附件四：

**上海理工大学管理学院第二次研究生代表大会正式代表名册**

团长： 副团长 ： 年 月 日

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**填写要求**

1. 表内所列项目，由本人如实填写。表内所列项目要逐一填写，不得漏填。表内项目本人没有内容填写的，可写“无”。

2. “民族”栏，填写民族的全称，如“汉族、回族”，不能简称为“汉、回”。

3. “籍贯”栏，只填写到区县一级。如河南洛阳、上海杨浦。

4. “出生年月”栏，格式为“1990.03”。

5.“政治面貌”栏，填写政治面貌全称，共青团员、中共预备党员或中共党员。

6.“学院”、“专业\年级”栏，要填写学院、专业全称，年级按照学历填，例如：研一、博一。

7. “担任职务”栏，应从校级职务到班级职务按等级顺序依次填写（在同一单位有两项以上职务的只填写主要一项）。