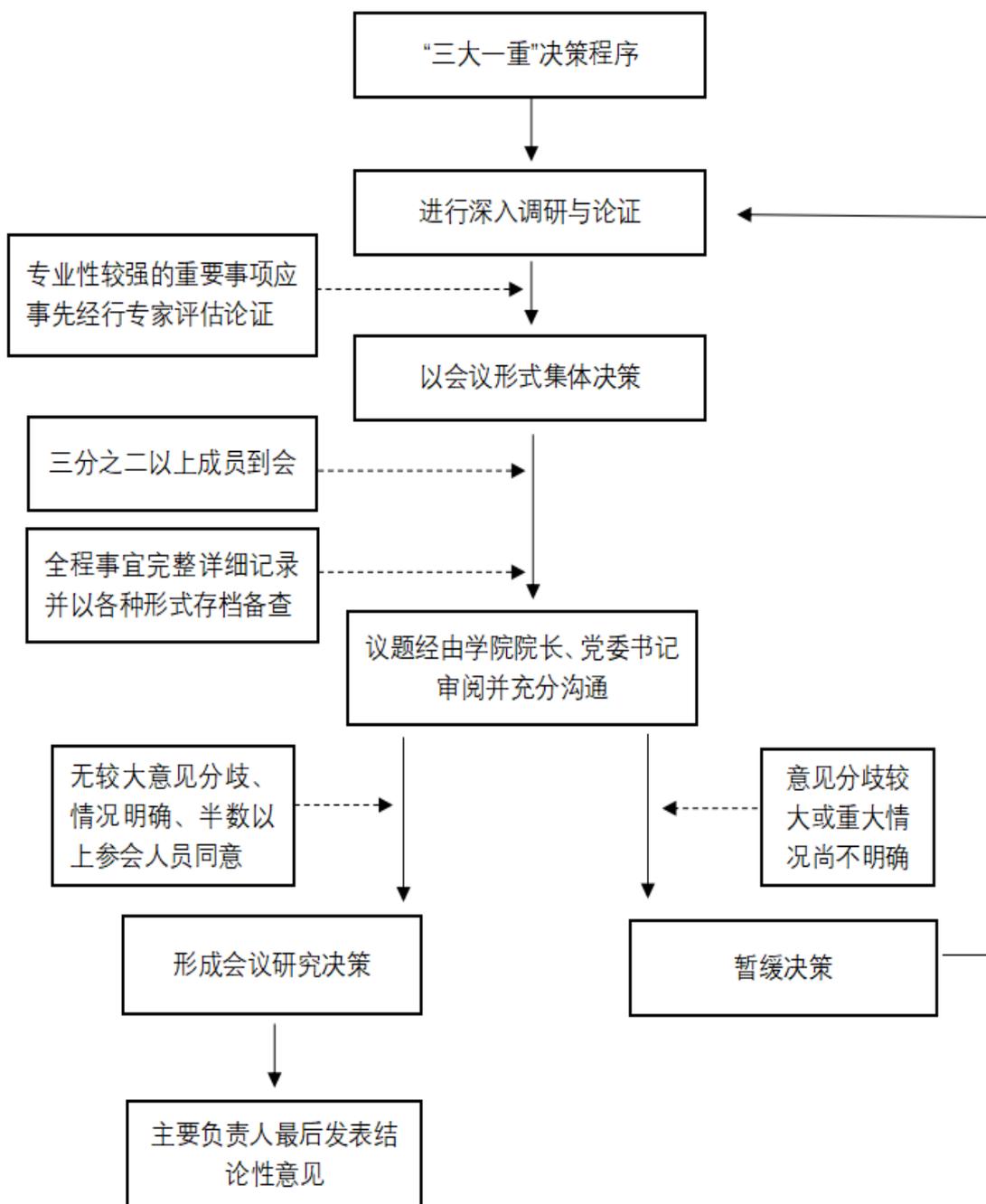


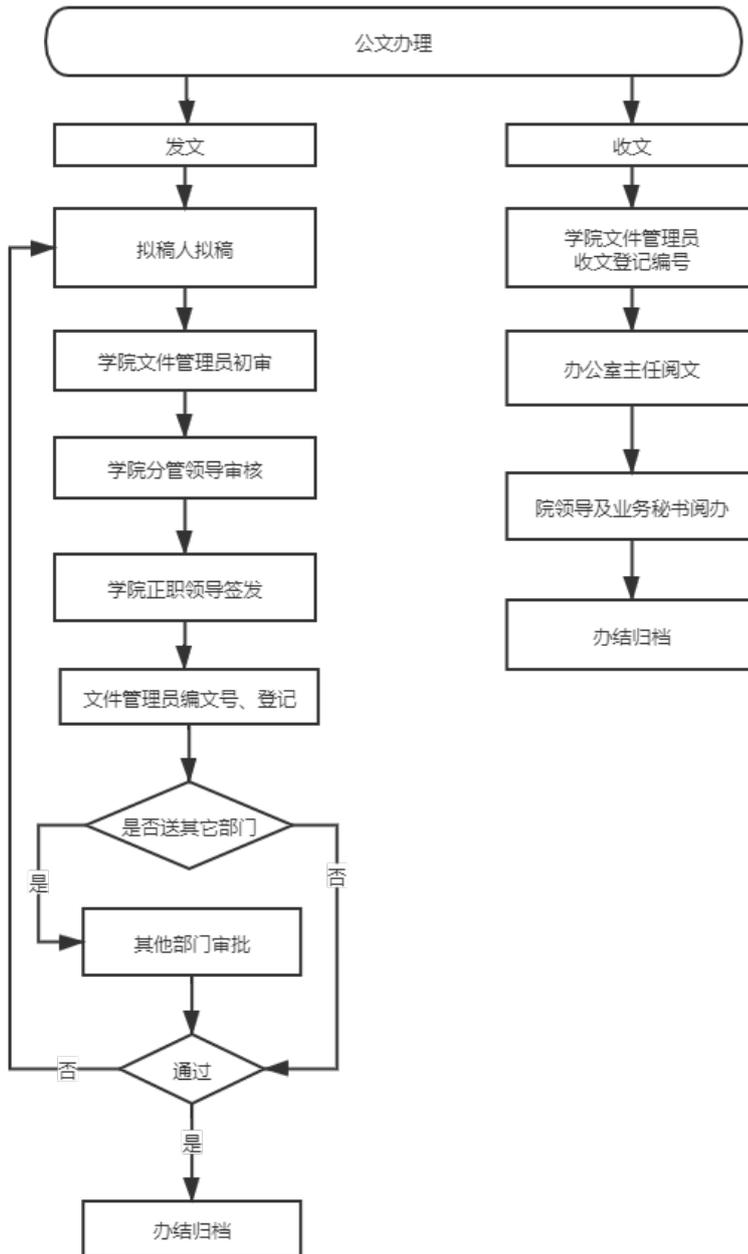
海洋工程与技术学院工作流程图

一、党政办公室主任岗位工作流程图

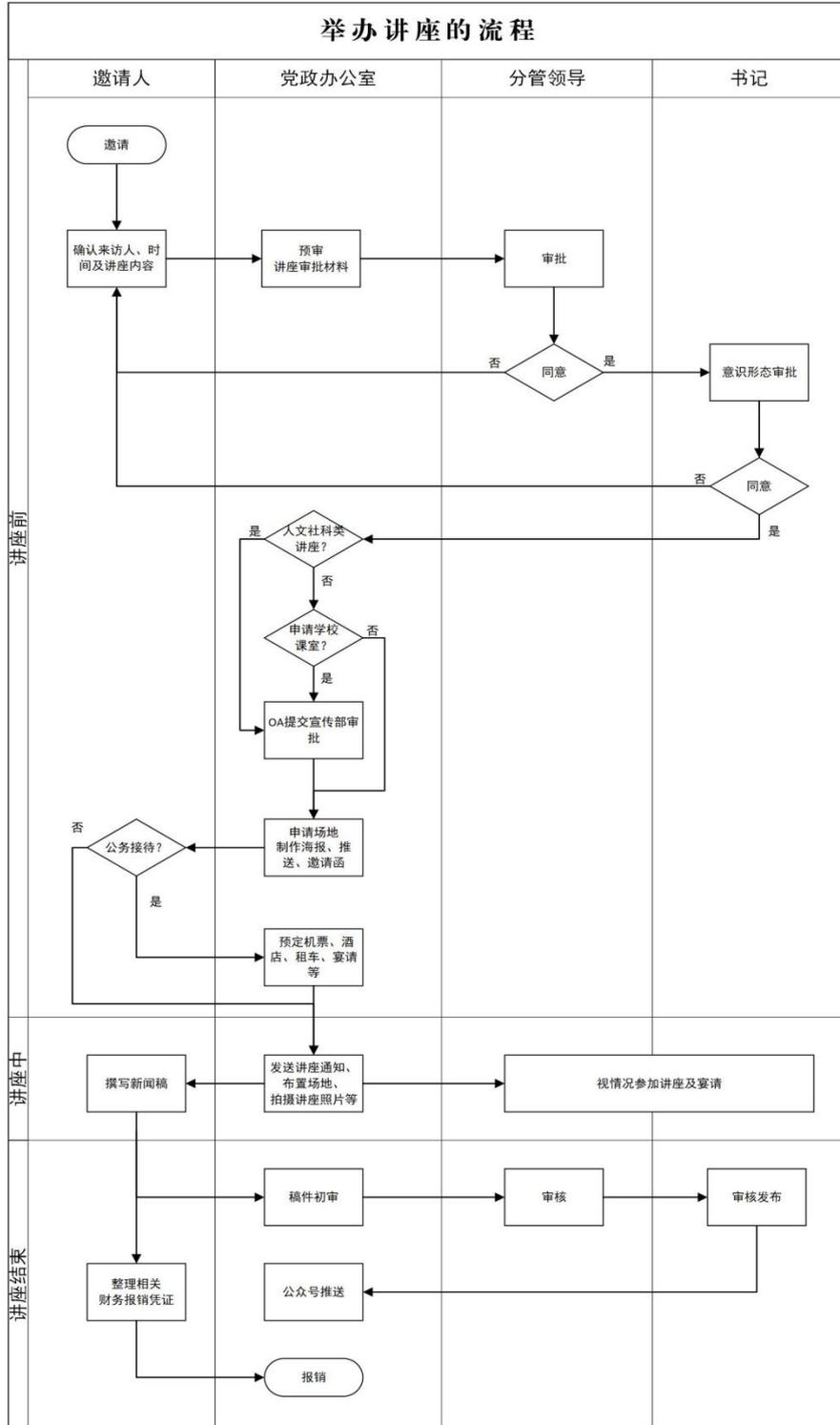
1. “三重一大”决策



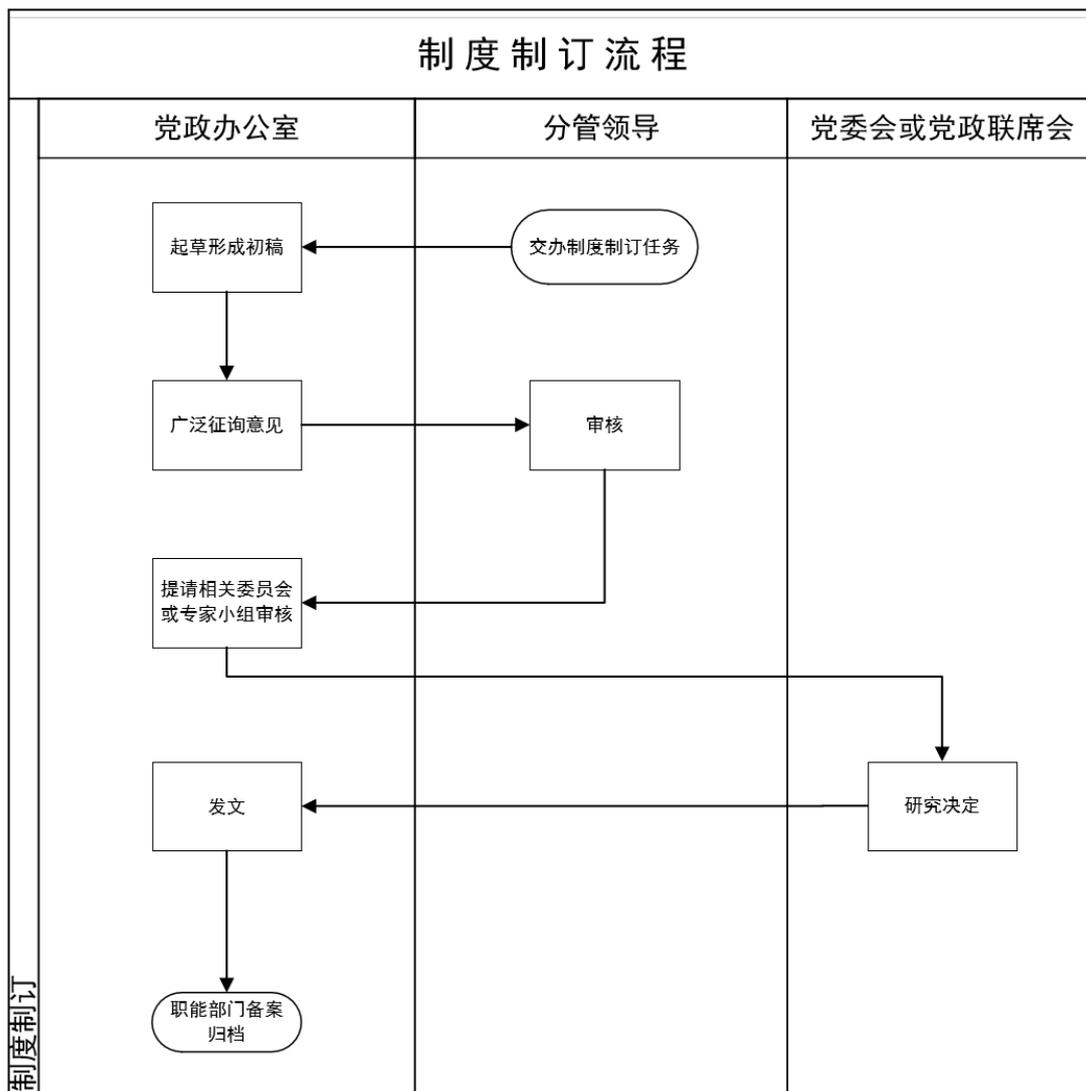
2. 公文处理



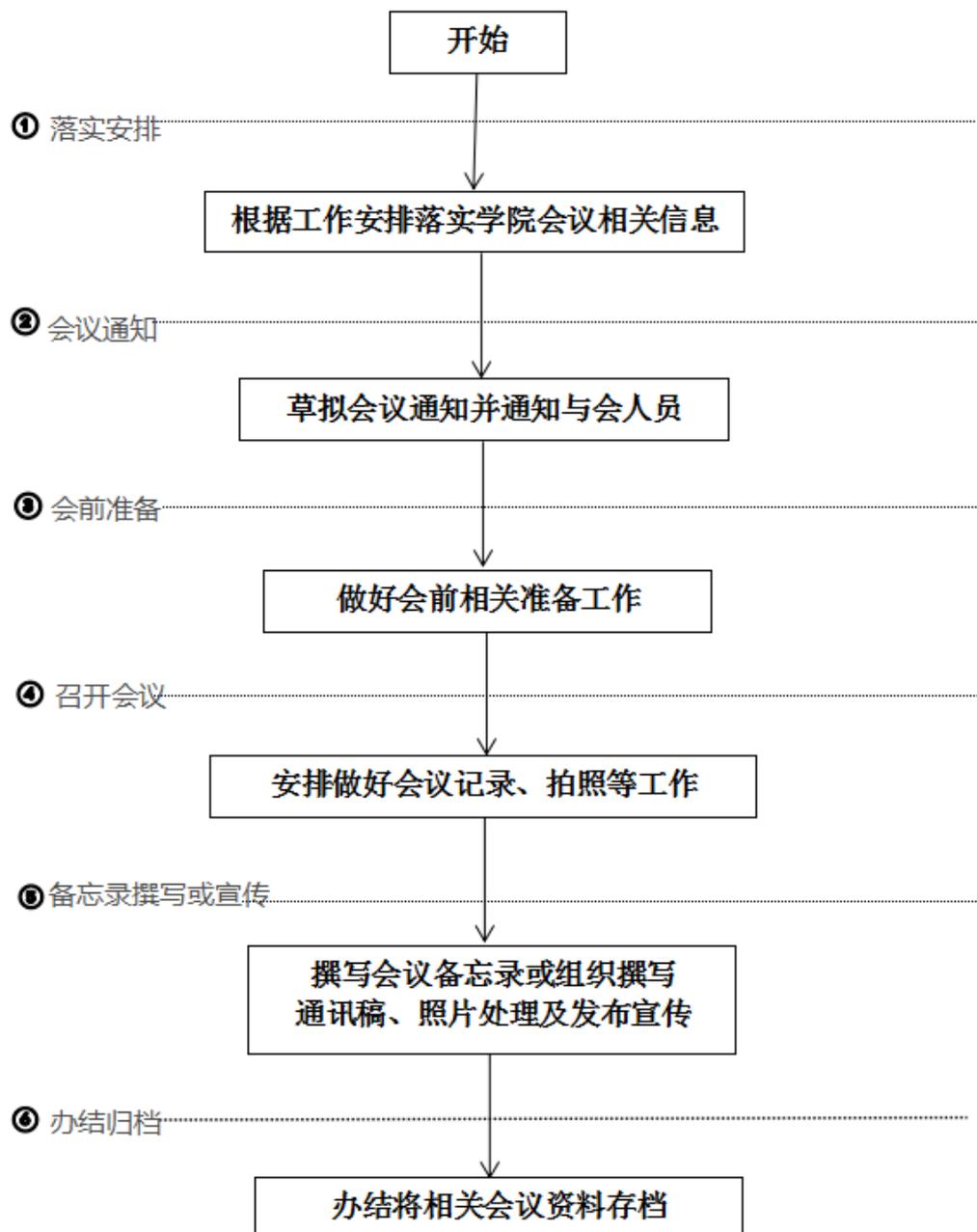
3. 举办讲座



4. 制度制订

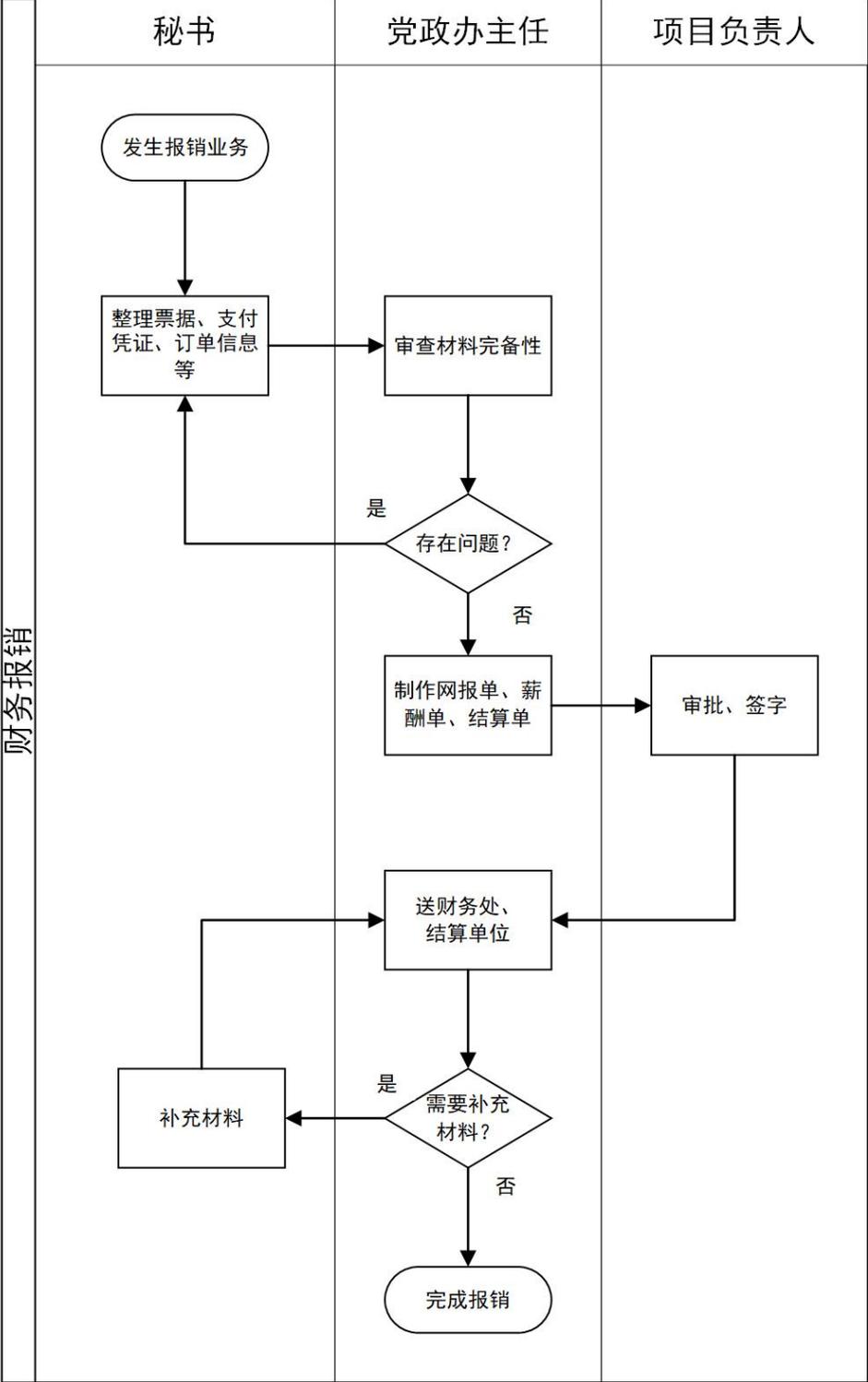


5. 学院会议组织流程图

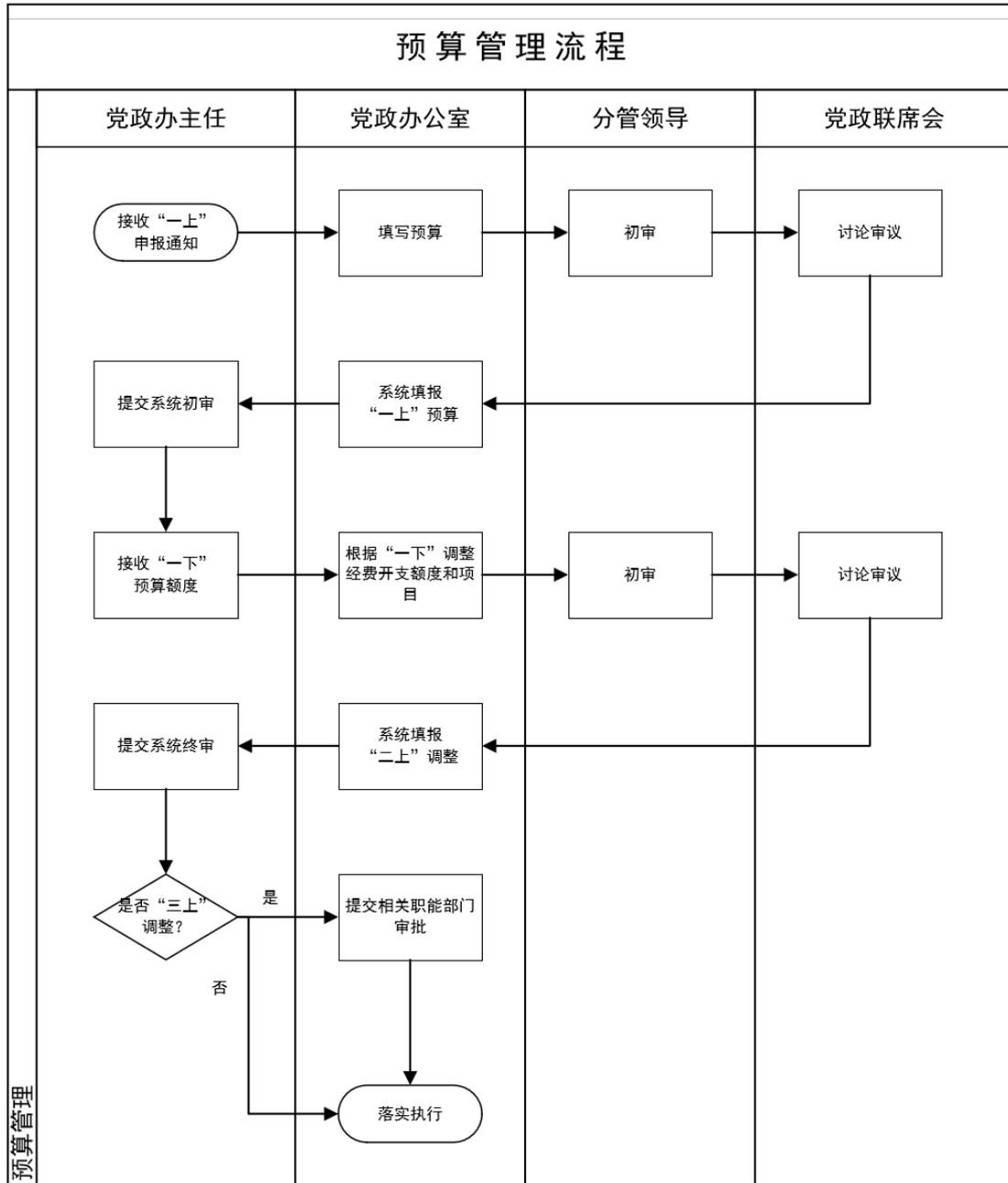


6. 行政类支出财务报销

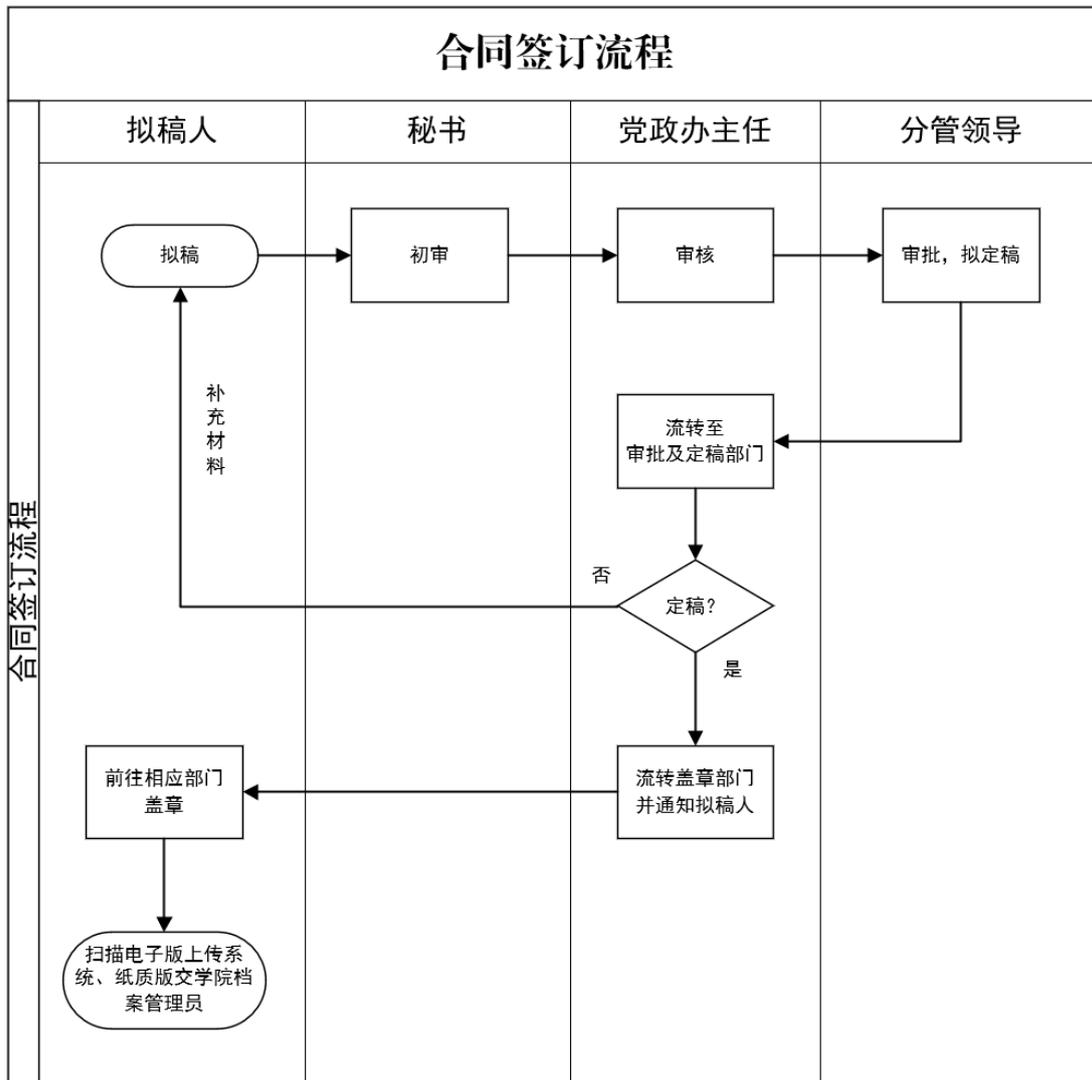
行政经费的财务报销流程



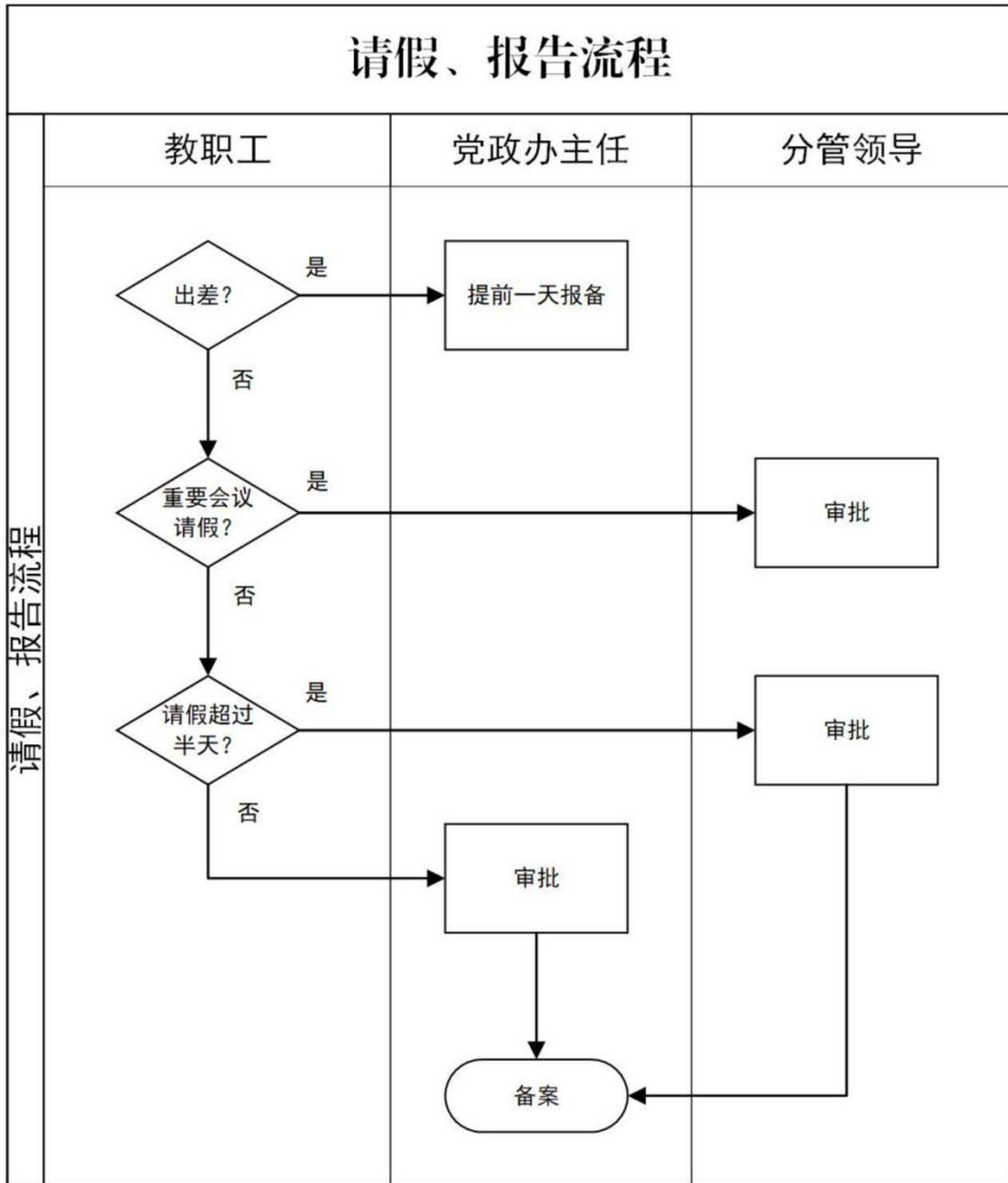
7. 预算管理



8. 合同签订:

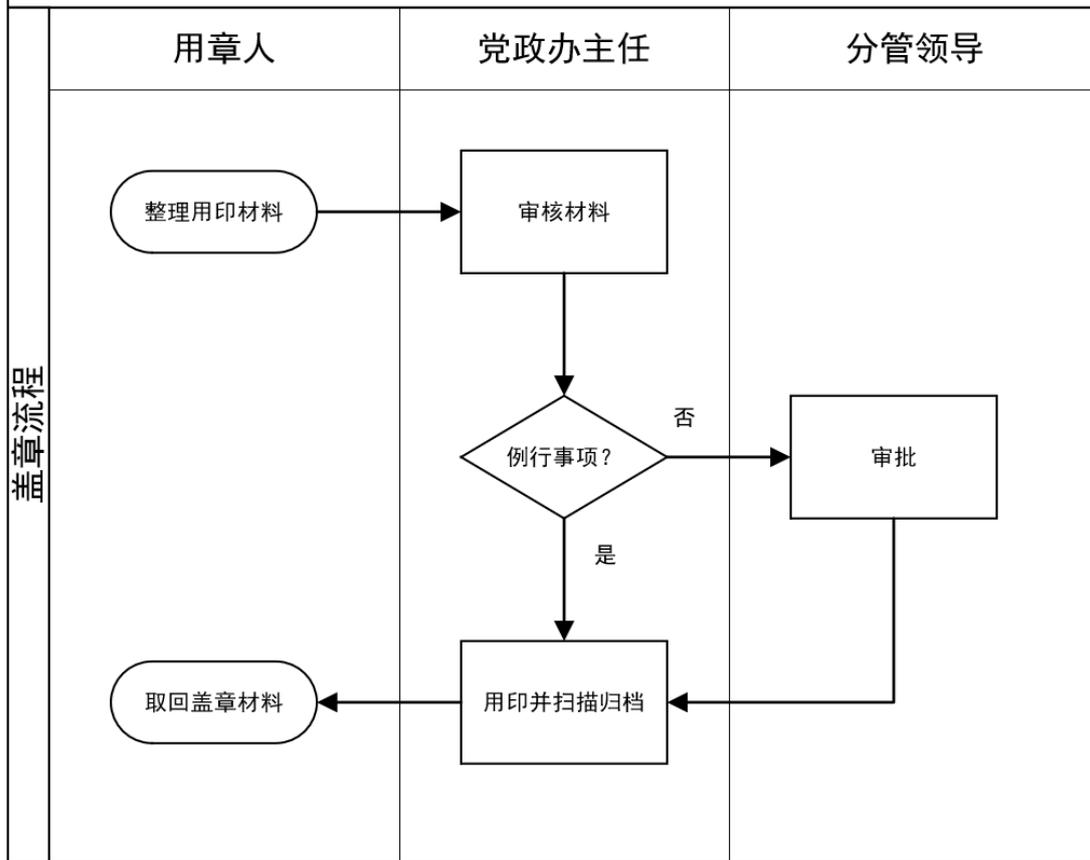


9. 请假报告

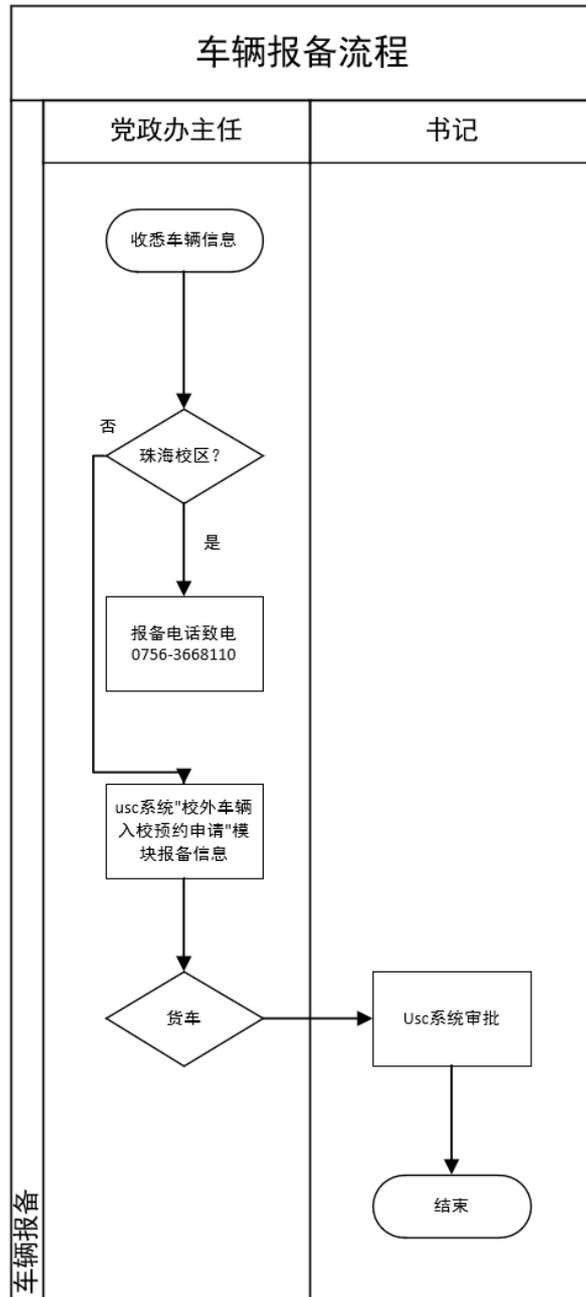


10. 印章管理

学院公章及党委章用印流程

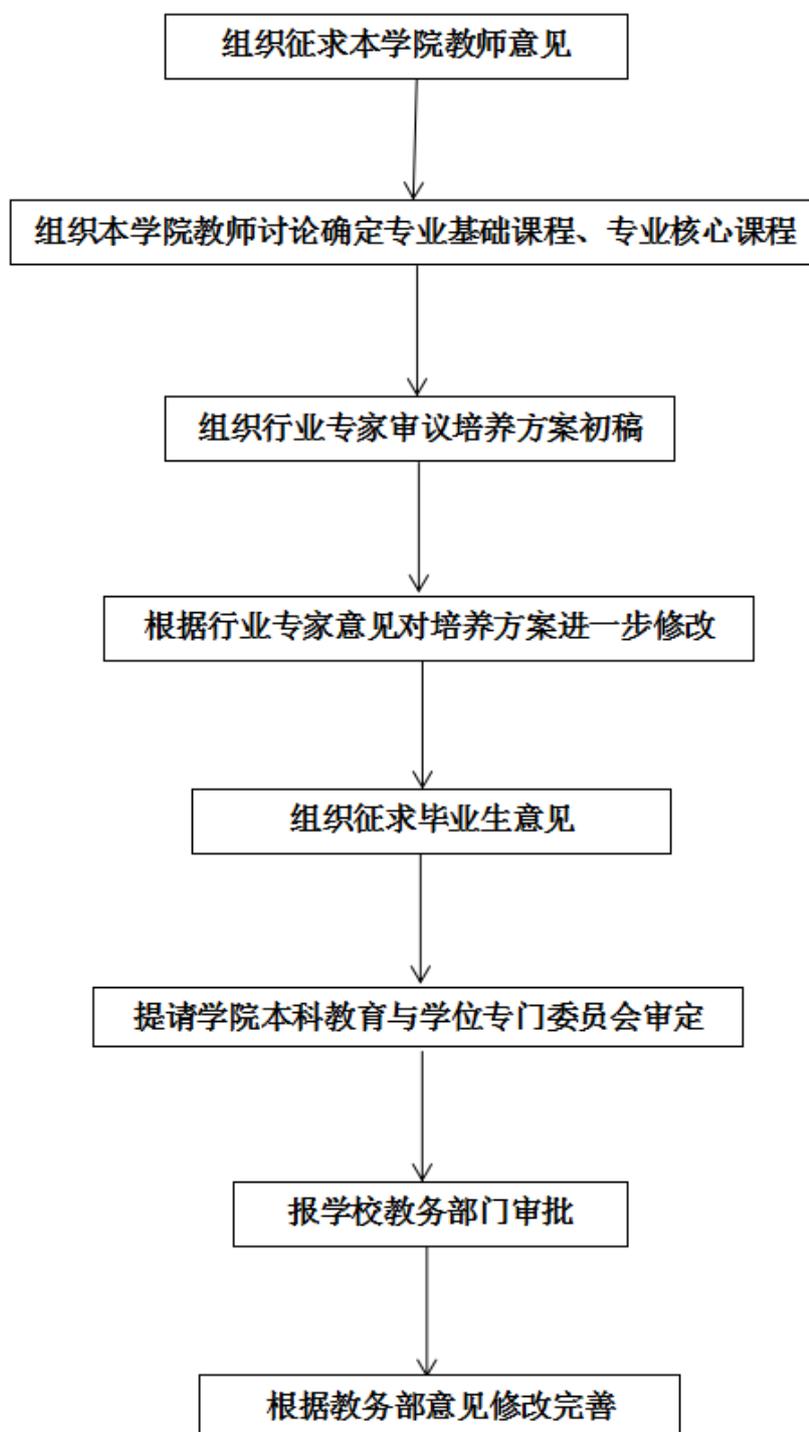


11. 车辆报备

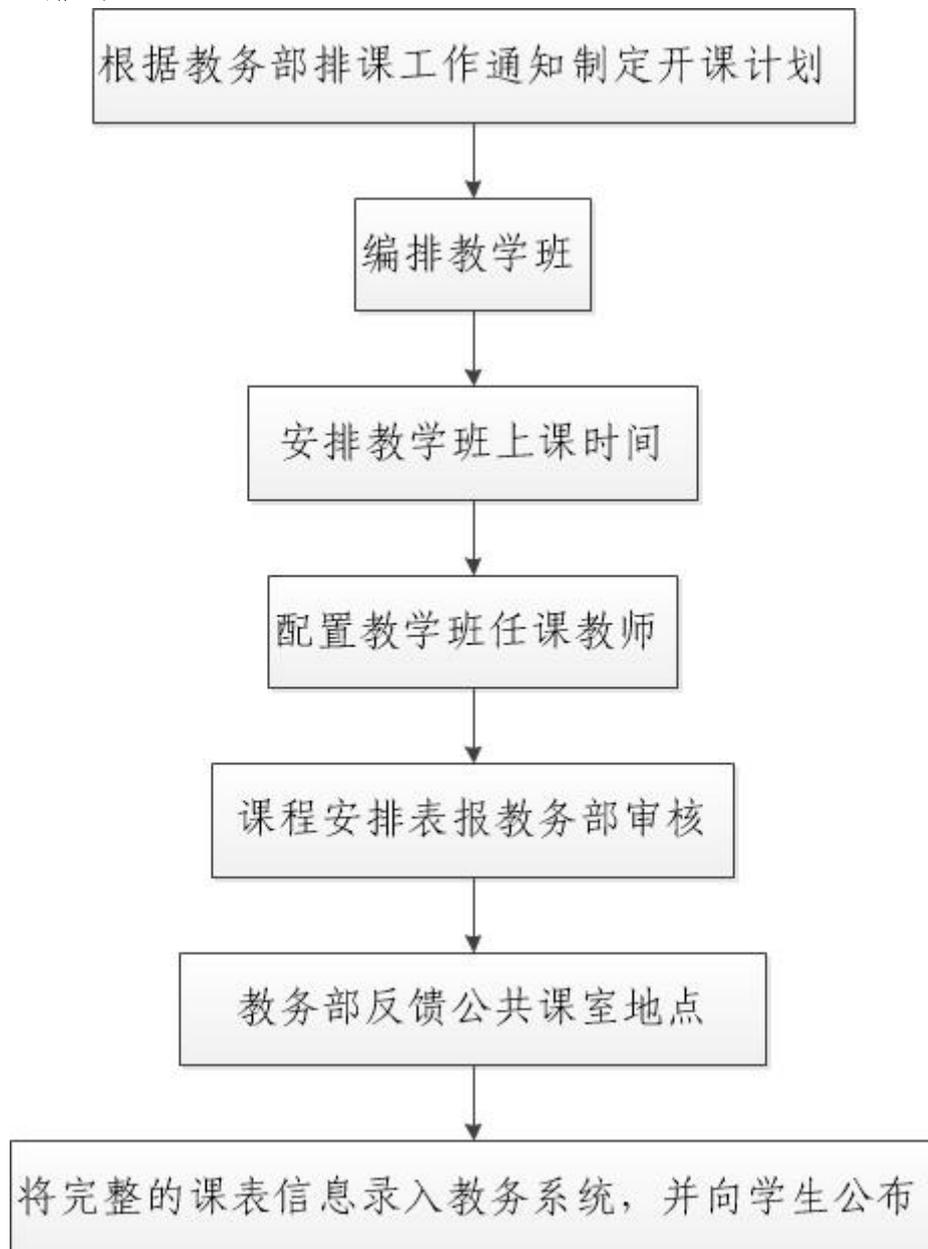


二、本科教学秘书岗位工作流程图

1.专业培养方案编制



2.排课



3.通识教育课程开课

根据教务部通知组织教师申报通识教育课



受理教师通识教育课程开课申请



在教务系统上审批后报教务部



根据教务部评审结果通知教师

4.选课

根据教务部发布的选课通知组织学生选课

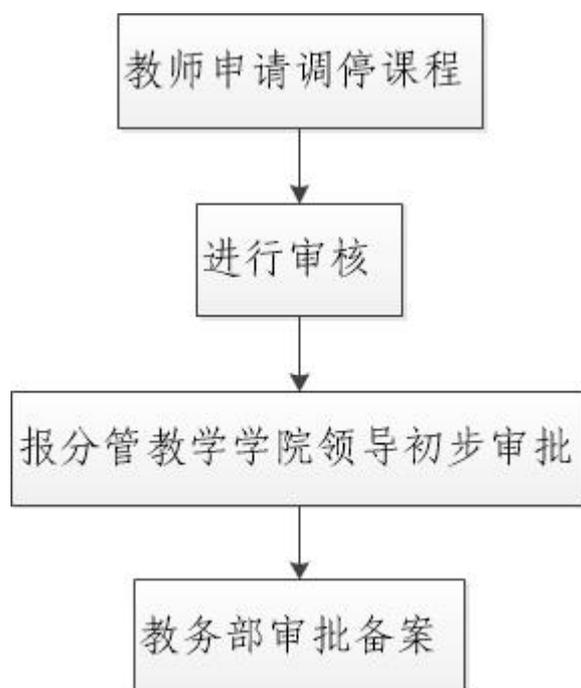


解答课程选课咨询

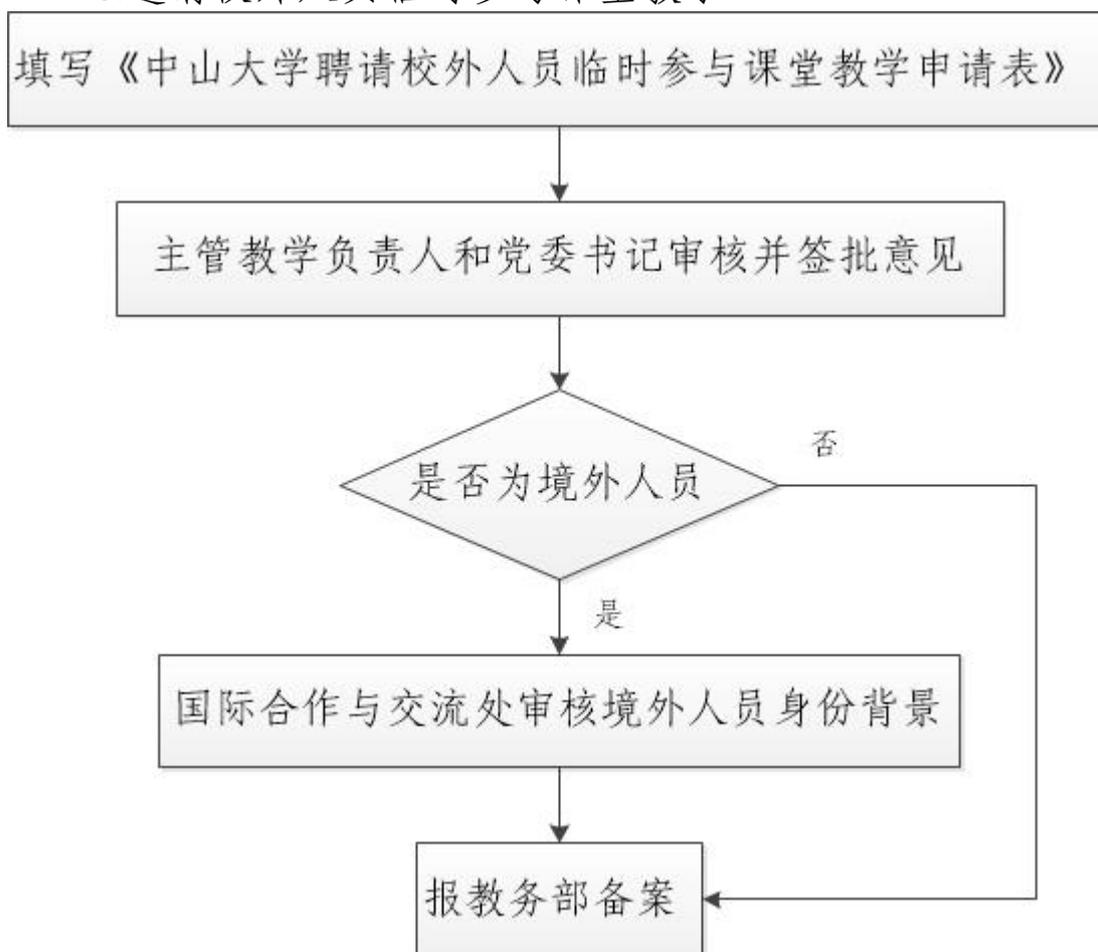


对休学、复学、退学、结业等学籍异动学生进行选课和退课处理

5.调停课



6.邀请校外人员临时参与课堂教学



7.本科教学工作量核算

组织教师在教务系统核对确认个人教学工作量

对教师的核对结果进行审核、确认和修改

对本单位所有课程的教学工作量进行核对、补充和修改，并对本单位工作量数据的真实性和准确性承担责任

8.课程考试

在“组织排课”的程序中同时安排课程考试时间

根据教务部发布的排考工作通知，进一步落实考场需求、监考人员、巡考人员等具体工作

教务部反馈公共课室考试地点

向学生公布完整的课程考试安排

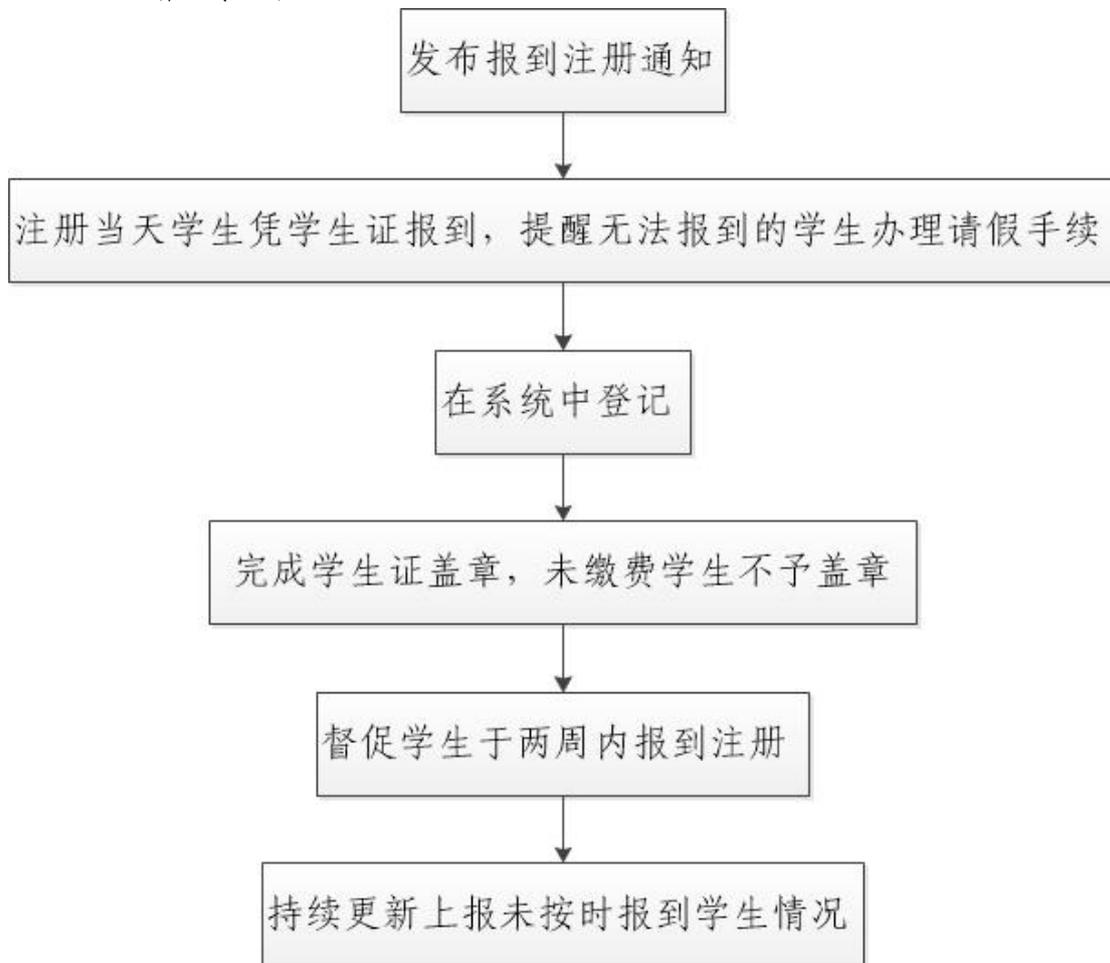
9.考试作弊处理

发现学生有考试违纪作弊行为或收到通报后20天内收集相关材料

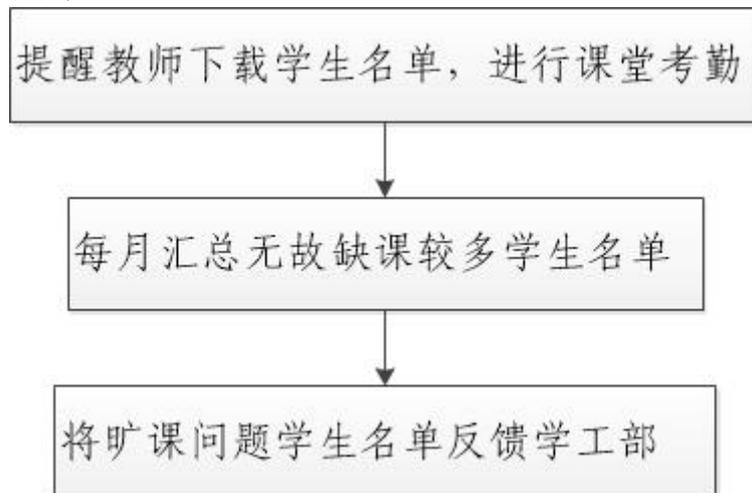
提请学院党政联席会讨论后提出处理意见

将材料报教务部

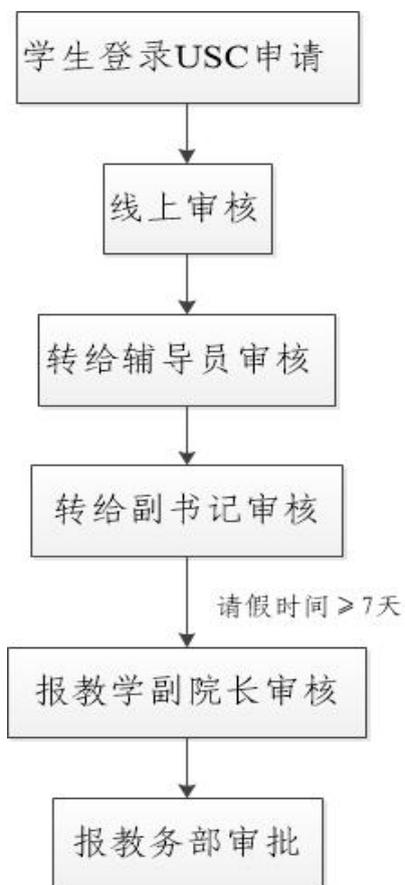
10.报到注册



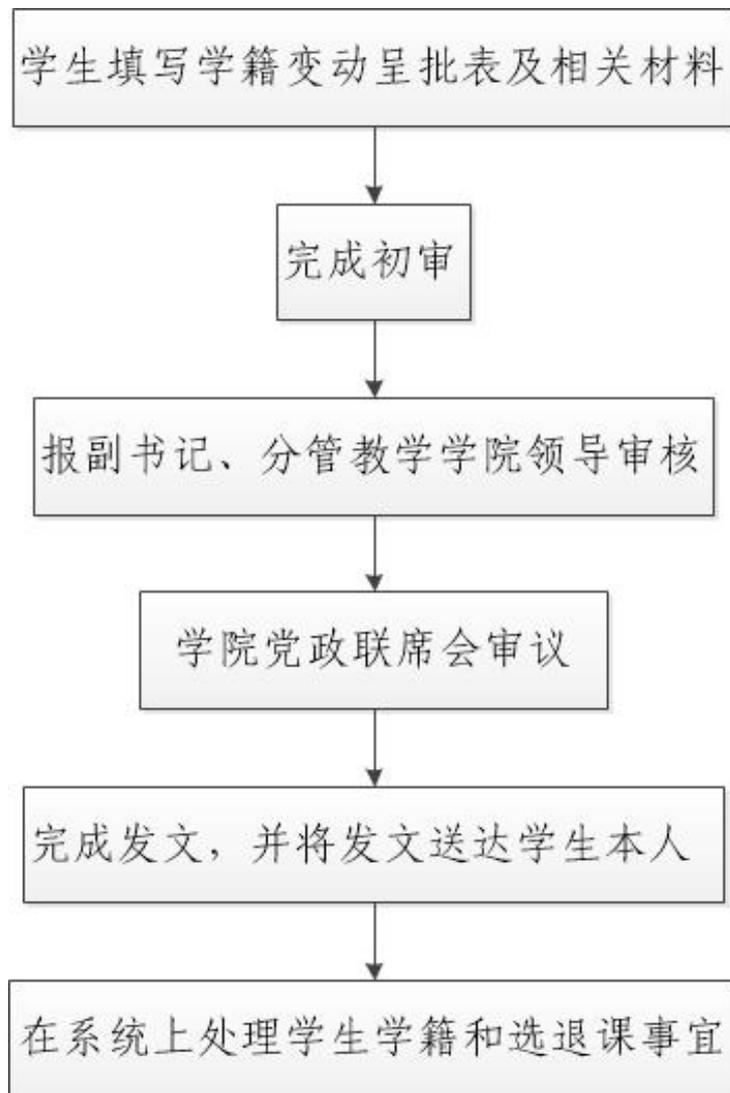
11.考勤管理



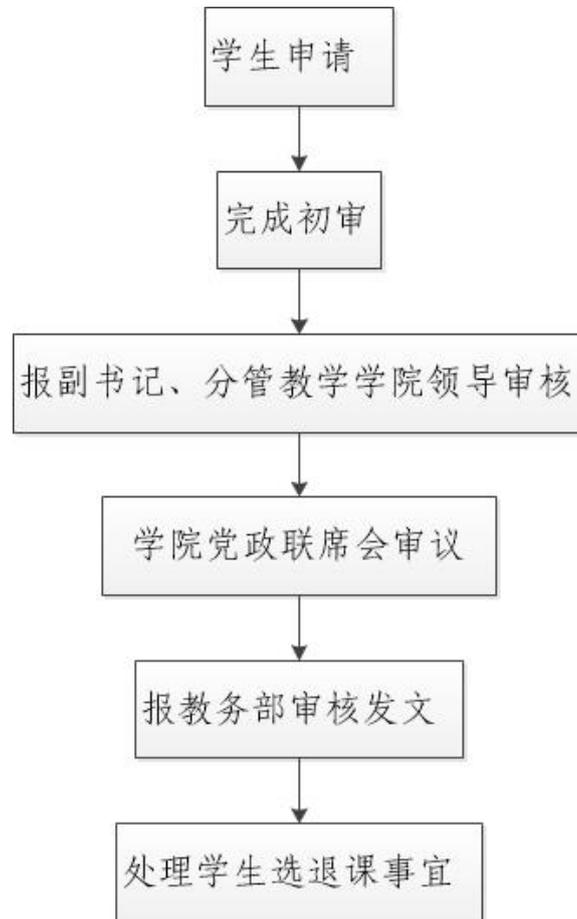
12.学生请假



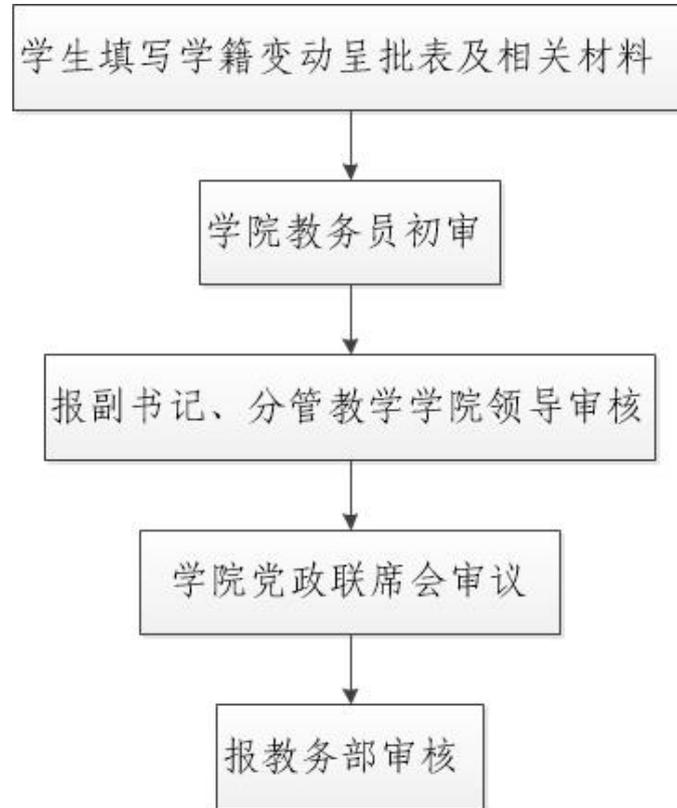
13.学籍变动（休复学）



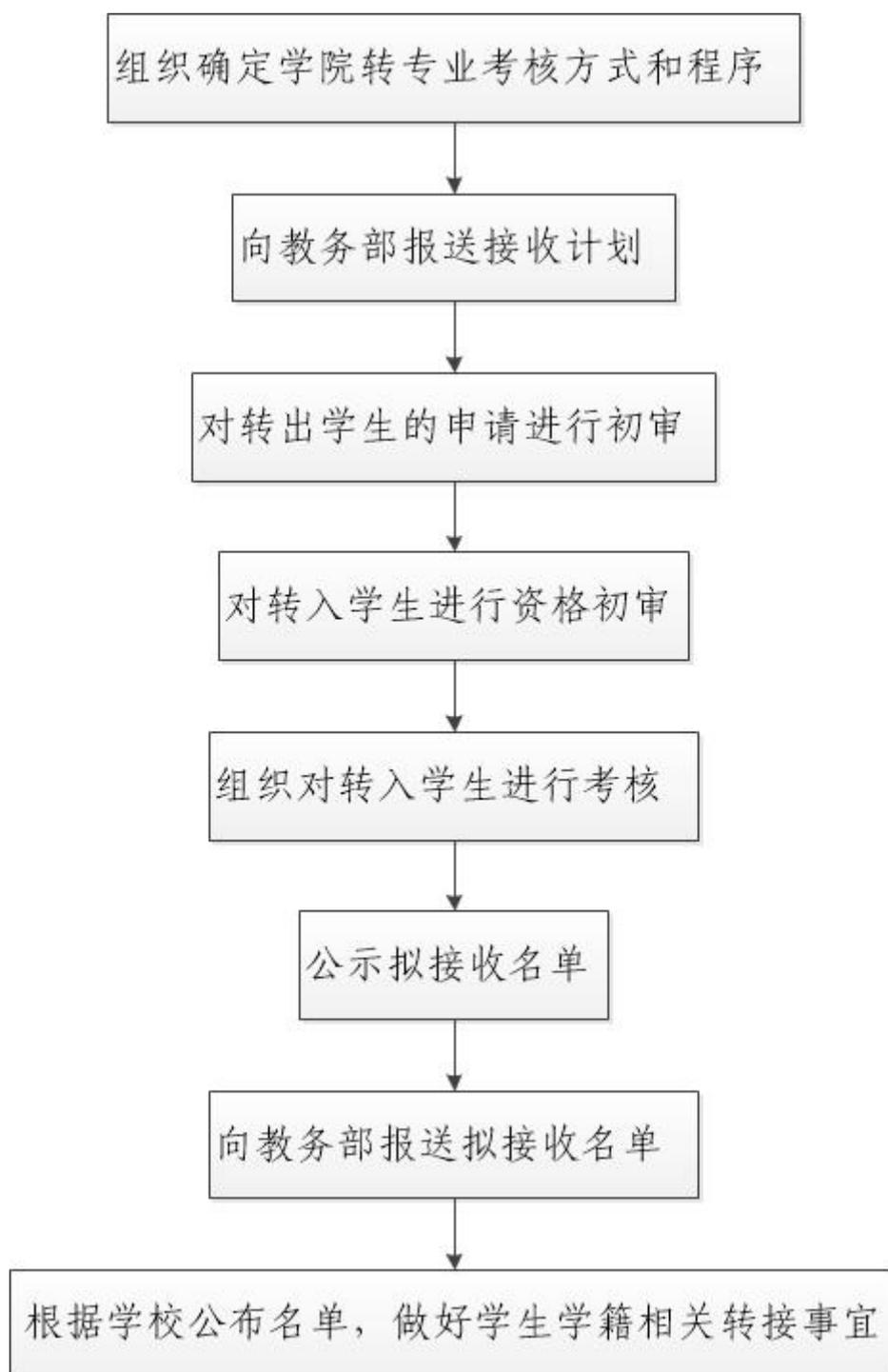
14.学籍变动（降级、保留学籍、退学）



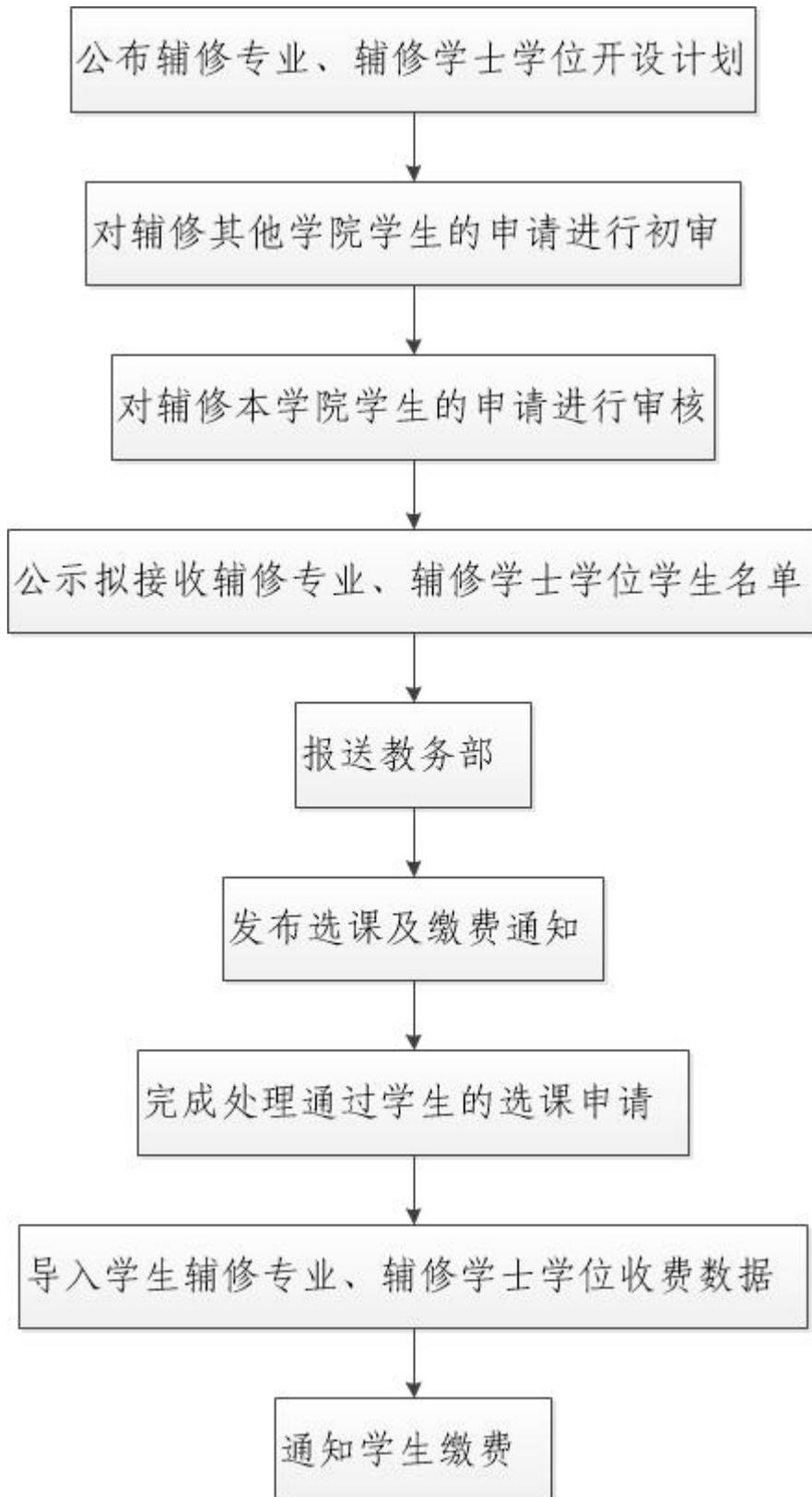
15.延读申请



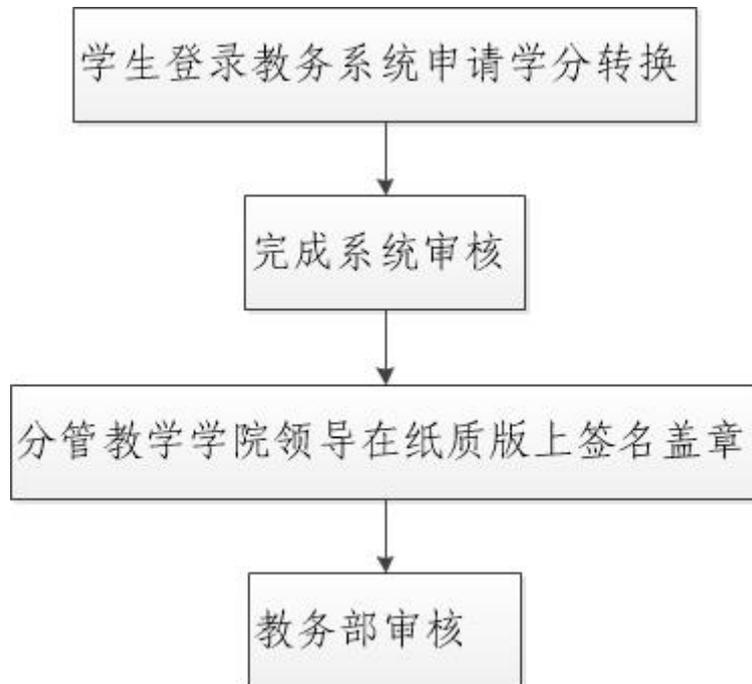
16.转专业



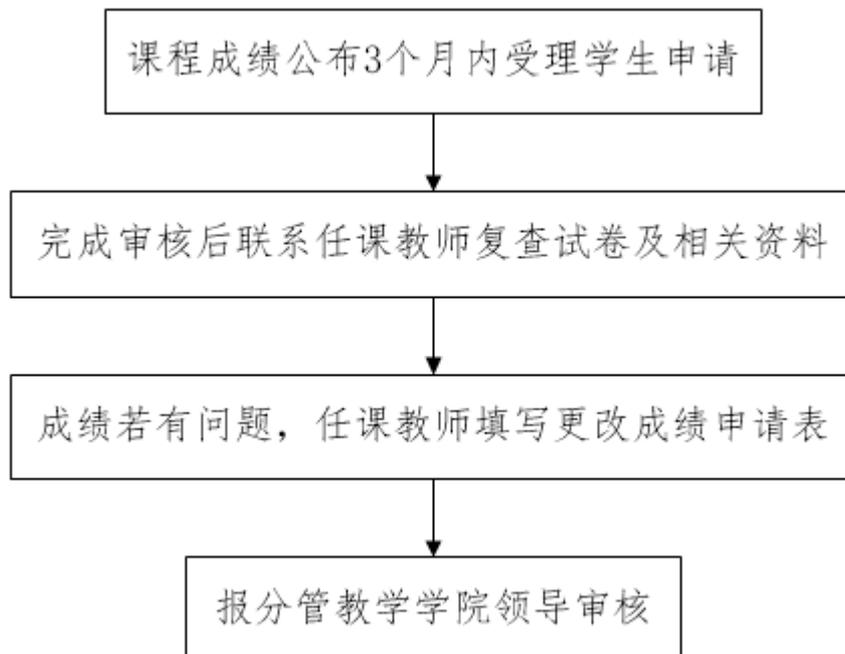
17.辅修专业、辅修学士学位修读



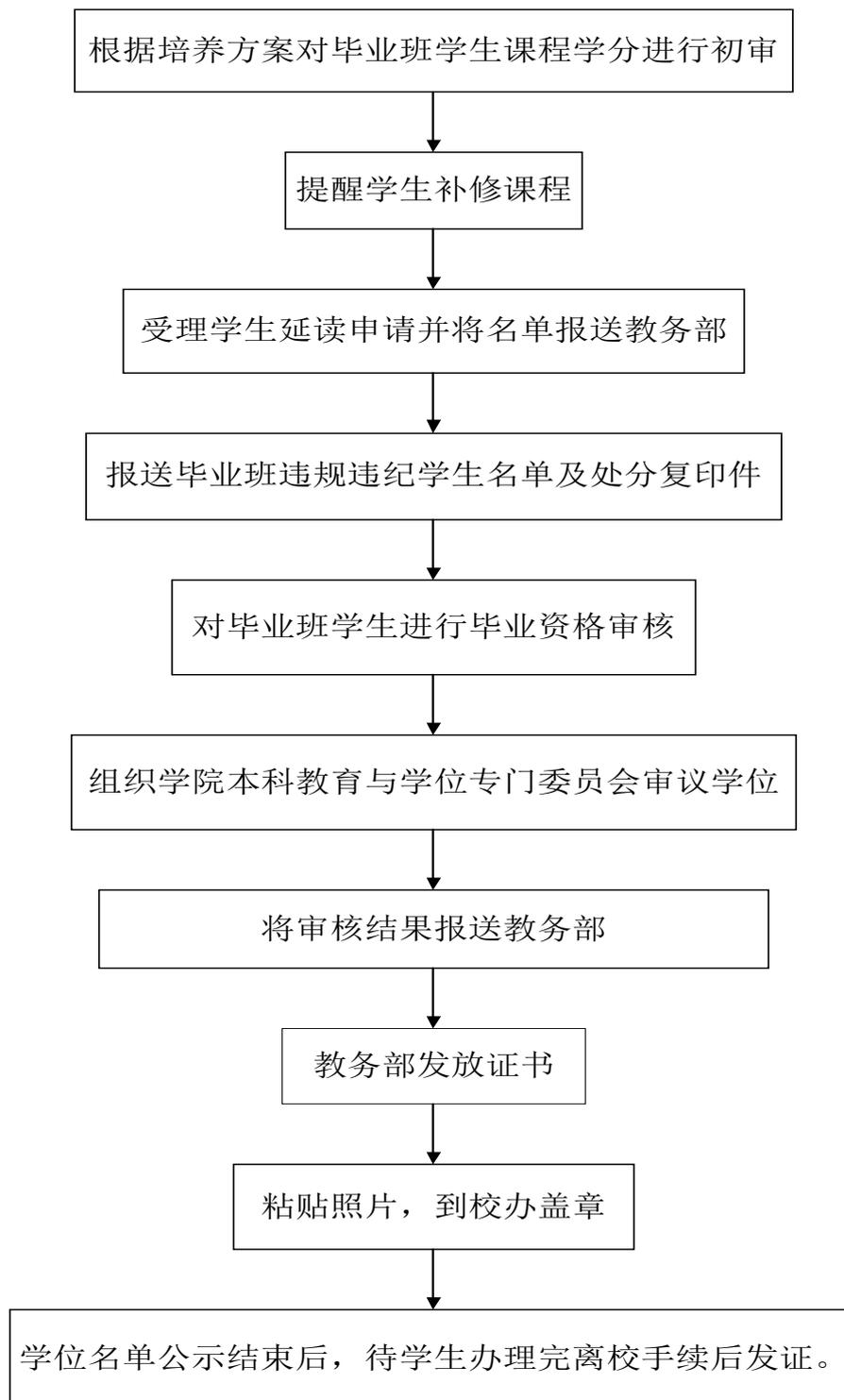
18.学分认定及成绩转换



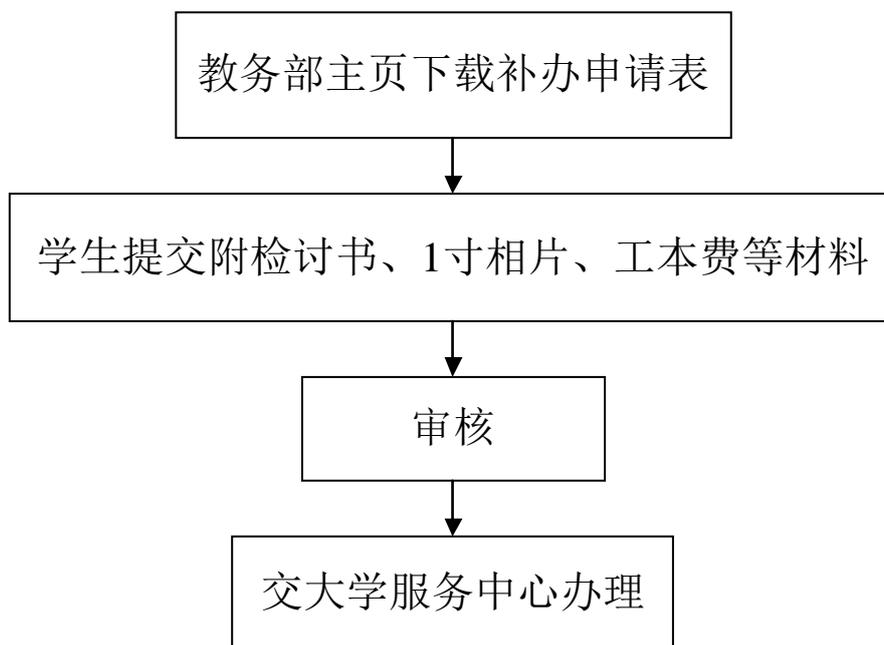
19.学生复查成绩申请



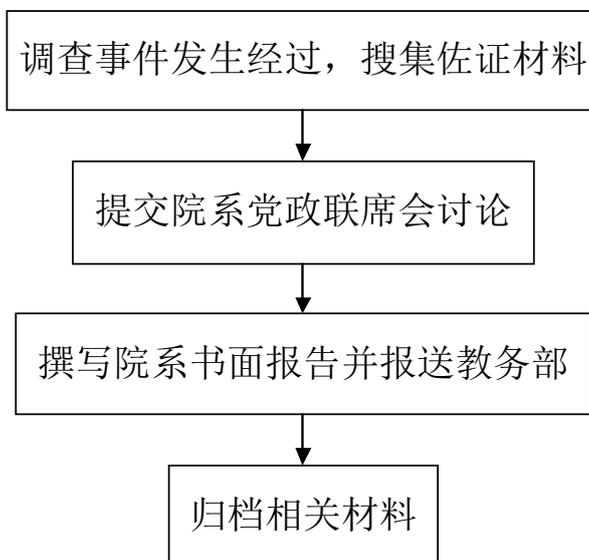
20. 毕业学位资格审核



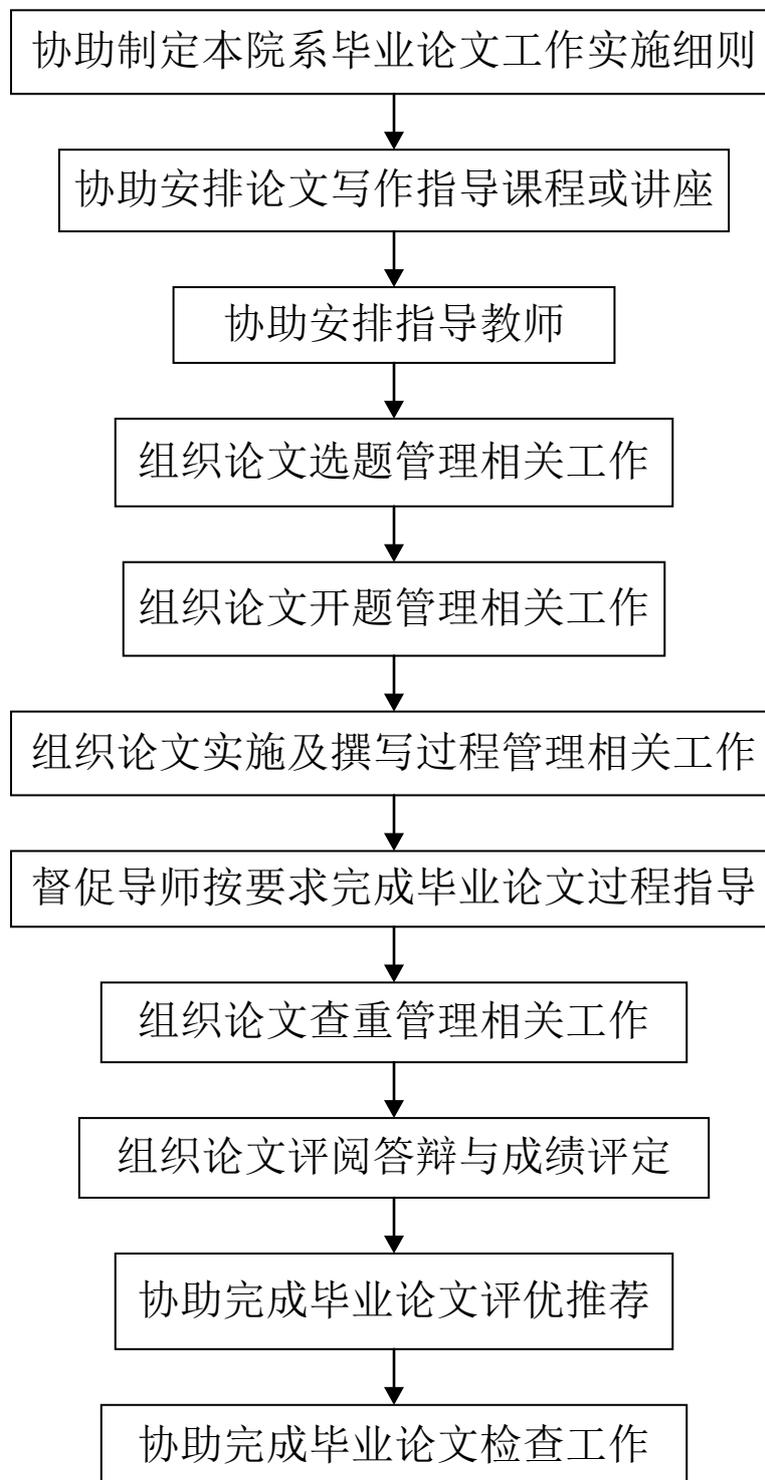
21.学生证补办



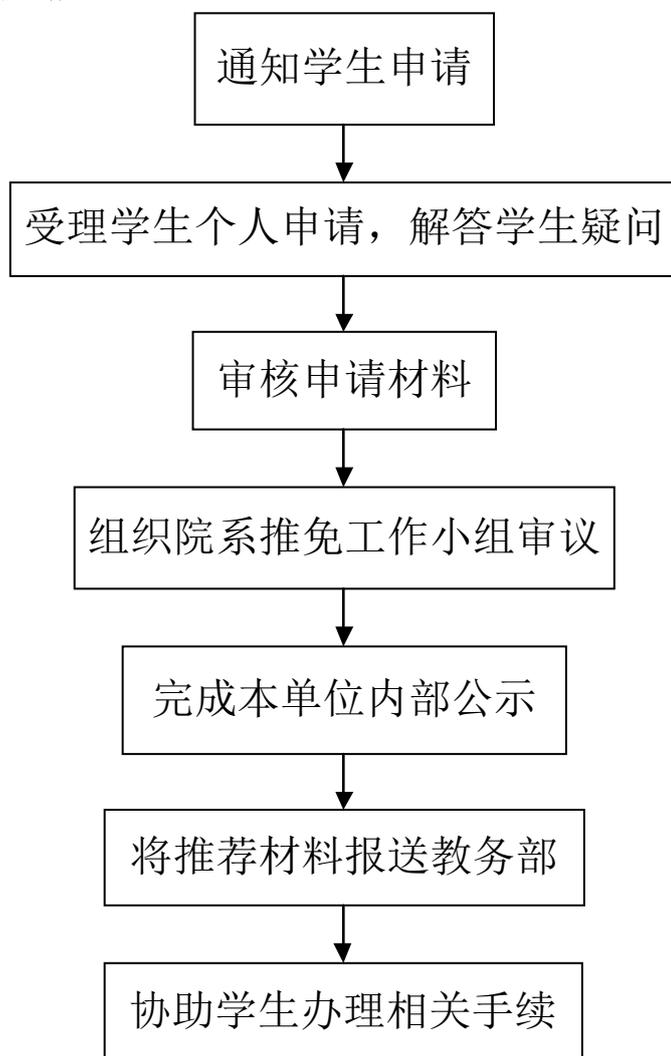
22.教学事故差错处理



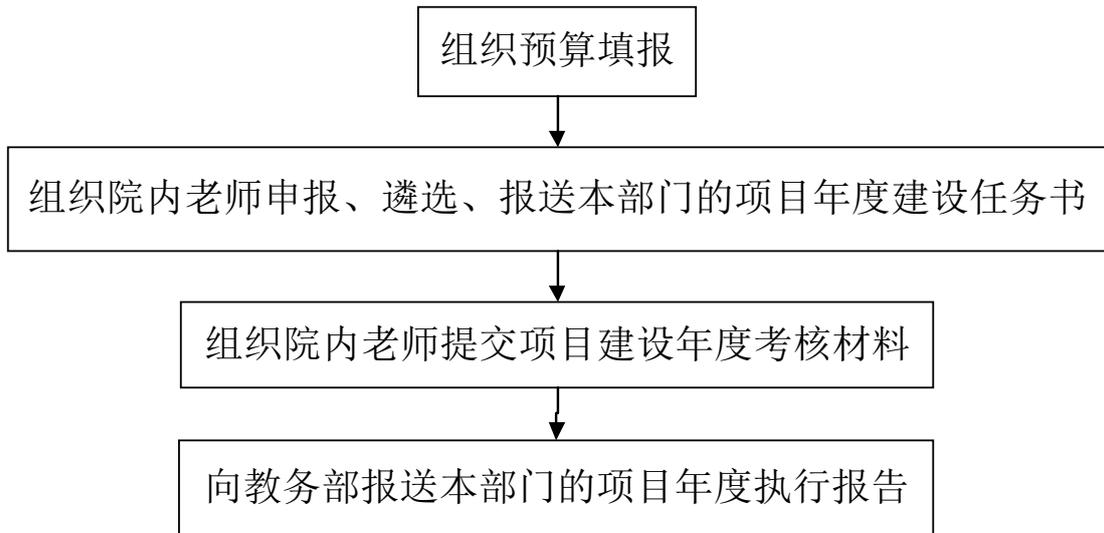
23. 毕业论文（设计）管理



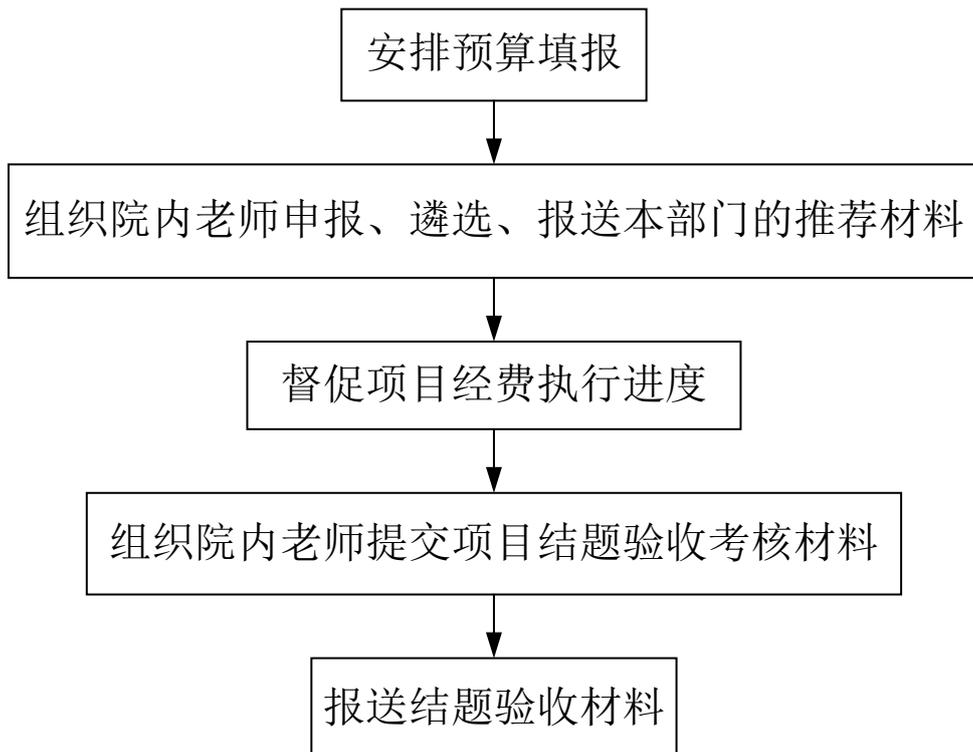
24. 推免资格认定



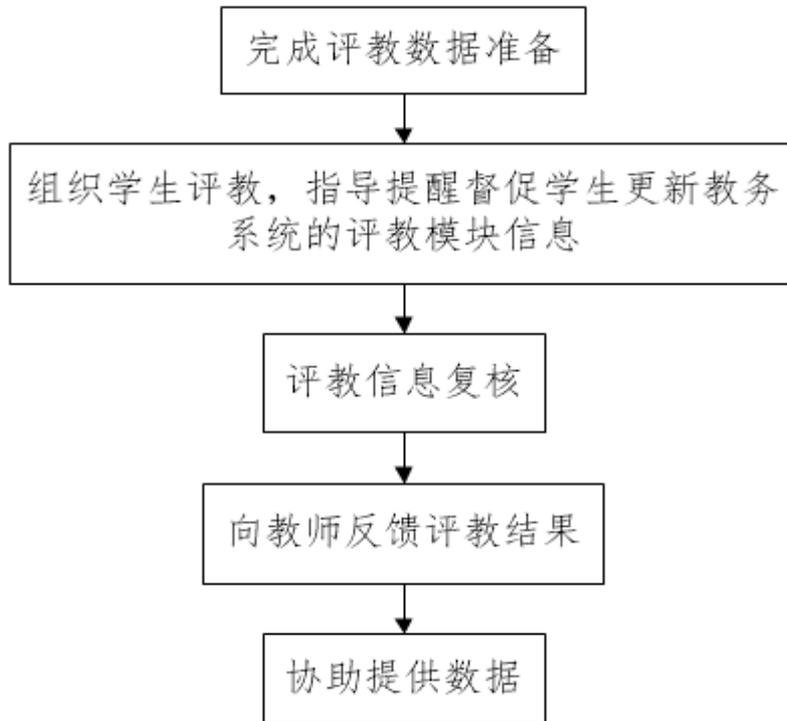
25. 本科教学质量与教学改革工程项目（校级）



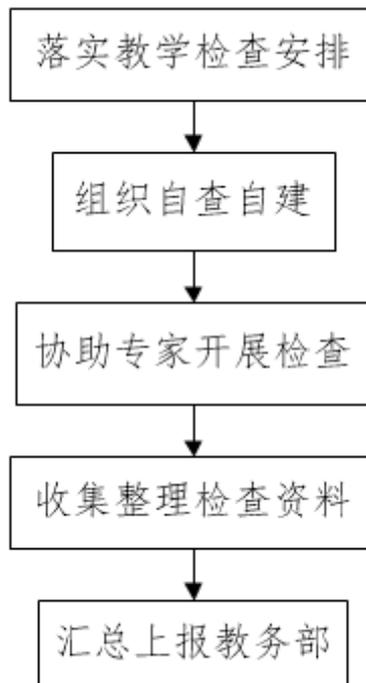
26. 本科教学质量与教学改革工程项目（省级）



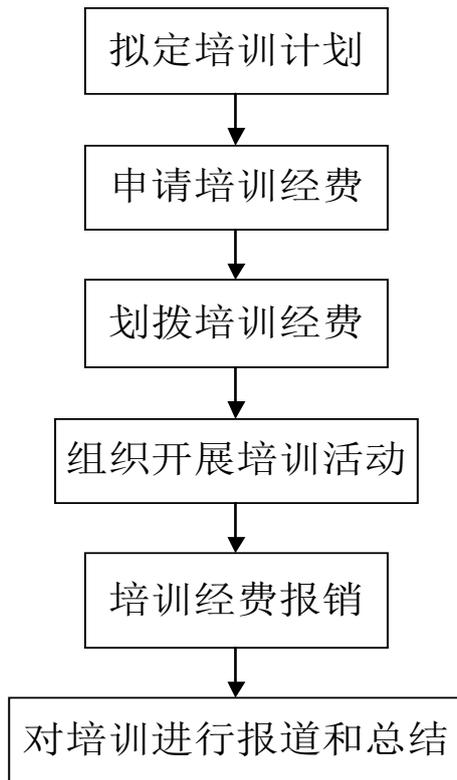
27. 学生评教



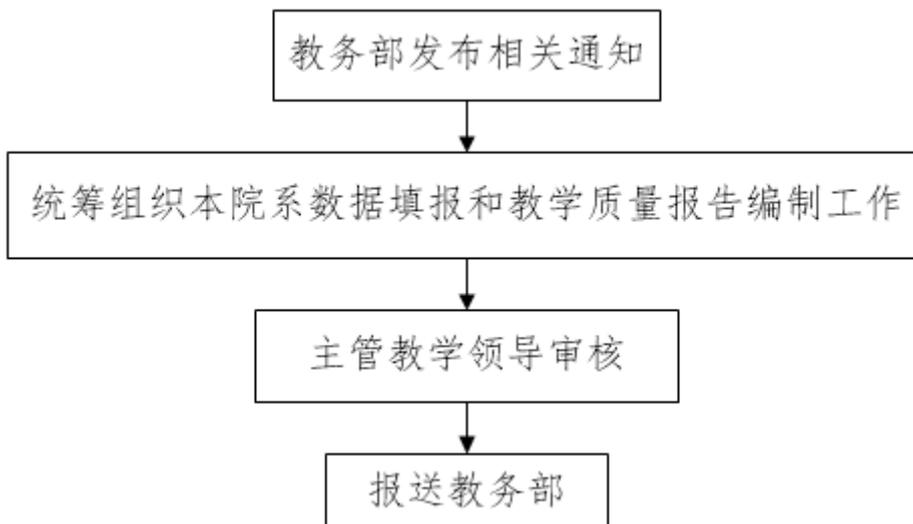
28. 协助教学检查、教学质量监控



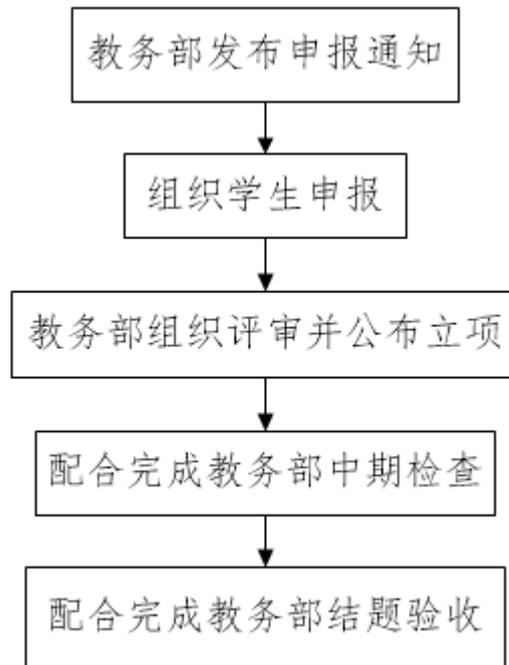
29. 组织开展相关培训



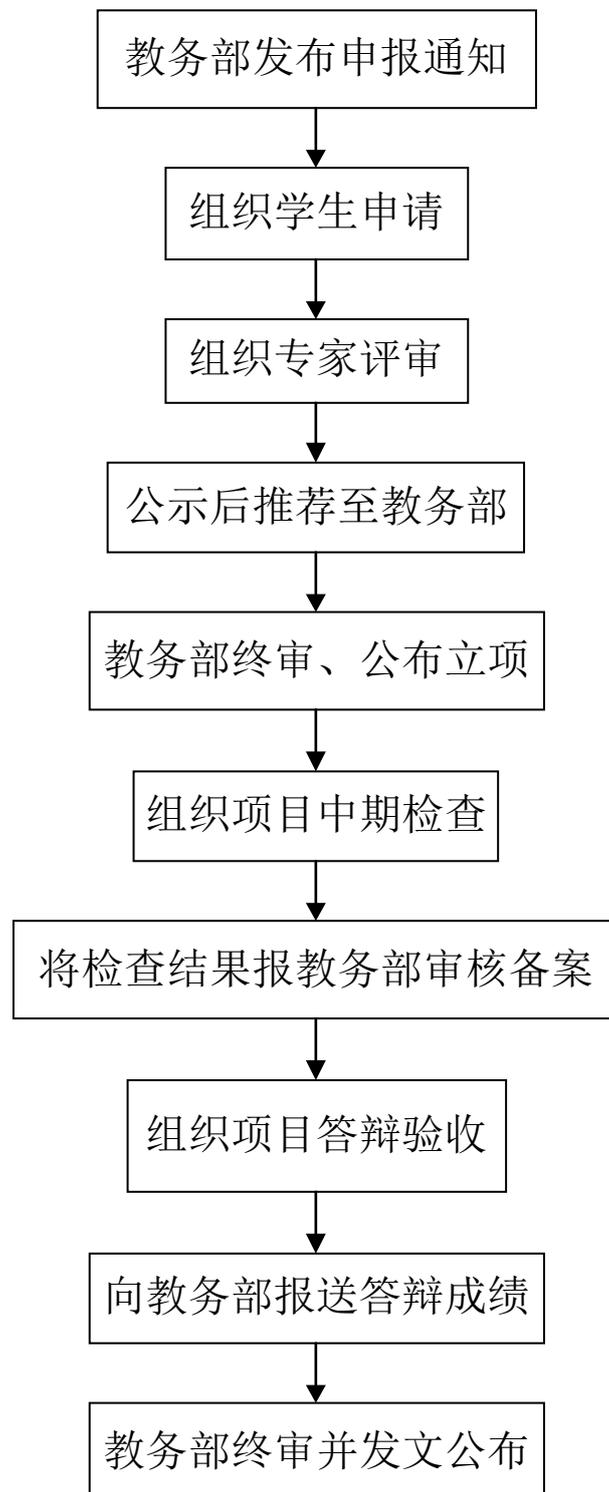
30. 教学状态数据统计和教学质量报告编制



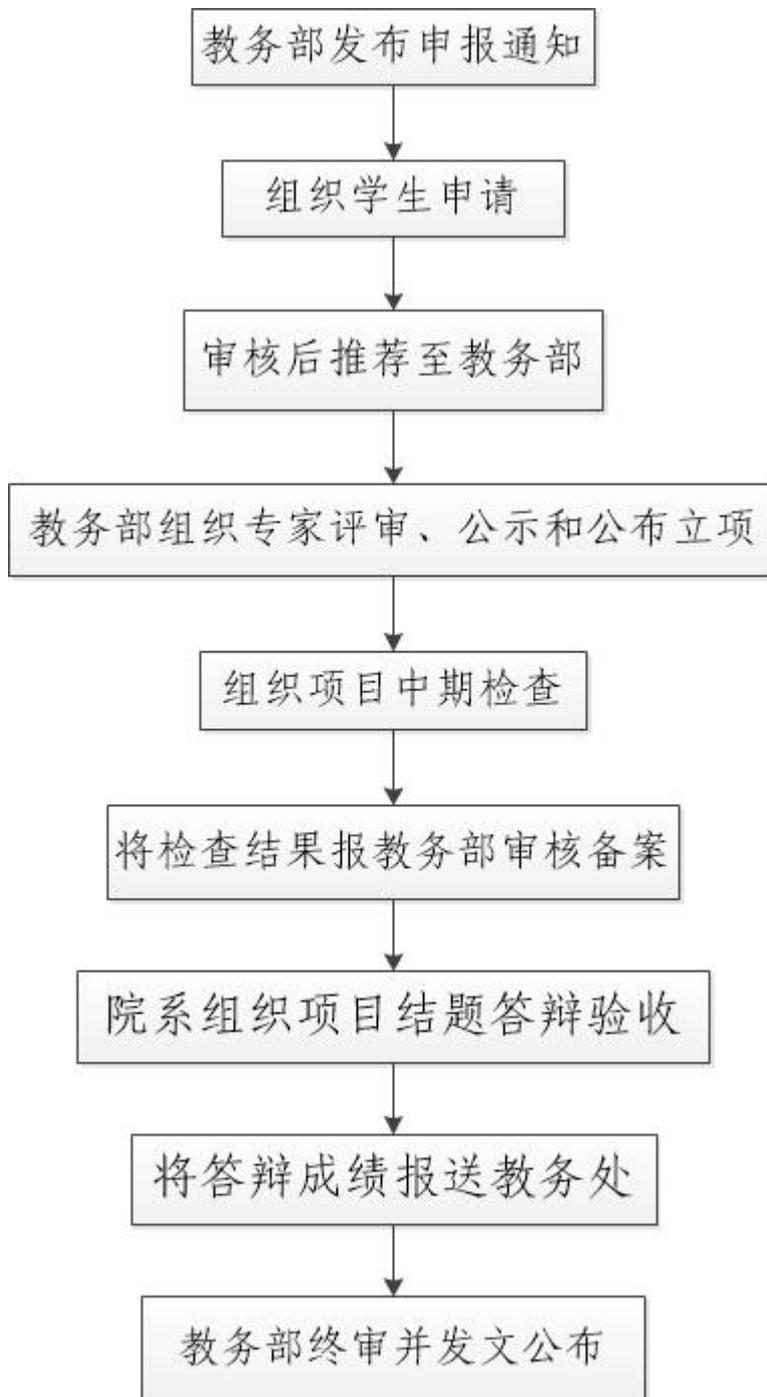
31. 本科实习教学基地建设项目管理



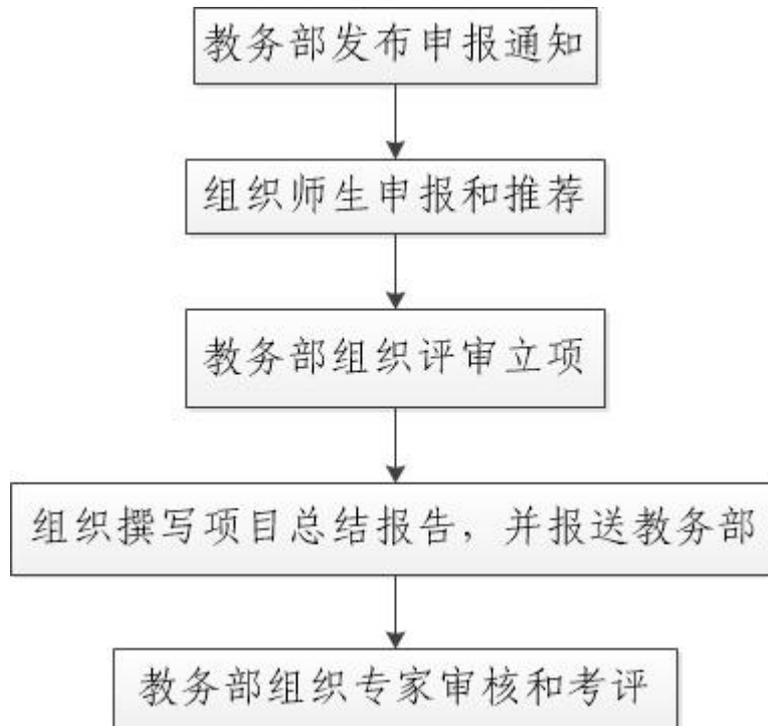
32. 大学生创新训练项目管理



33. 大学生创业训练及创业实践项目管理

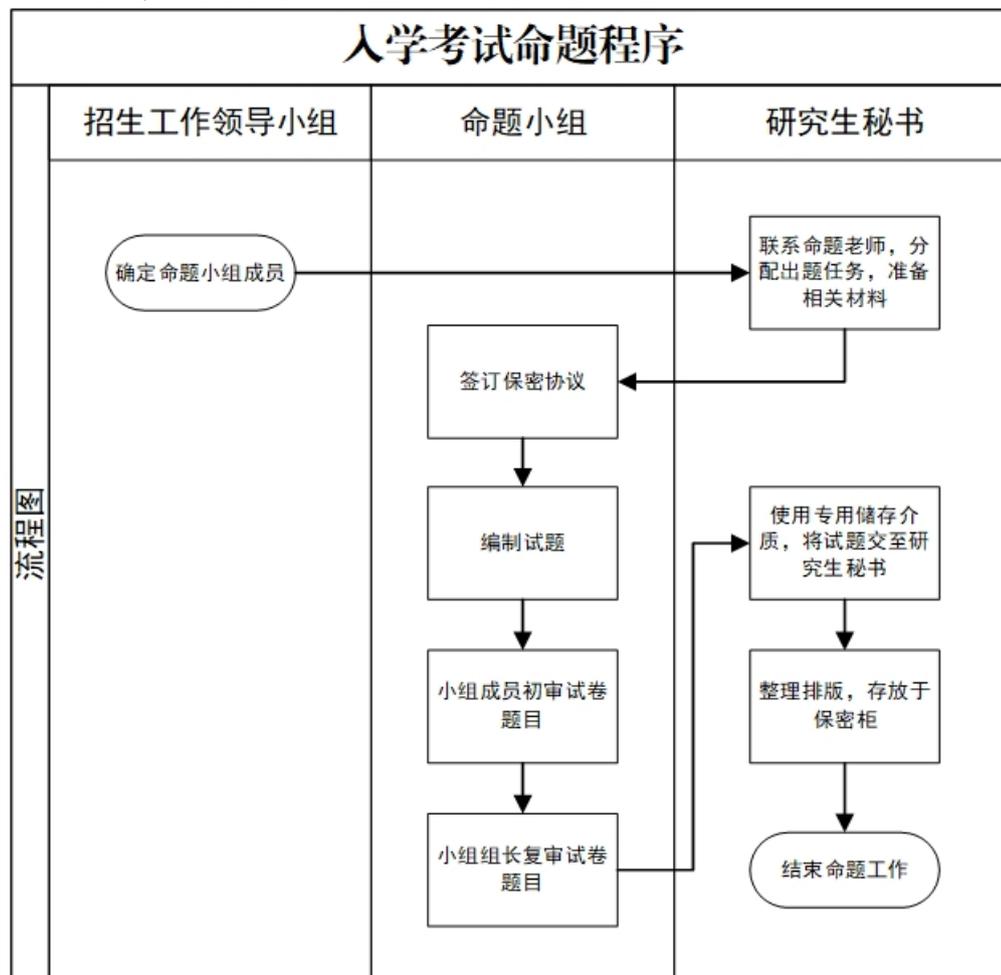


34. 学生竞赛项目、野外实习项目管理

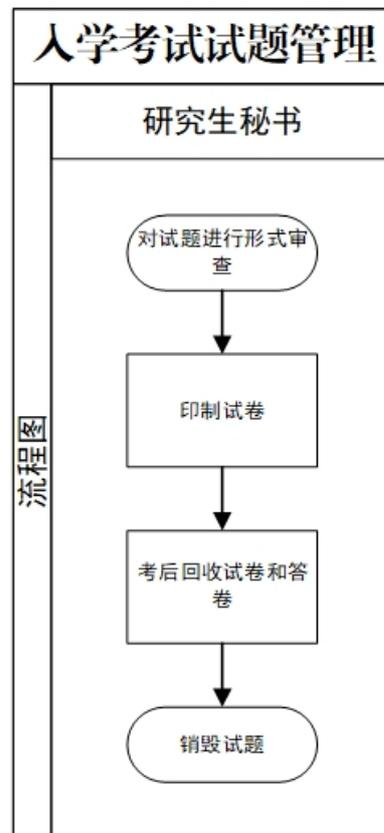


三、科研与研究生秘书岗位工作流程图

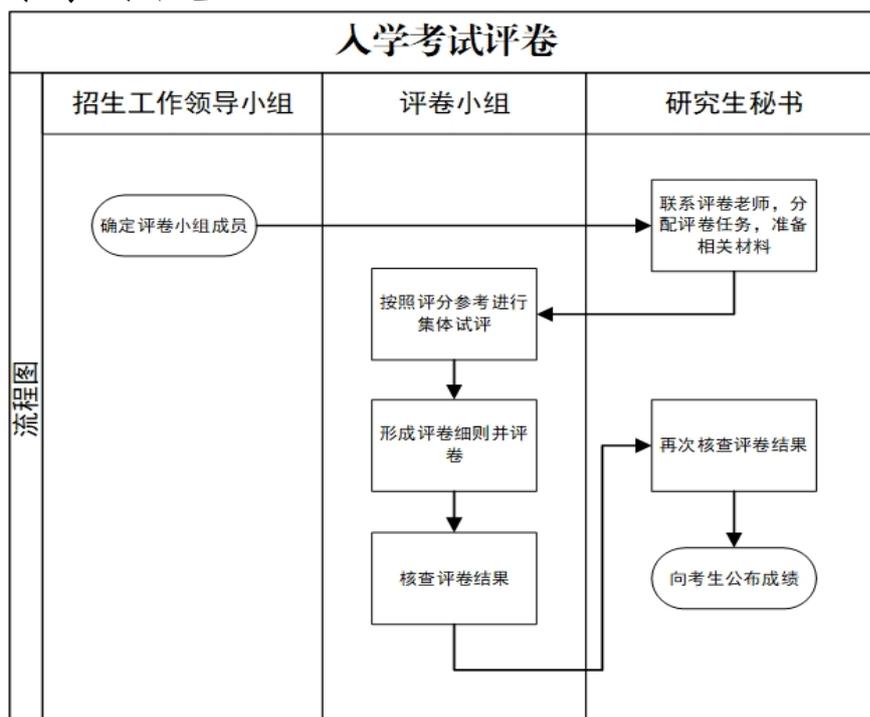
1. 入学考试命题



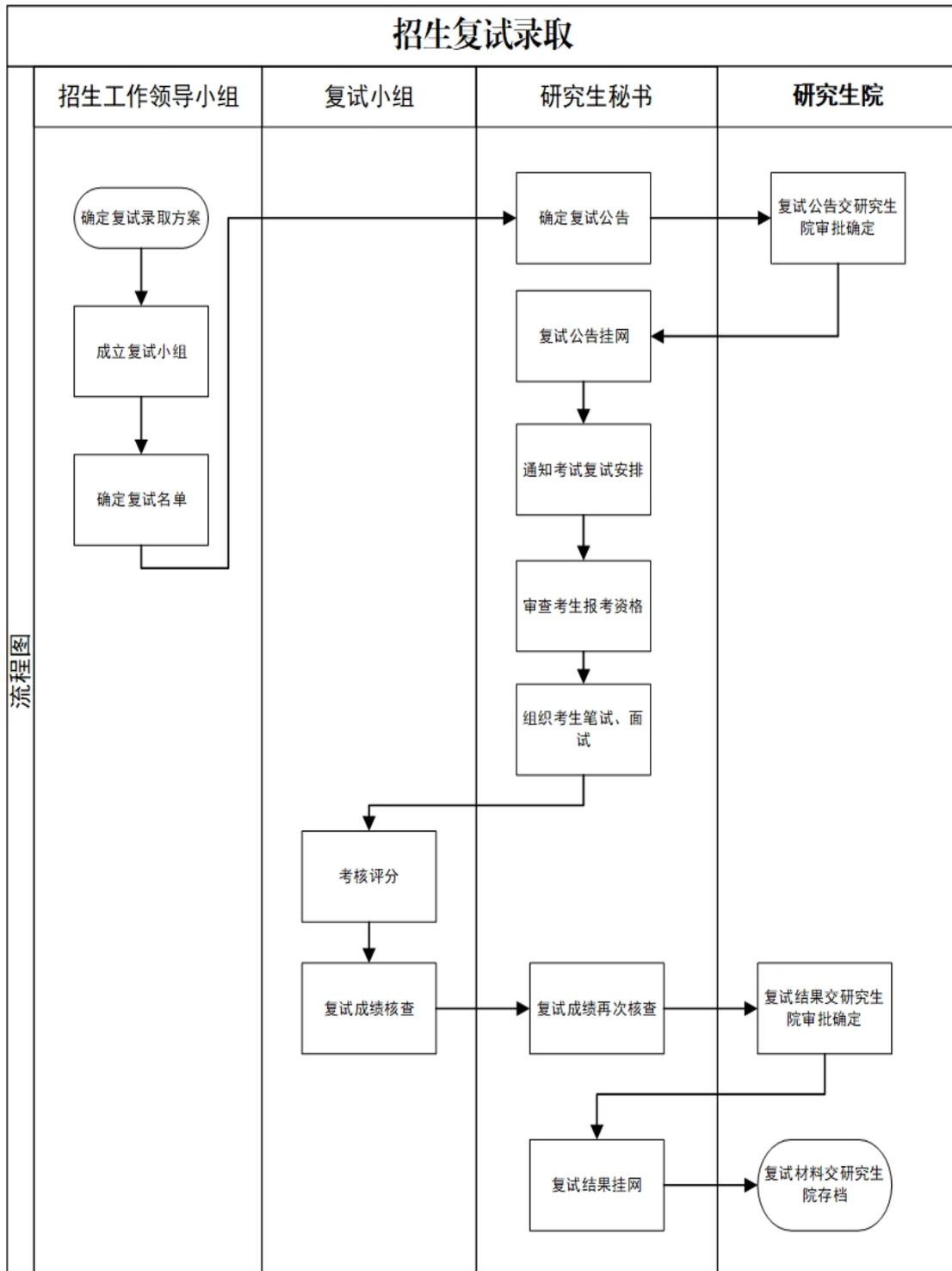
2.入学考试试题管理



3.入学考试评卷

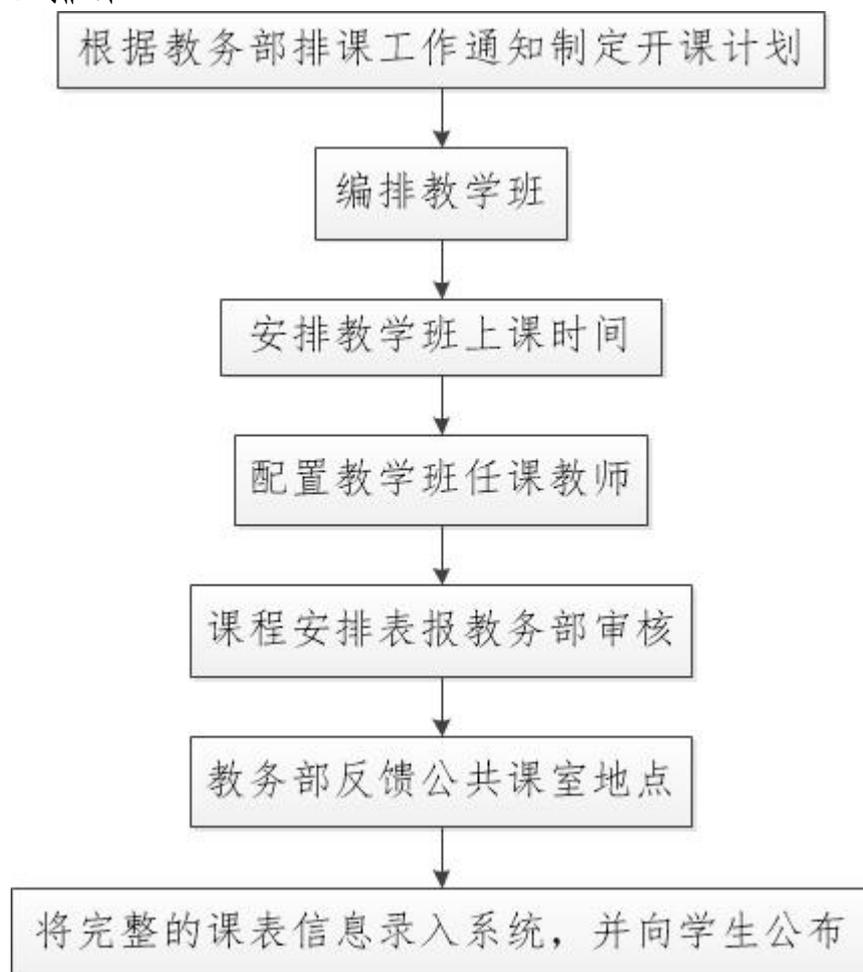


4.招生复试录取

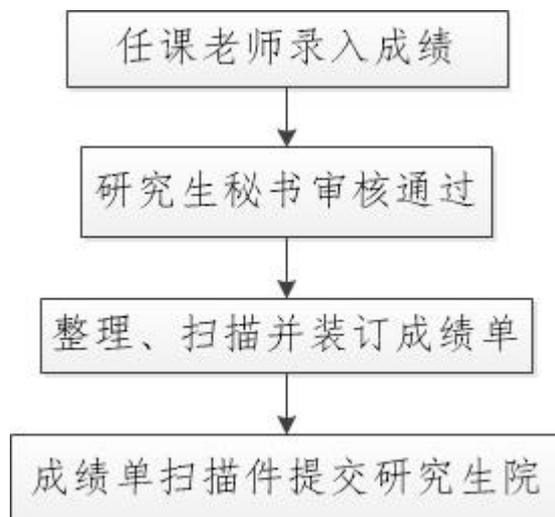


流程图

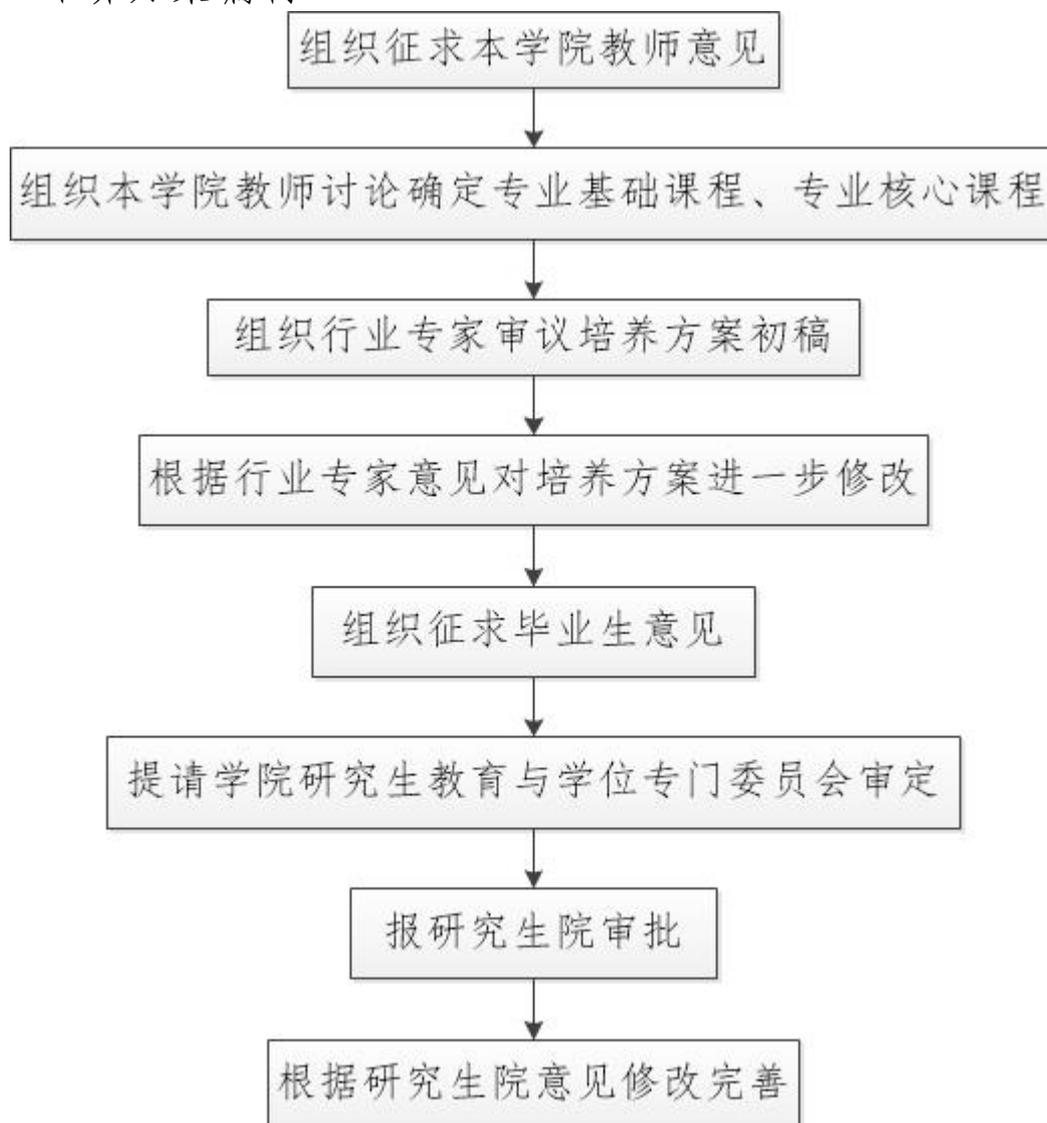
5.排课



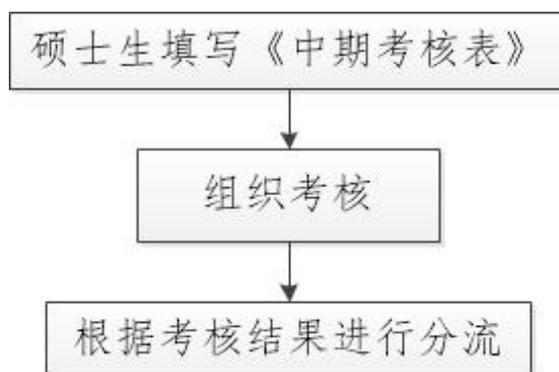
6.成绩管理



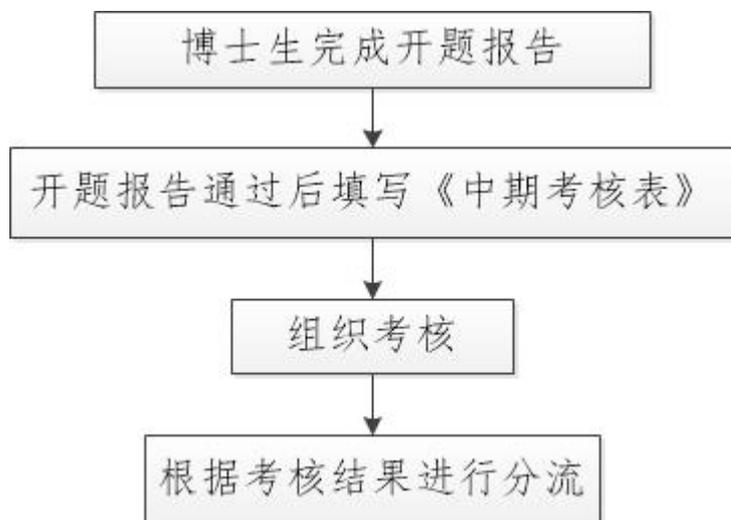
7.培养方案编制



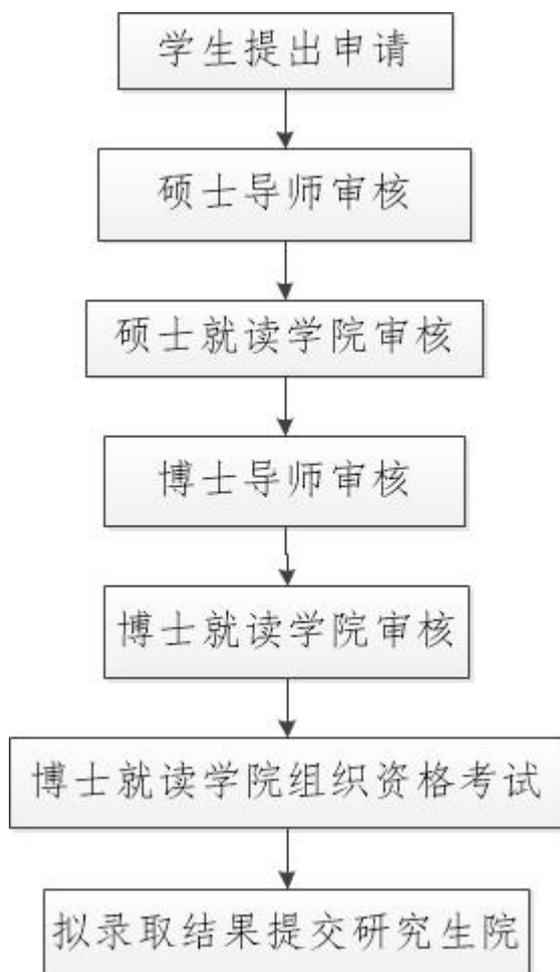
8.硕士生中期考核



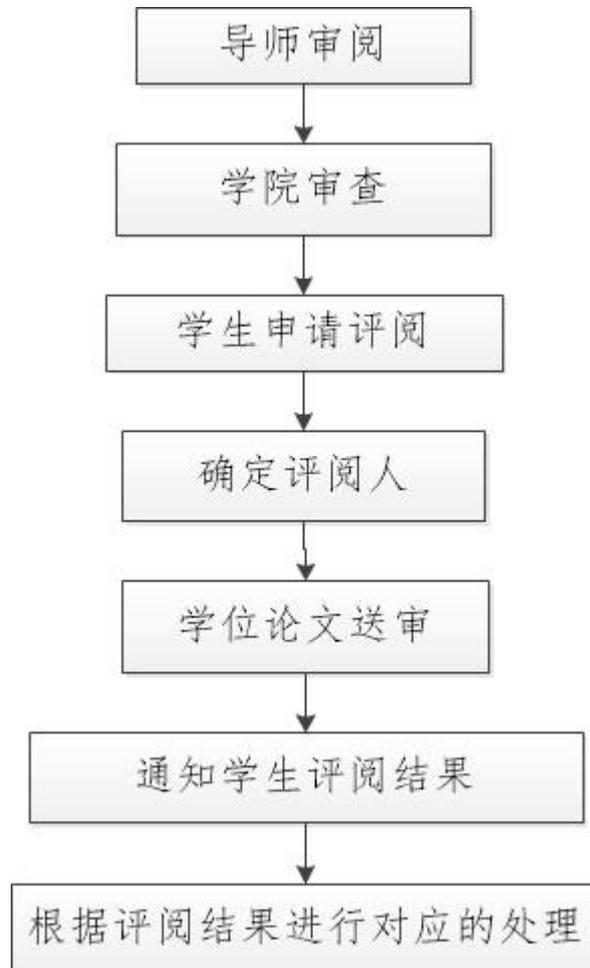
9.博士生中期考核



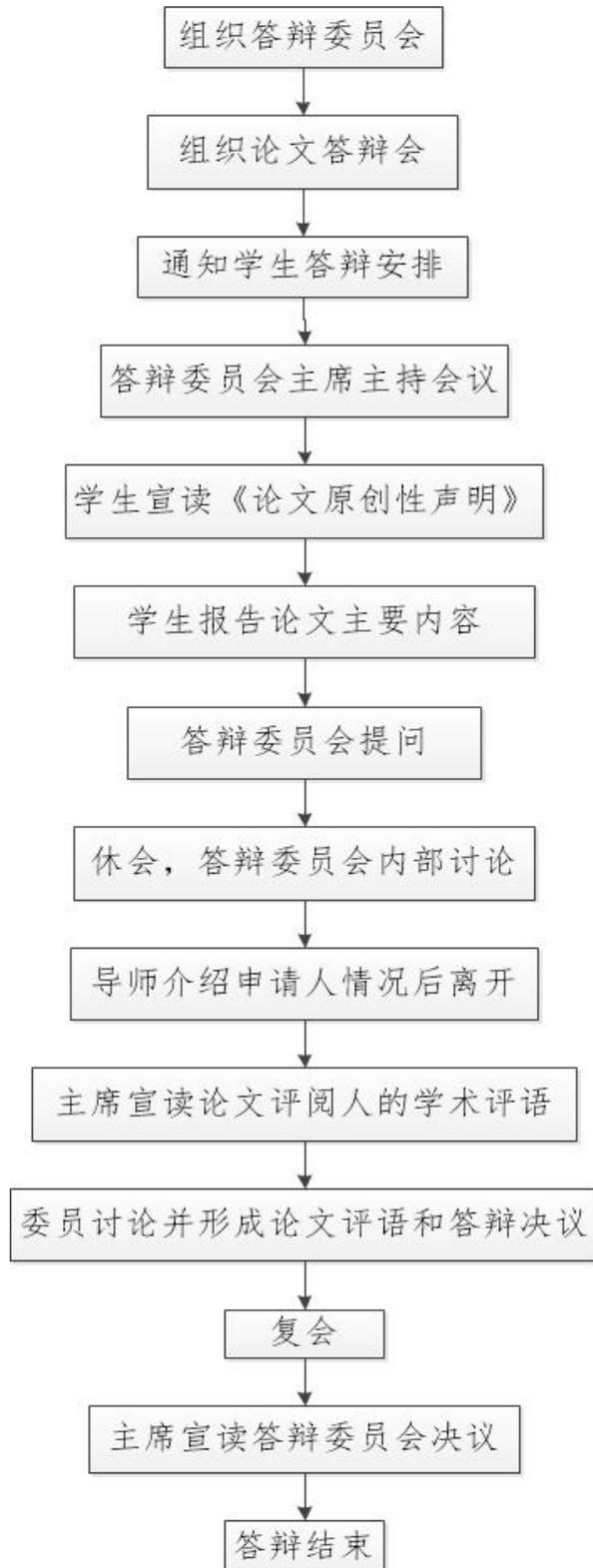
10.硕博连读遴选



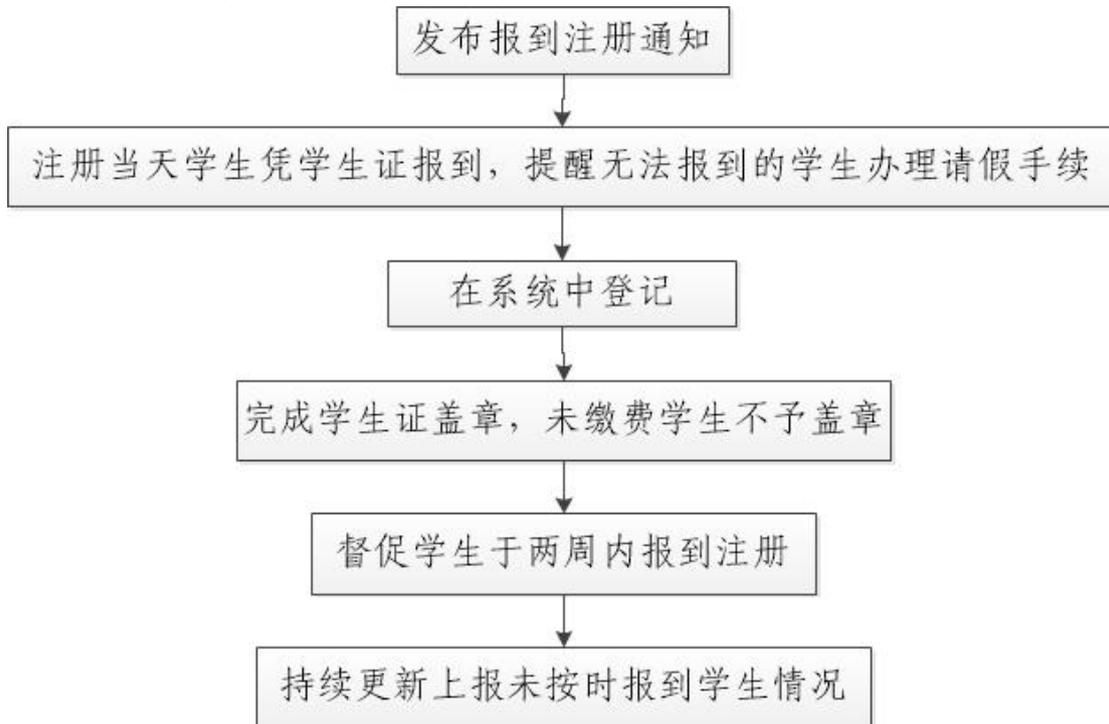
11. 学位论文评阅



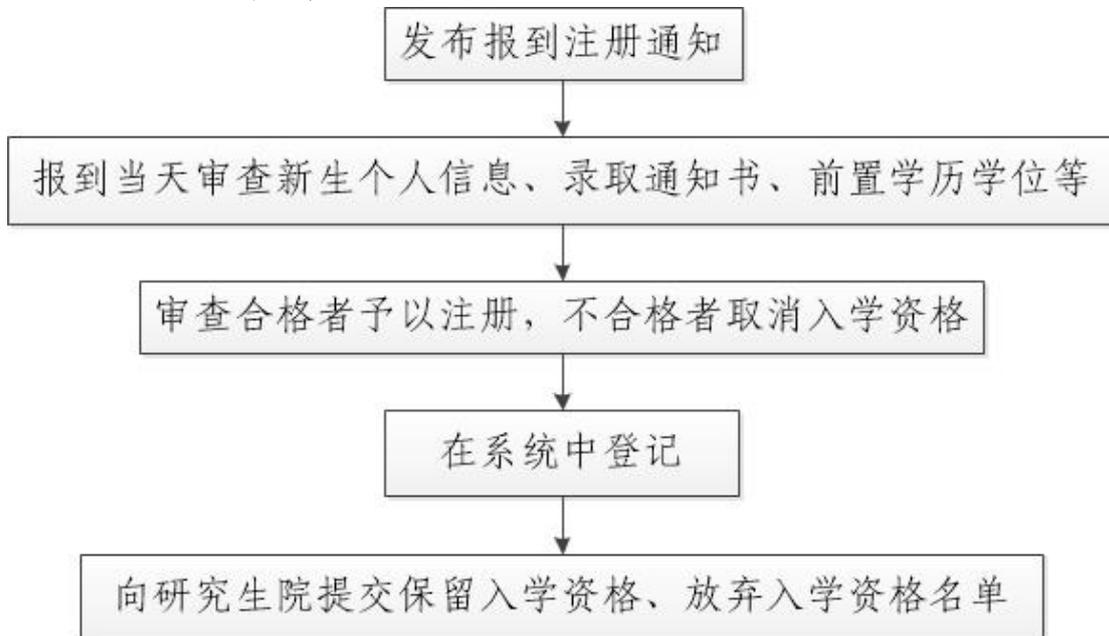
12.学位论文答辩



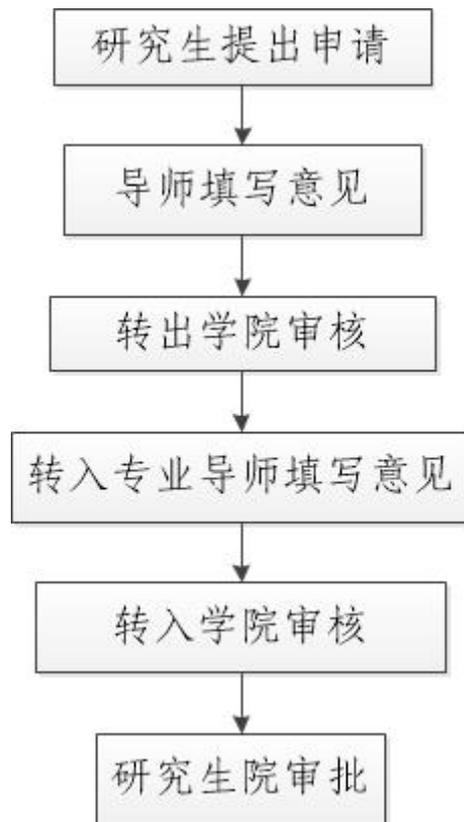
13. 报到注册



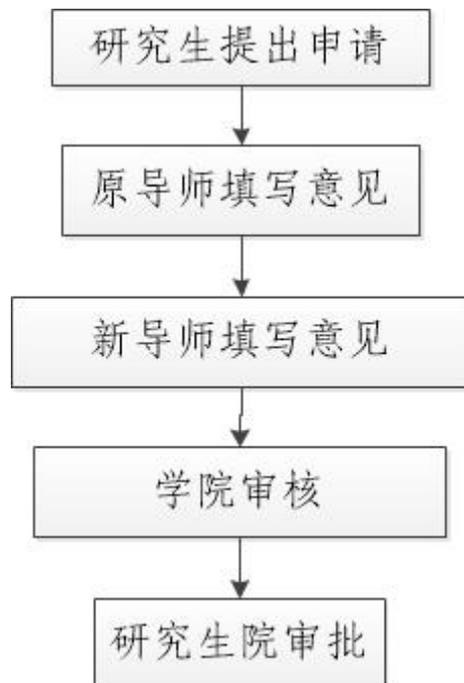
14. 新生报到



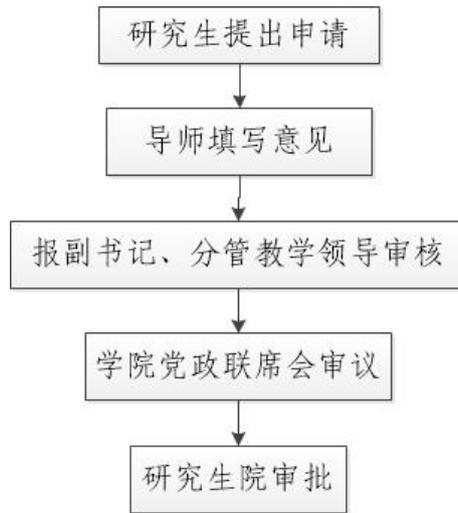
15.转专业



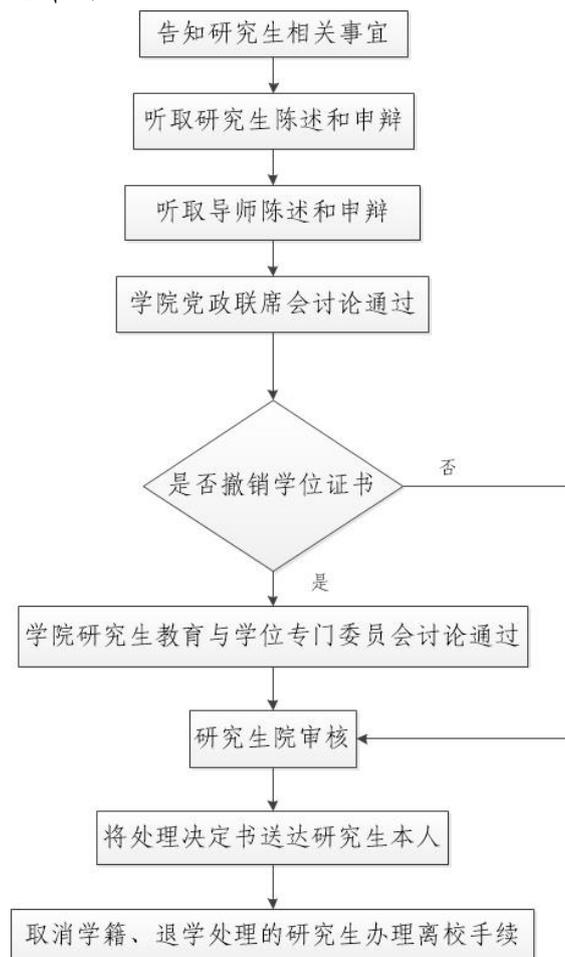
16.转导师



17.学籍变动（休复学、退学）

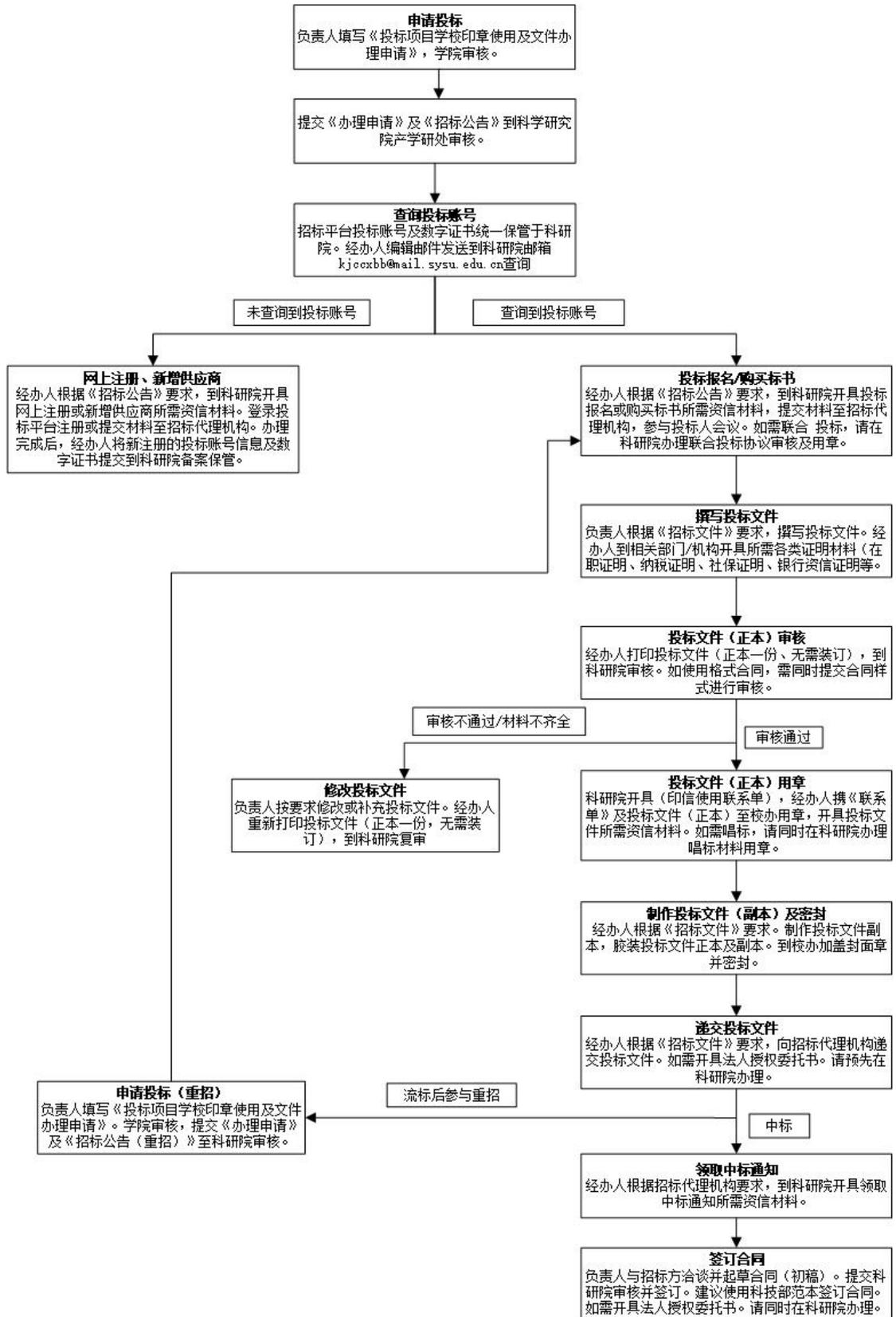


18.学籍处理（取消入学资格、取消学籍、退学处理、撤销学历或学位证书）

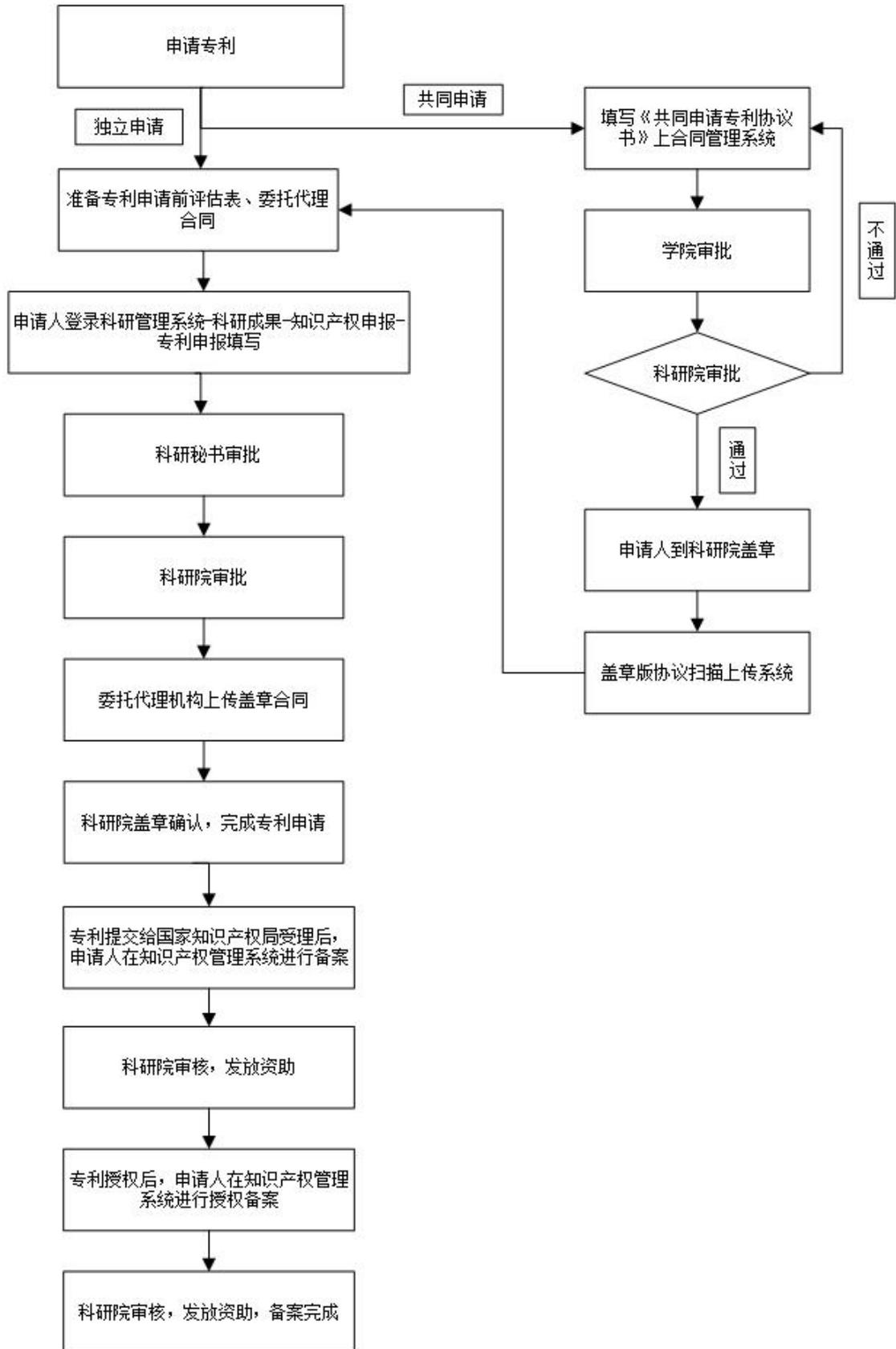


19. 科研类流程图

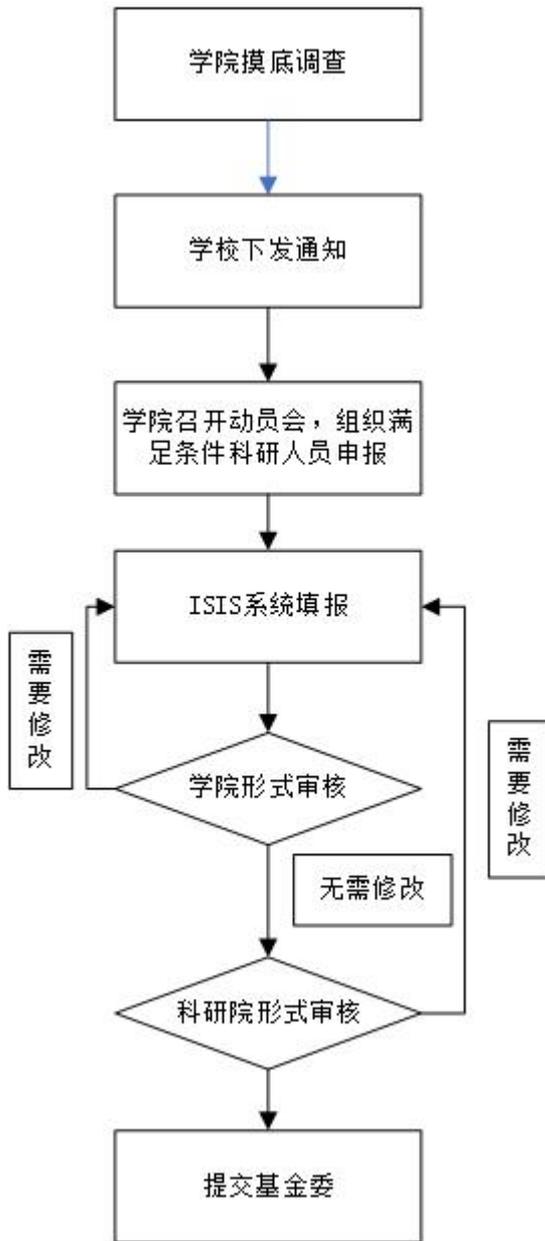
(1) 参加校外招投标业务



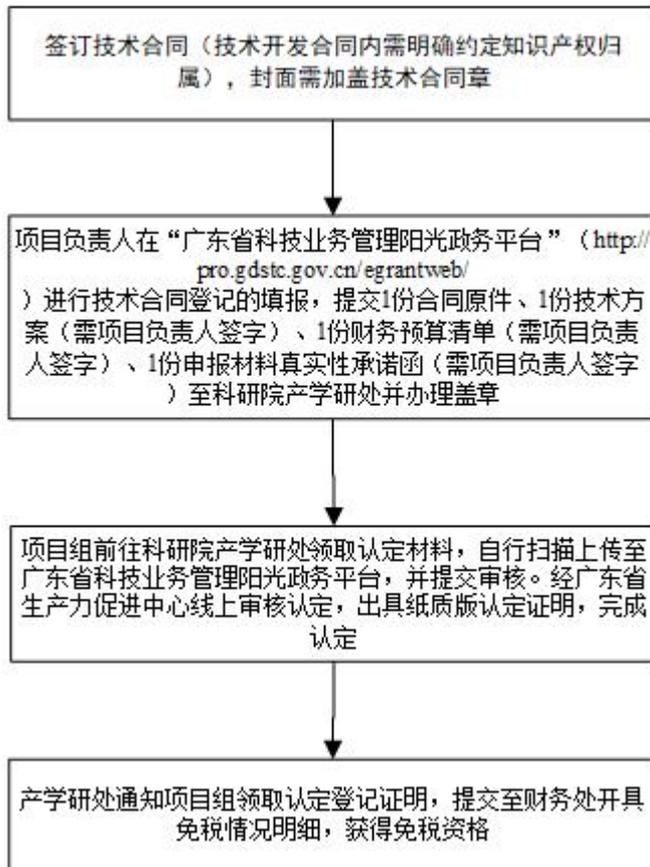
(2) 专利申请



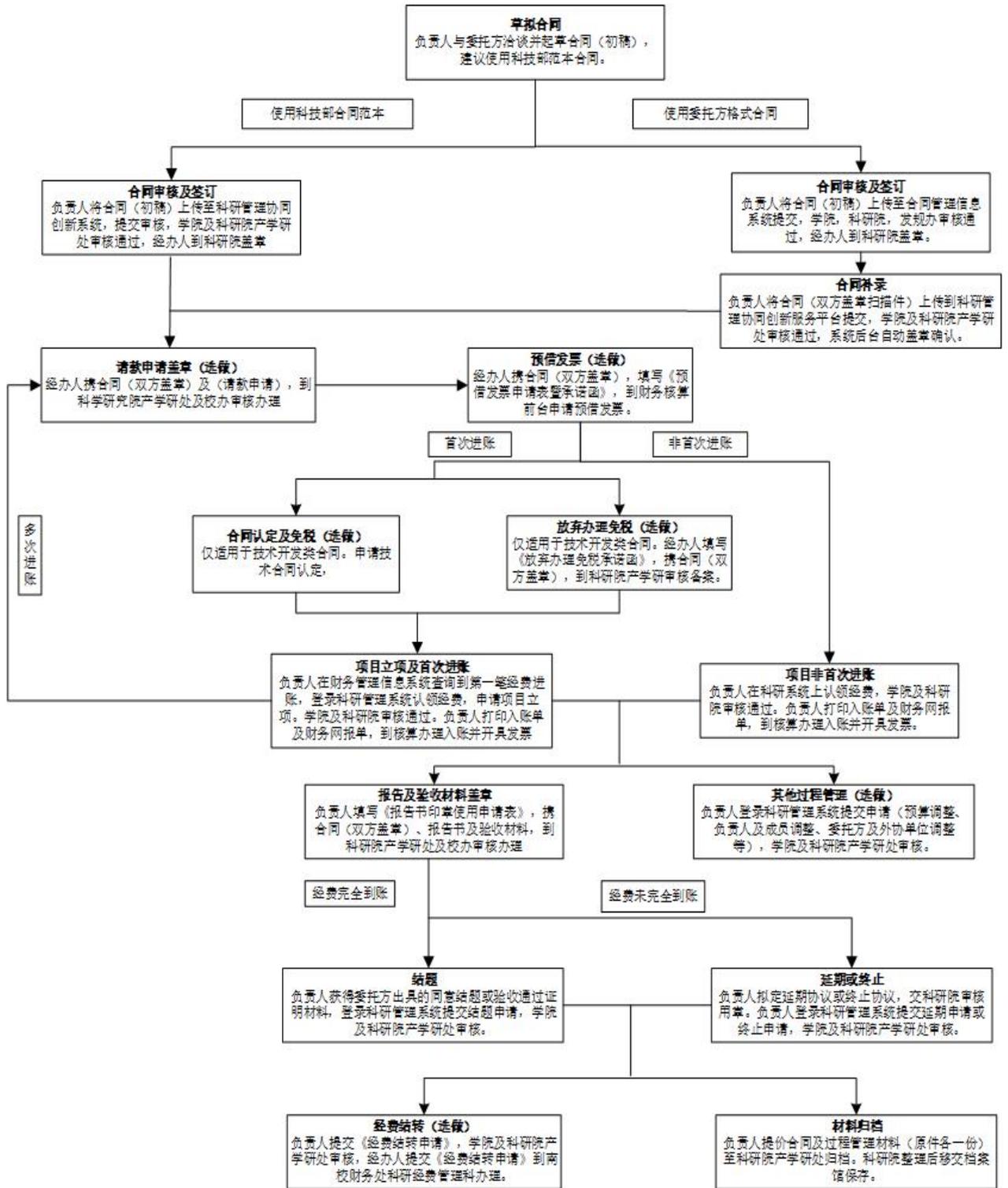
(3) 国家基金申报



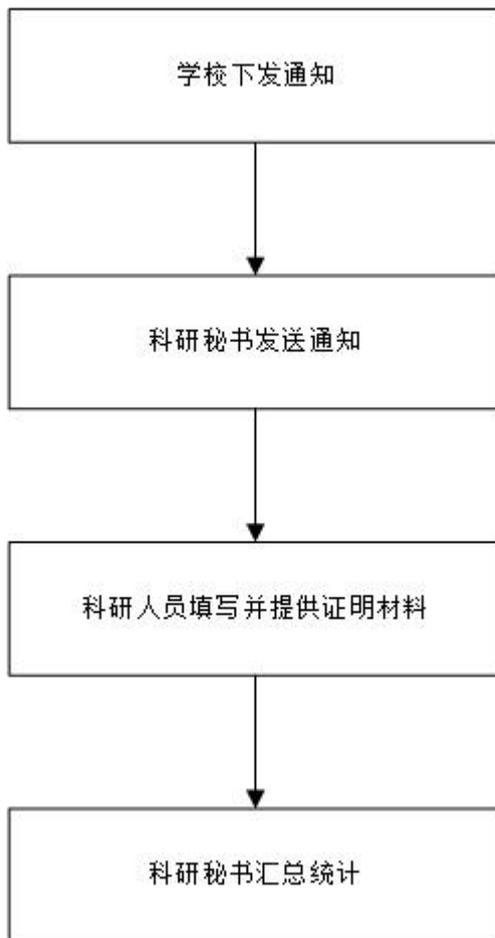
(4) 技术合同认定登记流程



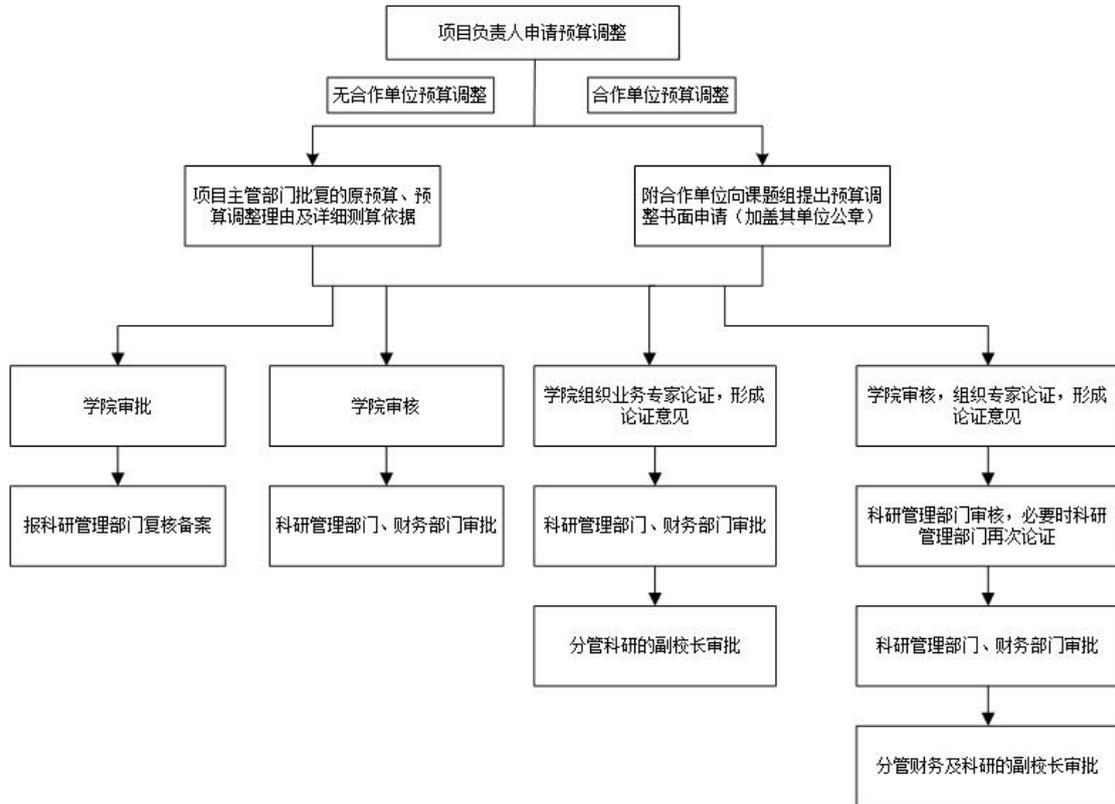
(5) 横向项目合同签订



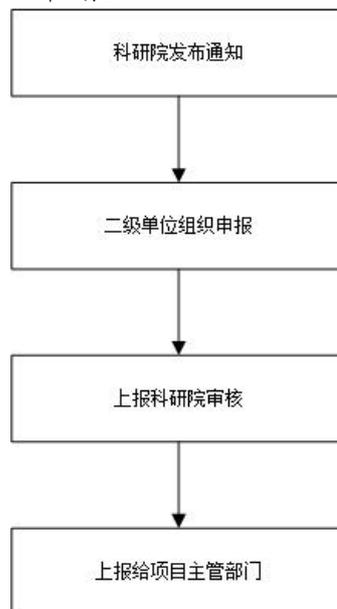
(6) 科研成果统计



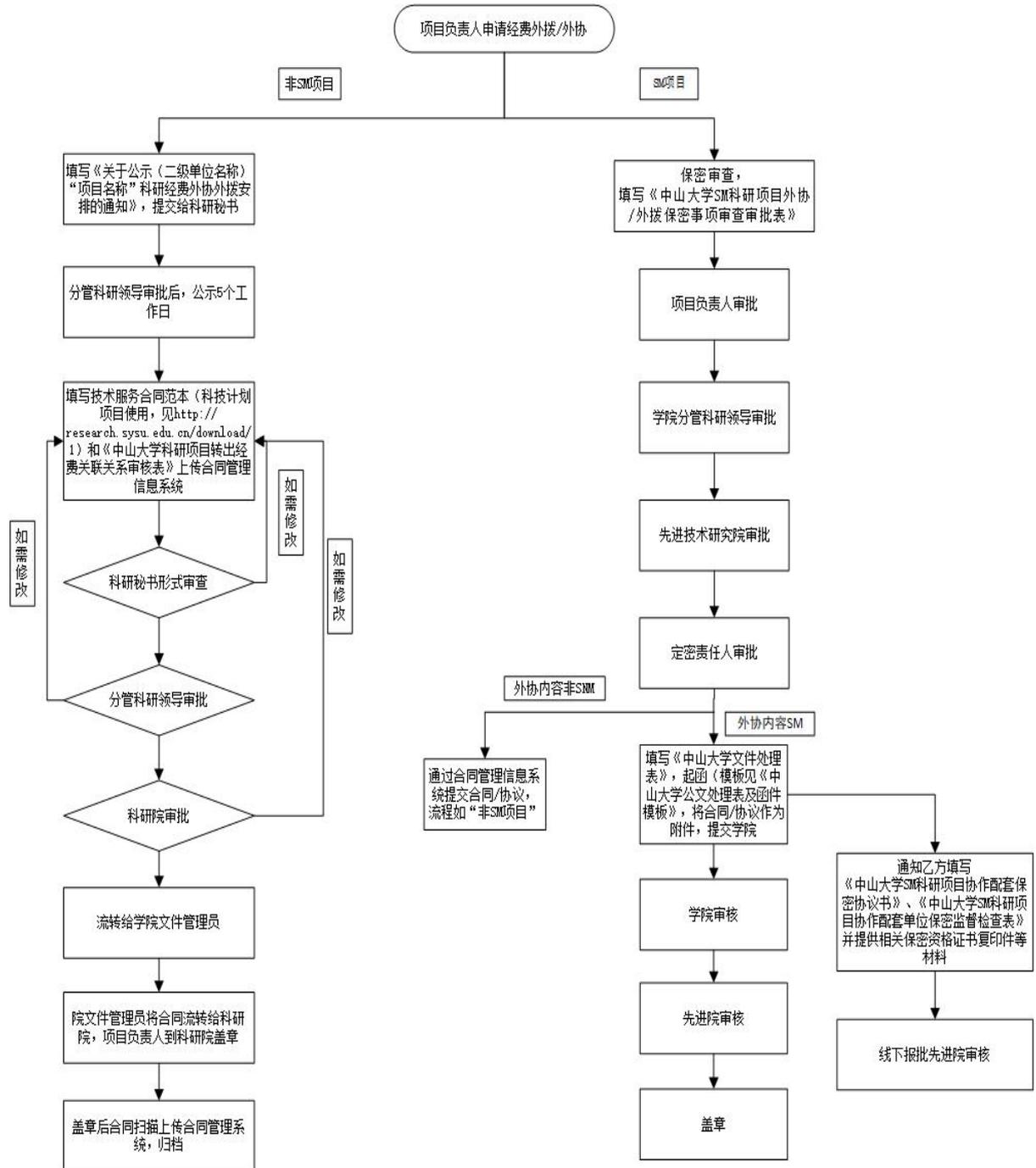
(7) 科研经费预算调整



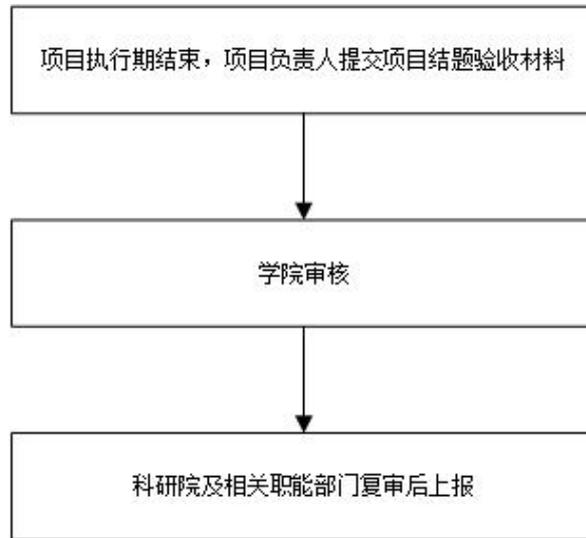
(8) 纵向科研项目申报



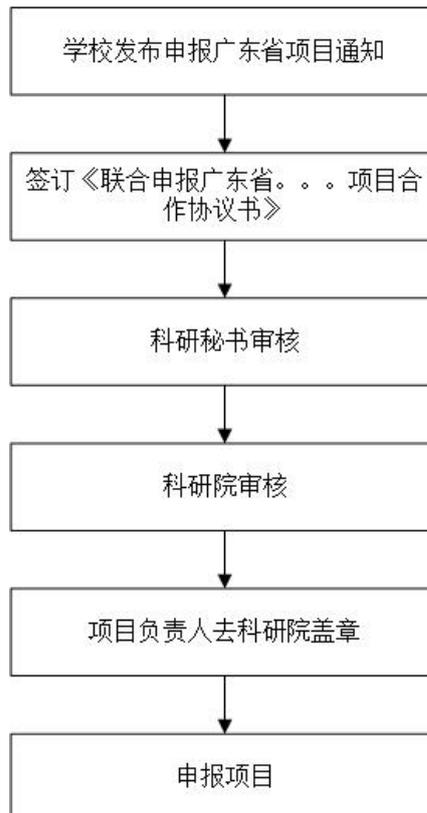
(9) 经费外拨管理



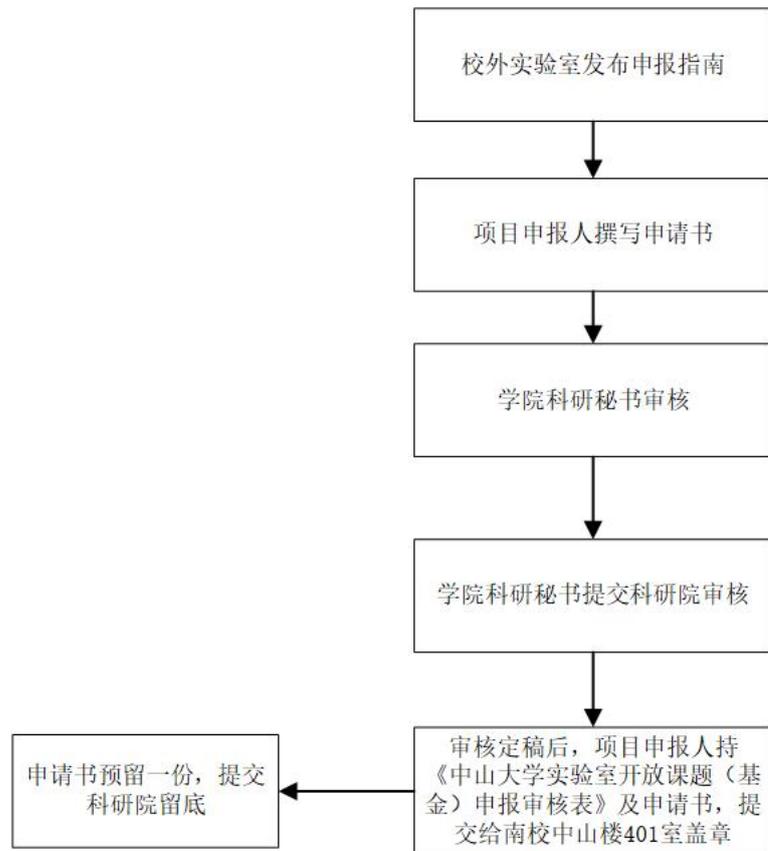
(10) 纵向科研项目结题验收



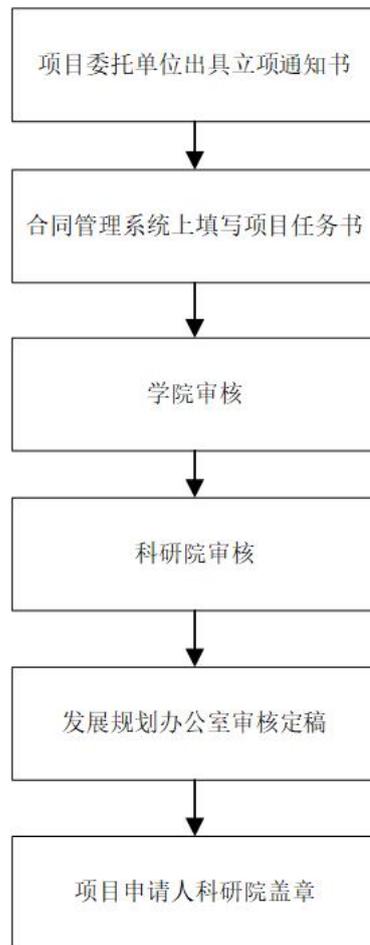
(11) 联合申报广东省项目



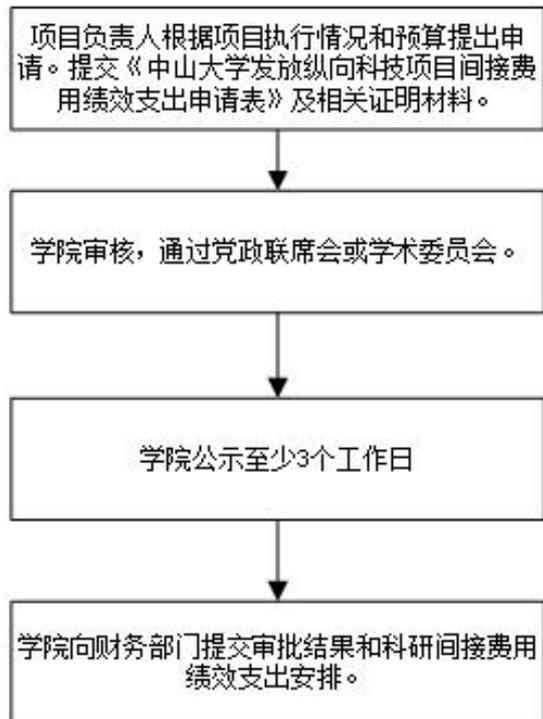
(12) 非 SM 实验室开放课题（基金）项目申报



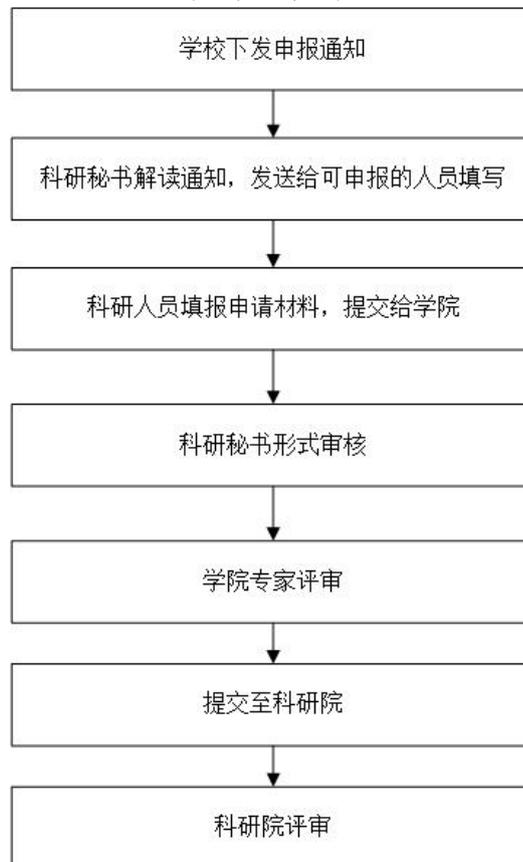
(13) 非 SM 实验室开放课题（基金）项目立项



(14) 项目间接经费绩效支出流程

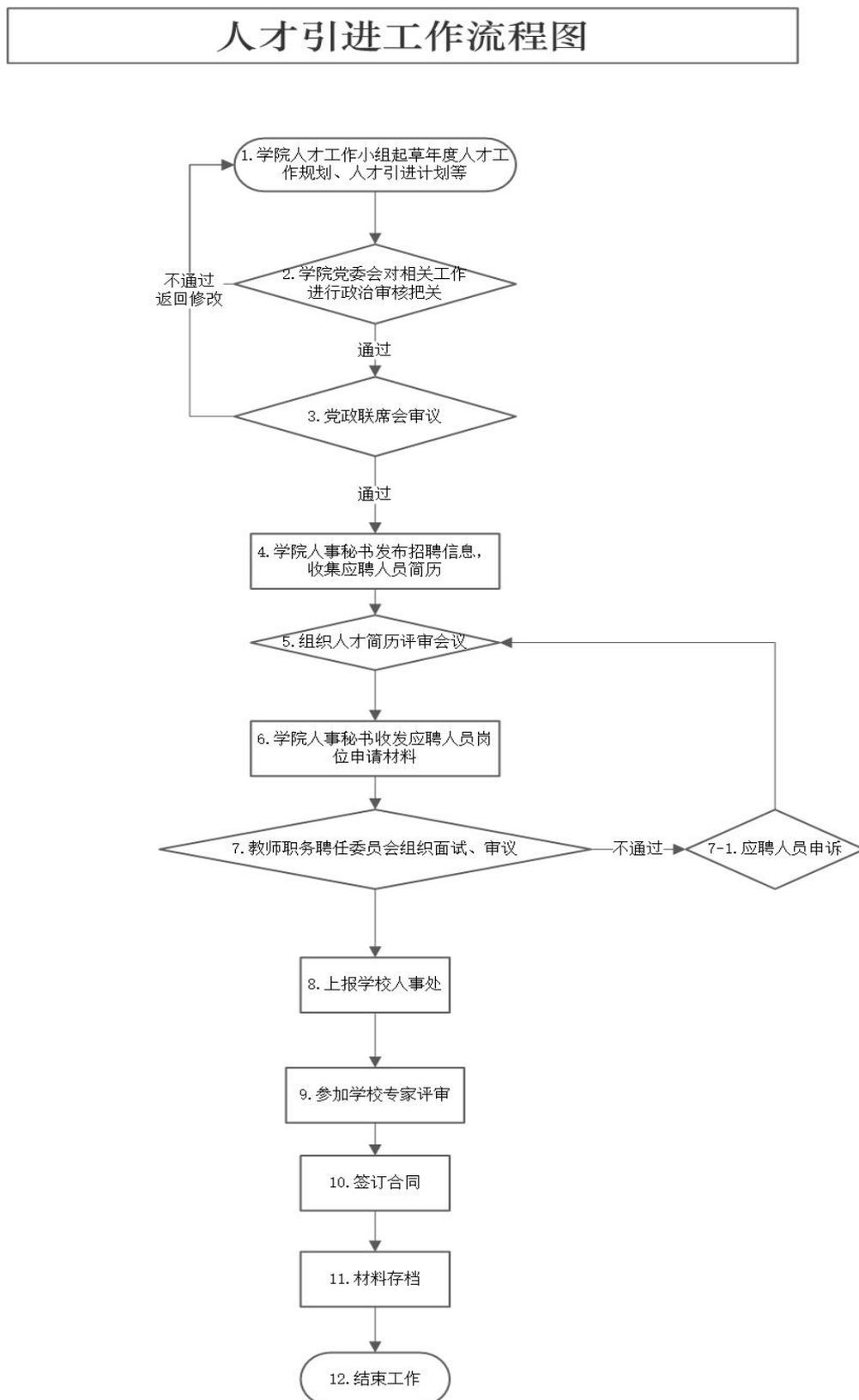


(15) 高校基本科研业务费申报



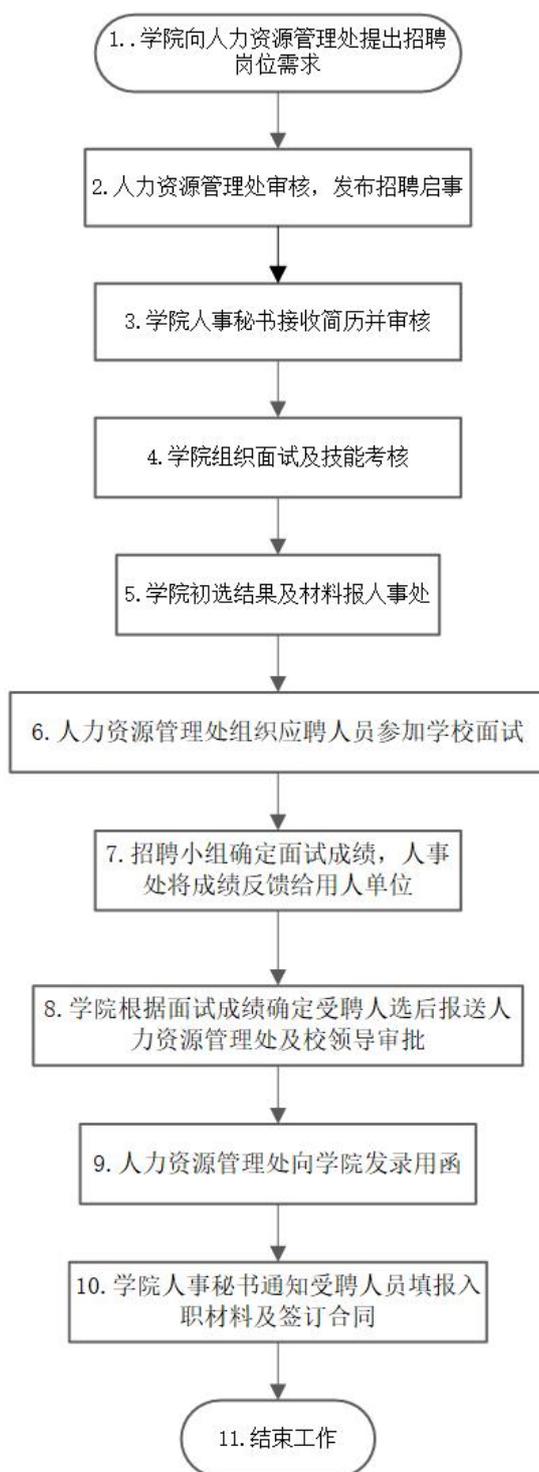
四、人事工作流程图

1. 人才引进工作流程图



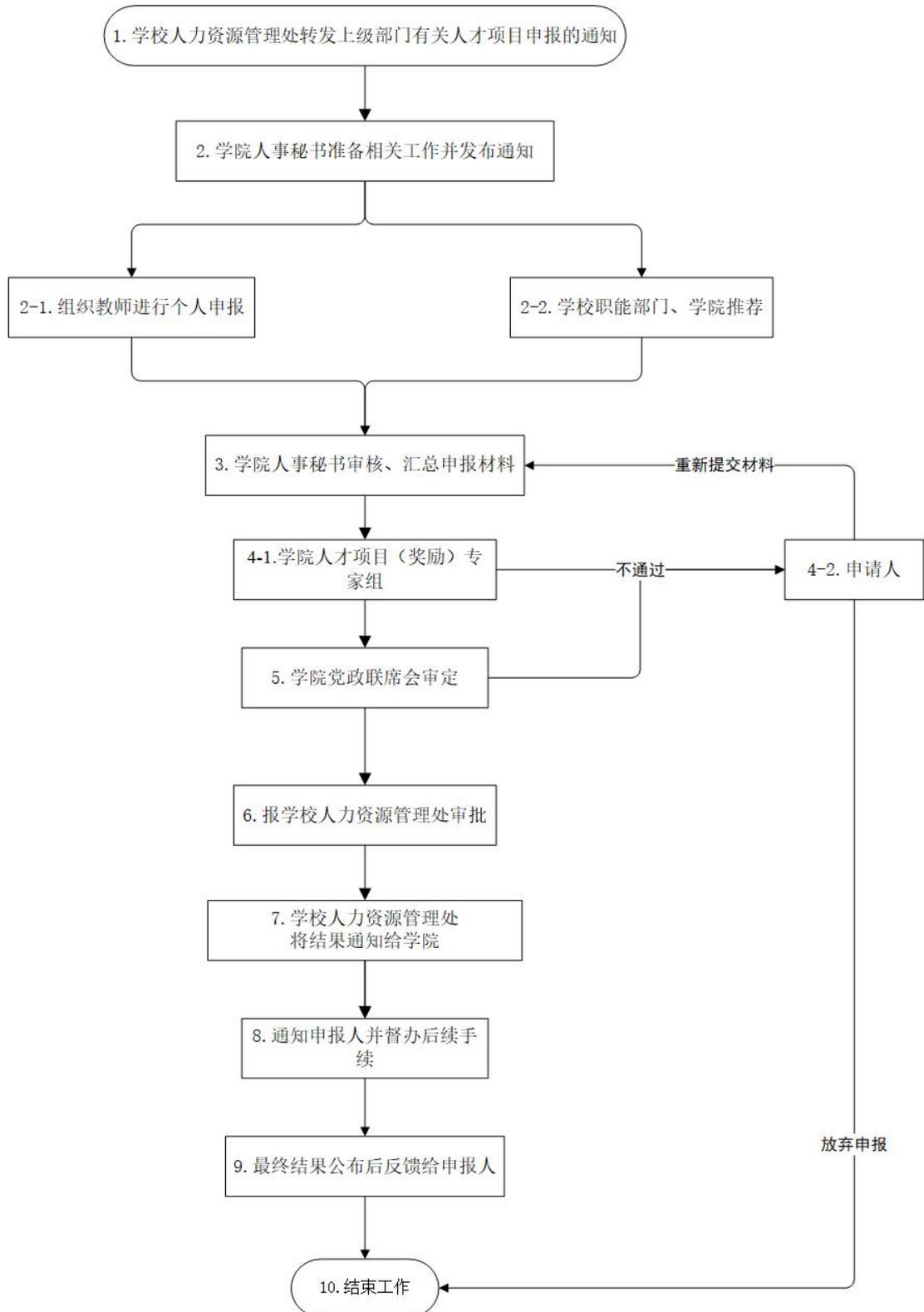
2. 公开招聘工程实验人员流程图

公开招聘工程实验人员



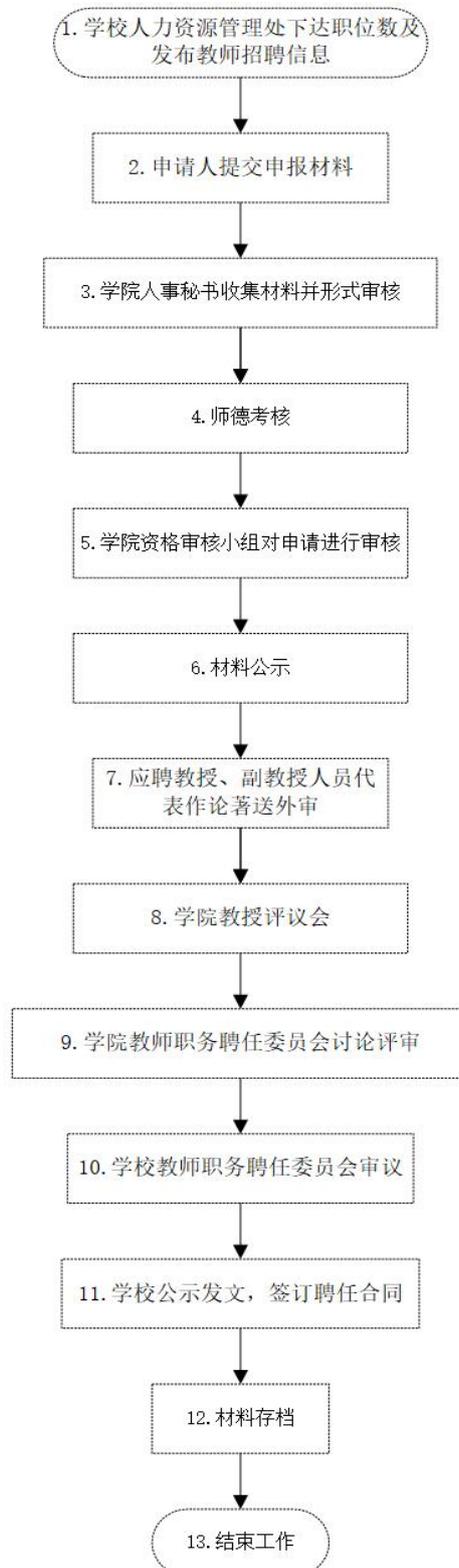
3. 人才项目申报工作流程图

人才项目申报工作流程图



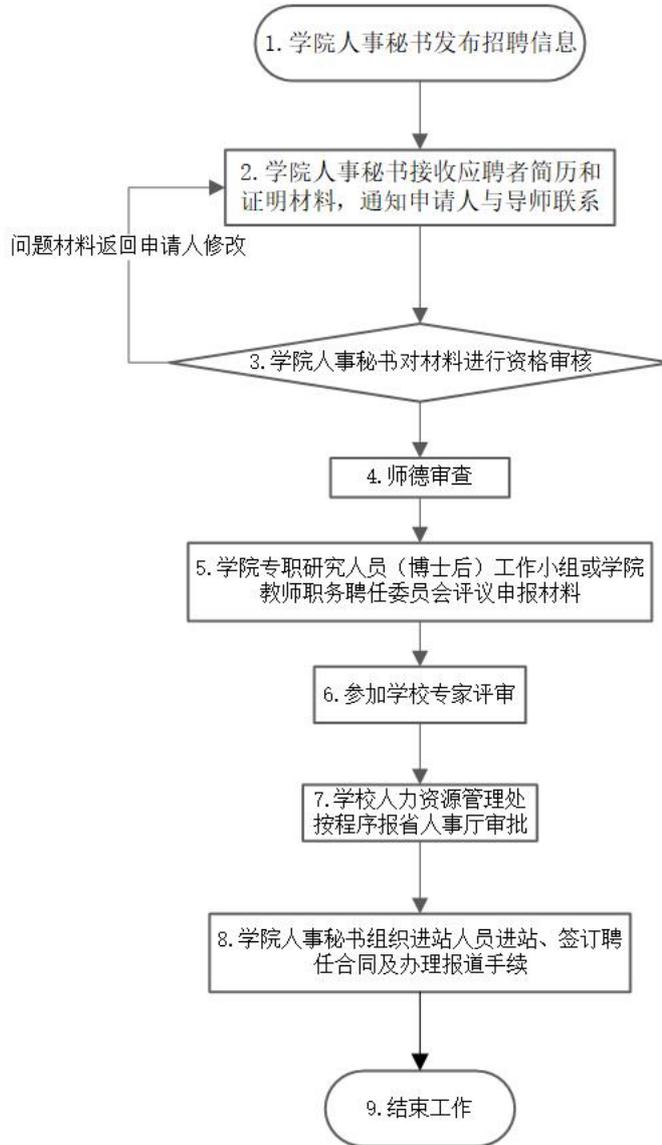
4. 教师职务聘任工作流程图

教师职务聘任工作流程图



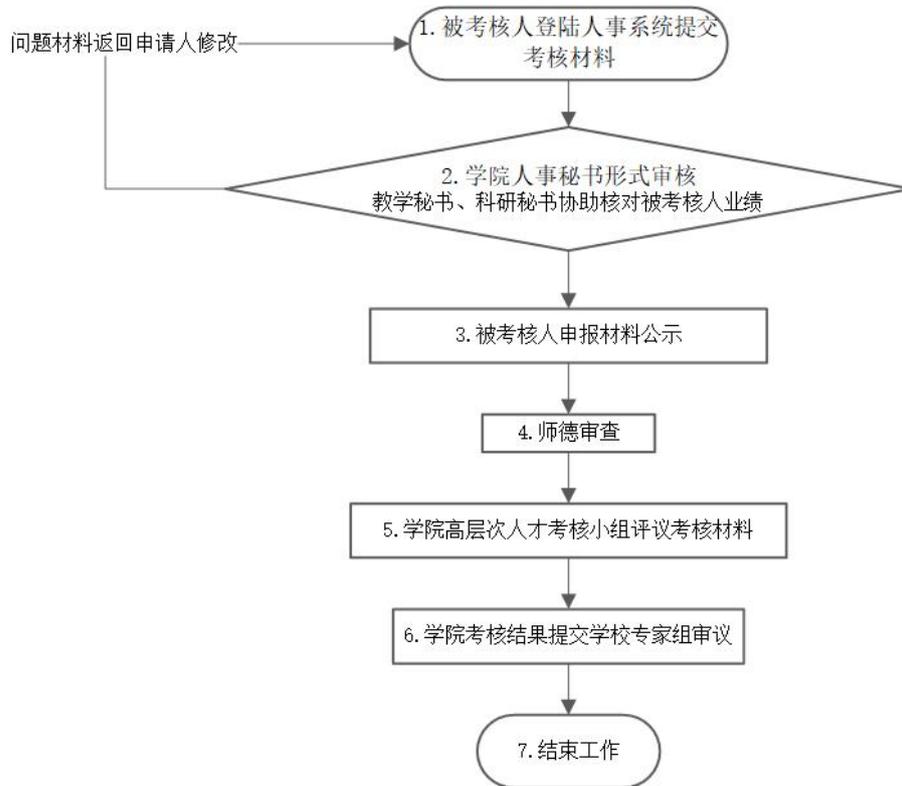
5. 博士后进站流程图

博士后进站流程



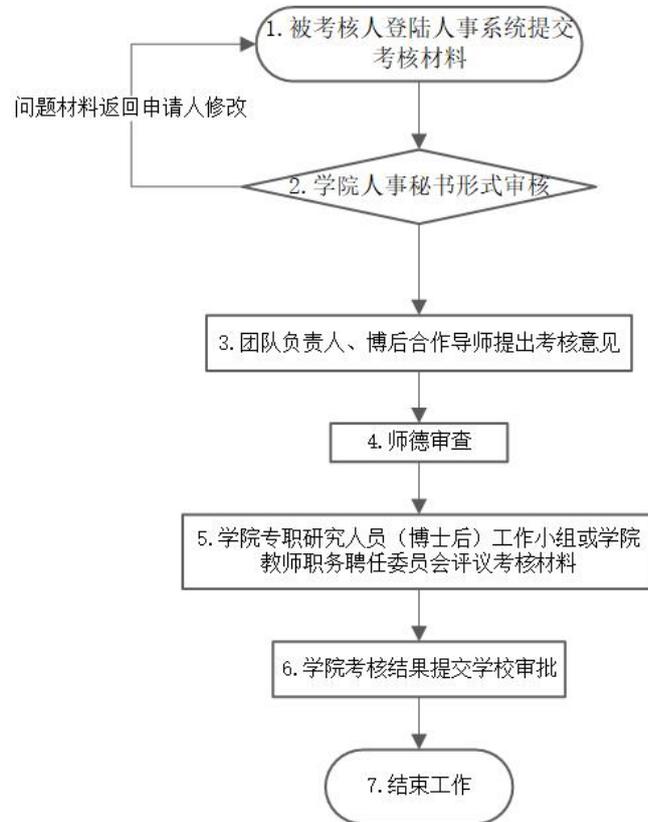
6. 高层次人才招聘考核工程流程图

高层次人才招聘考核工作



7. 专职研究人员（博士后）聘期、年度考核工作流程图

专职研究人员（博士后）聘期、年度考核工作



8. 因公临时出国（境）公示流程

因公临时出国（境）公示流程

