

**封 面**

**本科生毕业论文**

**过程管理手册**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **学 号：** | ${coverStudentNum} | | **学生姓名:** | ${coverStudentName} |
| **二级学院：** | 信息与计算机工程学院 | | **届　　别:** | ${coverSessional} |
| **专业班级：** | ${coverMajor} | | | |
| **指导教师**  **姓名及职称：** | ${coverTutorName} | ${coverTutorTitle} | | |
| **评阅教师**  **姓名及职称：** | ${coverEvaluateName} | ${coverEvaluateTitle} | | |

萍乡学院教务处制

说 明

1、任务书由指导教师与学生共同商定，并由指导教师填写，经学院毕业论文工作指导小组(教研室)审核后，发至学生手中；

2、学生应认真撰写毕业论文的开题报告，做好各阶段进展情况记录及个人工作总结；

3、本手册中各部分内容应填写完整，签名齐全；

4、本手册装订顺序为：任务书、开题报告、过程进展情况记录(含前期准备阶段、撰写阶段、中期自查、完善阶段)、个人工作总结、形式审查表、指导教师评价表、评阅教师评价表、答辩评分及成绩评定表；

5、本手册在毕业论文完成后，与毕业论文一起交指导教师，作为毕业论文答辩的主要档案资料，并由各学院保存至学生毕业后四年。

**萍乡学院本科生毕业论文任务书**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学号 | ${taskNum} | 学生姓名 | ${taskNam} | 专业班级 | | ${taskMajor} | | | |
| 中文题目 | ${taskChineseName} | | | | | | | | |
| 英文题目 | ${taskEnglishName} | | | | | | | | |
| 研  究  主  要  内  容  及  基  本  要  求 | ${taskRequired} | | | | | | | | |
|  |  | | | | | | | | |
| 主  要  参  考  资  料 | ${taskReference} | | | | | | | | |
| 进  程  计  划 | ${taskPlan} | | | | | | | | |
| 毕业论文工作指导小组 (或教研室)审核意见 | ${taskOpinion} | | | | | | | | |
| 毕业论文工作指导小组  组长(或教研室主任)签名： | | |  | 年 |  | 月 |  | 日 |
| 签  名 |  | | | | | | | | |
| 学生签名： | | |  | 年 |  | 月 |  | 日 |
|  | | | | | | | | |
| 指导教师签名： | | |  | 年 |  | 月 |  | 日 |

**萍乡学院本科生毕业论文开题报告**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学号 | ${openingNum} | 学生姓名 | | | ${openingNam} | | | | |
| 学院 | 信息与计算机工程学院 | 专业班级 | | | ${openingMajor} | | | | |
| 选题编号 |  | 届别 | | | ${openingSessional} | | | | |
| 中文题目 | ${openingChineseName} | | | | | | | | |
| 英文题目 | ${openingEnglishName} | | | | | | | | |
| 开  题  报  告  内  容 | **一、文献综述**  ${openingDocumentSurvey}  **二、主要内容**  ${openingMain}  **三、详细提纲**  ${openingDetail}  **四、参考文献**  ${openingReference}  **五、进程计划**  ${openingPlan} | | | | | | | | |
| 开  题  报  告  内  容 |  | | | | | | | | |
| 开  题  报  告  内  容 |  | | | | | | | | |
| 学 生 签 名： | |  | 年 | |  | 月 |  | 日 |
| 指导教师签名： | |  | 年 | |  | 月 |  | 日 |

**萍乡学院本科生毕业论文进展情况记录**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学号 | ${early} | | 学生姓名 | | | ${earlyNa} | | | | 专业班级 | | | ${earlyMagor} | | | | | | | | | | |
| 中文题目 | ${earlyChineseName} | | | | | | | | | | | | | | | | | | | | | | |
| 英文题目 | ${earlyEnglishName} | | | | | | | | | | | | | | | | | | | | | | |
| 时间 | 自 | ${a} | 年 | ${b} | 月 | | ${c} | 日 至 | | | ${d} | | 年 | | | ${f} | | 月 | | ${e} | | | 日 | |
| 进  展  情  况  记  录 | ${earlyProcessRecord} | | | | | | | | | | | | | | | | | | | | | | |
| 学 生 签 名： | | | | | | | |  | | | 年 | |  | | | 月 | |  | | | 日 | |
| 指  导  教  师  意  见 | ${earlyProcessOpinion} | | | | | | | | | | | | | | | | | | | | | | |
| 指导教师签名： | | | | | | | |  | | | 年 | | |  | | 月 | | | |  | 日 | |

**萍乡学院本科生毕业论文进展情况记录**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学号 | ${zhongN} | | 学生姓名 | | | ${zhongNa} | | | | 专业班级 | | | ${zhongMajor} | | | | | | | | | |
| 中文题目 | ${zhongChineseName} | | | | | | | | | | | | | | | | | | | | | |
| 英文题目 | ${zhongEnglishName} | | | | | | | | | | | | | | | | | | | | | |
| 时间 | 自 | ${zy} | 年 | ${zm} | 月 | | ${zd} | 日 至 | | | ${zyz} | | 年 | | ${zmz} | | 月 | | ${zdz} | | | 日 | |
| 进  展  情  况  记  录 | ${zhongRecord} | | | | | | | | | | | | | | | | | | | | | |
| 学 生 签 名： | | | | | | | |  | | | 年 | |  | | 月 | |  | | | 日 | |
| 指  导  教  师  意  见 | ${zhongOpinion} | | | | | | | | | | | | | | | | | | | | | |
| 指导教师签名： | | | | | | | |  | | | 年 | |  | | 月 | | | |  | 日 | |

**萍乡学院本科生毕业论文进展情况记录**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学号 | ${houNu} | | 学生姓名 | | | ${houName} | | | | 专业班级 | | | ${houMajor} | | | | | | | | | |
| 中文题目 | ${houChineseName} | | | | | | | | | | | | | | | | | | | | | |
| 英文题目 | ${houEnglishName} | | | | | | | | | | | | | | | | | | | | | |
| 时间 | 自 | ${hy} | 年 | ${hm} | 月 | | ${hd} | 日 至 | | | ${hyh} | | 年 | | ${hmy} | | 月 | | ${hdh} | | | 日 | |
| 进  展  情  况  记  录 | ${houRecord} | | | | | | | | | | | | | | | | | | | | | |
| 学 生 签 名： | | | | | | | |  | | | 年 | |  | | 月 | |  | | | 日 | |
| 指  导  教  师  意  见 | ${houOpinion} | | | | | | | | | | | | | | | | | | | | | |
| 指导教师签名： | | | | | | | |  | | | 年 | |  | | 月 | | | |  | 日 | |

**萍乡学院本科生毕业论文进展情况记录**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学号 | ${wanNu} | | 学生姓名 | | | ${wanName} | | | | 专业班级 | | | ${wanMajor} | | | | | | | | | |
| 中文题目 | ${wanChineseName} | | | | | | | | | | | | | | | | | | | | | |
| 英文题目 | ${wanEnglishName} | | | | | | | | | | | | | | | | | | | | | |
| 时间 | 自 | ${wy} | 年 | ${wm} | 月 | | ${wd} | 日 至 | | | ${wyw} | | 年 | | ${wmw} | | 月 | | ${wdw} | | | 日 | |
| 进  展  情  况  记  录 | ${wanRecord} | | | | | | | | | | | | | | | | | | | | | |
| 学 生 签 名： | | | | | | | |  | | | 年 | |  | | 月 | |  | | | 日 | |
| 指  导  教  师  意  见 | ${wanOpinion} | | | | | | | | | | | | | | | | | | | | | |
| 指导教师签名： | | | | | | | |  | | | 年 | |  | | 月 | | | |  | 日 | |

**萍乡学院本科生毕业设计个人学习工作总结**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学号 | ${sumNum} | | | 学生姓名 | | | ${sumName} | | | 专业班级 | | | | | ${sumMagir} | | | | | |
| 中文题目 | ${sumChineseName} | | | | | | | | | | | | | | | | | | | |
| 英文题目 | ${sumEnglishName} | | | | | | | | | | | | | | | | | | | |
| 时间 | 自 | ${sy} | 年 | | ${sm} | 月 | | ${sd} | 日 至 | | | ${sys} | | | 年 | | ${sms} | 月 | ${sds} | 日 |
| 学  习  工  作  总  结 | ${sumSummary} | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | |
| 学 生 签 名： | | | | | | | | | |  | | 年 | | |  | | 月 |  | 日 |
| 指  导  教  师  意  见 | ${sumOpinion} | | | | | | | | | | | | | | | | | | | |
| 指导教师签名： | | | | | | | | | |  | | | 年 | |  | | 月 |  | 日 |

**萍乡学院本科生毕业论文形式审查表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学号 | ${forNum} | 学生姓名 | ${forNam} | | 专业班级 | | | ${forMajor} | | | | | | |
| 中文题目 | ${forChineseName} | | | | | | | | | | | | | |
| 英文题目 | ${forEnglishName} | | | | | | | | | | | | | |
| 形  式  审  查  内  容  （在是、否、无相应的空格里打“√”，“否”指未达到规范要求，“无”指没有相应要求或项目） | **项　目** | | | | | | | | **是** | | **否** | | **无** | |
| 封面填写完整正确（含外文题目） | | | | | | | | ${1a} | | ${1b} | | ${1c} | |
| 文稿为A4打印稿 | | | | | | | | ${2a} | | ${2b} | | ${2c} | |
| 文字编排格式规范统一 | | | | | | | | ${3a} | | ${3b} | | ${3c} | |
| 有中文摘要（含中文关键词） | | | | | | | | ${4a} | | ${4b} | | ${4c} | |
| 中文关键词为3－5个 | | | | | | | | ${5a} | | ${5b} | | ${5c} | |
| 有外文摘要（含外文关键词） | | | | | | | | ${6a} | | ${6b} | | ${6c} | |
| 有目录（标题文字、页码与内文相符） | | | | | | | | ${7a} | | ${7b} | | ${7c} | |
| 正文有小标题 | | | | | | | | ${8a} | | ${8b} | | ${8c} | |
| 正文标点符号使用正确 | | | | | | | | ${9a} | | ${9b} | | ${9c} | |
| 正文无错别字或病句 | | | | | | | | ${10a} | | ${10b} | | ${10c} | |
| 参考文献有10篇以上 | | | | | | | | ${11a} | | ${11b} | | ${11c} | |
| 参考文献含外文资料 | | | | | | | | ${12a} | | ${12b} | | ${12c} | |
| 参考文献含最新期刊资料 | | | | | | | | ${13a} | | ${13b} | | ${13c} | |
| 参考文献序号在文中有标注 | | | | | | | | ${14a} | | ${14b} | | ${14c} | |
| 参考文献格式规范 | | | | | | | | ${15a} | | ${15b} | | ${15c} | |
| 过程进展情况记录含中期自查 | | | | | | | | ${16a} | | ${16b} | | ${16c} | |
| 过程进展情况记录含个人工作总结 | | | | | | | | ${17a} | | ${17b} | | ${17c} | |
| 过程进展情况记录反映了学生的实际工作 | | | | | | | | ${18a} | | ${18b} | | ${18c} | |
| 过程进展情况记录填写完整 | | | | | | | | ${19a} | | ${19b} | | ${19c} | |
| 过程进展情况记录内容无逻辑错误 | | | | | | | | ${20a} | | ${20b} | | ${20c} | |
| 图表设计与绘制规范 | | | | | | | | ${21a} | | ${21b} | | ${21c} | |
| 附带了光盘等程序载体或电子稿已复制至学院 | | | | | | | | ${22a} | | ${22b} | | ${22c} | |
| 指导教师  审查意见 | 形式审查合格（ | | | ${1te} | | ）　不合格（ | | | | | ${0te} | | | ） |
| 指导教师签名： | | | | |  | 年 |  | | 月 | |  | | 日 |
| 核查意见 | 形式核查合格（ | | | ${1le} | | ）　不合格（ | | | | | ${0le} | | | ） |
| 学院毕业论文  领导小组组长签名： | | | | |  | 年 |  | | 月 | |  | | 日 |

**萍乡学院本科生毕业设计指导教师评价表**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 指导教师  姓名 | ${evaNu} | 专业技术职务 | ${evaTi} | 工作单位 | ${evaUnit} |
| 学号 | ${evaNm} | 学生姓名 | ${evaNa} | 专业班级 | ${evaMagor} |
| 中文题目 | ${evaChineseName} | | | | |
| 英文题目 | ${evaEnglishName} | | | | |
| 指  导  教  师  评  语 | ${evaComment} | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **指 导 教 师 评 分** | | | | | | | | | | | |
| **指标** | **考核项目** | | | | **满分** | | | **得分** | | | **评分** |
| 选题质量20% | 选题价值 | | | | 6 | | | ${1g} | | | ${18g} |
| 选题难易度 | | | | 4 | | | ${2g} | | |
| 选题工作量 | | | | 5 | | | ${3g} | | |
| 选题符合教学培养目标 | | | | 5 | | | ${4g} | | |
| 毕业设计质量80% | 综合运用知识 | | | | 8 | | | ${5g} | | | ${19g} |
| 查阅文献资料及资料应用 | | | | 7 | | | ${6g} | | |
| 实验设计 | | | | 7 | | | ${7g} | | |
| 计算能力 | | | | 6 | | | ${8g} | | |
| 外语应用 | | | | 6 | | | ${9g} | | |
| 计算机应用 | | | | 6 | | | ${10g} | | |
| 创新 | | | | 7 | | | ${11g} | | |
| 对实验结果的分析能力 | | | | 7 | | | ${12g} | | | ${20g} |
| 插图质量 | | | | 6 | | | ${13g} | | |
| 设计说明书撰写水平 | | | | 7 | | | ${14g} | | |
| 设计的实用性与科学性 | | | | 6 | | | ${15g} | | |
| 设计规范化程度 | | | | 7 | | | ${16g} | | |
| 总分 | （百分制） | | | | 100 | | | ${17g} | | | ${21g} |
| 指导教师  意见 | 评分合格，建议提交答辩　 是（ | | ${22g} | | ） 否（ | | | | | ${23g} | ） |
| 指导教师签名： |  | | 年 | |  | 月 | |  | | 日 |

**萍乡学院本科生毕业论文评阅教师评价表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 评阅教师  姓名 | | ${1q} | 专业技术职务 | ${2q} | 工作单位 | | | | ${3q} | | | | | | | |
| 学号 | | ${4q} | 学生姓名 | ${5q} | 专业班级 | | | | ${6q} | | | | | | | |
| 中文题目 | | ${7q} | | | | | | | | | | | | | | |
| 英文题目 | | ${8q} | | | | | | | | | | | | | | |
| 评  阅  教  师  评  语 | | ${9q} | | | | | | | | | | | | | | |
| **评 阅 教 师 评 分** | | | | | | | | | | | | | | | |
| **指标** | **考核项目** | | | | | | | | | **满分** | | **得分** | | | **评分** |
| 选题质量  20% | 选题价值 | | | | | | | | | 6 | | ${1t} | | | ${18t} |
| 选题难易度 | | | | | | | | | 4 | | ${2t} | | |
| 选题工作量 | | | | | | | | | 5 | | ${3t} | | |
| 选题符合教学计划培养目标 | | | | | | | | | 5 | | ${4t} | | |
| 毕业设计质量80% | 综合运用知识 | | | | | | | | | 8 | | ${5t} | | | ${19t} |
| 查阅文献资料及资料应用 | | | | | | | | | 7 | | ${6t} | | |
| 研究方案设计 | | | | | | | | | 7 | | ${7t} | | |
| 研究方法和手段的运用(或实验操作) | | | | | | | | | 6 | | ${8t} | | |
| 外语应用 | | | | | | | | | 6 | | ${9t} | | |
| 计算机应用 | | | | | | | | | 6 | | ${10t} | | |
| 创新 | | | | | | | | | 7 | | ${11t} | | |
| 对实验结果的分析能力 | | | | | | | | | 7 | | ${12t} | | | ${20t} |
| 插图质量 | | | | | | | | | 6 | | ${13t} | | |
| 设计说明书撰写水平 | | | | | | | | | 7 | | ${14t} | | |
| 设计的实用性与科学性 | | | | | | | | | 6 | | ${15t} | | |
| 设计规范化程度 | | | | | | | | | 7 | | ${16t} | | |
| 总分 | （百分制） | | | | | | | | | 100 | | ${17t} | | | ${21t} |
| 评阅教师  意见 | 评阅合格，建议提交答辩 　　 是（ | | | | | | ${22t} | | ） 否（ | | | | ${23t} | ） | |
| 评阅教师签名： | | | | |  | | 年 | |  | 月 | |  | 日 | |

**萍乡学院本科生毕业论文答辩评分及成绩评定表**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 学号 | ${1z} | 学生姓名 | | ${2z} | 专业班级 | | | ${3z} | | | |
| 选题编号 |  | | | | 届别 | | | ${4z} | | | |
| 中文题目 | ${5z} | | | | | | | | | | |
| 英文题目 | ${6z} | | | | | | | | | | |
| 答  辩  记  录 | ${7z} | | | | | | | | | | |
| 记录人签名： | |  | | | 年 |  | | 月 |  | 日 |
| 答  辩  小  组  评  语 | ${8z} | | | | | | | | | | |
| 答辩小组成员签名： | | | | | | | | | | |
|  | | | | | 年 |  | | 月 |  | 日 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **指标** | **考核项目** | | | **满分** | | **得分** | | | **评分** | |
| 答辩评分40% | 毕业论文质量  50% | 写作水平 | | 10 | | ${9z} | | | ${18z} | |
| 规范程度 | | 6 | | ${10z} | | |
| 完成情况 | | 4 | | ${11z} | | |
| 成果技术水平(理论分析、计算、实验和实物性能) | | 14 | | ${12z} | | |
| 论文的正确性、创造性和实用性等情况 | | 16 | | ${13z} | | |
| 答辩表现50% | 仪表 | | 5 | | ${14z} | | | ${19z} | |
| 内容陈述 | | 20 | | ${15z} | | |
| 回答问题正确性 | | 25 | | ${16z} | | |
| 总分 | （百分制） | | 100 | | ${17z} | | | ${20z} | |
| 签名 |  | | | | | | | | |
| 答辩小组组长签名： | |  | 年 |  | | 月 |  | | 日 |
| 指导教师评分30% | （百分制） | | | 100 | | ${21z} | | | | |
| 评阅教师评分30% | （百分制） | | | 100 | | ${22z} | | | | |
| 总分 | 总分＝答辩评分﹡40%+指导教师评分﹡30%  +评阅教师评分﹡30% | | | 100 | | ${23z} | | | | |
| 成绩总评 | 成绩(五级记分制)：${24z} | | | | | | | | | |
| 二级学院毕业论文  领导小组组长签名： | |  | 年 |  | | 月 |  | | 日 |

注：此表由答辩小组组织填写。