**Application for Engineer Internship/ Master Thesis abroad**

工程师实习（出国/出境/提前）或科研交流（出国/出境）申请书

Both Engineer Internship and Master Thesis are very important in SPEIT training program. Students should well arrange them to acquire professional skills and good working manner to prepare for their future career.

工程师实习和硕士论文是学院工程人才培养的重要组成部分，学生需要合理地安排时间，以便锻炼自己的专业技能和良好的工作态度，从而为自己职业发展规划做好充足的准备。

If the student requires to do the internship prior to this period, then it should be carried out under the premise of high-quality completion of master thesis on time (Please refer to the Appendix for specific requirements), and shall not affect master defense or degree application. Otherwise, all the relevant consequences are borne by the intern.

如果学生申请提前开始工程师实习，则该实习工作应在按期保证研究生论文质量的前提下进行，不得影响论文答辩时间或学位申请，否则所有相关后果由学生本人承担。

The normal internship period of the engineer internship is from the beginning of the summer semester of Master Year 2 to Week 14 of Fall semester Master Year 3 (at least 24 weeks full-time). According to the requirements of the students’ Cultivation program, the application for early internship mustn’t start earlier than the spring semester of Master Year 2 (that is, the earliest start in mid-to-late February).

工程师实习正常的实习时间为硕士二年级夏季学期开始到硕士三年级秋季学期第14周结束（最少24周全职）。根据学生培养计划要求，申请提前实习不得早于硕士二年级春季学期开始（即最早2月中下旬开始）。

Students need to fill in the first two pages of this application form before the internship starts, then send an official email to teacher in charge of internship application, students' master's supervisors, major coordinator and Deputy Dean of SPEIT. The SPEIT decision will be given after discussion.

学生需在实习开始之前填写该实习申请表前面两页，然后发送正式的申请邮件给学院负责实习申请的老师、学生硕士导师、专业负责人以及学院教学副院长。学院讨论并给出审批结果。

To this end, please fill out the appended execution plan of the master study, including the detailed research plan and internship arrangement. Additionally, the master's thesis proposal reports should be attached, and also necessary to explain the completion of the academic achievements to meet the graduation requirements.

为此，请仔细填写硕士学习执行书，包含详细的研究执行计划和实习安排。并附上硕士论文开题报告，以及对照毕业学术成果要求说明学术成果完成或者进展情况。

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| Student Name  学生姓名 |  | Student No.  学号 | |  |
| Major  专业 |  | SJTU Supervisor  硕士论文导师 | |  |
| Master Thesis  论文题目 |  | | | |
| Application Type/申请类型：  □出国/出境实习（按时） □出国/出境实习（提前） □国内实习（提前）  □出国/出境科研（联合指导） □出国/出境科研（其他） | | | | |
| Internship Company or research institute/实习公司 或科研学校， 如地点在国外，请注明国家和城市 | | | Beginning and end date/起止时间 | |
| 是否与学院培养计划中的实习、科研时间一致？ 是□ 否□  Application Reasons/申请理由 | | | | |

**Execution Plan**执行书

(如需可以另行附页，附开题报告、论文发表情况等)

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| **起止时间** | **工作内容** | **工作地点** |
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| Subject to extern Graduation/计划延期毕业：  □No/否；  □Yes是，  延长:\_\_\_\_\_\_\_\_Month/月 | 本人承诺会严格遵守执行书的工作安排完成硕士阶段各项任务，如对论文答辩时间或学位申请造成影响，本人承担所有相关后果。  Student signature/学生签名:  Date/日期： |

**SPEIT Approval Process学院审批流程**

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| SJTU supervisor of the master's thesis comments / 硕士论文导师对该生科研进展情况评估，是否能按时完成学业情况的意见  Signature/签字： Date/日期： |
| Major Coordinator comments/专业负责人与学生硕士论文导师了解情况后，对于该生提前实习的申请以及正常完成学业情况的评估说明  Signature/签字： Date/日期： |
| SPEIT Decision/学院意见  Signature/签名: Date/日期：  Seal/盖章： |