA to strengthen internal communication as well as external publicity.

(6) 联合举办各种专题讲座、学术研讨、社会实践等活动, 开展丰富多彩的联谊和文体活动;

6. Co-organize various lectures on special topics, academic seminars, social practices; carry out colorful social gatherings and cultural and sports activities.

(7) 定期组织MBA年会, 组织各项学生活动。

联合会在每年3月份和9月份新生入学后第四个周末进行招新, 第二年12月份进行换届选举。只有招新时进入联合会参与工作的同学才有竞选联合会主席的资格。MBA学生联合会换届采用全体当届MBA学员投票选举产生联合会主席团, 主席团自行组阁的方式进行。

7. Organize MBA annual meetings at regular intervals and various other student activities.

Students Union Of Guangwai MBA will recruit new members on the fourth weekend after



the enrollment of new students in March and September every year, and in the December of the second year will hold general election for new leaders. Only students who are already the members of Students Union Of Guangwai MBA are qualified to participate in the general election. All the newly enrolled students can vote for the presidium while students can self-organize their team.

6.1.2 班级管理

6.1.2 Class Management

有效的班组管理将有利于营造班级内同学之间的和睦氛围，并保证班级成员的协作互助。

Effective class management will be conducive to the harmonious atmosphere among classmates and it will ensure mutual help between the students.

(1) 班委

1. Class Committee

班委由各班同学自主组织选举产生，各班可以自选决定班委组成形式和职责分工。每个班班委人数以5—8人为宜，各班可以根据本班人员情况调协班委职能。各班班委选出或者换届以后，班长须及时把本班班委的组织架构、职责划分、班委成员联系方式（姓名、固定电话、手机和邮箱）整理成Excel表格上报中心学生事务部主管。

The class committee is elected by the students of each class, and each class can decide the form and assignment of responsibility of the committee. The ideal number of each class committee is 5 to 8 students, and each class can adjust the functions of the class committee according to committee members. After the election or personnel change of class committee, the monitor shall promptly handle the class committee structure, assignment of responsibility, and contact information of the committee members (name, telephone, mobile phone and email address) as Excel form up to the supervisor of Student Affairs Division of MBA center.

各班可根据需要，每学期或每学年进行班委换届选举。换届后，应及时向学生事务部上报最新班委名单。

Each class can elect new class committee for each semester or school year according to the need. After the change of the class committee, the class should promptly submit list of the new class committee to the Student Affairs Department.



6.1.3 俱乐部

6.1.3 MBA Student Clubs

MBA学生俱乐部是由学生自发组织的学生兴趣团体。现有足球俱乐部、羽毛球俱乐部和篮球俱乐部。

The MBA Student Clubs are organized by students based on interests. We now have football club, badminton club and basketball club.

每个俱乐部都应设置章程规则，参与俱乐部的同学应遵守各俱乐部的规则，尊重活动组织者的工作。

Each club should set rules and regulations, and students participating in the club should abide by the rules of each club and respect the event organizer.

6.1.4 MBA校友会

6.1.4 MBA Alumni Association

MBA校友会是由广外MBA在校学生和毕业校友自愿组成的非盈利性社团组织，是经学校同意，由同学自发自治、自我管理、自我运行的联谊组织。其宗旨在于弘扬SMILE的核心价值观，聚集各界精英，促进共同发展。

The MBA Alumni Association is a non-profit association organized by Guangwai MBA students and the alumni. It is an organization that has been approved by school, and it is initiated, governed, managed and run by students. Its purpose is to promote the core values of SMILE, gather elites from all walks of life, and promote common development.

6.1.5 MBA登山节

6.1.5 MBA Mountain Climbing Festival

活动目的：

Objectives:

为了使新生更好、更快地融入校园生活，加强新生与在读学生之间的相互认识和了解，并鼓励校友重返校园共叙往日情谊，进而提升我校中心的总体凝聚力、影响力，展现学员全民健身的良好精神风貌。

For the purpose of making newly enrolled students better adjust to the campus life, strengthen mutual understanding between freshmen and seniors, and encourage the alumni to return to campus to renew their friendships, thus enhancing the cohesion and influence of our MBA center, and



demonstrating the good spiritual outlook of the students' joining national fitness program.

组委会成员：MBA学生联合会文体部、各班班长及体育委员

Members of the Organizing Committee: Department of Sport and Recreation of Students Union Of Guangwai MBA, Class monitors and Commissary in charge of sports.

参加人员：新生、在读MBA生代表、校友、有意向报考广外MBA的考生

Participants: Freshmen, MBA students representatives, alumni, candidates who are interested in applying for Guangwai MBA program.

报名方式：请在指定日期填写《广东外语外贸大学MBA活动报名表》发至各班体育委员。

Registration method: Please fill in the "Guangdong University of Foreign Studies MBA Activity Registration Form" in time and send it to the commissary in charge of sports of each class.

活动流程

Activity process

- (1) 启动仪式：嘉宾讲话之后举行授旗仪式。
- (2) 登山比赛——西门出发登山至山顶公园（共四关、过关时取得下一关任务书）
- (3) 欢乐游戏——山顶公园

1. Opening Ceremony: guest's speech and flag-granting ceremony.

2. Mountain Climbing Competition - Starting from the West Door and the destination is the Hilltop Park (there will be a total of four stops; you will get your mission book after each stop)

3. Happy Game - Hilltop Park

登山规则

Mountain Climbing Rules

为保证比赛活动顺利进行，特制定本规则。

In order to ensure the success of the festival, we have set up a few rules:

(1) 活动以班为单位（其中C班分成二队，班级男女生各分一半，男女混合组队），集体登山。

1. Each class is a team (the class C is divided into two teams; the boys and girls of the class are equally divided into two sides; the boys and girls are mixed), and game on.

(2) 统一穿着由中心下发的拓展训练服装。

2. Uniformly wear outdoor training clothes delivered by the MBA center.



(3) 比赛以竞技形式开展，参赛队必须事先到报名处（白云山西门门口）报到，并按指定路线登山，到达终点，方能获得评奖。没有签到，或没有到达终点，或没有按指定线路登山的，视同自动放弃比赛资格。

3. Every team should compete with others for prize. The team must sign in at the registry (West Door of Baiyun Mountain) in advance and climb the mountain according to the designated route to reach the destination. When your team reaches the destination, then you are able to receive a prize. If you do not sign in, or do not reach the destination, or do not climb the mountain according to the designated route, it will be regarded as disqualification.

(4) 所有队员必须沿水泥路行走，走同一条线路（线路图需现场考察后设计）。

4. All team members must walk along the cement pavement and take the same route (the road map will be devised after site inspection).

(5) 活动在赛程中途设立四个关卡，小组全体成员到齐并通过考验方能过关。

5. There will be four stops in the competition. All members should come together to reach the stop and attend a test, and after the test you will pass the stop.

(6) 比赛过程中，有裁判在比赛区域内巡逻。如发现队员有作弊现象，将取消该团队比赛成绩（如在比赛途中搭乘自行车或电动车、汽车等交通工具或抄近路等违规行为）。

6. There will be referees patrolling in the area during the competition. If any team member is found cheating in the process, the whole team will be disqualified (such as riding a bicycle, electromobile, car or other vehicles or cutting corners).

6.1.6 MBA 案例大赛

6.1.6 MBA Business Case Competition

活动目的：为凝聚团队智慧，展现广外风采，发掘和选拔优秀人才代表我校参加国内外各大案例大赛，特举办广外MBA商业案例大赛。大赛以案例分析和演讲为主要演绎形式，各参赛队在给定案例的商业环境下，做出分析和商业决策。

The purpose holding MBA Business Case Competition is to gather team wisdom, to manifest the brilliance of GDUFS, to discover and select outstanding talents representing our school participating in various Business Case Competitions at home and abroad. The competition takes the form of case analysis and speech; Each team makes case analysis and business decisions under the



given business environment.

组委会成员：MBA学生联合会学习部、各班学习委员

Members of Organizing Committee: Learning Department of Students Union of Guangwai MBA and Commissary in charge of studies

比赛时间：每年1月份

Time: January of each year

活动对象：所有在读学员

Participants: All the students

报名方式：请在指定日期填写《广东外语外贸大学MBA活动报名表》发至各班学习委员（报名表下载）。

Registration method: Please fill in the "Guangdong University of Foreign Studies MBA Activity Registration Form" in time and send it to commissary in charge of studies of each class (download registration form).

比赛语言：英 语

Competition language: English

组 队：由同学自行组队进行，每个小组3-4人，选取一名队长。并自行邀请指导老师对赛事进行指导。

Team: Students self-organize their team, and each team is 3 to 4 people. Select a team leader and invite a teacher to guide your team.

评委会成员：校内外专家以及所展示案例的企业负责人

Judging Panel: Experts within and outside school and Business leaders who present business cases.

比赛流程：

Competition process:

比赛分为两个环节：商业分析和评委提问环节。

The competition is divided into two parts: business case analysis and answering the questions raised by the judges.

第一环节：案例分析（时间10分钟）

The first round: case analysis (10 minutes).



参赛团队根据制作的PPT对案例进行陈述与分析，每位参赛同学应轮流进行陈述。

The participating teams will present and analyze the case with the aid of PPT. Each participating student will take turns making prepared oral presentations.

第二环节：评委提问（时间10分钟）

The second round: answering the questions raised by the judges (10 minutes).

由评委就第一环节选手陈述及分析情况进行提问。

The judges asked questions related to presentation and analysis to the participants in the first round.

评分标准：陈述环节占60%，回答评委提问环节占30%，整体演讲及问答效果占10%。

Standard for evaluation: 60% of the oral presentations, 30% of answering questions, and 10% of the overall speech and answer.

奖励

Reward

- (1) 冠军团队将获得代表中心参加国内外案例大赛资格。
- (2) 参赛队将获得主办方颁发的获奖证书或参赛奖证书。
- (3) 获奖情况将在每年一度的优秀个人奖项评选中作为参考依据之一。

1. The champion team will be qualified to participate in the domestic and international business case competition.

2. The participating team will receive award or certificate issued by the organizer.

3. The award will be used as one of the references for appraising and electing the annual outstanding individual award.

6.2 学生评优办法

6.2 Superior Evaluation Assessment Rules

优秀学生团体与个人评选规则

Excellent Group Award and Outstanding Individual of Student Assessment Rules

为表彰和奖励表现优异的优秀团体和学生，根据《广东外语外贸大学MBA学生优秀团体与个人评选暂行办法》，中心于每年6月份举办该学年优秀团体和个人评选活动。



In order to recognize and encourage those outstanding individuals and groups, the MBA center will hold excellent groups and outstanding individuals selection activities for the school year in June at every year according to the Interim Procedures for the Selection of Excellent Groups and Outstanding Individuals of MBA Students of Guangdong University of Foreign Studies.

6.2.1 评选项目

6.2.1 Selection Awards

优秀学生团体2个

Two Excellent Group Awards

优秀学生个人若干（包括“最佳领导力奖”、“最佳执行力奖”、“SMILE（微笑）之星”）

Several Outstanding Individual Students (including "Best Leadership Award", "Best Execution Award", "SMILE" Star)

6.2.2 评选条件

6.2.2 Selection criteria

(1) “优秀学生团体”评选条件

I. Selection criteria for “Excellent Group Award”

- ① 积极为学生服务，组织开展有益的学生活动；
- ② 工作能力较强，开展的学生活动具有较大的社会影响和实际意义，受到好评。
- ③ 满足以上两项条件的班级、联合会或各种学生协会等学生组织。

1. Actively serve for the students and organize beneficial activities;

2. Strong work ability, and activities held have great social impact and practical significance, and are well received.

3 Any classes, students union, or students associations that meet the above two conditions.

(2) “最佳领导力奖”评选条件

II. Selection criteria for "Best Leadership Award"

① 在学生活动或社会活动中勇于承担责任，发动和组织团队成员为实现团队目标做出贡献，获得团队成员的高度认同，展示出有效的领导力。

② 有良好的道德品行。



1. Actively take responsibility in student or social activities, encourage and organize team members, make outstanding contributions to achieve team goals, gain high recognition from team members, and demonstrate effective leadership.

2. Have great virtues and high moral principles.

(3) “最佳**领导(执行?)**力奖”的评选条件

III. Selection criteria for “Best Execution Award”

① 积极参与和落实学校及中心组织的各类活动;

②按质按量完成工作并展示出有效的执行力。

③有良好的道德品行。

1. Actively participate in different activities organized by schools and MBA centers;

2. Finish all the work with quality and demonstrate effective execution.

3. Have great virtues and high moral principles.

(4) “SMILE (微笑)之星”的评选条件

① 在宣传和践行SMILE (微笑) 价值观方面事迹或成绩突出;

② 在学期间没有任何跟SMILE (微笑) 价值观所强调的“社会责任, 尊重包容, 诚信正直, 知行合一和热情进取”相违背的行为。

IV. Selection criteria for "SMILE" Star

1. Outstanding achievement in promoting and practicing SMILE values.

2. During the study period, there is no act in violation of the SMILE values that emphasize “Social Responsibility, Mutual Respect, Integrity, Learning By Doing, and Enthusiastic and Enterprising”

6.2.3 评选程序

6.2.3 Selection Procedures

秉承“公平公正、公开申请”的原则, 按照名额进行评选:

Based on just, fair and open principles, we appraise and elect winners according to the number of students.



(1) 6月中旬提交《广东外语外贸大学MBA学员活动报名表》、《广东外语外贸大学MBA最佳领导力奖申报表》(见附件19)、《广东外语外贸大学MBA最佳执行力奖申报表》(见附件20)、《广东外语外贸大学MBA“SMILE(微笑)之星”申报表》(见附件21)、《广东外语外贸大学MBA优秀学生团体申报表》(见附件22); 并提供相关证明及证明人信息;

1. In mid-June, students should submit the “Guangdong University of Foreign Studies MBA Activity Registration Form”, the “Guangdong University of Foreign Studies MBA Application Form for MBA Best Leadership Award” (see attachment 19), and the “Guangdong University of Foreign Studies MBA Application Form for MBA Best Execution Award” (see attachment 20), “Guangdong University of Foreign Studies MBA “SMILE Star” Application Form” (see attachment 21), “Guangdong University of Foreign Studies MBA Excellent Student Group Application Form” (see attachment 22); And provide relevant certificate and the information of the person that can prove your material.

(2) 6月下旬为评审小组及中心审批时间;

2. The evaluation group and the MBA center will assess the material in late June.

(3) 7月初对通过评估的申请人进行公示;

3. And publicize the applicants who passed the assessment in early July.

(4) 9月初完成公示后确定最后获奖名单。

4. After the publicity process in early September, the final list of winners will be determined.

6.2.4、奖励办法

6.2.4 Incentive Measures

由中心颁发“优秀团体”、“最佳领导力”、“最佳执行力奖”、“SMILE(微笑)之星”证书。

The MBA center will present “Excellent Group Award”, “Best Leadership Award”, “Best Execution Award”, “SMILE” Star” certificates to the students.





七、后勤服务

VII. Logistic Service

7.1 过夜停车标识办理

7.1 Over-night Parking Identification

每个学期开学初，需要办理过夜停车标识的学员以班级为单位，填写个人基本信息：姓名、班级、电话、宿舍号、车牌号码。班委整理成excel表格递交MBA办公室学生事务主管申请。办理过夜停车标识的MBA学员车辆可在MBA教育中心大楼周围停放过夜。

At the beginning of each semester, students who need to apply for the Over-night Parking Identification should take class as a unit to fill in the basic information form including: name, class, telephone number, dormitory number, and license number. The class committee should organize the information as an excel form and submit it to the student affairs supervisor of the MBA office. Cars with Over-night Parking Identification can be parked overnight around the MBA education center building.

7.2 住宿申请

7.2 Accommodation application

根据《大学学生宿舍管理办法》中的相关规定，全日制以及在职MBA均有资格申请广东外语外贸大学学生公寓住宿。申请住宿的同学须在入学报到当天到中心学生事务部办理相关手续，方可安排住宿。住宿期间，必须遵守我校学生宿舍管理的相关规章制度。

According to the relevant regulations in the “College Student Dormitory Management Procedures”, all the full-time and in-service MBA students are able to apply for student accommodation at Guangdong University of Foreign Studies. Students who need to apply for accommodation must go through the relevant procedures at the MBA Student Affairs Department on the enrollment day. Students must abide by the relevant rules and regulations of the management of student dormitory in our school during the stay.

根据学校规定，研究生宿舍住宿标准为每间4人。研究生应服从宿舍安排，并按时交纳住宿费。住宿费的收取时间为每学期注册报到前10天左右，凭缴费收据到宿管科办理入住手续。住宿费标准一般为1500元/人/年（具体住宿费可能根据不同公寓楼号有所不同）。

According to the school regulations, accommodation standard of graduate dormitory is 4 people per room. Graduate students should follow the dormitory arrangement and pay the accommodation fee on time, about 10 days before the registration of each semester, and by the payment receipt to



the Dormitory Affairs Office for check-in . The accommodation fee is generally 1,500 RMB per person per year (Different student dormitory may charge different).

需要临时调整房间的学生，须提前向学生事务部提出申请并报备宿管部登记。因各种原因不再需要住宿的同学，须及时在学期或学年结束前提出不再住宿申请，并按照规定办理退宿手续，否则默认继续住宿，并收取下个学期或学年住宿费至办理退宿手续为止。

Students who need to change rooms must apply to the Student Affairs Department in advance and report to the Dormitory Management Department. Students who no longer need accommodation for reasons must apply for dormitory check-out before the end of the semester or school year, and check out according to the school regulations. Otherwise, they will continue charging you for the next semester or school year.

7.3 一卡通(校园卡)服务指南

7.3 Smart Card (Campus Card) Service Guide

(1) 校园卡主要功能:

1. Major functions of campus card:

具有校内身份认证、图书借阅、(饭堂及兴安超市)消费、门禁管理、机房管理、水控管理、代扣代缴网络费用、南北校区点对点校车通勤费等功能。

Identity authentication, borrowing books, purchasing (canteen and Xing'an supermarket), access to dormitory, entering into computer room, hot water bath, paying Internet bill, and point-to-point school bus commuting from North to South Campus.

(2) 校园卡的密码:

校园卡电子钱包拥有查询密码和交易密码，查询密码用于在自助设备（如语音电话、圈存机等）上进行查询、挂失等使用的密码；交易密码是刷卡消费交易额度超过限定额度时（50元人民币/餐），为完成交易所要输入的密码。两个初始密码一样，为本人身份证号码后六位或‘888888’。持卡人使用自助圈存机选择相应操作即可修改交易和查询密码。



2.Password of campus card: the e-wallet of campus card has query password and transaction password. The query password is used to query and report the loss of card on a self-service equipment (such as voice mail, self-service deposit machine, etc.); the transaction password is when the purchase transaction fee exceeds limited number (50 RMB per meal), you have to put the transaction password to complete the exchange. The initial passwords are the last six figures of your ID number or “888888”. The cardholder can use the self-service deposit machine to change the two passwords.

(3) 校园卡充值方式及充值地点:

3. Ways of recharging campus card and the location: at present, there are two ways to recharge campus card:

目前校园卡具有两种充值方式:

① 现金充值: 用户需持校园卡到所在校区现金充值点充值 (只收取人民币);

② 银行转账充值: 用户需提供广州市中国银行存折及对应借记卡卡号与校园卡建立捆绑关系后, 方能实现银行转账充值。银行转账充值又具有自助转账和自动转账两种方式:

1.Using Cash: Users need to take campus card to the recharge spot of the campus (RMB only);

2.Bank Transfer: Users need to bind his Bank of China in Guangzhou debit card account or passbook with campus card, and then they can recharge his campus card through bank transfer. Bank transfer recharge has two ways: self-service transfer and automatic transfer.

自助转账充值方式: 用户需持校园卡及捆绑的中国银行借记卡到校内布设的圈存机上进行相应操作, 完成自助转账充值;

自动转账充值方式: 用户在饭堂刷卡消费中, 当校园卡余额小于10元时, 系统自动从用户捆绑的中国银行借记卡中划转100元到校园卡, 自动完成对校园卡的充值过程。

Self-service transfer: Users need to take the campus card and the binding Bank of China debit card to the on-campus self-service deposit machine to complete the self-service transfer recharge.

Automatic transfer: When the card is less than 10 RMB after consumption in canteen, the system will automatically transfer 100 RMB from the debit card to the campus card, and automatically complete the recharging process.



③ 校园卡充值及业务办理地点:

现金充值地点: 南校区实验楼C302室; 北校区第二教学楼103室。

3.Recharging campus card and business handling location

Cash recharge location: Room C302, Experimental Building, South Campus; Room 103, Second Teaching Building, North Campus.

4、微信充值:

关注广东外语外贸大学智慧校园—微门户—校园卡—卡片充值

4.WeChat recharge: Open your WeChat and find official account "Wisdom Campus of Guangdong University of Foreign Studies" and find the "Micro Portal", and click "Campus Card" and finally find "Card Recharge".

(4) 校园卡挂失、解挂及补办方式:

4. Reporting the loss of campus card, canceling the loss report, and renewing a card

① 网络挂失方式: 打开大学主页——》点击首行"数字广外"进入大学门户系统——》在右上方输入用户名、密码, 进入个人门户, 在右边"校园卡信息"栏目内, 点击"查看更多信息"链接后, 在左侧栏目里选择"卡挂失"并按提示操作即可自行办理校园卡挂失。

1.Online reporting the loss of campus card: open the university homepage; click on the first line "Digital Guangwai" to enter the university portal system; put the user name and password in the upper right and enter the personal portal, and on the right "Campus Card Information" column then click the "View More Information" link and Select "Card Loss" in the left column and follow the procedures to report the loss of campus card.

② 语音电话挂失: 拨打"86312000"校园卡语音电话, 按语音提示, 输入本人校园卡5位卡号、查询密码(初始密码为本人身份证号码后六位, 末位为X的向前推一位; 或'888888')后, 即可按语音提示操作, 自行进行卡片挂失。

2.Report the loss through phone call: dial "86312000" to campus card service, follow the instruction, put 5 numbers of the campus card, query password (the initial password is the last six numbers of the ID card, if the last number is "X", then forward a digit; or '888888'), then follow the instruction to report the loss.



③ 圈存机自助终端挂失：失卡人可选择校园内安装的任意一台自助圈存机上，选择“校园卡挂失”——》输入卡号——》输入查询密码，即可自行完成校园卡挂失。

3. Report the loss through self-service deposit machine: Users can choose any self-service deposit machine on campus, select "report the loss of campus card" then "put card number" and "enter query password", and then complete the loss report.

④ 人工挂失：持卡人可持本人有效身份证件到校园卡管理办公室，办理人工挂失手续。

4. Report the loss through manual service: Users can go to the campus card management office with their personal valid ID card to report the loss.

⑤ 若卡片挂失后，持卡人又找回了已挂失的校园卡，则需使用圈存机自行解除或人工解除卡片挂失后方可正常使用。

5. If the users has recovered the campus card after reporting the loss, they need to cancel the loss report with self-service deposit machine or use manual service to cancel before using it.

⑥ 卡片挂失成功7天之后，持卡人可持本人有效身份证件到校园卡管理办公室，办理补办新卡手续，并需缴纳制卡工本费30元/张。

6. After successfully reporting the loss for 7 days, the users can go to the campus card management office with his personal valid ID card to complete the procedure for reissuing a new card, and pay one card replacement fee of 30 RMB.

(5) 校园卡销户方式：

应届毕业生的校园卡，将于每年4月30日，批量取消自动转账功能；毕业生毕业离校时，批量取消校内身份认证功能，凭身份证复印件。

5. Campus card account cancellation

On 30th, April of every year, we will cancel automatic bank transfer to campus cards of graduating students; when the graduating students leaving school; when the graduates leave school, we will cancel the school identity authentication by right of the copy of ID card.

(6) 校园卡管理办公室办公时间：

周一至周五：9：00——16：30

注：每周四下午13：00——17：00业务学习及内部结算，不对外办公。



6. Campus Card Management Office Working Hours: 9 am. to - 4.30 pm.

Note: vocational study and Internal settlement at 1 pm. to 5 pm. and it will be closed to the public.

(7) 校园卡管理办公室联系方式:

业务咨询电话: 北校区二教103室—86312111/2111 (短号);

南校区实验楼C302室—39328051/8051 (短号)

7. Contact information of campus card management office:

Business Consulting Tel: Room 103, Second Teaching Building, North Campus,
Tel:86312111/2111 (short number);

Room C302, Experimental Building, South Campus, Tel: 39328051/8051 (short number).

7.4 校园网申请流程

7.4 Application Procedure for Campus Network

一、办理流程:

I. Campus Network Application Process

1、新生以班级为单位, 每班安排2个负责人负责该项工作;

1. Freshmen should take class as a unit, and each class arrange two students to be responsible for the work.

2、班级负责人统计需要申请入网的人数, 联系学校网络中心预约业务办理的时间;

2. The two students should count the number of people who need to apply for campus network, and contact the school network center to appoint time for business processing.

3、由班级负责人按包年、包半年、包月分类整理好校园卡, 按预约的时间到网络室办理入网手续。网络费用将直接从该生校园卡上扣除, 因此请保证校园卡余额充足。办理时请2个负责人一起前去。

3. The two students shall classify the class information according to the package year, package half year, and package month, and go to the school network center to complete the procedure according to the appointment time. The network fee will be charged from the campus card, so



please ensure that the balance is sufficient. The two responsible students should go to the network center together.

二、业务说明:

II. Business Note:

1、9月份网络室只接受新生集体办理网络业务，10月份开始接受新生个人办理网络申请。

1. The campus network center only accepts newly enrolled students as collective online registration in September. It starts accepting applications from newly enrolled individual students in October.

2、校园网采用计费认证系统接入网络，登陆的用户名和密码与“数字广外”系统一致。用户名：学号；初始密码：身份证后六位（最后一位如有字母，则字母分大小写）。以后密码修改也在数字广外系统中进行。

2. The campus network uses accounting and authentication system to access network. The log in username and password are the same with the "Digital Guangwai" system. Username: student number; Initial password: the last six numbers of the ID card (If the last number is a letter remember to check whether is a capital and small letter). If you want to change your password, you can do it in "Digital Guangwai" system.

3、计费认证软件客户端的下载网址:

3. Download site of the accounting and authentication client-side system:

a) 网址: <http://www.gdufs.edu.cn/fwdh/wlfw/xywsyzn/khdrjjsysc.htm>

b) 从大学主页 (<http://www.gdufs.edu.cn>) 右下角“服务导航” — “网络服务” — “校园网使用指南” — “客户端软件及使用手册” 页面中下载。

a) Website: <http://www.gdufs.edu.cn/fwdh/wlfw/xywsyzn/khdrjjsysc.htm>

b) Click the "Service Navigation" button at the lower right corner of the university homepage (<http://www.gdufs.edu.cn>), and choose "Network Service", then enter "Campus Network User Guide", and download the system from "Client-side Software and Instruction Manual" page.

4、暂不需要开通的同学，以后如有需要请携带校园卡到网络中心自行办理，或直接在“数字广外” — “公共服务” — “网络开户/缴费” 中使用网银自行办理；

Students who do not need to register for online service at present can go the network center by



themselves if it's needed in the future. Or directly use the online banking to open an account by themselves, check “Digital Guangwai” and click Public Service” then enter “Open Network Account /Payment”.

5、已经办理过校园网开户手续，继续深造本校研究生的同学，需要携带新旧两张校园卡到网络中心办理转账号开户手续（免收开户费用）。

5. Students have already opennd campus network account before, if they want to further study the postgraduate program of the school, they need to bring both the old and new campus cards to the network center for transferring the account. (No Account Opening Fees).

三、费用说明：

III. Description of Fees:

1、首次开通网络用户，一次性收取30元开户费（续费不需再收开户费）；

1. If it's the first time for a student to open a network account, it will be a charge of 30 RMB for account opening (the renewal fee does not need to be charged again).

2、校园网计费方式（包半年、一年的方式实行收费优惠）：

2. Charge mode of campus network (preferential price for package half year, package one year):

a) 学生包月缴费：每月30元

b) 学生包半年缴费：半年125元

c) 学生包一年缴费：一年250元

a) Package montht: 30 RMB

b) Package half year: 125 RMB

c) Package one year: 250 RMB

首次开通网络用户，收费标准为：开户费（30元）+所选计费方式。

For the first time user, the charging standard is account opening fee (30 RMB) + the selected package fee.

3、网络费的收取采用预收费的方式，费用不足即停网；

3. The campus network fee is precharged, and if the money is insufficient, there will be no network.



4、网络费在用户第一次登录时，系统自动扣费，并根据包月、包半年、包一年的方式计算，周期内不能办理暂停；

4. The campus network fee is automatically deducted when the user logs in for the first time, and it starts counting according to your package: month, half year or one year. You can not suspend the account during the package period.

5、网络用户在计费周期内，中途退网的，不能办理费用退还；

5. If the user withdraws from the network during the package period, he cannot be refunded.

6、续费方式（三种）：

6. Three types of renewal methods:

a) 在“数字广外”→“公共服务”→“网络开户/缴费”中，使用自己的网上银行进行续费；

a) Renew your account through online banking; first you should enter “Digital Guangwai”, and click “Public Service”, and then enter “Open Network Account /Payment”.

b) 持校园卡在圈存机上自助缴费，圈存机24小时开放，方便快捷，具体操作流程见：大学主页右下角“服务导航”→“网络服务”→“校园网使用指南”→“校园卡缴网络费操作流程”。

b) Use campus card on the self-service deposit machine for renewal. The deposit machine is opened 24 hours a day, which is convenient. For the specific operation process, please refer to “Service Navigation” in the lower right corner of the university homepage, and find “Network Service”, and click “Campus Network User Guide” and find “Paying Network Fee through Campus Card Operation Process”.

c) 用户本人携带有效证件（校园卡、身份证等）到网络中心办理帐户充值，用户可使用校园卡或银联卡缴费。

c) Take user's personal valid ID (campus card, ID card, etc.) to the network center to renew the account. The user can use the campus card or UnionPay card to pay the fee.

7、以上缴费方式所使用的校园卡必须是正式卡，临时卡暂不具备网络缴费功能。



7. The campus card mentioned above must be official card. The temporary card does not have the network payment service.

网络中心联系方式:

北校区: 第二教学楼409室 36207209

Network Center Contact:

North Campus: Room 409, Second Teaching Building, Tel: 36207209.



八、毕业离校手续 VIII. Graduation formalities

8.1 集中办理离校手续

每年6月底、7月初为应届毕业生离校手续集中办理时间。各毕业生须登陆“数字广外>离校管理”办理相关离校手续。需要办理的手续一般包括图书馆、校门诊、宿舍等业务。

8.1 Centralized processing of graduation formalities

At the end of June and the beginning of July each year are the time for centralized processing of graduation formalities. All graduates must go to "Digital GDUFS" > "School leaving management" to go through relevant school leaving formalities. The formalities that need to be processed generally include library, school outpatient service, dormitory and other services.

8.2、领取毕业证书

(1) 按照离校管理系统要求，毕业MBA研究生在相应业务办理完毕后，最后到我中心学生事务部进行电子离校的确认，中心才给以发放毕业证。

8.2 Receiving the graduation certificate

(1) According to the requirements of the school-leaving management system, after completing the corresponding procedures, the MBA graduate students can finally go to the Student Affairs Department of the Center to confirm the electronic school-leaving before the Center issues the graduation certificate.

(2) 定向生、委培生和非学历研究生由本人或集体到研究生处一楼会议室领取毕业证或登记档案邮寄地址

▲定向生和委培生中，单位允许本人领取毕业证者，持单位证明（单位人事部门出具的可将毕业证交给本人的证明）领取，并登记邮寄地址。

▲定向生和委培生中，必须将毕业证邮寄回单位的研究生，填好邮寄方式后领取毕业证书封皮。



(2) Directional students, entrusted trained students and non-academic graduate students go to the conference room on the first floor of the Graduate School of GDUFS collectively or by themselves to receive the graduation certificates or register the address for file mailing.

▲Among the directional students and the entrusted trained students, if the unit allows one to receive the graduation certificate, he should take the unit certificate with him to receive it and register the address for mailing.

▲Among the directional students and the entrusted trained students, those who need to send the graduation certificate to their units should register the way of mailing and then receive the cover of the graduation certificate.

8.2.1 毕业与学位授予细则

(1) 统招MBA研究生，学完MBA教学计划规定的课程，考试成绩合格，修满规定学分，完成硕士论文并通过答辩者，颁发广东外语外贸大学硕士研究生毕业证书，授予工商管理硕士学位（MBA）。国家经贸委和国务院学位办联合招收的MBA学位班研究生，学完MBA教学计划规定的课程，考试成绩合格，修满规定学分，完成硕士论文并通过答辩者，授予工商管理硕士学位（MBA），不颁发广东外语外贸大学硕士研究生毕业证书；

8.2.1 Detailed rules for graduation and degree granting

(1) Unifiedly recruited MBA graduate students who have complete the courses specified in the MBA teaching plan, passed the examinations, completed the required credits, finished the master's thesis and passed the graduation oral examination will be granted with the graduation certificate of master's degree of GDUFS, as well as the master's degree in business administration (MBA). Postgraduate students in MBA degree courses recruited jointly by State Economic and Trade Commission and the state Council's Degree Office who have complete the courses specified in the MBA teaching plan, passed the examinations, completed the required credits, finished the master's thesis and passed the graduation oral examination will be the master's degree in business administration (MBA), but no graduation certificate of master's degree of GDUFS.

(2) MBA学员修满培养方案中规定的全部课程的学分，并完成规定的实习任务，可申请进行论文答辩，论文答辩通过者，经研究生培养办公室审核，报研究生处批准准予毕业；

(2) MBA students who have completed the credits of all courses specified in the training plan



and finished the required internship tasks can apply for thesis defense. Those who have passed the thesis defense will be approved to graduate by Graduate School of GDUFS after being verified by the Graduate Training Office.

(3) MBA学员应努力在规定的学习时间内完成学习任务，一般不得延长学习年限。学员如因客观原因未能按期完成规定的学习任务，可作延期毕业申请。在职MBA的学习年限不超过五年。延长学习年限的申请，由学员本人于最后一学期开学二周内提出经中心批准，提前三个月报送研究生培养办公室备案。凡申请提前毕业或延长学习年限的，一经批准，即应坚决执行。届时不能毕业者，按肄业或结业处理；

(3) MBA students should try their best to complete their learning tasks within the stipulated learning time, and generally cannot prolong their learning years. If the students fail to complete the required learning tasks on schedule due to objective reasons, they can apply for the postponement of graduation. The study period for on-the-job MBA students should not exceed five years. The application for extension of the study period shall be submitted by the students themselves within 2 weeks from the beginning of the last semester, and it should be approved by the Center and then be submitted to the Graduate Training Office for the record three months in advance. Any application for early graduation or extension of the study period shall be firmly implemented once approved. Those who cannot graduate at that time will be regarded as still studying at school or having finishing their studies (not graduation);

(4) 学员毕业前要认真做好毕业鉴定工作。全日制MBA毕业生应于毕业前一个月将毕业后工作单位报告中心，最迟不超过毕业后一个月，学生档案将由学校档案管统一寄送到其工作单位或原档案所在地。在职学员在读期间更换工作者应及时向中心说明，学员毕业后，由学校学生档案管统一寄送学员档案。

(4) Students should conscientiously finish the job of graduation appraisal before graduation. Full-time MBA graduates should report their post-graduation work units to the Center one month before graduation or no later than one month after their graduation. The student files will be sent to their work units or original file locations by the file management department. During the course of studying, the on-the-job students who have changed their work should explain to the Center in a timely manner. And after their graduation, the students' files will be sent by the students' file management department of GDUFS.



8.2.2 学位实施办法

(1) 授予MBA学位的要求：通过全部必修课程考试，修满培养计划规定的学分，通过论文答辩，成绩合格，表明申请人达到硕士研究生水平；

8.2.2 Methods for the implementation of academic degrees

(1) Requirements for granting an MBA degree: passing all required course examinations, completing the credits specified in the training plan, and passing the thesis defense with qualified results, which indicating that the applicant has reached the master's degree level;

(2) 学员需在规定的期限内提交一篇符合MBA学位水平要求的学位论文，并完成答辩；

(2) Students are required to submit thesis that meets the requirements of MBA degree level within the specified time limit and complete their defense.

(3) 学员在取得规定的学分后，方可参加论文答辩，在规定的学习时间内不能修满学分者不得申请答辩；不能在规定时间内完成论文答辩的学生需根据学校规定的时间提出缓期答辩申请；

(3) Students can only take part in the thesis defense after obtaining the required credits, and those who cannot obtain the full credits within the stipulated study period cannot apply for the defense; Students who are unable to complete their thesis defense within the specified time need to apply for a suspension of defense according to the time stipulated by the school.

(4) 凡受勒令退学或开除学籍处分，以及因各种原因退学的学员，不得重新申请授予学位；

(4) Students who have been urged to drop out of school or expelled from school or who have dropped out of school for various reasons are not allowed to reapply for a degree.

(5) 凡在毕业前一年内受过处分或尚在留校察看期间的应届毕业生，缓授学位一年。一年后根据实际表现，由本人申请，学位分委员会提出意见，经校学位评定委员会审定是否授予学位。

(5) Any fresh graduate who has been disciplined within one year before graduation or who are kept in school but placed under surveillance shall be granted a degree for one year delay. One year later, the student can apply for the degree. The degree sub-committee made comments based on the actual performance of the student and then the school's academic degree evaluation Committee decides whether to grant the degree or not.



8.2.3 毕业典礼暨学位授予仪式

活动目的：为进一步增强毕业生的荣誉感、责任感，增强校友对学校的感情，学校决定隆重举行毕业典礼暨学士学位授予仪式，由校长为每一位学位获得者颁发学位证书。

8.2.3 Graduation ceremony and degree granting ceremony

Purpose of the activity: in order to further enhance the sense of honor and responsibility of graduates and enhance the affection of alumni towards the school, GDUFS decides to solemnly hold an graduation ceremony and degree granting ceremony, in which the principal grants the degree certificate to each graduate.

活动时间：每年6月底、12月底

地 点：大会堂（南校区）、云山会堂（北校区）

诚邀毕业生父母、亲友观礼。观礼亲友凭学校统一制作的请柬入场。因座位有限，请提前到各学院登记。未能收到请柬的亲友，可到六教报告厅（北校区）或学术报告厅（南校区）观看同步直播。

Time: At the end of June and the end of December each year

Place: The Big Hall (South Campus) and Yunshan Hall (North Campus)

Parents, relatives and friends of graduates are cordially invited to attend the ceremony. Relatives and friends should attend the ceremony with the invitation cards made by the school. Due to limited seats, please register the Information in each college in advance. Relatives and friends who have not received the invitation can watch the simultaneous live broadcast at the Lecture Hall in Teaching Building 6 (North Campus) or at the Academic Lecture Hall (South Campus).

注：本手册和《广东外语外贸大学研究生手册》同时使用。

Note: This manual is used together with the *Guidance for postgraduate of Guangdong University of Foreign Studies*.



九、附件

IX. Attachments

广东外语外贸大学工商管理硕士（MBA）学位论文写作规范

Writing Standard of Master of Business Administration (MBA) Dissertation, Guangdong University of Foreign Studies.

广东外语外贸大学工商管理硕士（MBA）研究生在修满规定学分、提交案例分析报告后，完成学位论文的写作并通过答辩，方可取得工商管理硕士学位。

MBA 学位论文应在导师指导下独立完成。为体现我校 MBA 全英教学的特色，学位论文原则上要求用英文撰写。

After completing the required credits, submitting the case analysis report, finishing the writing of the dissertation and passing the oral defense, the MBA graduate students of GDUFS will obtain Master Degree of Business Administration. The MBA dissertation should be finished independently under the guidance of the instructor. In order to embody the characteristics of the MBA English instruction, the dissertation is required to be written in English in theory.

一、学位论文基本要求

I. The basic dissertation requirements

1. 选题要求

MBA 专业学位论文选题应来源于管理实践，要求从企业管理的实际运作中发现问题，并围绕关键问题确立学位论文的研究焦点、研究思路和研究方法。

1. Requirements for topic

The dissertation topic selection of MBA professional degree should be based on management practice. It requires students to discover problems from the actual operation of enterprise management, and clarify the research focus, research idea and research methods of the dissertation on key issues.

2. 综述要求

MBA 专业学位论文要求围绕选题中的核心概念进行文献综述，能够较为全面地反映该领



域的研究脉络、研究成果和前沿趋势等。

2. Requirements for summary

The MBA professional degree dissertation requires a literature review on the core concepts in the topic, which will comprehensively reflect the research context, research result and forefront trends in the field.

3. 学位论文形式和规范要求

MBA 专业学位论文的具体形式可以是实践导向的专题研究, 可以是调查研究报告或企业诊断报告, 也可以是企业管理案例分析等, 按照《广东外语外贸大学研究生学位论文格式》规范写作, 文献著录可以使用国际通行的 APA 格式。

3. Dissertation form and code requirement

The form of MBA professional degree dissertation can be practice-oriented monographic study, which can be survey research report, business diagnosis report, or case studies in business administration. According to the "Post-graduate Dissertation Format of Guangdong University of Foreign Studies", students can use the internationally accepted APA format in bibliographical description.

4. 学位论文完成的必要环节

MBA 专业学位论文需要经历开题报告、论文写作、论文查重、论文盲审、论文修改、论文答辩等必要环节。

4. Necessary links of professional degree dissertation

The necessary links of MBA professional degree dissertation include opening report, paper writing, duplicate checking, blind review, paper revision, and oral defense.

5. 学位论文水平要求

5. Writing level requirements of professional degree dissertation

MBA 学位论文原则上要求 2 万字以上, 要综合反映学生独立运用所学知识发现问题、分析问题和解决问题的能力以及调查研究和文字表达的能力, 要求内容充实, 联系实际, 观点鲜明, 论据充分, 结论可靠, 写作规范。论文写作要求概念清晰, 条理清楚, 文字通顺。

Basically, the MBA dissertation requires more than 20,000 words. And it should reflect the students' ability to use their knowledge to discover, analyze, and solve problems comprehensively, and the ability to make an investigation and the ability of literal expression. Also, the content



should be substantial and practical, viewpoint distinct, argument persuasivethe, conclusion reliable, and format correct. The dissertation requires clear concept, clear organization, and coherent writing.

二、案例素材的准备

II. The preparation of case materials

1. 案例素材的收集

1. The collection of case materials

案例素材必须是学生亲身经历（如通过本人所从事的工作或深入实际的调查研究课题等）获得。

The case materials must be obtained through personal experience (such as through personal work experience or in-depth research on relevant topics).

2. 案例素材所涉及的单位，建议原则上为某一企业，对特别有现实意义的案例，也可以是针对某一行业、某一科研院所、高等学校或政府的某一经济主管部门。

2. In principle, we recommend student to take one company as his case material. If it is practically significant, the material can be certain industry, scientific research institution, college or university, or certain economic department of the government.

3. 案例素材应真实可靠，应取得所在单位负责人的支持与同意。应不违反有关的法律或损害所在单位的利益。必要时可对该单位的名称、有关人物的真实身份及姓名、相关数据等进行掩饰性处理。

3. The case material should be credible, and before research, student should win approval of the person in charge of the unit. It should not violate the relevant laws or damage the interests of the unit. If necessary, confidential treatment is adopted for the unit name, the name and identity of the person involved, and the relevant data, etc.

三、学位论文的基本格式

III. Basic format of MBA professional degree dissertation



应符合《广东外语外贸大学学位论文格式要求》的相关规定，应按顺序包括下列内容：

The dissertation shall comply with the relevant provisions of the Guangdong University of Foreign Studies Dissertation Format Requirements, and shall include the following contents in sequence.

封面

COVER

扉页

TITLE PAGE

独创性声明、学位论文版权使用授权书

DECLARATION ABOUT THE ORIGINALITY OF THE DISSERTATION,

COPYRIGHT AUTHORIZATION

DEED OF DECLARATION

ACKNOWLEDGEMENTS

ABSTRACT (KEYWORDS)

中文摘要、关键词

CHINESE ABSTRACT, KEY WORDS

LIST OF ABBREVIATIONS

TABLE OF CONTENTS

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LIST OF FIGURES

图目录

正文

MAIN BODY OF THE PAPER

参考文献

REFERENCES

附录



APPENDIX

攻读学位期间取得的研究成果（含发表的学位论文）

RESEARCH RESULTS DURING MASTER STUDY (INCLUDING PUBLISHED PAPERS)

封底。

BACK COVER

（一）基本要求

I. Basic requirements

1. 封面和封底

1. Cover and back cover

由研究生处统一印刷，每人领取 10 份。封面栏目要求打印。封面含中英文标题，中文标题置于英文标题之上。中文标题文字：黑体，小 2；英文标题：Times New Roman，小 2；其他：宋体，小 3。封面所有填写信息一律居中。

Printed by the graduate school of GDUFS, and each student can get 10 copies. The cover column should be printed. The cover should print both Chinese and English titles, and the Chinese title is placed above the English title. Chinese title: black letter, small 2; English title: Times New Roman, small 2; other: song typeface, small 3. All information on the cover should be centered.

2. 标题

应在 25 字以内，能简明、具体、确切地表达论文的内容。

2. Title

The title should concisely, specifically and accurately reflect the content within 25 words.

3. 扉页

扉页是对研究生论文题目、导师、单位等作较详细的说明，其格式为分类号、密级、UDC、编号：宋体，5 号；其他信息：宋体，4 号。不编页码。

3. Title page

The title page should give a basic description to the title of postgraduate dissertation, tutor, unit, etc. The format should be with classification number, secret level, UDC, number, and the font is Song typeface, No. 5; other information: Song typeface, No.4, without page number.



4. 中文摘要

4. Chinese abstract

在 500 字以内。摘要是对学位论文内容不加注释和评论的简述。它应使人不阅读学位论文全文即可获得全文的主要信息和结论，是一篇完整的短文，可以独立使用。论文摘要应说明研究工作的目的、方法、内容和结论。要突出本文的新见解和研究工作的创新点。

中文“摘要”、“目录”、“图目录”、“表目录”等，用小 2 号，黑体，行距 2，居中。每个字中间空两格，如目录，“目”与“录”中间空两格。

No more than 500 words. The abstract is a brief description of the dissertation without annotations and comments. Reading the abstract alone is enough for readers to grasp the main information and conclusion of the whole text. It is a complete essay and can be used independently. The abstract of the paper should indicate the purpose, method, content and conclusion of the research. It is important to highlight the new insights of the article and the innovations of research method. The Chinese "abstract", "table of contents", "list of figures", "list of tables", etc. use black letter, small 2, linewidth 2, centered. Leave two blank spaces in the middle of each word group, such as "mulu (table of content)", and two blank spaces in the middle of the "mu" and "lu".

5. 关键词

5. Key words

论文关键词一般 3 至 5 个，应采用能覆盖论文主要内容的通用标准词条(参照相应的技术术语标准)，按词条的外延层次从大到小排列，并以显著的字符另起一行，排在摘要左下方。词之间用逗号分隔。

Generally, there are 3 to 5 key words of each paper. We should use standard words to cover the main content of the paper (check the corresponding standard technical terms). The term extension is from large to the small, and should be written in a new line with significant characters in the lower left of the summary. Key words are separated by commas.

6. 英文摘要(Abtract)

与中文摘要相应的英文摘要。

6. Abstract

English abstract is consistent with the Chinese abstract.



7. 英文关键词(Keyword)

与中文摘要相应的关键词。

7. English Keywords

English keywords are consistent to the Chinese abstract.

“致谢”、英文“摘要”、“目录”、“符号缩略表”、各章标题及“参考文献”、“附录”等，居中，用大写字母，字号 14，行距 2，加粗，段前后各空 1 行（行距 2）。

"Acknowledgment", "English abstract", "Table of contents", "Symbol abbreviations", "Chapter heads", "References" and "Appendix", etc., are centered and capitalized. The font size is 14, linewidth 2, bold, and leave blank lines between paragraphs (linewidth 2).

8. 正文

8. Main body of the paper

(1) 字体：Times New Roman。

1. Font: Times New Roman.

(2) 字号：章标题 14，加粗，节标题 12，加粗，正文 12，不加粗。

2. Font size: Chapter title 14, bold, section title 12, bold, main body 12, normal.

(3) 章节：章节使用阿拉伯数字进行编排，正文分到第四级，例如：1—1.1——1.1.1——1.1.1.1。各节标题不得置于页 1 面最后一行；章节标题编号最后一个数字末不带小圆点；标号与标题名称之间只空一个字符距离。标题分两行时章序号行段前和章标题行段后各空一行（2 倍行距）。每一章均从新的一页开始。行距：章标题 2 倍，前后空 0 磅；节标题 1.5 倍，前后空 12 磅。

3. Chapter: The chapters numbers should be Arabic, and the text is assigned to the fourth level, for example: 1, 1.1, 1.1.1, 1.1.1.1. The title of each section shall not be placed on the last line of front page; and do not add dot in the last number of the chapter title; there shall be only one character distance between the number and the title. When the title is divided into two lines, leave blank lines above and down the title (double linewidth). Every chapter is starting from a new page, double chapter linewidth, front and back 0 point. Section title is 1.5 linewidth, front and back 12 points.



(4) 段落：采用小四号（12）字，两端对齐书写，段落各行均顶格书写。行距为固定值 20 磅（段落中有数学表达式时，可根据表达需要设置该段的行距），段前空 0 磅，段后空 0 磅。

4. Paragraph: Use small 4 (12) word, write at both ends in order, and do not leave blank spaces at the beginning of the paragraph. The linewidth is a fixed 20 points (when there is a mathematical expression in the paragraph, the linewidth of the paragraph can be set according to the expression need), and front and back of paragraph is 0 point.

(5) 页码编号格式采用阿拉伯数字。

5. Use Arabic page numbers.

9. 目录

由论文的章节以及附录、参考文献等序号、题名和页码组成。只出现一至三级标题；排版上，每次级标题行首比上级标题缩进两个字符。

目录如超过 1 页，双面打印。

9. Table of contents

Table of contents includes chapters, appendix, references, serial number, title name and page number. Only level one to level three titles should be included in the table of contents; each level of the title line is indented two characters than the previous title by typography. If the table of contents is more than one page, it should be printed on both sides of the page.

10. 附表和附图

10. List of tables and list of figures

附表和附图分别列出清单置于目录之后。在正文中出现的图表均居中，图表必须自己制作，不得复制粘贴。

所有图表需 Table/Figure1-1（第 1 章，表或图 1）的形式标注主题和资料年份、出处等来源信息，不得标注为：来自内部资料。

附表表号、表题居中，居于表之上，字体：Times New Roman，11。

附图图号、图题居中，居于图之下，字体：Times New Roman，11。

图表资料来源需要顶格标注 Source:

Make a list of the "list of tables" and "the list of figures" respectively after the "table of contents". The tables and figures of the body should be centered, and the tables and contents must



be self-made without copying.

All the tables and figures need to be labeled in the form of Table/Figure 1-1 (Chapter 1, Table or Figure 1) and indicate the subject, data year, and source. And it should not be marked as "internal data".

Attached table number, table title should be above the table and be centered. Font: Times New Roman, 11.

Attached figure number and figure title should be under the figure and be centered. Font: Times New Roman, 11. Do not leave blank spaces at the beginning of the source of the table and figure.

11.脚注

11. Footnote

只能用脚注。采用小五号字，按两端对齐格式书写，单倍行距，段前段后均空 0 磅。脚注的序号按页编排，不同页的脚注序号不需要连续。序号采用“①，……，⑩”样式，全文格式要统一，正文处脚注序号“①，……，⑩”的字体是“上标”，脚注处脚注序号“①，……，⑩”的字体是“正文”，不是“上标”，序号与脚注内容文字之间空半个汉字符，脚注的段落格式为：单倍行距，段前空 0 磅，**断**后空 0 磅，悬挂缩进 1.5 字符；字号为小五号字，汉字用宋体，外文用 Times New Roman 体；中英文混排时，所有标点符号（例如逗号“，”、括号“（）”等）一律使用中文输入状态下的标点符号，但小数点采用外文状态下的样式。

Only footnotes can be adopted. Font size: small 5. Write both ends in order, single-spaced, and front and back of paragraph is 0 point. The serial number of the footnote is in accordance with the page. Footnotes in different pages do not need to be continuous. In the text, if the serial number adopts ①,...,⑩ style and that is superscript. The serial number on the footnote adopts ①,...,⑩ and that is text, not superscript. The serial number and footnote should leave half character space. The format of the footnote is single-spaced, 0 point in the front and back of paragraph, The hanging indent 1.5 character; font size, small 5, Chinese characters adopt Song typeface, and foreign language Times New Roman; when the Chinese and foreign languages are mixed, all the punctuation marks (such as the comma ",", the brackets "()", etc.) are typed in Chinese style but the decimal point is in foreign language style.



12. 页面设置

12. Page Setup

学位论文一律要求 A4 纸双面打印。页面设置为上 2.54 厘米，下 2.54 厘米，左 3.17 厘米，右 3.17 厘米。

All the dissertation is printed on both sides of A4 paper. Leaves 2.54 cm margin on the up and down, 3.17 cm on the left and right.

13. 参考文献

13. Reference

学位论文的参考文献写法有两种著录格式可供选择，一种是“著者-出版年制”格式（又称 APA 格式）；另一种是《文后参考文献著录规则》（GB/T 7714-2005）。考虑到我院 MBA 学位论文是英文写作，因此建议选择国际通用的“著者-出版年制”格式（又称 APA 格式）。

There are two available formats for reference citation in theses and dissertations, which are the First Element and Date Method (APA Style) and GB/T7714-2005 Bibliography Style. Based on the requirement that the MBA thesis must be written in English, we suggest the First Element and Date Method (APA Style), which is one of the universal formats of citation.

13.1 “著者-出版年制”（APA）格式

13.1 Format of the First Element and Date Method (APA Style)

著者-出版年制文献著录格式详细要求

Detailed Format of the First Element and Date Method (APA Style)

总体要求

General Format

1 正文中引用的文献与文后的文献列表要完全一致。

1 The source you cite in the text shall be completely consistent with those in your reference list at the end of your paper.

- 文中引用的文献可以在正文后的文献列表中找到；文献列表的文献必须在正文中引用。
- Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.



2 文献列表中的文献著录必须准确和完备。

2 The documents in your reference list must be recorded in an accurate and complete manner.

3 文献列表的顺序

3 The order of reference list

- 文献列表按著者姓氏字母（或汉语拼音）顺序排列；姓相同，按名的字母顺序排列；著者姓和名相同，按出版年排列。
- Reference list entries should be alphabetized by the family name of the author of each work (or in Chinese Pinyin order); for the authors with same family name, the entries should be alphabetized by their last name; for the authors with same family and last name, list the entries in chronological order of the years of publication.
- 相同著者，相同出版年的不同文献，需在出版年后面加 a、b、c、d……来区分，按文题的字母顺序排列。如：
- For the different works by the same author and published in the same year, alphabetize them by their titles and use lower-case letters (a, b, c, d) with the year of publication to order them.

Example:

Wang, M. Y. (2008a). Emotional……

Wang, M. Y. (2008b). Monitor……

Wang, M. Y. (2008c). Weakness……

4 缩写

4 Abbreviations

chap.	chapter	章
ed.	edition	版
Rev. ed.	revised edition	修订版
2nd ed.	second edition	第 2 版
Ed. (Eds.)	Editor (Editors)	编
Trans.	Translator(s)	译
n.d.	No date	无日期
p. (pp.)	page (pages)	页



Vol.	Volume (as in Vol. 卷 4)
vols.	volumes (as in 4 卷 vols.)
No.	Number 第
Pt.	Part 部分
Tech. Rep.	Technical Report 技术报告
Suppl.	Supplement 增刊

5 元分析报告中的文献引用

5 The citation in meta-analysis report

- 元分析中用到的研究报告直接放在文献列表中，但要在文献前面加星号*。并在文献列表的开头就注明*表示元分析用到的的文献。
- The research report involved in meta-analysis should be record in the reference list. Note that must add an asterisk mark in front of the entries and indicate at the beginning of reference list that an asterisk mark (*) referring to the documents used in meta-analysis.

6 中文文献应给出相应的英文。先给出英文，然后把中文放在下面的方括号中。

6 For Chinese works, translate them into English and append their Chinese version in the square brackets below.

正文中的文献引用标志

The citation in the text

在著者-出版年制中，文献引用的标志就是“著者”和“出版年”，主要有两种形式：

The First Element and Date Method is characterized by these two parts: first element (of author) and date (of publication). There are two formats of citation:

(1) 正文中的文献引用标志可以作为句子的一个成分，如：Dell (1986) 基于语误分析的结果提出了音韵编码模型，……。汉语词汇研究有庄捷和周晓林 (2001) 的研究。

(1) The in-text citation can be a part of sentences. For example, Dell (1986) proposed the phonetic coding model based on the results of linguistic analysis... For the study of Chinese vocabulary, see the study by Zhuang Jie and Zhou Xiaolin (2001).

(2) 也可放在引用句尾的括号中，如：在语言学上，音节是语音结构的基本单位，也



是人们自然感到的最小语音片段。按照汉语的传统分析方法，汉语音节可以分析成声母、韵母和声调（胡裕树，1995；黄伯荣，廖序东，2001）。音韵编码模型假设音韵表征包含多个层次（Dell, 1986）。

(2) The citation can also be put at the end of the whole sentences with parentheses. For example: In linguistics, syllables are the basic unit of phonetic structure and the smallest phonetic piece that people can naturally feel. According to the traditional Chinese analysis method, Chinese syllables can be divided into initials, vowels and tones (Hu Yushu, 1995; Huang Borong, Liao Xudong, 2001). The phonetic coding model assumes that the representation of phoneme contains multiple levels (Dell, 1986).

可以根据行文的需要灵活选用其中一种。

You can select one of them to meet your purpose of writing.

1 只有一个著者的文献引用

1 Citation of works by a single author

示例：张三（2008）研究了人格与心理的关系。

人格和心理健康有密切关系（张三，2008）

如果同一篇文章连续引用，则第一次引用需给出出版年，第二次及以后的引用无需写出出版年。如张三（2008）研究了人格与心理的关系……。张三还发现……

Example: Zhang San (2008) has studied the relation between personality and psychology.

Personality is closely associated with a health psychology (Zhang San, 2008).

In the occasion that one same work is multiply in-text cited, the year of publication is only needed at the first citation and can be omitted at the subsequent citations. For example, Zhang San (2008) has studied the relation between personality and psychology...Also, Zhang San has found that...

2 多个著者的文献引用

2 Citation of works by multiple authors

如果有两个著者，正文引用时两个著者的姓（名）都要给出。如果引用标志是句子的一个成分，两个著者之间用“和”；如果是放在引用处的括号中，英文的两个著者之间则用“&”，中文不加“&”，用逗号隔开。

For the citation of works by two authors, their names (both family and last names) should be



fully indicated in every in-text citation. If the citation is a part of sentence, use “and” as the conjunction; if the citation is in parentheses, use an ampersand mark (&) as the conjunction in English version and a comma (,) in Chinese version.

示例：张三和李四（2008）发现了……，这个结果在 Wang 和 Sun（2009）的研究中得到重复。未来的研究还需关注环境的影响（赵一，陈二，2008；Wolchik & West, 2007）。

Example: Zhang san and Li Si (2008) have found that... the result has been proved in the research by Wang and Sun (2009). Future research should focus on the influences on the environment (Zhao Yi, Chen Er, 2008; Wolchik & West, 2007).

如果有 3 个、4 个或 5 个著者，第一次引用时需给出所有著者的姓（名），第二次及以后再引用时，只写第一著者的姓（名），后面用“等”或“et al.”。引文标志作为句子成分，多个著者之间，中文用顿号，英文用逗号，最后两个著者之间用“和”；引文标志放在引用处的括号中，多个著者之间用逗号，最后两个著者之间英文用“&”，中文仍用逗号。注意：英文的最后两个著者之间用&，倒数第二个著者后仍需逗号。

For the citation of works by three, four or five authors, their names (both family and last names) should be fully indicated at the first in-text citation; for the subsequent citations, only the full name of first author is needed and use et al. to indicate the rest authors. If the citation is a part of sentence, use slight pause mark (Chinese) or comma (English) to separate the authors and use “and” as the final conjunction; if the citation is in parentheses, use comma to separate the authors and use an ampersand mark (&) as the final conjunction in English version and still a comma in Chinese version. Note that the second last author still require a comma in front of the final conjunction.

示例：张三、李四和王五（2008）发现了……，这个结果在 Wang, Zhao 和 Sun（2009）的研究中得到重复。未来的研究还需关注环境的影响（赵一，周二，陈三，2008；Wolchik, Sandler, & West, 2007）。

Example: Zhang San, Li Si and Wang wu (2008) have found that... the result has been proved in the research by Wang, Zhao and Sun (2009). Future research should focus on the influences on the environment (Zhao Yi, Chen Er, Chen San, 2008; Wolchik, Sandler, & West, 2007).

如果有 6 个或更多著者，只写第一著者的姓（名），后面用“等”或“et al.”。（文后的文献列表中，6/7 个著者的姓名都需列出。超过 7 个，列出前 6 位和最后 1 位著者，其余著



者用省略号代替)。

For the citation of works by six or more authors, only the full name of first author is needed and use et al. to indicate the rest authors. (For six or seven authors, list their full name in the reference list. For more than seven authors, list the top six and the final author names and use an ellipsis in place of the rest authors.)

示例：张三等人（2008）发现了……，这个结果在 Wang 等人（2009）的研究中得到重复。未来的研究还需关注环境的影响（赵一 等，2008；Wolchik et al., 2007）。

Example: Zhang San et al. (2008) have found that... the result has been proved in the research by Wang et al. (2009). Future research should focus on the influences on the environment (Zhao Yi et al., 2008; Wolchik et al., 2007).

注意：如果有两篇文献的第一著者和出版年都相同，那么只写第一著者将会混淆两篇文献，则需加第二著者以示区别。至于应该写几个著者，以能在正文中区分开两篇文献为原则。

Note that if multiple works share the same first author and the year of publication, then only listing the first author name can create ambiguity. List as many names as necessary to distinguish the works.

3 两篇文献的著者的姓氏相同

3 Authors with same family name

则需给出名的缩写，以免混淆。如：K. D. Wang (2007)和 P. G. Wang (2008)研究了……

List the abbreviation of their last names to avoid ambiguity. Example: K. D. Wang (2007) and P. G. Wang (2008) have studied that...

4 同时引用多篇文献

4 Citation of multiple works

著者相同，出版年不同，按出版年排序。如：过去的研究（Edeline & Weinberger, 2002a, 2002b, 2005, in press）表明……。

Works by same author but different years of publication should be list in chronological order. Example: Previous studies (Edeline & Weinberger, 2002a, 2002b, 2005, in press) have indicated that...

同时引用不同著者的文献，则按著者的姓氏字母排序，用分号隔开。如多项研究（Bai, 2004; Chen, 2006; Deng & Fang, 2005）表明……。



Works by different authors should be alphabetized by their family names and separated by semicolons. Example: Studies (Bai, 2004; Chen, 2006; Deng & Fang, 2005) have shown that...

为了突出重要文献，可以先写重要文献，再把其他文献放在后面，前面加“see also”或“也见”。如：许多研究（张三，2005；也见 李四，王五，2006）探讨过……问题。多数研究（Ninor, 2002; see also Adms, 2001; Storandt, 2000）认为……。

You can put the important source at the top to highlight it and use the phrase “see also” in front of the rest sources. Example: Studies (Zhang San, 2005; see also Li Si, Wang Wu, 2006) have discussed the problem of ... most studies (Ninor, 2002; see also Adms, 2001; Storandt, 2000) believe that...

常见问题：

FAQ:

- 在正文中，是写中文姓名还是写英文的姓？
- **Full Chinese name or only English family name in the in-text citation?**

以中文发表的文献，在正文引用中著者姓名需写中文。如：张三（2008）研究了人格与心理的关系。

For the works published in Chinese, the full Chinese name is required in the in-text citation. Example: Zhang San (2008) has studied the relation between personality and psychology.

以英文发表的文献，在正文引用中著者姓名需写英文（只写姓）。如：Zhang（2008）研究了人格与心理的关系。

For the works published in English, only the English family name is required in the in-text citation. Example: Zhang (2008) has studied the relation between personality and psychology.

- 多个著者之间是用“和”还是用“&”？
- **Use “and” or “&” to separate multiple authors?**

如果文献标志作为句子的一个成分，最后两个著者之间用“和”，如：张三和李四（2008）研究了人格与心理的关系……。Zhang 和 Li（2008）比较了外倾性格与冠心病发病的关系。

If the citation is a part of sentence, use “and” as the final conjunction between last two authors. Example: Zhang San and Li Si (2008) have studied the relation between personality and psychology... Zhang and Li (2008) have compared the connections between the extraverted personality and the pathogenesis of coronary atherosclerotic heart disease.



如果文献标志不是句子的一个成分，放在引用处的括号中，英文用“&”，中文用逗号，如：……人格与心理健康有密切关系（张三，李四，2008）。……外倾性格与冠心病发病有关系（Zhang & Li, 2008）。

If the citation is in parentheses, use an ampersand mark (&) as the final conjunction in English version and a comma in Chinese version. Example: ... Personality is closely associated with a health psychology (Zhang San, Li Si, 2008). ... There is connection between the extraverted personality and the pathogenesis of coronary atherosclerotic heart disease (Zhang & Li, 2008).

- 多个著者之后是用“等”还是“et al.”？
- Use “and others (等)” or “et al.” in place of multiple authors?

中文文献的多个著者之后用“等”，如：张三等人（2008）研究了人格与心理的关系……。……人格与心理健康有密切关系（张三等，2008）。

Use “and others (等)” in place of multiple authors of Chinese works. Example: Zhang San and others (等人) (2008) have studied the relation between personality and psychology..... Personality is closely associated with a health psychology (Zhang San and others (等), 2008).

作为句子的一个成分，英文文献的多个著者之后用“等”或“等人”，如：Zhang 等人（2008）比较了外倾性格与冠心病发病的关系。放在引用处括号中，英文文献的多个著者之后则用“et al.”，如……外倾性格与冠心病发病有关系（Zhang et al., 2008）。

If the citation is a part of sentence, use “and others (等)” in place of multiple authors of English works. Example: Zhang and others (等人) (2008) have compared the connections between the extraverted personality and the pathogenesis of coronary atherosclerotic heart disease.

If the citation is in parentheses, use “et al.” in place of multiple authors of English works. Example: There is connection between the extraverted personality and the pathogenesis of coronary atherosclerotic heart disease (Zhang et al., 2008).

文献列表中文献各成分的要求

Entries in reference list

1 文献各组成部分

1 Components of entry

- 文献的组成部分有：著者，出版日期，文题或章节的题目，出版信息（刊名、卷号和页码，章节的页码范围和出版地），获取信息的日期和来源等。不同类型的文献有不同的要



求。

- Components of each entry include: author, published date, title of work or chapter, publication information (journal name, volume number, page number, page range of a chapter, and publisher), date and source of accessing to information. There are different requirements for different genres of works.
- 每个部分用点号结束。
- Each component should be ended with a period.

2 著者

2 Author

- 文献著录的第一部分是著者姓名。
- First component of an entry of reference list is the names of authors.
- 姓需全拼，名只写首字母；姓氏后面有逗号，名的缩写字母后面有缩写点。姓前名后。
- List their family name and initials of last name. Comma after the family name and period after the initials. Family name first.
- 如果是论文集的论文，论文集的编者为名前姓后（只适用于英文书写的文献，中文书写的中文文献编者仍姓前名后）。
- If the work is one of the proceedings, list the editor's last name first (only apply to the works in English, still family name first for the works in Chinese).
- 2~7个著者，最后两个著者之间用“&”，其他著者用逗号隔开。超过7个，列出前6位和最后1位著者，其余著者用省略号代替。
- For works by two to seven authors, use comma to separate the authors and an ampersand mark (&) as the final conjunction between the last two authors. For more than seven authors, list the top six and the final author names and use an ellipsis in place of the rest authors.
- 最后一位著者用点号结束。英文著者因为有缩写点，所以省略一个点号。
- The last author should be ended with a period. For English authors, there is a period for abbreviating names and no need for extra period.
- 名字有连字符，要保留连字符。如：Hau, K. -T.
- The hyphen in authors' names should be kept. Example: Hau, K. -T.
- 团体著者的名称要全拼，不要简写。大的单位要在小的单位之前。如：



- Fully spell out the name of organization as author. The superior institution list first. Example:
Beijing Normal University, School of Psychology. (2008). ……
Chinese Academy of Sciences, Institute of Psychology. (2007). ……
- 如果没有著者，则不留著者位置，文题或书名前移至著者位置。
- Skip the author if there is no author. List directly title of work or book.
- 如果是编的图书，著者姓名后要在括号内加 Ed.或 Eds.，中文加“编”。
- For edited books, add Ed. or Eds. at the end of the editor's name. In Chinese version, add “编”.

3 出版日期

3 Published date

- 把出版日期放在著者后面的括号中，并加句号。
- List the published date in the parentheses after the author and end it with a period.
- 学术期刊 (journal)、图书、音像制品的文献中只写年即可。如张三. (2008).
- For the works from academic journals, books, audio and video products, list only the year of publication. Example: Zhang San. (2008).
- 会议论文集、非学术的杂志 (magazine)、快报需写年和月，如张三. (2008, 2月).
- For the works form conference proceedings, non-academic magazine and newsflash, list the year and month of publication. Example: Zhang San. (2008, February).
- 日报和周报需写年月日，如张三. (2008-02-08).
- For the daily and weekly newspaper, list the published date. Example: Zhang San. (2008-02-08).
- 已被接受但还未印刷的论文或图书，写 in press 或 “印刷中”，如张三. (印刷中).
- For the papers or books accepted and yet published, add “in press”. Example: Zhang San. (in press).
- 时间不明确的文献写 (n.d.) 或 (无日期)，如张三. (无日期).
- For the works with unclear published date, add (n.d.). Example: Zhang san. (n.d.).

4 文题或章节名称

4 Title of work or chapter

- 文章标题和副标题的首字母需大写，其他为小写，特殊要求的单词除外。无需引号或书名号。



- Use capital letters for initials of title and subtitle and lowercase letters for the rest, not applicable for the special words. No need for quotation mark.
- 论文或章节的特殊类型可以在后面的方括号中标示。特殊类型的文献有：
- Special genres of papers or chapter should be indicated in square brackets behind. Special genres include:

[Letter to the editor]	[给编辑的信]
[Special issue]	[专辑]
[Monograph]	[专题]
[Abstract]	[摘要]

5 刊名和出版信息

5 Journal name and publication information

- 刊名需给出全称，不要简写。实词的首字母大写，其他小写，特殊刊名除外。
- Fully spell out the journal name and no abbreviation. Capitalize the initials of only notional word and lowercase others. Not applicable for the special journal names.
- 刊名后给出卷号，不用 Vol.或“卷”。如果刊物页码不是连续编号，而是每期都从第 1 页编起，则需在卷号后加期号，如：*心理学报*，8(2)，期号字体为正体。
- Mark the number of volume and the word “Vol.” is no needed. If the journal owns no serial number of pages and starts with page 1 for each issue, add the issue number after the volume number. Example: *Acta Psychologica Sinica*, 8(2), no italics is needed for the issue number.
- 如果刊物没有卷号，则需注明月或季等比较明确的时间。如（1999，8月）
- If the journal owns no issue number, mark the exact date of month or quarter. Example: (1998, August)
- 刊名与卷号的字体需用斜体。
- Italicize the journal name and volume number.
- 刊名、卷号和页码之间用逗号隔开。末尾用点号。
- Use comma to separate the journal name, volume number and pages and period at the end.
- 页码范围符号是“-”，不是“-”，注意两者的区别。
- Note that use a dash mark “-” to indicate the page range, not the hyphen “-”.
- 最后一个著者与出版年前的左括号之间，要留一空格。



- Leave a blank space between the last author and the left parenthesis of the year of publication.

示例:

Example:

Zhuang, J., & Zhou, X. L. (2001). Word length effect in speech production of Chinese. *Acta Psychologica Sinica*, 33, 214–218.

[庄捷, 周晓林. (2001). 言语产生中的词长效应. *心理学报*, 33, 214–218.]

6 非连续出版物的题名, 包括书名

6 Titles of non-serial publication (including title of books)

- 要求同期刊的文题。
- Same as the requirements of journals.
- 书名字体用斜体。
- Italicize the titles of books.
- 特殊的文献类型需在题名后标示, 包括:
- Special genres of sources should be indicated behind, including:

[Brochure] [宣传册]

[Motion picture]

[Videotape] [录像带]

[CD]

[Computer software] [软件]

[Data file] [数据]

示例:

Example:

张三. (2008). *警惕心理学中的生物化倾向*. 北京: 未名出版社.

Zhang San. (2008). *Keep Vigilance at the Biological Tendency of Psychology*. Beijing: Weiming Press.

- 如果是多卷本中的一本, 卷号和卷名应视为题名的一个部分, 如:
- If the work is one of the volumes, the volume number and title should be a part of the title.

Example:

张三. (2008). 汉代心理学思想. 见 李四(主编), *心理学通史: 第2卷. 中国古代心理学*. 北京:



新华出版社.

Zhang San. (2008). Psychological Thoughts in the Han Dynasty. In Li Si(Ed.), *General History of Psychology: 2. Psychology in Ancient China*. Beijing: Xinhua Press.

7 论文集集中的论文或有“主编”的书内的某一章

7 Works from proceedings or edited books

- 英文编者需名前姓后。
- For English editors, list last name first.
- 中文文献中，中国人作为编者的姓名无需颠倒。
- For works in Chinese with Chinese editors, list the family name first.
- 编者的后面需在括号内加 Ed.或 Eds.或“编”。
- Add Ed. or Eds. (编) in the parentheses behind the editor's name.
- 如果没有编者，可在 In 或“见”后直接写书名。中文“见”后要留一空格。
- If there is no editor, list the title of book directly after “In” or “见”. In Chinese version, leave a blank space after the word “见”.
- 需给出论文或章节的页码范围。单页页码前写p. 多页的页码范围前写pp.
- List the page range of the paper or chapter. Use p. to represent single page and pp. to multiple pages.
- 如果还有版本或卷号的必要信息，则加在页码之前，用逗号隔开。第1版不用写。
- Any necessary information of editions and volumes should be list in front of the page and separated by comma. No need for the first edition.

示例:

Example:

王五. (2008). 心理学中的技术取向. 见 张三, 李四 (编), *心理学的历史走向* (pp. 23–35). 北京: 新华出版社.

Wang Wu. (2008). The Technical Orientation in the Psychology. In Zhang San, Li Si (Ed.), *Historical Direction of Psychology* (pp.23-35). Beijing: Xinhua Press.

王二. (2008). 心理学中的非科学成分. 见 张三, 李四 (编), *心理学的历史走向* (第2版, pp. 23–35). 北京: 新华出版社.



Wang Er. (2008). Non-scientific Components in the Psychology. In Zhang San, Li Si (Ed.), *Historical Direction of Psychology* (2nd edition, pp.23-35). Beijing: Xinhua Press.

8 非期刊（图书）的出版信息

8 Publication information for non-journal (book)

- 期刊以外的文献需提供出版地和出版社名称。
- Non-journal sources should be listed with the publishing location and publisher.
- 出版地和出版社之间用冒号，出版社后用点号。
- Use colon between the location and publisher and period at the end.
- 如果出版社名称中有州名或省名，可以在出版地中省略州名或省名。
- If a part of the publisher name includes the state or province, it can be omitted in the location.
- 出版社的名称尽可能简明。协会、集团、大学的出版社需给出全称，可以省略冗余部分，如 Publishers, Co.或 Inc. 但 Books 和 Press 需保留。
- The name of publisher should be simple and clear. Fully spell out the name of publishers of association, groups and universities. The redundant parts can be omitted, for example, “Publishers, Co.” or “Inc.” But the words “Books” and “Press” need to be kept.
- 如果有两家或多家出版社，给出第一家出版社的出版地或出版社的总部所在地。
- If the work owns two or more publishers, list the location of the first publisher or the headquarter of publishers.
- 美国出版的图书应写出版地、州名（简写）和出版者，如：
 - Books published in the United States should be listed with location, state (abbreviation) and publisher. Example:
..... Hillsdale, NJ: Erlbaum.
- 美国以外出版的图书需给出国家名称。如果出版地不是很有名，还需给出省名。如：
 - Books published outside the United States should also be listed with the country. If the location is not well-known, add the province. Example:
..... Churchill, Manitoba, Canada: ABC Press.
- 也有的不需要给出省名，如：
 - In some occasions, the province is no needed. Example:
..... Oxford, England: Basil Blackwell.



- 如果出版地是很著名的城市，则不需写国家名称。如：
- If the location is in a well-known city, then the country is no needed. Example:
Amsterdam: Elsevier.
- APA 列出的著名城市有：
- Well-known cities taken by the APA:
Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco,
Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo,
Vienna
- 中国出版的图书，出版地写城市名。如果用英文书写，则需在城市名后加 China。如：
- Books published in China should be listed with the city. In English version, add China after the city. Example:
……. Nanjing, **China**: Jiangsu Educational Press.
……. 南京: 江苏教育出版社.

9 电子来源的获取信息

9 Electronic sources

- 需给出获取时间和获取来源。
- List the time and source of retrieve.
- 如果是从互联网上获取的信息，需给出获取日期和网址，如
- If the source is from the Internet, list the date of retrieve and the URL. Example:
……. **Retrieved** July 3, 2008, **from** <http://journal.psych.ac.cn/xuebao/cn/dqml.asp>
……. 2008-07-03 **取自** <http://journal.psych.ac.cn/xuebao/cn/dqml.asp>
- 如果是网址，末尾不要加句号。
- No period is needed at the end of an URL.
- 英文书写的文献获取日期为月日年，格式为“June 26, 2006”；中文书写的日期为年月日，格式为“2008-07-02”。
- In English version, the date of retrieve should be listed in the order of M/D/Y (June 26, 2006); in Chinese version, it should be listed in the order of Y/M/D (2008-07-02).
- 英文写 Retrieved from。中文写“取自”。
- Use the “Retrieved from” in the English version and “取自” in the Chinese version.



常见文献示例

Examples of common reference citation

期刊论文

Journal paper

1 一个著者

1 Single author

张三. (2008). 中国心理学的过去与未来. *心理学报*, 40, 210–215.

Zhang San. (2008). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*, 40, 210–215.

2 两个著者

2 Two authors

张三, 李四. (2008). 中国心理学的过去与未来. *心理学报*, 40, 210–215.

Zhang San, Li Si (2008). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*, 40, 210–215.

Mou, W., & McNamara, T. P. (2002). Intrinsic frames of reference in spatial memory. *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 28, 162–170.

■ 英文书写的两个著者之间用“&”连接。

■ Use an ampersand mark as the conjunction between two English authors.

3 三至七个著者

3 Three to seven authors

赵一, 钱二, 孙三, 李四, 周五, 吴六, 郑七. (2008). 中国心理学的过去与未来. *心理学报*, 40, 210–215.

Zhao Yi, Qian Er, Sun San, Li Si, Zhou Wu, Wu Liu, Zheng Qi. (2008). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*, 40, 210–215.

Mou, W., Zhang, K., & McNamara, T. P. (2004). Frames of reference in spatial memories acquired from language. *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 30, 171–180.

■ 英文书写的最后两个著者之间用“&”连接。中文著者之间不需要用“&”。

■ Use an ampersand mark as the conjunction between the last two English authors. No need for



Chinese authors.

4 八个及更多著者

4 More than seven authors

赵一, 钱二, 孙三, 李四, 周五, 吴六, ... 王八. (2008). 中国心理学的过去与未来. *心理学报*, 40, 210–215.

Zhao Yi, Qian Er, Sun San, Li Si, Zhou Wu, Wu Liu, ... Wang Ba. (2008). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*, 40, 210–215.

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., ... Woods, P. (2002). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843–856.

- 第六位和最后一位著者之间用省略号（英文的3个点号）。
- Use an ellipsis between the sixth and the final authors (In English version, an ellipsis is of three dots).

5 已被接受还未印刷出版的论文

5 Papers accepted and yet published

张三, 李四. (印刷中). 中国心理学的过去与未来. *心理学报*.

Zhang San, Li Si. (In press). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*, 40.

- 如果相同著者、相同时间的两篇或多篇论文都等待出版，则后面加 a、b、c...来区分。如印刷中 a，印刷中 b。
- If two or more papers by same author and at same time are in press, differentiate them by adding lowercase letters (a, b, c). example: 印刷中(In press) a, 印刷中(In press) b.
- 英文用: in press。两篇或多篇相同著者和相同出版时间，用: in press-a, in press-b
- In English version, use the phrase “in press”. For the two or more papers by same author and at same time, differentiate them by: in press-a, in press-b.

6 增刊

6 Supplement

张三. (2008). 中国心理学的过去与未来. *心理学报*, 40(增刊), 210–215.

Zhang San. (2008). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*(Suppl.),



40, 210-215.

- 英文用 Suppl. 字体为正体
- In English version, add “Suppl.” and no italics.
- 如果一年或一卷中有多本增刊，则需加阿拉伯数字区分，如写“增刊 1”、“增刊 2”或 Suppl. 1、Suppl. 2
- If there are multiple supplements in a year or a volume, differentiate them by Arabic numbers. For example, “增刊 1”, “增刊 2” or Suppl. 1, Suppl. 2.

7 年刊

7 Annual journal

- 如 Annual Review of Psychology 是年刊，仍视同期刊。但如果每年的年刊有不同的主题，则视同图书系列或书中的章节。
- For example, the Annual Review of Psychology is published once a year and can still be regarded as journal. However, if the annual journals hold different topics every year, it should be regarded as serials or chapters of books.

8 二手文献

8 Secondary sources

- 尽可能地避免使用二手文献。
- Avoid secondary sources if at all possible.
- 如果实在找不到原始文献，则在文献列表中给出二手文献。正文引用中，提及原始文献，在括号中标注二手文献作为文献引用标志。如张三的研究被李四引用，而你并没有读张三的研究，但引用了张三的研究，则应在正文中提及两个研究，在文献列表中只写李四的研究作为文献。如
- If the original source can hardly be retrieved, list the secondary source in the reference list. First refer to the original source and then mark the secondary source in the parentheses in the in-text citation. For example, Zhang San’ s study result is cited by Li Si, and you cite Zhang San’ s result while without looking up Zhang San’ s study. You should refer to both studies in your in-text citation and only list Li Si’ s study in your reference list. Example:

正文引用写：张三的研究（引自李四，1998）。



In-text citation: Zhang San's study (cited from Li Si, 1998).

文献列表写: 李四. (1998). ……

In reference list: Li Si. (1998). …

9 互联网上查到的期刊论文

9 Journal paper retrieved on the Internet

- 基于印刷版的电子期刊论文, 需在文题后的方括号内加注 Electronic version. 或“电子版”。
- Electronic version of pressed journal papers should be marked with “Electronic version.” or “电子版” in the square brackets behind the title.
- 属网络期刊(无纸质印刷)的论文, 需给出获取日期和网址。
- Papers from online journal (no print version) should be marked with the date of retrieve and URL.

图书及其中的章节

Books and chapters

10 著者自己著的书

10 Written books

张三. (2008). *心理学史*. 北京: 未名出版社.

Zhang San. (2008). *General History of Psychology*. Beijing: Weiming Press.

11 编者编的书

11 Edited books

- 需在编者姓名后的括号中加“编”或“主编”。
- In Chinese version, Add “编” or “主编” in the parenthesis behind the author name.
- 英文中, 一个著者加 Ed. 两个著者或以上加 Eds.
- In English version, add “Ed.” for single editor and “Eds.” for multiple editors.

张三. (主编). (2008). *心理学史*. 北京: 未名出版社.

Zhang San (主编). (2008). *General History of Psychology*. Beijing: Weiming Press.

Gibbs, J. T., & Huang, L. N. (Eds). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

12 翻译的书

12 Translation of books



- 译者姓名写在书名后面的括号中。
- The name of translator should be listed in the parenthesis behind the title of book.
- 原著的出版时间写在末尾的括号中。
- The date of publication of the original book should be listed in the parenthesis at the end.
- 正文引用中给出原著出版时间和翻译时间，用斜杠隔开。
- List the date of publication and translation of the original book and use slash make to separate.

Laplace, P.-S. (1951). *A philosophical essay on probabilities* (F. W. Truscott, & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)

[拉普莱斯, P.-S. (1951). *概率哲学* (张三, 李四 译). 北京: 未名出版社.]

正文引用: (Laplace, 1814/1951)

In-text citation: (Laplace, 1814/1951)

13 论文集集中的论文或书的章节

13 Paper from proceedings or chapter from books

- 为区分著者和编者，著者姓前名后，编者姓后名前。中文的编者仍是姓前名后。
- To differentiate author and editor, list family name first for author and last name first for editor. In Chinese version, list family name first for both author and editor.
- 需在书名后给出论文的或章节的页码范围。如：
- List the page range of paper or chapter after the title of book. Example:

Klatzky, R. L. (1998). Allocentric and egocentric spatial representations: Definitions, distinctions, and interconnections. In C. Freksa, C. Habel, & K. F. Wender (Eds.), *Lecture notes in artificial intelligence: Vol. 1404: Spatial cognition: An interdisciplinary approach to representing and processing spatial knowledge* (pp. 1–17). Berlin, Germany: Springer-Verlag.

- 如果书或论文集有多卷（册），需给出卷（册）号。如：
- If there are more than one volume of book or proceedings, list the volume number. Example:

Wang, D. F., & Cui, H. (2004). Theoretical analysis of the seven factor model of Chinese personality. In D. F. Wang & Y. B. Hou (Eds.), *Selected papers on personality and social psychology* (Vol. 1, pp. 46–84). Beijing: Peking University Press.

[王登峰, 崔红. (2004). 中国人“大七”人格结构的理论分析. 见 王登峰, 侯玉波 (编). *人格与社会心理学论丛* (一) (pp. 46–84). 北京: 北京大学出版社.]



- 如果是系列丛书，整个丛书有主编，每个分册还有主编，则需在编者姓名后注明 Series Ed. 或丛书主编及 Vol. Ed.或分册（分卷）主编。
- If the work is from a series of books and there are different editors for the whole series and each volume, note the Series Ed. (or 丛书主编) and Vol. Ed. (or 分册（分卷）主编) after the editor name.

Auerbach, G. L. (in press). The origins of narcissism and narcissistic personality disorder: A theoretical and empirical reformulation. In J. L. Masling (Series Ed.) & M. F. Bornstein (Vol. Ed.). *Handbook of child psychology: Vol. 4. Socialization, personality, and social development* (4th ed.). New York: Wiley.

- 如果仅是一个论文摘要集，则需在文题后方括号内加注 Abstract 或“摘要”。
- If the work is from a abstract book, note the Abstract (or 摘要) in the square brackets after the title.

14 未正式出版的会议论文

14 Conference papers without official publication

- 应写会议时间，会议地点和会议名称。
- List the date, location and title of conference.

Lichstein, K. L., & Johnson, R.S. (1990, June). Relaxation therapy for polypharmacy use in elderly insomniacs and noninsomniacs. In T. L. Rosenthal (Chair), *Reducing medication in geriatric populations. Symposium conducted at the meeting of the First International Congress of Behavioral Medicine*, Uppsala, Sweden.

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

Ruby, J., & Fulton, C. (1993, June). *Beyond redlining: Editing software that works*. Poster session presented at the annual meeting of the Society for Scholarly Publishing, Washington, DC.

15 团体著者且是出版者

15 Organization as author and publisher

- 出版社名称用 Author
- Use Author in the place of publisher.



Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Canberra, Australian Capital Territory: Author.

16 不同版本，名字中含 Jr.

16 Different editions and Jr. in author's name

- 第1版不写
- No need to indicate the first edition.
- 修订版中文写“修订版”，英文写 Rev. ed.
- For the revised edition, mark “修订版” in Chinese version and “Rev. ed.” in English version.
- 版本字体为正体
- No italics is needed for editions.

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

17 百科全书或大辞典

17 Encyclopedia or dictionary

- 必要时需给出页码。
- List the page number if necessary.

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501–508). Chicago: Encyclopedia Britannica.

Sadie, S. (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1–20). London: Macmillan.

李行健 (主编). (2004). 现代汉语规范辞典 (p. 255). 北京: 外语教学与研究出版社/语文出版社.

Li Xingjian (Ed.). (2004). *Modern Chinese Standard Dictionary* (p. 255). Beijing: Foreign Language Teaching and Research Press/Language and Literature Press.

18 无著者或编者

18 No author or editor

- 把书名放在著者的位置。
- List the title of book in the place of author.



- 文献列表排序按书名的第一个实词。
- Take the first notional word of the title to sort in reference list.
- 正文的引用中，可用书名或书名的前几个词作为引用标志。如：
- You can use the title or first few words of the title as the in-text citation. Example:
现代汉语频率词典. (1986). 北京: 北京语言学院出版社.
Modern Chinese Frequency Dictionary. (1986). Beijing: Beijing Language and Culture University Press.
正文引用写: (现代汉语频率词典, 1986)
In-text citation: (Modern Chinese Frequency Dictionary, 1986)

19 精神疾病诊断和统计手册 (DSM)

19 Diagnostic and Statistical Manual of Mental Disorders (DSM)

- 正文引用中，首次出现需给出协会名称和手册名称的全拼，随后引用的简写需用斜体。如：
- In the in-text citation, fully spell out names of the association and manual at the first citation and use abbreviation in italics for the subsequent citations. Example:

DSM-IV-TR (2000)

20 学位论文

20 Thesis and dissertation

著者姓，名（出版年份）。学位论文题目(学位论文类型)。学位论文单位，城市名。

Family name, Last name (year of publication). *Title of thesis or dissertation*(type of thesis). Name of Institution, City.

若学位论文单位中已包括城市名，则不需要列出。

The city is no needed if included in the name of institution

示例：

Example:

Yu, L. (2000). *Phonological representation and processing in Chinese spoken language production* (Unpublished doctoral dissertation). Beijing Normal University.

[余林. (2000). *汉语语言产生中的语音表征与加工*(博士学位论文). 北京师范大学.]



邱颖文. (2009). *遗传与语言学习*(博士学位论文). 华东师范大学, 上海.

Qiu Yingwen. (2009). *Genetics and Language Learning*(Unpublished doctoral dissertation). East China Normal University, Shanghai.

- 硕士论文为 master's thesis
- Mark “master's thesis” for the degree of master.
- 论文文题的字体为斜体。
- Italicize the title of theses.
- 英文需加 Unpublished
- Note “Unpublished” for English theses or dissertations.

21 报纸（日报）

21 Newspaper (daily)

张三, 李四. (2008-08-08). 中国心理学与奥林匹克. *新华日报*, p2, 5-7.

Zhang San, Li Si. (2008-08-08). Chinese Psychology and the Olympics. *Xinhua Daily*, p2, 5-7.

22 无著者的日报

22 Newspaper by no author

中国心理学与奥林匹克. (2008-08-08). *新华日报*, p2, 5-7.

Chinese Psychology and the Olympics. *Xinhua Daily*, p2, 5-7.

- 正文引用中直接用文题的第一个词语来标识，加引号，如（“中国”，2008）
- Use the first word of the title with quotation marks for in-text citation. Example: (“Chinese”, 2008)

13.2 《文后参考文献著录规则》（GB/T 7714-2005）

13.2 GB/T7714-2005 Bibliography Style

学位论文参考文献著录也可以执行另一种模式，即《文后参考文献著录规则》（GB/T 7714-2005），具体录入格式如下：

The GB/T7714-2005 Bibliography Style is another format to for reference citation in theses and dissertations. Specific requirements are as followed:



(1). 专著

(1) Monographs

专著是以单行本形式或多卷册形式，在限定的期限内出版的非连续性出版物，包括以各种载体形式出版的普通图书、古籍、学位论文、技术报告、文集、汇编、多卷书、丛书等。基本著录项目与著录格式为：

A monograph refers to a non-continuous publication that published in single book or multiple volumes within a limited period. It includes that ordinary books, ancient books, theses, dissertations, technical reports, anthologies, collections, multi-volume books and series of books that published in various carrier formats. Components and format of citation of a monograph are as followed:

[序号]主要责任者.题名:其他题名信息[文献类型标志].其他责任者.版本项.出版地:出版者, 出版年: 引文页码[引用日期].获取和访问路径.

[Serial No.]Author. Title: Other information of title[Code of document type]. Other author. Edition. Location: Publisher, Year of publication: Page[date of citation]. Retrieve and access path.

示例:

Example:

[1] 昂温 G, 昂温 P S.外国出版史[M].陈生铮, 译.北京:中国书籍出版社, 1988.

[1] Unwin G, Unwin P S. History of Publishing[M]. Chen Shengzheng, Trans. Beijing: Chinese Books Press, 1988.

[2] 辛希孟.信息技术与信息服务国际研讨会论文集:A 集[C].北京:中国社会科学出版社, 1994.

[2] Xin Ximeng. Proceedings of the International Symposium on Information Technology and Information Services: A [C]. Beijing: China Social Sciences Press, 1994.

[3] 余敏.出版集团研究[M].北京:中国书籍出版社, 2001: 179-193.

[3] Yu Min. Research of Publishing Groups[M]. Beijing: Chinese Books Press, 2001: 179-193.

[4] 张志祥.间断动力系统的随机扰动及其在守恒律方程中的应用[D].北京:北京大学数学学院, 1998.

[4] Zhang Zhixiang. Random Perturbation and Application in Conservation Law of Intermittent Dynamic System[D]. Beijing: Peking University, School of Mathematics, 1998.

(2).连续出版物



(2) Serial publication

连续出版物是载有卷期号或年月顺序、计划无限期地连续出版发行的出版物，包括以各种载体形式出版的期刊、报纸等。基本著录项目与著录格式为：

A serial publication refer to the continuous published works with volume numbers or in chronological order without time limitation. It includes journals and newspapers that published in various carrier formats. Components and format of citation of a serial publication are as followed:

[序号] 主要责任者.题名:其他题名信息[文献类型标志].年, 卷(期)-年, 卷(期). 出版地:出版者, 出版年[引用日期].获取和访问路径.

[Serial No.]Author. Title: Other information of title[Code of document type]. Year, Vol.(issue) – Year, Vol.(issue) Location: Publisher, Year of publication: Page[date of citation]. Retrieve and access path.

示例：

Example:

[1] 中国地质学会.地质评论[J].1936, 1 (1) -, 北京：地质出版社，1936-.

[1] Geological Society of China. Geological Review[J]. 1936, 1(1) -, Beijing: Geological Publishing House, 1936-.

[2] 中国图书馆学会.图书馆学通讯[J].1957 (1) -1990(4). 北京：北京图书馆，1957-1990.

[2] Library Society of China. Library Science Communication [J].1957(1)-1990(4). Beijing: Beijing Library, 1957-1990.

(3) .专著中的析出文献

(3) Contribution toward a monograph

专著中的析出文献是指专著中析出的具有独立篇名的文献。基本著录项目与著录格式为：

A contribution toward a monograph refers to an independent literature that can separate from the monograph. Components and format of citation of a contribution are as followed:

[序号] 析出文献主要责任者.析出文献题名 [文献类型标志] 析出文献其他责任者 // 源文献主要责任者.源文献题名:其他题名信息. 版本项.出版地：出版者, 出版年：析出文献的页码[引用日期]. 获取和访问路径.

[Serial No.]Author of contribution. Title of contribution[Code of document type] Other author of contribution // Author of original literature. Title of original literature: Other information of title.



Edition. Location: Publisher, Year of publication: Page of contribution[date of citation]. Retrieve and access path.

示例:

Example:

[1] 程根伟.1998 年长江洪水的成因与减灾对策 [M]//许厚泽, 赵其国.长江流域洪涝灾害与科技对策.北京:科学出版社, 1999.

[1] Cheng Genwei. The cause of the 1998 Yangtze River flood and the countermeasures for disaster reduction [M]// Xu Houze, Zhao Qiguo. Flood disasters in the Yangtze River Basin and scientific and technological countermeasures. Beijing: Science Press, 1999.

[2] 钟文发.非线性规划在可燃毒物配置中的应用 [C] //赵玮.运筹学的理论与应用:中国运筹学会第五届大会论文集.西安:西安电子科技大学出版社, 1996.

[2] Zhong Wenfa. Application of nonlinear programming in the burnable poisons assignment [C]// Zhao Wei. The Theory and Application of Operations Research: Proceedings of the Fifth Conference of Operations Research Society of China. Xi'an: Xidian University Press, 1996.

(4) .连续出版物中的析出文献

(4) Contribution toward a serial publication

连续出版物中的析出文献是指连续出版物中析出的具有独立篇名的文献。基本著录项目与著录格式为:

A contribution toward a serial publication refers to an independent literature that can separate from the serial publication. Components and format of citation of a contribution are as followed:

[序号]析出文献主要责任者出文献题名(文献类型标志).连续出版物题名:其他题名信息,年,卷(期):页码[引用日期].获取和访问路径.

[Serial No.]Author of contribution. Title of contribution[Code of document type]. Title of serial publication: Other information of title. Year, Vol.(issue): Page[date of citation]. Retrieve and access path.

示例:

Example:

[1] 傅刚, 赵承, 李佳路.大风沙过后的思考[N/OL].北京青年报, 2000-04-12(14)[2005-07-12].
<http://www.bjyouth.com.cn/Bqb/20000412/GB/4216%5ED0412B1401.htm>



[1] Fu Gang, Zhao Cheng, Li Jialu. Thoughts after the sandstorm [N/OL]. Beijing Youth Daily, 2000-04-12(14)[2005-07-12].<http://www.bjyouth.com.cn/Bqb/20000412/GB/4216%5ED0412B1401.htm>

[2] 李晓东, 张庆红, 叶瑾琳. 气候学研究的若干理论问题[J]. 北京大学学报: 自然科学版, 1999, 35(1): 101-106.

[2] Li Xiaodong, Zhang Qinghong, Ye Yulin. Several theoretical issues in climatology research [J]. Acta Scientiarum Naturalium Universitatis Pekinensis, 1999, 35(1): 101-106.

(5) .电子文献

(5) Electronic document

电子文献是以数字方式将图、文、声、像等信息储存在磁、光、电介质上, 通过计算机、网络或相关设备使用有知识内容的文献信息资源, 包括电子书刊、数据库、电子公告等。凡属电子图书、电子图书中的中析出文献以及电子报刊中析出的文献基本著录项目与著录格式分别按专著、专著中析出的文献、连续出版物中析出的文献中的有关规则处理。除此之外的电子文献基本著录项目与著录格式为:

An electronic document refers to the document and information resource whose information such as pictures, texts, sounds and images are digitally stored on magnetic, optical and dielectric materials and whose content can only be used through computers, networks or related devices. It includes e-books, databases and electronic bulletins. For the components and format of citation of an e-book, a contribution toward an e-book, and a contribution toward an electronic press, see the requirements for a monograph, a contribution toward a monograph and a contribution toward a serial publication respectively. The components and format of citation of other kinds of electronic documents are as followed:

[序号] 主要责任者.题名:其他题名信息〔文献类型标志/文献载体标志〕.出版地:出版者, 出版年(更新或修改日期).获取和访问路径.

[Serial No.][Author. Title: Other information of title[Code of document type/Code of document carrier]. Location: Publisher, Year(date of revision). Retrieve and access path.

示例:

Example:

[1]江向东.互联网环境下的信息处理与图书管理系统解决方案[J/OL].情报学报, 1999, 18(2):



4[2000-01-18]. <http://www.chinainfo.gov.cn/periodical/qbxb/qbxb99/qbxb990203>.

[1]Jiang Xiangdong. Information Processing and Library Management System Solution in the Internet Environment [J/OL]. Journal of Information, 1999, 18(2): 4[2000-01-18].

<http://www.chinainfo.gov.cn/periodical/qbxb/qbxb99/qbxb990203>.

[2] 萧钰 . 出版业信息化迈入快车道 [EB/OL].(2001-12-19)[2002-04-15]

<http://www.creader.com/news/20011219/200112190019.html>

[2] Xiao Yu. The informatization of the publishing industry has entered the fast lane [EB/OL].

(2001-12-19) [2002-04-15] <http://www.creader.com/news/20011219/200112190019.html>

(6) .文献类型标志代码如下:

(6) Codes of document types:

普通图书 M, 会议录 C, 汇编 G, 报纸 N, 期刊 J, 学位论文 D, 报告 R, 标准 S, 专利 P, 数据库 DB, 计算机程序 CP, 电子公告 EB。

Book M, Conference proceedings C, Collection G, Newspaper N, Journal J, Thesis/Dissertation D, Report R, Standard S, Patent P, Database DB, Computer Program CP, Electronic Bulletin EB.

电子文献载体类型标志代码如下: 磁带 MT, 磁盘 DK, 光盘 CD, 联机网络 OL。

Codes of the carriers for electronic documents: Tape MT, Disk DK, Compact Disc CD, Online OL.

14.致谢

14. Acknowledgement

致谢是对某方面进行补充, 或对单位和某些个人表示感谢等。

An acknowledgement refers to a supplement to some aspects or is used to express gratitude to the institutions and certain individuals.

15.附录

15. Appendix

附录是在正文主体的补充项目, 并不是必需的。下列内容可以作为附录:

An appendix refers to a supplement to the main body of the text and is not required. The followings can be used as an appendix:

(1) 为了整篇材料的完整, 插入正文又有损于编排条理性和逻辑性的材料。

(1) The materials which are necessary for the integrity of the entire materials but cannot be in



the text for it may cause a less rational and logical structure.

(2) 由于篇幅过大，或取材于复制件不便编入正文的材料。

(2) The materials with great length or retrieved from photocopy which is inconvenient to be in the text.

(3) 对一般读者并非必须阅读，但对本专业同行有参考价值的资料。

(3) The materials that provide reference values for peers in this field but are not necessary for general readers.

16. 在学期间发表的学术论文及科研成果清单

16. List of academic papers published and scientific achievements during the school year

其格式见参考文献格式。

See the format of references.

(二) MBA 学位论文大致结构

(2) General structure of a MBA thesis

1. 前言

1. Introduction

(1) 研究目的（要分析和解决什么问题？）；

(1) Purposes of research (Which problem will be analyzed and solved?);

(2) 研究意义（理论与实践意义）；

(2) Significance of research (theoretical and practical significance);

(3) 研究方法与技术路线（或步骤）；

(3) Methods and technical routes (or steps) of research;

(4) 研究的主要内容和逻辑结构。

(4) Main content and logical structure of research.

2. 文献综述

2. Literature review

(1) 厘清（界定）论文的核心概念；

(1) Clarify (or define) the core concepts of the thesis;

(2) 围绕核心概念梳理以往的相关研究；

(2) Organize the related previous studies based on the core concepts;



(3) 以往研究的不足与缺陷;

(3) Point out the deficiencies and shortcomings of those previous studies;

(4) 本文研究对以往研究有何补充。

(4) How this thesis makes supplements to those previous studies.

3. 案例描述

3. Case description

描述案例的事件、过程、情节、问题与困惑等。具体说,要对所研究的案例的概况、发展演变过程等进行详细叙述,重点是要提出存在哪些问题,尤其是要明确关键问题是什么?

Describe the events, processes, plots, questions and confusions of the case. Specially, make a detailed description of the overview, development and evolution of the case studied. The key point is to propose the existing problems and, especially, to clarify the key issue.

4. 案例剖析

4. Case analysis

运用所学过的理论与方法分析问题或障碍的具体表现及其产生的原因。要使用合适的方法获取素材和数据,对数据要规范呈现并深入分析,要求图表清晰、格式规范,叙述流畅。

Use the theories and methods learned to analyze the specific performances and the causes of problems or obstacles. Select appropriate method to obtain materials and data. Make a standard presentation and in-depth analysis of those data with clear charts, standard format and fluent writing.

5. 解决方案:在对问题及其原因分析的基础上,针对性地提出解决问题的系统思路,形成完整的问题解决方案,如:提出战略目标,对策措施和实施途径等。

5. Solution: on the basis of the analysis of the problem and its causes, propose a targeted systemic idea for solving this problem and form a complete solution. For example: proposing a strategic target, countermeasure or way of implementation.

6. 结论与启示

6. Conclusion and enlightenment

(1) 发现了什么新问题及其产生的新原因;



- (1) The new problems and their new causes that have been discovered;
- (2) 提出了什么样的解决问题的新途径、新方式;
- (2) The new ways and methods to solve problems that have been proposed;
- (3) 提出了哪些新的观点;
- (3) The new ideas have been put forward;
- (4) 研究结论有何借鉴和推广意义;
- (4) The significance of the study result for further reference and promotion.

四、MBA 学位论文打印与报送

IV. Printing and submission of a MBA thesis

1. 学位论文印刷与装订

1. Printing and binding of a thesis

打印的研究生学位论文一律用双面胶印。MBA学位论文封面采用黄色皮纹纸张（校园文印中心存有封面样板）书脊处应印刷“广东外语外贸大学硕士学位论文”及学位论文中文题目，字体用小四号宋体字。

The master's thesis must be double-side offset printed. The cover of MBA thesis should be printed on a yellow dermatoglyphic paper (you can find the cover templet in the GDUFS Printing Center). the title of "Master's Thesis for Guangdong University of Foreign Studies" and the Chinese title of the thesis should be printed on the spine in Song typeface font and size 12.

MBA学位论文终稿应打印3本交MBA教育中心（分别交由研究生处、图书馆、MBA中心保留）。论文由MBA教育中心教学主管收齐并检查后，统一移交。

Print 3 copies of the final edition of a MBA thesis and submit them to the MBA Education Center (each reserved by the Graduate Department, library and MBA Center). The 3 copies will be collected and transferred by the MBA Education Center after checking.

2. 电子版学位论文

2. Electronic version of a thesis

除按规定印刷学位论文外，还需提交与印刷学位论文相同格式的电子版学位论文（采用Word/PDF格式），在MBA教育中心规定的时间之前交给教学主管。并按照大学图书馆的要求，各自向图书馆提交电子版学位论文。

Except the printed version, you should also submit an electronic version (in Word/PDF format)



with the same format with the printed thesis to the Director of Study within the time specified by the MBA Education center. In addition, you should submit an electronic version of your thesis to the library in accordance with the requirements of the university library.