



来华留学研究生论文工作指导手册

Thesis Handbook for International Graduate Student

中文名 (Chinese Name): _____

英文名 (English Name): _____

学 号 (Student No.): _____

指导老师 (Supervisor) _____

专业名称 (Major): _____

研究方向 (Research Field): _____

所在学院 (College): _____

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注 意 事 项

1. 此本于新生入学时发给我校来华留学研究生。学生应与导师讨论确定《学习计划》以及《论文工作的具体进度与安排》。学生按照学习计划和安排认真落实，并主动保持与导师联系，严格按照进度安排和时间按质按量的完成每一阶段的任务，并交予导师签字确认，此表格由学生自行保管。每一阶段任务完成时间不允许超过既定时间一周，否则视为“违规”。如“违规”次数达到3次（含三次）以上，则视为放弃论文的撰写、答辩等一系列工作，将延期与下一届学生一起重新撰写、答辩等，同时按照学校的规定缴纳学费与住宿费。

2. 以下有关论文工作的相关表格均可在国际教育学院网站（<http://ie.hhu.edu.cn>）下载，

- (1) 《河海大学研究生业务档案卷内目录》
- (2) 《河海大学研究生业务档案情况表》
- (3) 《河海大学研究生学位论文修改情况说明》
- (4) 《河海大学研究生学位论文编写格式规定》
- (5) 《河海大学研究生归档材料及要求》
- (6) 《河海大学研究生论文答辩及学位申请书》
- (7) 《河海大学研究生学位论文工作过程及考核简况表》
- (8) 《河海大学研究生学位论文答辩会议记录及答辩委员会决议书》（2份）
- (9) 《河海大学研究生论文评阅书成果创新表》
- (10) 《河海大学研究生论文过程表》
- (11) 《河海大学硕士论文工作计划及开题报告书》

3. 供答辩使用的论文由研究生自行打印，最终成册的论文。

我已认真阅读并已知晓该注意事项！

学生签名：_____

日期：_____

Notes

1. This handbook is for international graduate students of Hohai University. The study plan and the working schedule are filled in by the student after discussing with the supervisor. As soon as you take the working schedule, you should be active to keep in touch with your supervisor, complete the assignments on time and with high quality according to the schedule, and hand it in to your supervisor to ask for his signature on it. You keep this form by yourself. The deadline for completing the assignments of each stage cannot be put off to one week after the settled time; otherwise, it will be regarded as “breaking the rules”. If the time of “breaking the rules” amounts to or exceed three times, it is firmly believed that you have abandoned the opportunity of writing the papers and defending, and you are supposed to rewrite and re-defense together with the new students after paying tuition fees and accommodation fees according to the school academic rules.

2、 The related forms can be downloaded from the website of International School. The website is

<http://ie.hhu.edu.cn>

- (1) Directory of Archival Files of Graduate Student
- (2) Table of Archival Files for Graduate Student
- (3) Modification Information for Thesis
- (4) Thesis Format
- (5) Archival Material and Requirements
- (6) Defense and Application for Master’s and Doctor’s Degree
- (7) Working Schedule and General Information of Assessment
- (8) Meeting MINS of Thesis Oral Defense and Resolution (two copies)
- (9) Outcome Profiles of Paper
- (10) Process of Thesis
- (11) Plan & Thesis Proposal for Implementation

3、 The final drafts of thesis for defense should be printed by yourself.

I have read and understood the above notes!

Signature: _____

Date: _____

关于授予研究生学位基本要求的重要通知

1. 硕士学位

完成硕士研究生培养方案规定的课程学习和培养环节，通过中期考核，完成学位论文的研究及撰写，达到毕业基本要求。

在学期间，申请硕士学位者应以**第一作者**（或第一作者为导师，第二作者为研究生），且**第一署名单位为河海大学**，公开发表一篇及以上与学位论文内容相关的学术论文。具体要求详见《河海大学硕士学位论文工作管理办法》（河海研〔2011〕50号）文件。

对于留学硕士研究生

硕士研究生中的留学生申请学位时对其发表学术论文不做明确要求，但是鼓励在学期间发表高水平学术论文。

2. 博士学位

完成博士研究生培养方案规定的课程学习和培养环节，通过中期考核，完成学位论文的研究及撰写，达到毕业基本要求。

在学期间，申请博士学位者以**第一作者**（如第一作者为导师，第二作者为研究生的论文至多认定一篇），且**第一署名单位为河海大学**，公开发表一定数量与学位论文内容相关的学术论文。具体要求详见《河海大学博士学位论文工作管理办法》（河海研〔2011〕49号）文件。

对于留学博士研究生

博士研究生中**母语为英语**的留学生，申请学位时需满足以下条件（同中国学生）

（一）申请理学、工学学科门类博士学位者，应至少有1篇学术论文在外文学术期刊上发表并被SCI收录；

（二）申请法学、管理学学科门类博士学位者，应符合以下条件之一：

- 1、至少有1篇学术论文在外文学术期刊上发表并被SCI或SSCI或AHCI收录；
- 2、有2篇学术论文被SCI或EI收录（其中至少1篇为外文文章）；
- 3、有3篇学术论文发表在CSSCI检索源期刊上；
- 4、有2篇在学术论文发表在CSSCI检索源期刊和1篇学术论文被EI收录。

博士研究生中**母语为非英语**的留学生，申请学位时需满足以下条件：

（一）申请理学、工学学科门类博士学位者，发表的学术论文应符合以下条件之一：

- 1、有两篇学术论文被EI收录；

2、有一篇学术论文被 EI 收录和 2 篇学术论文发表在中文所检索源学术期刊或国外学术期刊；

3、有三篇学术论文发表在中文所检索源学术期刊或国外学术期刊上。

(二) 申请法学、管理学学科门类的博士学位者，发表的学术论文应符合以下条件之一：

1、有 2 篇学术论文被 EI 收录或发表在 CSSCI 检索源期刊上；

2、有 1 篇学术论文被 EI 收录和 2 篇学术论文发表在中文核心期刊或国外学术期刊；

3、有一篇学术论文发表在 CSSCI 检索源期刊上和 2 篇学术论文发表在中文核心期刊或国外学术期刊；

4、有 3 篇学术论文发表在中文核心期刊或国外学术期刊上。

同时鼓励其在学期间发表高水平学术论文。

Important Notice on the Basic Requirements to Apply for a Master's or Doctor's Degree

1. Master's Degree

Complete the required course study and related research training in the master's program. Pass the mid-term assessment, complete the research and the dissertation, fulfill all the requirements and achieve the prescribed standard for master's degree.

During the period of master's studies in Hohai University, the applicant of master's degree should publish one or more academic papers related to the content of the dissertation as the **FIRST AUTHOR** (or the first author as the supervisor and the second author as the applicant) with the affiliation of the first author as Hohai University. Please see the details in the file "Regulations for Master's Dissertations of Hohai University" (《河海大学硕士学位论文工作管理办法》(河海研〔2011〕50号)).

To the international students who apply for master's degree

In spite of no explicit demand for academic papers' publishing, international master degree candidates are expected to publish papers in the most famous academic journals.

2. Doctoral Degree

Complete the required course studies and related research training in the doctoral program. Pass the mid-term assessment, complete the research and the dissertation, fulfill all the requirements and achieve the prescribed standard for doctoral degree.

During the period of doctoral studies in Hohai University, the applicant of doctor's degree should publish several academic papers related to the content of the dissertation as **the FIRST AUTHOR** (at most ONE paper with the supervisor as the first author, and the second author as the applicant) with **the affiliation of the first author as Hohai University**. Please see the details in the file "Regulations for Doctoral Dissertations of Hohai University" (《河海大学博士学位论文工作管理办法》(河海研〔2011〕49号)).

To the international students

A. Native English speakers

The applicants should satisfy the following conditions when applying for doctor's degree:

(1) For students applying for doctor's degree in **Science** and **Engineering**, the published academic papers should be at least ONE International SCI (Science Citation Index) paper.

(2) For students applying for doctor's degree in **Law** and **Management**, the published academic papers should be one of the following:

a. at least ONE paper included in International SCI or SSCI (Social Science Citation Index) or AHCI (Arts & Humanities Citation Index) journals;

b. TWO papers included in SCI or EI (Engineering Index), at least ONE should be in International academic journals;

c. THREE papers published in CSSCI (Chinese Social Science Citation Information);

d. TWO papers published in CSSCI and ONE paper included in EI.

B. Non-Native English speakers

The applicants should satisfy the following conditions when applying for doctor's degrees:

(1) For students applying for doctoral degree in **Science** and **Engineering**, the published academic papers should be one of the following:

a. TWO papers included in Engineering Index (EI);

b. ONE paper included in EI and TWO papers published in Institute of Scientific and Technical Information of China (ISTIC) retrieval source academic journals or foreign academic journals;

c. THREE papers published in ISTIC retrieval source academic journals or foreign academic journals.

(2) For students applying for doctor degree in **Law** and **Management**, the published academic papers should be one of the following:

a. TWO papers included in EI or published in Chinese Social Sciences Citation Index (CSSCI)

b. ONE paper included in EI and TWO papers published in Chinese Core Journals or foreign academic journals

c. ONE paper published in CSSCI and TWO papers published in Chinese Core Journals or foreign academic journals

d. THREE papers published in Chinese Core Journals or foreign academic journals

Meanwhile, international students are encouraged to publish more high-level academic papers.

河海大学硕士学位论文工作管理办法

河海研〔2011〕50号

第一章 总 则

第一条 为进一步规范我校硕士研究生学位论文管理工作，不断提高硕士研究生培养质量，结合我校实际情况，特制定本办法。

第二条 硕士研究生应具有学术水平

根据《中华人民共和国学位条例》第五条规定，硕士研究生必须达到下列学术水平，才能授予硕士学位：

- (一) 在本门学科上掌握坚实基础理论和系统的专门知识；
- (二) 具有从事科学研究工作或独立担负专门技术工作的能力。

第三条 硕士学位论文的基本要求

(一) 学位论文所研究的课题应在学术方面具有一定的理论价值或对国民经济建设有一定的参考价值，所做的结论或建议应有新的见解。

(二) 硕士学位论文必须注重理论分析，论文能体现硕士研究生具有坚实的理论基础，较强的独立工作能力和优良的学术作风。

(三) 论文在指导教师的指导下，由研究生独立完成，用于论文工作的时间一般不少于一年。

第二章 论文工作

第四条 文献阅读

文献阅读是硕士研究生培养工作的重要组成部分，也是学位论文选题过程中不可缺少的环节。硕士研究生在学期间必须较广泛地阅读中文和外文文献并撰写读书报告，读书报告篇幅不少于 3000 字。硕士研究生阅读本专业文献的篇数不少于 30 篇，其中外文文献不少于 40%。指导教师应重视研究生的文献阅读工作，加强对文献阅读的指导与考核。

文献阅读综述报告书面材料须经指导教师审核后交学院存档备查。

第五条 论文选题、论文计划及开题报告

(一) 论文选题

硕士学位论文选题一般应在课程学习结束之前开始准备，论文选题前应系统地查阅国内外文献，了解国内外有关研究情况，对文献资料作出分析和评述。选题应遵循如下原则：

1、对本学科、专业研究方向的国内外发展动态、趋势、新成就应有较全面了解，选题应当是本学科领域内具有一定实用价值或理论意义的课题。

2、选题应与指导教师研究方向和学科专长相结合。选题时应充分考虑已具备的条件，充分估计现有物质条件、研究经费和工作周期等因素，并尽量和指导教师正在从事的科研项目相结合。委托培养或与工程单位联合培养的研究生的选题应尽可能结合委托单位或工程单位的实际课题。

3、课题份量和难易程度要恰当，既要有先进性又要在规定的时间内经过努力可以出研究成果。

(二) 论文计划及开题报告

论文选题后应制订论文工作计划，并在硕士研究生入学后的第三学期作论文开题报告，开题报告在培养学院进行，由导师主持并邀请同行专家参加（不少于三人）。

1、论文计划及开题报告应包括以下内容：

- (1) 论文的选题依据，本课题在国内外的研究动态；
- (2) 课题在理论或实际应用方面的意义、价值以及可能达到的水平；
- (3) 本人对此课题开展研究的设想，拟解决哪些重点问题；
- (4) 工作计划，技术路线，实验方案，预期结果；
- (5) 预计研究的工作量、进度安排。

2、专家经认真讨论，作出是否通过开题报告的决议。

3、开题报告通过后，方可进入论文工作阶段。如未通过者，可在 1-2 个月内补做开题报告。

开题报告通过后，原则上不再随意改变，如论文选题有重大变化的，需重做开题报告。

开题报告书面材料经导师和与会专家审查后交学院存档备查。

（三）涉密论文开题报告

对于涉密的硕士学位论文，必须在论文开题前对论文涉密与否进行审批。硕士研究生本人在开题报告会前提出保密申请，并依据学位论文涉及的科研项目情况，拟定密级及保密期限。保密申请经指导教师、学院审核，报学校保密委员会批准后，提交研究生院备案，作为涉密论文开题、评阅、答辩及归档的依据。

经审批已确定密级的学位论文，方可在一定范围内进行开题报告会。开题评审组专家应是具备涉密资格的同行人专家，其建议名单由指导教师提出，经校保密委员会批准后交学院和研究生院备案。

未完成学位论文开题报告保密审批的学位论文，原则上不得再提出学位论文保密申请。特殊情况最迟可在学位论文中期检查前提出保密申请，并补办相应的保密程序。

第六条 论文中期检查

硕士论文工作进行到中期，由硕士研究生向指导教师和有关专家作论文中期报告，汇报论文工作进展情况，提出下一阶段的计划和措施。应在校内公开举行学术报告会，报告会由指导教师聘请本研究领域具有副教授及以上职称（或相当职称）的专家参加（不少于三人），并进行审议，报告会由指导教师主持。与会专家应对报告提出中肯意见和建议，论文中期报告通过后应形成书面材料，经指导教师和与会专家审查后交学院备案。

经审批已确定密级的学位论文，其中期检查报告会的评审专家应是具备涉密资格的同行人专家。其建议名单由指导教师提出，经校保密委员会批准后交学院和研究生院备案。

第七条 科学研究和科研工作能力培养

科学研究是硕士论文工作的主要环节，硕士研究生应在指导教师指导下，脚踏实地、深入细致、实事求是地进行科学实验、理论分析和计算，运用理论知识和先进的实验手段解决科研工作中的关键问题，取得重要成果。

第八条 学术论文

根据《河海大学硕士学位论文工作管理办法》（河海研〔2011〕50号）文件，硕士研究生在毕业论文答辩前必须达到以下条件之一，方可参加学位论文答辩。

(一) 以河海大学为第一署名单位，在中信所统计源期刊或中文核心期刊上发表一篇及以上与学位论文内容有关的学术论文。所发表的论文原则上以研究生本人为第一作者（如为第二作者，则第一作者必须是指导教师）。

(二) 获得省部级科技成果或哲学社会科学优秀成果三等奖及以上（有个人证书）或实用新型专利授权（每项专利须由全体发明人授权，仅限一名硕士研究生申请学位使用），等同于在核心期刊上发表相同数量的论文。成果均应以“河海大学”为第一署名单位。

(三) 允许以刊物录用证明为依据申请学位论文答辩。

满足以下条件之一者可申请学位：

(四) 满足以上（一）或（二）款者。

(五) 以刊物录用证明为依据申请学位论文答辩的研究生必须以正式发表的论文作为授予学位的依据。

(六) 同意《河海大学人文社科类硕士研究生发表学术论文期刊扩展目录》，人文社科类硕士研究生在扩展目录期刊上发表学术论文可申请学位。（十一届一次学位委员会会议纪要，201306）。

(七) 同意硕士研究生以被 SCI、EI 收录的学术期刊录用稿申请学位。（十一届三次学位委员会会议纪要 201406）。

第九条 学位论文的撰写

学位论文是研究生从事科研工作成果的主要表现，论文集中表明了作者在研究工作中获得的研究成果，是研究生申请学位的重要依据，也是科研领域中的重要文献资料和社会的宝贵财富。论文撰写应实事求是，严禁抄袭和剽窃。

学位论文应用汉语撰写，字数为 5 万字左右。论文应立论正确、数据可靠、推理严谨、层次分明、文字简练、说明透彻。论文格式按《河海大学博士(硕士)学位论文编写格式规定》执行。

学位论文在送审评阅时，不必正式印刷。按评阅人意见修改并通过论文答辩后，根据答辩委员会意见修改学位论文，并印刷归档。

第三章 论文审查

第十条 论文预审

硕士学位论文的预审工作是在完成所有预定的论文工作内容和学位论文初稿撰写之后、论文正式评阅之前进行的一项审查过程，对进一步修改和完善学位论文内容，提高论文质量具有重要作用。

论文预审必须经过导师初审和论文预答辩两个环节。

(一) 导师初审。导师应按要求对硕士生提交的论文初稿进行审查，并提出修改意见，同时对硕士研究生的学术水平作出评价。导师初审包括两个方面：

1、学术水平审查。内容包括论文所反映的硕士研究生的理论基础、专门知识及科学研究能力，以及学术成果的真实性、论文是否达到硕士学位论文水平等等。

2、论文形式审查。形式审查的内容为《河海大学博士(硕士)学位论文编写格式规定》中规定的内容。

(二) 论文预答辩。经指导教师初审认为论文符合要求后，由导师组织所在学科的专家组成评审组（不少于三人），以报告会的形式进行论文预答辩。

评审组应根据论文的实际水平和答辩情况，以及硕士研究生科研工作的能力，并结合论文开题报告所定目标等情况，根据硕士论文应达到的水平和标准对论文进行审议，作出是否同意答辩或修改后答辩的决定。通过预答辩的硕士生应根据预答辩中所提出的意见，对论文进行修改，形成送审稿。

通过预答辩者，应比预计答辩时间至少提前一个月，向所在学院提交答辩申请。涉密论文应至少提前两个月提出申请。

经审批已确定密级的学位论文，其论文预答辩专家应是具备涉密资格的同行专家。其建议名单由指导教师提出，经校保密委员会批准后交学院和研究生院备案。

第十一条 硕士学位论文评阅

（一）硕士研究生学位论文在举行答辩前，应聘请2名具有硕士学位授予权单位的具有高级职称同行专家对论文进行评阅，其中校外（不包括委培及定向培养单位）专家1名。本校具有博士学位授权点的学科可不聘请校外评阅人。论文评阅人由指导教师提出建议名单，学院负责审核批准，指导教师不担任论文评阅人。

（二）评阅人的姓名和评审意见，均对硕士生本人保密。论文寄（送）和意见返回、传递由答辩秘书负责，评阅意见收齐后由答辩秘书综合整理，供答辩委员会参考。评阅人提出的问题可在答辩前一天通知硕士生本人。

（三）论文评阅时间不得少于7天。涉密论文的评阅时间一般不少于40个工作日。

（四）经审批已确定密级的学位论文，论文评阅专家建议名单由指导教师提出，经校保密委员会批准后交学院和研究生院备案。

第十二条 论文复审

若有1名评阅人认为论文未达到硕士学位学术水平，或提出论文存在比较严重的问题时，另由学院增聘专家进行复审。有2名评阅人认为论文未达到硕士学位学术水平，不能组织答辩。

初审和论文评阅认为论文存在较严重问题，需要进行较大修改的，应根据具体意见进行认真修改后重新申请答辩；认为论文未达到硕士论文水平的，论文应重做，半年后重新申请答辩。

第十三条 论文答辩

（一）评阅人对论文无反对意见或重大异议，方可向学院提出答辩申请并确定答辩日期，答辩时间一般尽可能安排在工作日公开举行，国家法定节假日及寒暑假期间不安排答辩。

（二）硕士学位论文答辩委员会由三人或五人组成，其成员由本学科或相关学科的具有高级职称的专家或硕士生指导教师组成。校内评阅人应为答辩委员会成员。论文答辩应聘请校外专家参加，本校具有博士学位授权点的学科可不聘请校外专家。主席由本一级学科同行专家中的教授或相当职称的专家担任。具体名单在论文预答辩时由指导教师与预答辩小组成员协商提出建议，学院审定。论文应在答辩前送达答辩委员。

答辩委员会由五人组成时，硕士生本人指导教师或协助指导教师可有1人担任答辩委员会委员，答辩委员会由三人组成时，硕士生本人指导教师或协助指导教师不得担任答辩委员会委员。

（三）答辩委员会设秘书一名，应由本学科具有讲师（或相当职称）及以上职称的教师或科研人员担任，办理论文答辩具体事项。

（四）答辩委员会职责和答辩程序

见附件《研究生学位论文答辩委员会主席、委员及秘书职责》和《河海大学研究生学位论文答辩程序》。

（五）硕士学位论文答辩委员会，对是否通过学位论文答辩、是否建议授予学位进行不记名投票表决，经全体委员三分之二以上同意为通过。

答辩委员会对是否推荐为优秀论文进行不记名投票表决。经全体委员半数以上同意推荐为优秀论文。答辩委员会决议推荐为优秀论文的，方可参加校级、省级优秀博士学位论文的评选。

（六）论文经答辩和投票未通过，但答辩委员会认为可以进一步修改论文时，应经不记名投票，过半数委员通过，可作出在一年内修改论文、重新答辩一次的决议。如果答辩委员会未作出修改论文、重新答辩的决议，则本次申请无效。

（七）经审批已确定密级的学位论文，论文答辩专家建议名单由指导教师提出，经校保密委员会批准后交学院和研究生院备案。

第四章 其 它

第十四条 学位论文定稿

硕士学位论文答辩通过后，作者应根据答辩委员会的意见和评阅意见对论文进行认真修改。修改后的论文由指导教师签字审查后方可定稿，交付印刷。

第十五条 特别优秀的硕士研究生最早可从第五学期申请答辩。

本文为中文文件的英文翻译件，如与中文文件有冲突，以中文为准。

The Chinese text of this article shall be deemed the original. In the event of any dispute or misunderstanding as to the interpretation of the language or terms of this article, the Chinese language version shall govern.

Hohai University Master's Thesis Management Measures (河海研〔2011〕50号)

Chapter 1 General

Article 1 In order to further standardize the management of master's thesis in our university, and continuously improve the quality of postgraduate training, in consideration of the actual situation of our university, these measures are hereby formulated.

Article 2 The academic standard of master students

According to Article 5 of the "Regulations of the People's Republic of China", master students must meet the following academic standards in order to be granted a master's degree:

- (1) Mastering solid basic theories and systematic expertise in their respective disciplines;
- (2) Ability to engage in scientific research or to undertake specialized technical work independently.

Article 3 Basic Requirements for Master's Thesis

- (1) The research topics in the thesis should have certain theoretical value in academics or have certain reference value for national economic construction. New conclusions should be drawn from the conclusions or recommendations.
- (2) Master's thesis must focus on theoretical analysis. The thesis should reflect that the graduate students have a solid theoretical foundation, strong independent working ability and excellent academic style.
- (3) Under the guidance of the supervisor, the thesis should be completed independently by the graduate students, and the period for the thesis work is generally not less than one year.

Chapter II Paper Work

Article 4 Literature reading

Literature reading is an important part of the master's training, and it is also an indispensable part of the thesis topic selection process. Master students must read Chinese and foreign literature and write a reading report more widely during their studies. The reading report should be no less than

3,000 words. It is required that the master students read no less than 30 professional articles, of which foreign literature should comprise at least 40%. The supervisor should pay attention to the literature reading work and strengthen the guidance and assessment of the literature reading. The written materials of the literature review report shall be reviewed by the supervisor and submitted to the college for review.

Article 5 Selected topics, thesis plan and the opening report

(1) Thesis topic

The selection of the topic of master's thesis should generally begin before the end of the course work. Before the topic is selected, domestic and foreign literature should be systematically reviewed to understand the research situation at home and abroad, and to analyse and comment on the literature. The topic should follow the following principles:

1. A comprehensive understanding of the development trends, and new achievements of the disciplines and professional research directions at home and abroad should be conducted. The topic selection should be a subject of practical or theoretical significance in the subject area.
2. The topic selection should be combined with the supervisor's research direction and subject of expertise. The selection of the problems to be solved should fully consider the existing conditions, fully estimate the existing material conditions, research funding and work cycle and other factors, in combination with the research projects that the in which the supervisors are engaged. The selection of graduate students entrusted with training or joint training with engineering institutes should be combined with the actual subject of the entrusting institute or engineering institute.
3. The weight of the subject and level of difficulty should be appropriate; both advanced and must be worked out within the prescribed time to produce research results.

(2) Thesis plan and the opening report

After the thesis is selected, the paper work plan should be formulated, and the opening report of the thesis should be made in the third semester. The opening report will be held in the training college, and the supervisor shall preside over and invite no less than three reviewers.

1. The thesis plan and the opening report should include the following contents:

- (1) The basis of the selected topic, the research dynamics of this topic at home and abroad;
- (2) The significance, value and possible level of the subject in theory or practical application;
- (3) The vision of research on this topic, and what key issues to be addressed;
- (4) Work plan, technical route, experimental plan, and expected result;
- (5) Estimated workload and schedule of research.

2. After careful discussion, the reviewers shall make a resolution on whether to pass the opening report.

3. After the opening report is passed, the applicant can enter the paper work stage. If it is not passed, the applicant should redo the opening report within 1 to 2 months.

After the opening report is accepted, in principle, no further changes are acceptable. If there is a major change in the topic of the thesis, it is necessary to redo the opening report.

The written materials of the opening report shall be submitted to the college for review after review by the supervisor and the participating reviewers.

(3) Report on the opening of a classified thesis

For a classified master's thesis, the confidentiality of the thesis must be approved before it is opened. The student himself shall submit a confidential application before the opening report meeting, and the confidentiality and confidentiality period should be drawn based on the research project involved in the thesis. The confidential application shall be submitted to the Graduate School for review after being approved by the supervisor and the college, it shall be submitted to the Graduate School for the record, as the basis for the opening, review, defense and filing of the confidential thesis.

Only after the examination and approval of the thesis with the confidentiality level is completed, the opening report meeting can be carried out within a certain scope. The experts in the opening review group should be peer experts with confidentiality qualifications. The list of recommendations should be submitted by the supervisor to the college and Graduate School for approval after approval by the university confidentiality committee.

For the thesis that has not completed the confidential examination and approval of the thesis opening report, in principle, the application for confidentiality of the thesis may not be filed. In special cases, the application for confidentiality can be filed latest before the mid-term examination, and the corresponding confidentiality procedures should be reissued.

Article 6 Mid-term examination of the thesis

The master's thesis work should be carried out in the medium term, and the master students shall make an interim report to the supervisor and relevant experts to report on the progress of the thesis and propose the next phase of the plan and other measures. An academic report meeting shall be held in the university. The supervisor shall employ reviewers with qualification of associate professor above (or equivalent) in this respective research field to participate in the deliberation (not less than three persons). The report will be presided over by the supervisor. The participating reviewers should submit their pertinent opinions and suggestions on the report. After the adoption of the interim report, the written materials should be formed and reviewed by the supervisor and the participating reviewers before being submitted to the college for record.

For a thesis that has been identified as a confidential level thesis, the reviewers of the mid-term inspection report meeting should be peer reviewers with relevant qualifications. The list of reviewers shall be proposed by the supervisor and submitted to the college and Graduate School for record after approval by the university secrecy committee.

Article 7: Cultivation of scientific research and scientific research work ability

Scientific research is the main aspect of the master's thesis work. Under the guidance of the supervisors, the graduate students should conduct scientific experiments, in-depth and meticulous theoretical analysis and calculations on the ground, and use theoretical knowledge and advanced experimental methods to solve key problems in scientific research and achieve important results.

Article 8 Academic papers

Graduate students must meet one of the following conditions in order to participate in the thesis defense.

- (1) Using Hohai University as the first affiliated institution, publish one or more academic papers related to the content of the thesis in CITIC Statistical Source Journal or Chinese core journal. The student must be the first author of the published paper (if the student is the second author, then the first author must be the supervisor).
- (2) Obtaining the third prize of provincial or ministerial level scientific and technological achievements or outstanding achievements in philosophy and social sciences (with personal certificate) or utility model patent authorization (each patent must be authorized by all inventors, and used by only one postgraduate student for application for a degree). This is deemed equivalent to publishing the same number of papers in core journals. The results should be “Hohai University” as the first affiliated institution.
- (3) It is allowed to apply for the thesis defense based on the certificate of acceptance of a paper for publication

The student may apply for a degree by meeting one of the following conditions:

- (4) Students who meet the conditions in the above paragraph (1) or (2).
- (5) Graduate students applying for the thesis defense based on the certificate of acceptance of the journal must use the officially published paper as the basis to be awarded the degree.
- (6) Graduate students in humanities and social sciences can apply for a degree based on papers published in the “Extension Catalogue of Academic Papers Published by Graduate Students in Humanities and Social Sciences of Hohai University”. (Meeting of the 11th Annual Academic Degree Committee Meeting, 201306).

(7) The master students can apply for a degree based on papers published in the SCI and EI journals. (Memorandum of the Third Session of the Eleventh Degree Committee 201406)

Article 9 Compilation of the thesis

The thesis is the main performance of graduate students engaged in scientific research work. The thesis concentrates on the research results obtained by the author in the research work. It is an important requirement for graduate students to apply for a degree, and is also an important document in the field of scientific research and a valuable asset of society. The writing of the thesis should be realistic and plagiarisms are strictly prohibited.

The thesis should be written in Chinese (**foreign students can be written in English after being approved**) and the number of words is about 50,000 words. The thesis should be correct, reliable, logical, well-defined, concise, and well-documented. The format of the thesis is implemented in accordance with the “Regulations on the Format of Doctoral (Master) Degree Thesis of Hohai University”.

The thesis does not have to be officially printed when it is submitted for review. After modifying and passing the thesis defense according to the opinions of the reviewers, the thesis will be revised according to the opinions and suggestions of the defense committee and printed and archived.

Chapter III Paper Review

Article 10 Pre-trial review

The pre-trial work of the master's thesis is a review process after the completion of all the scheduled paper work and the draft of the thesis, and the review process before the formal review of the thesis. It plays an important role in further modifying and improving the content and quality of the thesis. The pre-trial of the thesis must go through two stages: the first review by the supervisor and the pre-defense of the thesis.

(1) The first review by the supervisor. The supervisor shall review the draft of thesis submitted by the master student as required, and propose amendments, and at the same time evaluate the academic level of the master's degree. The initial review by the supervisor includes two aspects:

1. Academic standard review. The content includes the theoretical basis, expertise and scientific research ability of the master students reflected in the thesis. It also includes the authenticity of academic results, and whether the thesis reaches the standard of master's degree, and so on.
2. Review of the thesis format. The content of the formal review is as specified in the “Regulations on the Format of Doctoral (Master) Degree Thesis of Hohai University”.

(2) The pre-defense of the thesis. If after the first review, the supervisor believes that the thesis meets the requirements, the supervisor shall organize an accreditation group (not less than three people) to attend the pre-defense of the thesis in the form of a report meeting.

The review group shall review the thesis according to the actual standard and defense of the paper, as well as the ability of the master's scientific research work, and the objectives set forth in the opening report of the thesis, and whether or not to agree to revise according to the standard of the master's thesis. The master students who pass the pre-defense shall modify the thesis according to the opinions put forward in the pre- defense, and produce a draft thesis for review.

After the pre-defense, the students should apply for defense to the college at least one month before the expected defense time. The confidential paper should be submitted at least two months in advance.

If the thesis has been identified as a thesis with a confidentiality level, and its pre-defense reviewers should be peer reviewers with relevant qualifications. The list of reviewers should be proposed by the supervisor and submitted to the college and Graduate School for record after approval by the university secrecy committee.

Article 11 Review of master's thesis

(1) Before holding a defense, the master's degree thesis should employ two reviewers with senior qualifications to evaluate the thesis, including one outside the university (excluding those from the committee and the training college). If a doctoral degree can be awarded in the discipline, the reviewers may not be included an off-campus reviewer. The reviewers shall be recommended by the supervisor, the college is responsible for approval, and the supervisor can not serve as a reviewer.

(2) The names and review comments of the reviewers are kept confidential to the master student. The reply (delivery) of the thesis and the return and transmission of the opinion shall be the responsibility of the defense secretary. After the review comments are collected, the defense secretary shall comprehensively organize it for the reference of the defense committee. The questions raised by the reviewers may be notified to the master student one day before the defense.

(3) The review period of the regular thesis shall not be less than 7 days. The review period of a confidential thesis is generally not less than 40 working days.

(4) After a thesis has been determined to be classified by approval, the list of recommended reviewers shall be proposed by the supervisor and submitted to the college and the Graduate School for record after approval by the university secrecy committee.

Article 12 Review of thesis

If one reviewer believes that the thesis has not reached the academic standard of the master's degree, or if the thesis has serious problems, the college shall employ additional reviewers. Two reviewers believe that the thesis has not reached the academic standard of the master's degree and could not organize a defense.

The preliminary examination and the review of the thesis suggest that the thesis has serious problems, or if major revisions are needed, the thesis should be carefully revised according to the specific opinions of the reviewers and defense should be reapplied for. If the thesis does not reach the master's thesis standard, the thesis should be rewritten and application resubmitted in half a year.

Article 13: Thesis defense

(1) The reviewer has no objections or major objections to the thesis, the master student may file an application for defense with the college and determine the date of the defense. The defense is generally arranged as publicly as possible on a working day, and no defense is scheduled during the national statutory holidays and during the winter and summer vacations.

(2) The master's thesis defense committee consists of three or five people, whose members are composed of experts with advanced professional qualifications or the master supervisors in the disciplines or related disciplines. The reviewers who are in the university should be members of the defense committee. The defense committee should involve experts from outside the university. If a doctoral degree can be awarded in the discipline, the members may not be included an off-campus expert. The chairman shall be a professor or a professional with the same qualification in the peers of this level. The specific list of reviewers shall be proposed by the supervisor and the members of the pre-defense panel when the thesis is pre-defended, after approved by the college. The thesis should be sent to the defense committee before the defense.

When the defense committee consists of five members, either the master's student's own supervisor or assistant supervisor may serve as a member of the defense committee. When the defense committee consists of three members, the master student's own supervisor or assistant supervisor shall not serve as a member of the defense committee.

(3) The defense committee shall have a secretary, who shall be a teacher or scientific researcher with a lecturer (or equivalent qualification) and above in the discipline, and shall handle the specific matters of the thesis defense.

(4) Defense Committee's duties and defense procedures

See Attachment "Responsibilities of Chairman, Members and Secretaries of the Graduate Thesis Defense Committee" and "Hohai University Graduate Dissertation Defense Procedure".

(5) The Master's Thesis Defense Committee shall vote by secret ballot on whether to pass the thesis defense or whether to recommend to grant a degree. It shall be approved by more than two-thirds of all members.

The Defense Committee shall vote on whether to recommend a thesis for an excellent thesis award. Recommendation by more than half of all members is required to pass a thesis as an excellent thesis. If the resolution of the defense committee recommends a thesis as an excellent excellent, it can participate in the selection of outstanding masters thesis at the school level and the provincial level.

(6) The thesis has not been approved after the defense and voting. However, through a secret ballot, more than half of the members of the defense committee believe that the thesis could be further revised and then followed by another defense, it can make a resolution to amend the thesis in one year. If the defense committee has not made a resolution to amend the thesis or re-defense, the application is invalid.

(7) After the examination and approval, the thesis has been determined to be a secret thesis. The list of reviewers for the thesis defense is proposed by the supervisor. After approval by the university secrecy committee, it is submitted to the college and the Graduate School for the record.

Chapter IV Other

Article 14 Finalization of the dissertation

After the master's thesis defense is passed, the author should make careful revisions of the thesis according to the comments of the defense committee. The thesis can be officially printed after being reviewed and signed by the supervisor.

Article 15 A special excellent master student may apply for a defense from the fifth semester.

河海大学博士学位论文工作管理办法

河海研〔2011〕49号

第一章 总 则

第一条 为进一步规范我校博士研究生学位论文管理工作，不断提高博士研究生培养质量，结合我校实际情况，特制定本办法。

第二条 博士研究生应具有学术水平

根据《中华人民共和国学位条例》第六条规定，博士研究生必须达到下列学术水平，才能授予博士学位：

- （一）在本门学科上掌握坚实宽广的基础理论和系统深入的专门知识；
- （二）具有独立从事科学研究工作的能力；
- （三）在科学或专门技术上做出创造性的成果。

第三条 博士学位论文的基本要求

- （一）论文的选题和成果在理论上或实践上对经济建设有较重要意义。
- （二）论文立论正确、分析严谨，反映作者具有坚实宽广的基础理论和系统深入的专门知识。
- （三）在科学或专门技术上做出创造性的成果，表明作者具有独立从事科学研究工作的能力。研究成果达到下列水平之一：

- 1、在从事的研究课题领域发现有价值的新现象、新规律和对已有现象及规律的新解释和新证明；
- 2、熟悉本学科方向国内外研究的最新动态，改进和发展了最新的研究成果，并有一定的学术价值；
- 3、从事国际上某一个新研究方向的研究，国内尚无人系统研究，能将新的研究方向系统化，有自己新的理论框架，并取得了新的进展；
- 4、创造性地运用现有知识，解决前人未曾解决过的科学技术或工程技术中的关键问题，得到专家认可，并通过实施；
- 5、提出具有较高科学水平的新工艺方法，在生产中获得重大经济效益；对从事课题的设计与实验方法、实验技术上有较重大的创造。

（四）论文注重理论分析，在理论分析的基础上产生创造性的成果。

（五）论文必须在导师指导下由博士研究生独立完成。

第二章 论文工作

第四条 文献阅读与综述报告

博士研究生入学后应在导师的指导下，根据自己所选定的研究方向和学位论文课题要求，广泛阅读大量的国内外相关文献，并撰写文献综述报告。

文献阅读与综述报告要求：

（一）文献阅读量应不少于 80 篇文献，其中外文文献不少于 50%。文献阅读应在本学科的前沿问题及交叉领域范围内进行。部分文献应该精读，并在文献综述报告和学位论文中加注引用。

（二）文献综述报告是在文献阅读和论文前期准备工作的基础上撰写的与学位论文密切相关的综合研

究报告，是博士研究生进行创造性研究工作的基础。文献综述报告力求文字简练，内容充实，字数一般不少于 5000 字。

（三）文献综述报告内容应能全面反映该研究方向的发展和最新研究成果，并从中归纳出具体规律性的结论，引出博士生自己的学术思想和观点，并预示本研究的研究趋势和应用前景，用以正确引导博士学位论文。

（四）文献综述报告需在一定范围内研讨或发表。

（五）文献综述报告最迟在入学后的第四学期结束前进行，文献综述报告书面材料须经导师审核后交学院存档备查。

第五条 论文选题、论文计划及开题报告

（一）论文选题

博士研究生的论文工作应强调与国民经济建设和社会发展密切联系，应以社会发展及科学技术发展中的重要理论问题、实际问题、高新技术、国家基础和重大工程技术问题为背景。论文选题应在导师的指导下进行，通过广泛的文献阅读和学术调研等前期工作，确定研究的主攻方向。论文选题应掌握以下原则：

1、选题属于科学技术上新的研究方向，理论上居于学科前沿，国内外研究成果不多，预期在基础性研究方面获得重要成果，具有科学价值；

2、选题属于国家建设急需解决的基础理论或工程实际问题；或属于科学技术攻关中的关键问题，并预期获得较大的经济效益和社会效益；或提出具有较高科学技术水平的新工艺、新方法，并预期获得较大的经济效益；

3、选题属省部级以上重大科研项目，解决科学技术和工程技术中的关键问题，研究水平能达到国内领先。

（二）论文计划及开题报告

1、论文计划及开题报告的目的

论文计划及开题报告是研究生通过开题报告会向与会专家汇报论文选题的目的、意义以及对所选课题的研究方法和技术手段、工作思路和计划、预期目标等，以求通过专家论证，确定论文工作的必要性和可行性，是论文工作能否顺利开展的重要审核环节。

2、论文计划及开题报告的主要内容应包括：

（1）课题来源；

（2）本课题的特点、理论意义及实用价值；

（3）国内外已有研究成果及目前研究动态；

（4）本课题研究所依据的基本理论；

（5）论文拟研究的主要内容、关键技术、预期创新点及可行性分析；

（6）拟采用的主要研究方法、研究手段及技术路线；

（7）可能存在的困难和需要帮助解决的问题；

（8）进度计划及其它需说明的问题。

3、论文开题报告时间

博士学位论文开题报告应在第四学期结束前完成（直博生应在第六学期前完成开题报告）。开题报告通过后方可进入论文工作阶段，至少一年后可申请学位论文答辩。

博士研究生开题前一般应进行查新。

4、论文开题报告评审

博士学位论文开题报告，应以学术报告形式在校内张榜公开进行。报告会需聘请本研究领域具有高级职称的同行专家对开题报告进行审议（一般为五人，其中副高职称的不超过两人），报告会由导师主持。与会专家应对选题、研究方法和技术手段、论文的工作计划等提出具体意见和建议。开题报告通过后应形成书面材料，经导师和与会专家审查后交研究生院备案。

经专家组评审认为论文选题、研究方法和技术手段、工作计划不合适的，需重做开题报告。

开题报告通过后，原则上不再随意改变，如论文选题有重大变化的，需重做开题报告。

5、涉密论文的开题报告

对于涉密的博士学位论文，必须在论文开题前对论文涉密与否进行审批。博士研究生本人在开题报告会前提出保密申请，并依据学位论文涉及的科研项目情况，拟定密级及保密期限。保密申请经导师、学院审核，报学校保密委员会批准后，提交研究生院备案，作为涉密论文开题、评阅、答辩及归档的依据。

经审批已确定密级的学位论文，方可在一定范围内进行开题报告会。开题评审组专家应是具备涉密资格的教授（或相当职称），其建议名单由导师提出，经校保密委员会批准后交研究生院备案。

未完成学位论文开题报告保密审批的学位论文，原则上不得再提出学位论文保密申请。特殊情况最迟可在学位论文中期检查前提出保密申请，并补办相应的保密程序。

第六条 论文中期检查

博士论文工作进行到中期，由博士研究生向专家评审组作论文中期报告，汇报论文工作进展情况和阶段性成果，提出下一阶段的计划和措施，并写成书面报告交与会专家审议。要在校内公开举行学术报告会，报告会需聘请本研究领域具有高级职称的同行专家对中期报告进行审议（一般为五人，其中副高职称的不超过两人），报告会由导师主持。与会专家应对报告提出中肯意见和建议，论文中期报告通过后应形成书面材料，经导师和与会专家审查后交研究生院备案。

经审批已确定密级的学位论文，其中期检查的评审专家应是具备涉密资格的教授（或相当职称），其建议名单由导师提出，经校保密委员会批准后交研究生院备案。

第七条 科学研究和科研工作能力的培养

科学研究是博士论文工作的主体部分，博士研究生应在导师指导下，独立地承担重大科研项目的某一部分工作，或作为科研项目的主要承担者，独立承担课题研究中关键性技术问题的研究。根据论文工作计划，进行科学实验、理论分析和计算，创造性地运用理论知识和先进的实验手段，在研究中培养较强的独立从事科研工作的能力，取得重要成果。在进行论文工作的同时培养脚踏实地、实事求是、深入细致、勇于探索的科研作风和精神。

第八条 学术论文

《淮海大学博士学位论文工作管理办法》（河海研〔2011〕49号）

研究成果应通过学术论文的形式表述，学术论文的写作是研究生培养过程中一个重要环节。在学期间，

申请博士学位者应以第一作者（如第一作者为导师，第二作者为研究生的论文至多认定一篇），且第一署名单位为河海大学，公开发表一定数量与学位论文内容相关的学术论文。

（一）申请理学、工学学科门类博士学位者，应至少有 1 篇学术论文在外文学术期刊上发表并被 SCI 收录；

（二）申请法学、管理学学科门类博士学位者，应符合以下条件之一：

- 1、至少有 1 篇学术论文在外文学术期刊上发表并被 SCI 或 SSCI 或 AHCI 收录；
- 2、有 2 篇学术论文被 SCI 或 EI 收录（其中至少 1 篇为外文文章）；
- 3、有 3 篇学术论文发表在 CSSCI 检索源期刊上。

（三）其他等同条件如下：

1、获得国家级科技成果奖（有个人证书），可免除论文发表的要求；获得省部级科技成果或哲学社会科学优秀成果一等奖（排名前 5 位）、二等奖（排名前 3 位）、三等奖（排名前 2 位）、或发明专利授权（每项专利须由全体专利发明人授权，仅限一名博士研究生申请学位使用），等同于发表相同数量的 SCI 或 EI 论文。

2、成果均应以“河海大学”为第一署名单位。

（四）申请法学、管理学的博士研究生发表的被人大复印资料全文转载的学术论文视同 CSSCI 期刊级别的学术论文。（根据 2014 年 6 月，第十一届三次学位委员会会议纪要（201406））

（五）十一届四次学位委员会会议纪要（201412）：

从 2015 级博士研究生起不再使用发明专利申请学位。

（六）十一届五次学位委员会会议纪要（201506）：

同意法学、管理学博士研究生以 2 篇在 CSSCI 检索源期刊上发表的学术论文和 1 篇被 EI 收录的学术论文作为申请学位的依据。

发表论文未达到以上标准者不得申请论文答辩。博士研究生必须持有已刊登本人论文的刊物，或论文尚未刊登但已同意录用的期刊证明，方可申请答辩。持期刊录用证明者在授予学位之前必须提交刊登本人论文的出版刊物。

第九条 学位论文的撰写

学位论文是研究生从事科研工作成果的主要表现，论文集中表明了作者在研究工作中获得的新的发明、理论或见解，是研究生申请学位的重要依据，也是科研领域中的重要文献资料和社会的宝贵财富。论文撰写应实事求是，严禁抄袭和剽窃。

学位论文应以汉语撰写（外籍学生经批准可用外文撰写），字数为 8-10 万字。论文内容应立论正确、数据可靠、推理严谨、表述准确、层次分明、文字简练。

学位论文在送审时，不必正式印刷。博士研究生按评阅人意见修改并通过论文答辩后，根据答辩委员会意见修改学位论文，并印刷归档。

第三章 论文审查

第十条 论文预审

博士论文的预审工作是在完成所有预定的论文工作内容并撰写学位论文初稿之后，论文正式送审之前

进行的一项审查过程，对进一步修改和完善博士学位论文内容，提高学位论文质量具有重要作用。

博士学位论文初稿完成后，至少应比预计答辩时间提前三个月提交审查申请。论文预审必须包括导师初审、论文预答辩和形式审查三个环节。

（一）导师初审。导师应按要求进行审查并提出修改意见，同时对博士研究生作出学术评价，内容包括论文选题的前沿性和开创性，博士研究生的理论基础、专门知识及科学研究能力，以及学术成果的真实性、论文是否达到博士学位论文水平等等。

（二）论文预答辩。经导师审核认为论文符合要求的，由导师聘请至少 5 名本研究领域的教授（或相当职称）参加，并进行审议，论文预答辩由导师主持，以报告会的形式进行。

评审组应根据论文的实际水平和答辩情况、博士生科研工作能力，并结合论文开题报告所定目标及论文中期检查报告等情况，按照博士论文应达到的水平和标准对论文进行审议，作出是否同意答辩或修改后答辩的决定，并提出论文修改的具体意见。通过预答辩的博士生应根据专家所提出的意见，对论文进行修改，形成送审稿。

通过预答辩者，应比预计答辩时间提前 60 天将符合盲审要求的相关材料送交研究生院学位办公室。涉密论文的相关材料应在预定论文答辩前 100 天送交学位办。

（三）论文形式审查。论文正式送审前，研究生院组织有关专家对论文进行形式审查。形式审查时间一般为 10 个工作日。未通过形式审查的学位论文，需要修改后重新申请论文送审。

第十一条 论文评阅

（一）博士学位论文答辩前均需进行论文评阅。评阅意见未返回之前，申请者不得进行论文答辩。

（二）论文评阅过程实行匿名制，即对论文评阅专家隐匿论文作者及其指导教师姓名等相关信息，对论文作者及其指导教师隐匿论文评阅专家姓名等相关信息。

（三）博士学位论文评阅采用通讯评阅方式进行，由研究生院负责论文送审工作。

（四）研究生院根据申请者学位论文的学科专业和研究方向，聘请不少于 3 名具有博士研究生指导资格的校外专家（非利益相关者）作为论文评阅人。研究生及其导师可以提出其学位论文评阅需回避的院校或专家，最多可提出 1 所院校或 2 名专家。对经审批已确定密级的学位论文，由导师或学院提出论文评阅专家建议名单（不少于 6 人），经校保密委员会审核后由研究生院送审。

（五）论文评阅时间一般不少于 30 个工作日。涉密论文的评阅时间一般不少于 60 个工作日。

（六）论文评阅人对申请者博士学位论文的评阅结论表述分为：“达到，同意组织答辩”、“总体达到，略作修改后组织答辩”、“基本达到，需重大修改后再送审”、“尚未达到，不同意组织答辩”。

评阅意见收齐后，若评阅专家返回的评阅结论为“同意组织答辩”、“略作修改后组织答辩”，通知答辩秘书对评阅意见综合整理，供答辩委员会参考。博士生则应根据专家意见认真修改论文后，经导师审核通过可申请答辩。

第十二条 论文复审

（一）若专家返回意见中有“重大修改”或“不同意”，则该论文属有“异议”。针对评阅中可能出现的异议情况，作如下处理规定：

1、若评阅意见中有一份出现异议，则申请人需延期进行学位论文答辩，并根据专家修改意见对论文

进行修改（修改时间 3 个月），修改完成后可填写《河海大学博士学位论文复评申请表》申请复评，复评通过后方可申请答辩。

2、若评阅意见中同时出现两份及以上异议（其中至多有一份为“不同意”），则申请人应根据专家意见对论文进行充分修改（修改时间 6 个月），修改完成后可填写《河海大学博士学位论文复评申请表》申请复评，复评通过后方可申请答辩。

3、若评阅意见中有两份及以上为“不同意”，则申请人应对论文作全面修改（修改时间不少于一年），修改完成后可填写《河海大学博士学位论文复评申请表》申请复评，复评通过后方可申请答辩。

（二）若评阅意见中仅出现一份异议，且申请人对此有异议，经导师同意，可提出申诉。具体程序如下：申请人应书面提出明确的申诉理由，并填写《河海大学博士学位论文评阅意见异议申诉表》，经导师签署意见后，提交所在院（系）分管负责人。由院（系）组织本学科 3 位及以上专家进行审议，审议通过并经学位分委员会同意后，申请人方可在不修改（或略作修改）论文的情况下，由研究生院学位办另送 3 位及以上专家复评。复评无异议后可申请答辩。

特殊情况由学院提出申请。

（三）若第一次复评后，专家的总体评阅意见仍有“重大修改”，但无“不同意”，论文必须进行 6 个月的修改，论文修改后经导师同意可提交第二次复评；若第一次复评结果仍有“不同意”或第二次复评结果仍有异议，本次申请无效。

复评结果无法按时回来，经学院审查论文已达到博士学位论文水平，研究生院另送 2 位校外专家评审。

（四）原则上进行复评的专家应为原提出异议的专家，进入申诉程序的情况除外。

（五）“本次申请无效”是指学位申请人将从学位论文工作阶段开始。

第十三条 论文答辩

若评阅人对论文无反对意见或重大异议，博士生可向研究生院提出答辩申请并确定答辩日期，答辩一般尽可能安排在工作日公开举行，国家法定节假日及寒暑假期间不安排答辩。论文答辩应作为学术活动，由学院和导师组织教师及研究生参加。

经学校保密委员会批准的涉密学位论文可以不公开的方式答辩。

（一）答辩委员会组成要求：

1、博士学位论文答辩委员会由五人或七人组成，其中校内外专家各不少于 2 名。校外专家所在单位原则上应具有博士学位授予权。答辩委员会成员由本学科和相近学科的博士生导师、教授级职称的专家组成。

2、答辩委员会主席必须由教授或相当职称的专家担任。

3、答辩委员会由七人组成时，校外专家、校内专家非博导各不超过 1 名，博士生本人导师或副导师可有 1 人担任答辩委员会委员；答辩委员会由五人组成时，非博导专家不得超过 1 名，博士生本人导师或副导师不得担任答辩委员会委员。

4、答辩委员会设秘书一名，应由本学科具有讲师（或相当职称）及以上职称的或具有博士学位的教师或科研人员担任，办理论文答辩具体事项。

5、答辩委员会建议名单在论文预答辩时由导师与预答辩小组成员协商提出五人或七人建议名单，报

学院负责人审核，正式名单由研究生院审批确定。

（二）论文应提前送达答辩委员审阅。

（三）答辩委员会职责和答辩程序

见附件《研究生学位论文答辩委员会主席、委员及秘书职责》和《河海大学研究生学位论文答辩程序》。

（四）博士学位论文答辩委员会，对是否通过学位论文答辩，是否建议授予学位进行不记名投票表决。答辩委员会决议经全体委员三分之二或以上同意为通过。

答辩委员会对是否推荐为优秀论文进行不记名投票表决。经全体委员三分之二及以上同意，推荐为优秀论文。答辩委员会决议推荐为优秀论文的，方可参加校级、省级优秀博士学位论文的评选。

（五）论文经答辩和投票未获通过，但答辩委员会认为可以进一步修改论文后再答辩的，可作出在二年内修改论文、重新答辩一次的决议，并向研究生院提交决议的书面材料。如果答辩委员会未作出修改论文、重新答辩的决议，则本次申请无效。

（六）答辩委员会认为申请人的论文虽未达到博士学位的学术水平，但已达到硕士学位的学术水平，而申请人又尚未获得该学科硕士学位的，可以作出授予硕士学位的决议，报送校学位评定委员会审定。

第十四条 学位论文定稿

博士学位论文答辩通过后，作者应根据答辩委员会的意见和评阅意见对论文进行认真修改后定稿，论文经导师审核签字后方可交付正式印刷。

第十五条 特别优秀的博士研究生最早可从第六学期申请答辩。

本文为中文文件的英文翻译件，如与中文文件有冲突，以中文为准。

The Chinese text of this article shall be deemed the original. In the event of any dispute or misunderstanding as to the interpretation of the language or terms of this article, the Chinese language version shall govern.

Hohai University Ph.D. Dissertation Management Measures

(河海研〔2011〕49号)

Chapter 1 General

Article 1 In order to further standardize the management of **Doctoral dissertation** in our university, and continuously improve the quality of doctoral training, in consideration of the actual situation of our university, these measures are hereby formulated.

Article 2 The academic level that Doctoral students should have

According to Article 6 of the "**Regulations of the People's Republic of China**", Doctoral students must meet the following academic standards in order to be granted a Doctorate Degree:

- (1) Mastering a solid and broad basic theory and systematic and in-depth expertise in the respective discipline;
- (2) Having the ability to **independently engage in scientific** research;
- (3) Making **creative achievements** in science or expertise.

Article 3 Basic Requirements for Doctoral Dissertation

(1) The topic selection and results of the dissertation are of great significance to economic construction in theory or practice.

(2) The dissertation is correct and rigorous, reflecting that the author has a solid and broad basic theory and systematic and in-depth expertise.

(3) Obtaining creative results in science or expertise, indicating that the author has the ability to work independently in scientific research. The research results should have reached one of the following standards:

1. **Discover valuable new phenomena, new laws, and new interpretations and new proofs of existing phenomena and laws in the field of research topics engaged;**
2. Familiar with the latest developments in the research of the subject at home and abroad, improve and develop the latest research results, and have certain academic value;

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3. Engaged in the research of a new research direction in the world. There is still no systematic researches in China, which can systematically new research directions, have its own new theoretical framework, and have made new progress;
 4. Creatively apply existing knowledge to solve key problems in science and technology or engineering technology that have not been solved by previous researchers, and be recognized by experts and implemented;
 5. Propose a new processing method with a high scientific standard, and obtain significant economic benefits in production; should have a major creativity in the design and experimental methods and experimental techniques of the subject.
- (4) The dissertation focuses on theoretical analysis and produces creative results on the basis of theoretical analysis.
- (5) **The dissertation must be completed independently by the Doctoral student under the guidance of the supervisor.**

Chapter II Dissertation Work

Article 4 Literature Reading and Summary Report

After entering the university, doctoral students should read a large number of relevant domestic and foreign literatures and write a literature review report under the guidance of their supervisors according to their chosen research directions and the dissertation requirements.

Literature reading and review report requirements:

- (1) The amount of literature reading should be no less than 80 articles, of which foreign language documents are not less than 50%. Literature reading should be carried out in the frontier issues and cross-cutting areas of the discipline. Some of the literature should be intensively read and cited in literature review reports and dissertations.
- (2) The literature review report is a comprehensive research report closely related to the dissertation based on the literature reading and the preparatory work of the dissertation. It is the basis for the creative research work of doctoral students. The literature review report strives to be concise the text with the content is substantial, and the number of words is generally **not less than 5,000 words**.
- (3) The content of the literature review report should fully reflect the development of the research direction and the latest research results, and draw conclusions from specific regularity, which lead to the doctoral candidate's own academic thoughts and viewpoints, and predict the research trends and applications of this research.
- (4) The literature review report needs to be discussed or published within a certain scope.

(5) The literature review report shall be conducted at the latest before the end of the fourth semester after enrollment. **The written materials of the literature review report shall be reviewed by the supervisor and submitted to the college.**

Article 5 Selected topics, Dissertation plan and the opening report

(1) Dissertation topic selection

The work of doctoral students should emphasize the close connection with national economic construction and social development. It should be based on important theoretical issues, practical issues, high and new technology, national foundations and major engineering and technical issues in social development and scientific and technological development. **The topic selection of the dissertation should be carried out under the guidance of the supervisor.** Through the extensive work of literature reading and academic research, the main direction of the research should be determined. **The topic of the dissertation should master the following principles:**

1. The topic is a new research direction in science and technology. It is theoretically at the forefront of the discipline. There are not many similar research results at home and abroad. It is expected to obtain important results in basic research and have scientific value.
2. The topic selected is a basic theory or engineering practical problem that the national construction needs to solve urgently; it is a key issue in the scientific and technological research, and it is expected to obtain greater economic and social benefits; or propose a new technology with a standard level of science and technology, new methods, and expected to achieve greater economic benefits.
3. The selected topics are major scientific research projects at or above the provincial and ministerial level, solving key problems in science and technology and engineering technology, and the research level can reach domestic leading.

(2) Dissertation plan and the opening report

1. The purpose of the dissertation plan and the opening report

The dissertation plan and the opening report are the results and significance of the topic selected by the students through the opening report meeting, and the research methods and technical means, working ideas and plans, and expected goals of the selected topics, determined through expert argumentation. The necessity and feasibility of the dissertation work is an important review link for the smooth progress of the dissertation work.

2. The main contents of the dissertation plan and the opening report should include:

- (1) Source of the subject;
- (2) The characteristics, theoretical significance and practical value of the subject;
- (3) Existing research results at home and abroad and current research trends;

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- (4) The basic theory on which the research is based;
 - (5) The main content, key technologies, expected innovation points and feasibility analysis of the proposed research;
 - (6) The main research methods and technical routes to be adopted;
 - (7) Possible difficulties and problems that need to be solved;
 - (8) Schedule and other issues that need to be explained.

3. Time of the dissertation opening report

The doctoral dissertation opening report should be completed before the **end of the fourth semester**. After the opening report is passed, the student can enter the paperwork stage and apply for a dissertation defense at least one year later.

PhD students should generally finish scientific and technical novelty-checking before start.

4. Dissertation opening report review

The opening report of the doctoral dissertation should be publicly published in the university in the form of academic report meeting. The report will require the peer reviewers with senior professional qualifications in this research area to review the opening report (generally five people, including no more than two deputy professional qualifications), and the report will be hosted by the supervisor. The participating reviewers should put forward specific opinions and suggestions on the selected topic, research methods and technical means, and the work plan of the dissertation. After the opening report is passed, it should form a written document, which will be submitted to the Graduate School after being reviewed by the supervisor and the participating reviewers.

If the group of reviewers judge that the selected topic, research methods, technical means, and work plan are inappropriate, it is necessary to redo the opening report.

After acceptance of the opening report, in principle, no further changes can be made. If there is a major change in the topic of the dissertation, it is necessary to redo the opening report.

5. The opening report of a confidential dissertation

For a classified doctoral dissertation, the confidentiality of the dissertation must be approved before it is opened. The doctoral student himself should submit a confidentiality application before the opening report meeting, and the confidentiality period should be drawn up based on the research project involved in the dissertation. The confidential application shall be submitted to the university security committee for review and also to Graduate School for a record, after being approved by the supervisor and the college.

Only after the completion of the examination and approval of the dissertation with the confidentiality level, the opening report meeting can be carried out within a certain scope. The reviewers in the opening review group should be professors (or equivalent). The list of

recommendations should be submitted by the supervisor and submitted to the Graduate School after approval by the university secrecy committee.

For the dissertation that has not completed the confidential examination and approval of the dissertation opening report, in principle, the application for confidentiality of the dissertation may not be filed. In special cases, the application for confidentiality can be filed at the latest before the mid-term examination of the dissertation, and the corresponding confidentiality procedures should be reissued.

Article 6 Mid-term examination of the dissertation

In the middle of the doctoral dissertation work, the doctoral student shall make an interim report to the review group, report the progress of the paper work and the results in phases, propose the next phase of the plan and measures, and submit a written report to the reviewers for consideration. To hold an academic report meeting on campus, the report will need to employ peer reviewers with a senior qualification in this research field to review the interim report (generally five people, including no more than two deputy qualification), and the report will be hosted by the supervisor. The participating reviewers should submit their pertinent opinions and suggestions to the report. After the adoption of the interim report, the dissertation should form a written document, which will be submitted to the Graduate School for review after being reviewed by the supervisor and the participating reviewers.

After the examination and approval has been determined to be a secret degree dissertation, the reviewing expert of the mid-term inspection should be a professor (or equivalent) with the qualification of confidentiality. **The list of recommendations is proposed by the supervisor, and submitted to the graduate school for approval after approval by the university secrecy committee.**

Article 7: Cultivation of scientific research and scientific research work ability

Scientific research is the main part of the doctoral dissertation work. Under the guidance of the supervisor, the doctoral student should independently undertake a part of a major scientific research project, or as the main bearer of the scientific research project, and independently undertake the work of key technical issues in the subject of research. According to the work plan of the dissertation, carry out scientific experiments, theoretical analysis and calculations, creatively apply theoretical knowledge and advanced experimental methods, and cultivate strong independent research and work capabilities in research, and achieve important results. While carrying out the work of the dissertation, the student will cultivate the scientific style and spirit of down-to-earth, seeking truth from facts, in-depth and meticulous, and courageous exploration.

Article 8 Academic papers

The research results should be expressed in the form of academic papers. The writing of academic papers is an important part of the graduate training process. During the period of study, applicants for doctoral degree should publish a number of **content-related academic papers** as the first author (or at most ONE the first author being the supervisor, and the second author being the student), and the first affiliated institution should be Hohai University.

(1) At least one academic paper should be published in an international academic SCI indexed journal before applying for a doctoral degree in science or engineering;

(2) Those applying for a doctoral degree in law or management should meet one of the following conditions:

1. Publish at least one academic paper is published in a foreign academic journal and included in SCI or SSCI or AHCI;

2. Publish 2 academic papers included in SCI or EI (at least 1 of which is published in international journal);

3. Publish 3 academic papers in the CSSCI search source journal.

(3) Other equivalent conditions are as follows:

1. Obtaining the National Science and Technology Achievement Award (with personal certificate), exempting the requirements for publication of the paper; obtaining the first prize of provincial and ministerial level scientific and technological achievements or outstanding achievements in philosophy and social sciences (top 5) and second prize (top 3), the third prize (top 2), or the invention patent authorization (each patent must be authorized by all patent inventors, and only one doctoral candidate to apply for a degree with the patent). This is deemed equivalent to publishing the same number of SCI or EI papers.

2. The results should have “Hohai University” as the first signed institution.

(4) Academic papers published by doctoral students applying for law and management, which are reproduced in the full text of the copy of the National People's Congress, are regarded as academic papers at the CSSCI journal level. (According to the June 2014, the 11th Third Academic Degree Committee Meeting (201406))

(5) Minutes of the Eleventh Academic Degree Committee Meeting (201412):

The invention patent application degree is no longer used from the 2015 Ph.D.

(6) Minutes of the Fifth Session of the Eleventh Degree Committee (201506) dictate that:

The Ph.D. students in law and management should use two academic papers published in CSSCI search source journals and one academic paper included in EI as the basis for applying for a degree.

If the published paper does not meet the above criteria, the student may not apply for a dissertation defense. A doctoral candidate must hold a publication that has published his or her

own paper, or a journal certificate that has not been published but has been approved for publication, before applying for a defense. A journalist must submit a publication that publishes his or her essay before being granted a degree.

Article 9 Compilation of the dissertation

The dissertation is the main outcome of graduate students engaged in scientific research work. It concentrates on the new inventions, theories or insights obtained by the authors in the research work. It is an important basis for graduate students to apply for degrees, and is also an important documentary and social research field. **The writing of the dissertation should be realistic and plagiarisms are strictly prohibited.**

The dissertation should be written in Chinese (**foreign students can be written in English after being approved**), and **the number of words is 80,000 to 100,000 words**. The content of the dissertation should be correct, reliable, logical, accurate, hierarchical, and concise.

The dissertation does not have to be officially printed when it is submitted for review. After the doctoral student revises and approves the dissertation according to the opinions of the reviewers, (or defense committee), it is printed and archived.

Chapter III Dissertation Review

Article 10 Pre-trial review

The pre-trial work of the doctoral dissertation is a review process that is carried out before the formal submission of the dissertation after completing all the scheduled works and writing the first draft of the dissertation. It plays an important role in further modifying and perfecting the content of the doctoral dissertation and improving the quality of the dissertation.

After the completion of the first draft of the doctoral dissertation, at least three months before the expected time of the defense, the application for review should be submitted. The pre-trial of the dissertation must include three stages: the first review by the supervisor, the pre-defense of the dissertation and the formal review.

(1) The first review by the supervisor. The supervisor should review and propose revisions as required, and make academic evaluations for doctoral students, in aspects pertaining to the cutting-edge and groundbreaking nature of the selected topic, the theoretical basis, expertise and scientific research capabilities of doctoral students, and the authenticity of academic results. And assess whether or not the paper reaches the doctoral dissertation standard and so on

(2) The pre-defense of the dissertation. If the supervisor reviews that the dissertation meets the requirements, the supervisor shall employ at least five professors (or equivalent qualifications) in

the field of research to participate in the deliberation. The pre-defense of the dissertation shall be presided over by the supervisor and shall be conducted in the form of a report meeting.

The reviewer group shall review the dissertation according to the actual standard and defense of the paper, the research ability of the doctoral student, and the objectives and the mid-term inspection report of the dissertation opening report. The thesis shall be reviewed according to the standard that the doctoral dissertation should reach. **The doctoral students who pass the pre-defense shall modify the paper according to the opinions put forward by the reviewers to form a draft for review.**

Through the pre-defense, relevant materials that meet the blind review requirements should be sent to the Degree Office of Graduate School 60 days before the expected defense time. The relevant materials of the confidential papers should be sent to the Degree Office 100 days before the scheduled paper defense.

(3) Examination of the form of the dissertation. Before the dissertation is formally submitted for review, the Graduate School shall employ relevant experts to conduct a formal review of the dissertation. **The formal examination time is usually 10 working days. Dissertations that have not passed the formal examination need to be revised and application should be re-submitted.**

Article 11 Review of the Dissertation

(1) **The doctoral dissertation must be reviewed before the defense.** Applicants may not submit a dissertation defense before the review comments are returned.

(2) The dissertation review process implements the anonymity system, that is, the relevant information including the author and the supervisor, and those of the reviewers are concealed.

(3) The review of doctoral dissertation is conducted by means of communication review, and **the Graduate School is responsible for the submission of the dissertation.**

(4) According to the subject specialty and research direction of the applicant's dissertation, the Graduate School employs no less than three external reviewers (non-stakeholders) with doctoral qualifications. Graduate students and their supervisors can propose up to one institution and two reviewers who they wish to avoid in the dissertation review. For the dissertation that has been determined to be classified, the list of reviewers recommended by the supervisor or the college (not less than 6) shall be submitted to the Graduate School for review after review by the university's confidentiality committee.

(5) The review time of the regular dissertation is generally not less than 30 working days. The review time of a confidential dissertation is generally not less than 60 working days.

(6) The reviewers' conclusions on the appraisal of the applicant's doctoral dissertation are divided into: "Achieve, agree to organize the defense", "Generally achieved, slightly modified to organize

the defense”, “Basically achieved, and subject to major revisions and then submitted for review”
"Not yet reached, disagree with the organization's reply."

After the review comments are collected, if the review conclusions returned by the reviewer are “agree to organize the defense” and “slightly modified to organize the defense”, the replying defense secretary will comprehensively sort out the review comments for the reference of the defense committee. The doctoral student should carefully revise the dissertation according to the reviewers and can apply for defense after being examined and approved by the supervisor.

Article 12 Review of dissertation

(1) If the reviewer returns a “major revision” or “disagree” in the opinion, the dissertation is subject to “objection”. For the possible objection in the review, the following provisions are made:

1. If there is an objection in the review comments, the applicant needs to postpone the dissertation defense, and revise the dissertation according to the reviewers' opinions (modified time is 3 months). After the revision is completed, the application form of the doctoral dissertation of Hohai University can be filled out and apply for re-evaluation.

2. If there are two or more objections in the review comments (there is at most one “disagree”), the applicant should make full revisions to the dissertation according to the reviewers' opinions (modified time is 6 months). After the revision is completed, the application form of the doctoral dissertation of Hohai University can be filled out and apply for re-evaluation.

3. If two or more of the comments are “disagree”, the applicant should make a comprehensive revision of the paper (modified time is not less than one year). After the revision is completed, the application form of the doctoral dissertation of Hohai University can be filled out and apply for re-evaluation.

(2) If there is only one objection in the review comments and the applicant has any objection to it, the applicant may appeal. The specific procedures are as follows: The applicant should submit a clear reason for the appeal in writing, and fill out the “Appeal Form for Appreciation of Dissent of the Doctoral Dissertation of Hohai University”. After the supervisor signs, submit to the responsible person of the college. The college shall organize 3 or more reviewers to review. If all the reviewers agree with the dissertation and also the degree sub-committee, the dissertation can be sent to 3 or more reviewers by the Degree Office Graduate School for re-evaluation without modification (or slightly modified). After re-evaluation without objection, the candidate can apply for defense.

Special circumstances are applied by the college.

(3) If after the first re-evaluation, the general review opinions of the reviewers still have “major revisions”, but there is no “disagreement”. The dissertation must be revised for 6 months. After the dissertation is revised, the second review can be submitted with the consent of the supervisor. If the

results of the first re-evaluation still have "disagreement" or the second re-evaluation results still have objections, this application is invalid.

The results of the re-evaluation could not be returned on time. The dissertation is considered to have reached the level of doctoral dissertation by the college, and Graduate School shall send it to two additional external reviewers.

(4) The reviewers who conduct the re-evaluation in principle shall be the experts who originally filed the objection, except in the case of entering the appeals procedure.

(5) "This application is invalid" means that the degree applicant will start from the work stage of the dissertation

Article 13: Dissertation defense

If the reviewer has no objections or major objections to the dissertation, the doctoral student may file an application for defense with Graduate School and determine the date of the defense. The defense is generally arranged as publicly as possible on a working day, and no defense is scheduled during the national statutory holidays and during the winter and summer vacations. The dissertation defense should be used as an academic activity, with the participation of supervisor, teachers also graduate students.

A confidential dissertation approved by the university confidentiality committee may be repudiated in a public manner.

(1)The composition of the defense committee:

1. The doctoral dissertation defense committee consists of five or seven people, of which no less than two reviewers are from inside and outside the university. In principle, the institution of the reviewer shall have the right to confer a doctoral degree. The members of the defense committee are composed of doctoral supervisors and professor-level qualifications in the students' respective disciplines.

2. **The chairman of the defense committee must be a professor or an expert with a considerable qualification.**

3. When the defense committee consists of seven members, there shall be no more than one non-professional reviewer from the university and no more than one non-professional reviewer from outside. One of the doctoral supervisors or the associate supervisor may be a member of the defense committee. When the defense committee consists of five members, there shall be no more than one non-professional reviewer, the supervisor of the applicant or the deputy supervisor may not serve as a member of the defense committee.

4. The defense committee shall have a secretary. This position shall be held by a teacher or scientific researcher with a position of a lecturer (or equivalent qualification) or above in the discipline or with a doctoral degree.

5. The supervisor and the members of the pre-defense group shall propose a list of five or seven people during the pre-defense, and submit to the responsible person of the college for review, the official list shall be approved by the Graduate School.

(2) **The dissertation should be sent to the defense committee for review in advance.**

(3) Defense committee's duties and defense procedures

See Attachment "Responsibilities of Chairman, Members and Secretaries of the Graduate Dissertation Defense Committee" and "Hohai University Graduate Dissertation Defense Procedure".

(4) The doctoral dissertation defense committee shall decide whether to approve the dissertation, whether it is recommended to grant a degree to vote by secret ballot.

The resolution of the Defense Committee shall be approved by two-thirds or more of all members.

The Defense Committee shall vote on whether to recommend a dissertation for an excellent dissertation award. Recommendation by two-thirds or more of all members is required to pass a dissertation as an excellent dissertation. **If the resolution of the defense committee is recommended as an excellent dissertation, the said dissertation can be selected as outstanding doctoral dissertation at the university level and the provincial level.**

(5) The dissertation has not been approved after the defense and voting. However, **if the defense committee believes that the dissertation can be further revised and then followed by another defense, it can make a resolution to amend the dissertation in two years, and submit the written materials of the resolution to the Graduate School.** If the defense committee has not made a resolution to amend the dissertation or re-defense, the application is invalid.

(6) The defense committee believes that although the applicant's dissertation has not reached the academic standard of the doctoral degree, but has reached the academic standard of the master's degree, and the applicant has not obtained the master's degree of the discipline, the committee can make a resolution to grant the master's degree and submit to the university's degree committee.

Article 14 Finalization of the dissertation

After the doctoral dissertation defense is passed, the author should make a careful revision of the dissertation according to the comments of the defense committee. The dissertation can be officially printed after being reviewed and signed by the supervisor.

Article 15 A particularly outstanding doctoral students may apply for a defense from the sixth semester.

1、研究生信息表 Information Form

英文姓/Family Name:	英文名/Given Name:	中文姓名/Chinese Name:	照片/Photo
国籍/Nationality:	性别/Sex: <input type="checkbox"/> 男/M <input type="checkbox"/> 女/F	婚姻状况 /Marital Status: <input type="checkbox"/> 已婚/Married: <input type="checkbox"/> 未婚/Single:	
护照号码/Passport NO:	护照有效期/Valid Until: 年/year 月/month 日/day		
出生地/Place of Birth:	出生日期/Date of Birth:	宗教/Religion:	
房间号/Room Number:	手机号码/Cell phone:	联系人/Fellow Contactor: 联系人电话/Cell phone:	
学习背景/Study Background			
工作背景/Work Experience			
研究兴趣/Research Interest			
最后学历/Highest Academic Degree Obtained:			
家庭地址和电话/Home Add.& Tel:		电子邮件/E-mail:	
学习时间/Duration of study: 自/From 年/year 月/month 至/to 年/year 月/month			
登记人保证/I hereby affirm that: 上述各项中所提供的情况真实无误/All the information given in this form is true and correct.			
登记日期/Registration Date: 年/year 月/month 日/day		登记者签名/ Signature:	

2、学习计划 Study Plan

(包括培养目标及课程学习、科学研究、教学实习、实践活动的安排)

General Information of Study Plan (including Training Objectives and the Arrangements of Course of Study and Research, Teaching Practice and Practice Activities)

3、课程设置 Curriculum

课程类别 Categories		课程编号 No.	课 程 名 称 Course	学时 Hours	学分 Credits	开课 学期 Term	任课教师 Lecturer	备 注 Note	
学位课程 Degree Course	公共课程 General Course	2015LXS01	汉语 I Chinese Language I	32	2	秋 fall		必修 Required	
		2015LXS03	中国概况 Introduction to China	32	2	秋 fall			
	学科基础 课程 Specialized Course								必修 Required
	专业基础 课程 Major Basic Course								必修 Required
	专业课程 Major Course								必修 Required
非学位课程 Non Degree Course								选修 Optional	
教学环节 Academic Activities		学术活动 Seminar and Conferences						必修 Required	
		科学研究 Scientific Research							
		文献阅读与综述 Literature Reading and Reviewing							

备注：课程请导师指导学生根据专业培养方案要求填写。

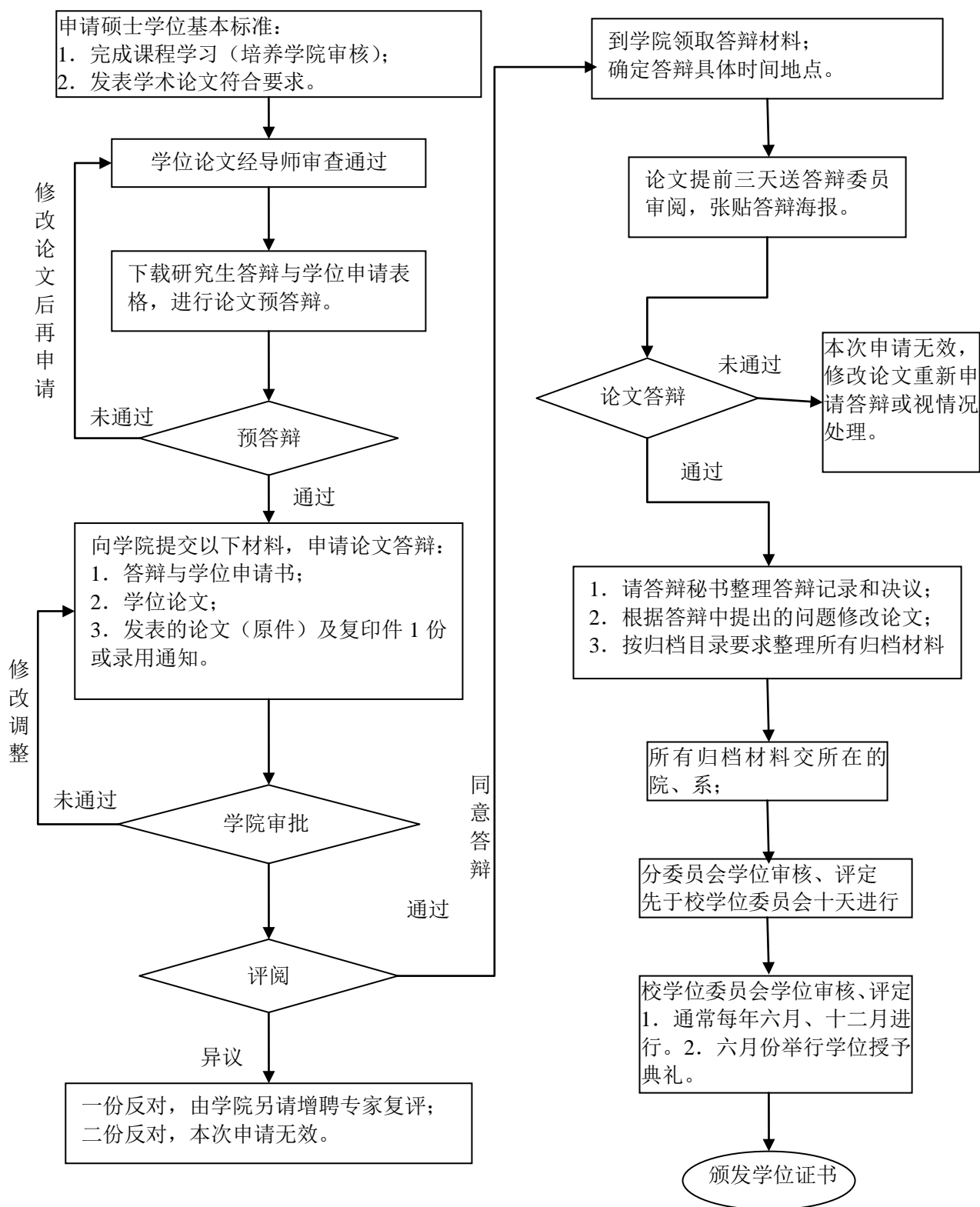
Note: Supervisor should guide the students to choose suitable courses according to the program.

4、教学、科研实践活动 Teaching and Scientific Research Practice

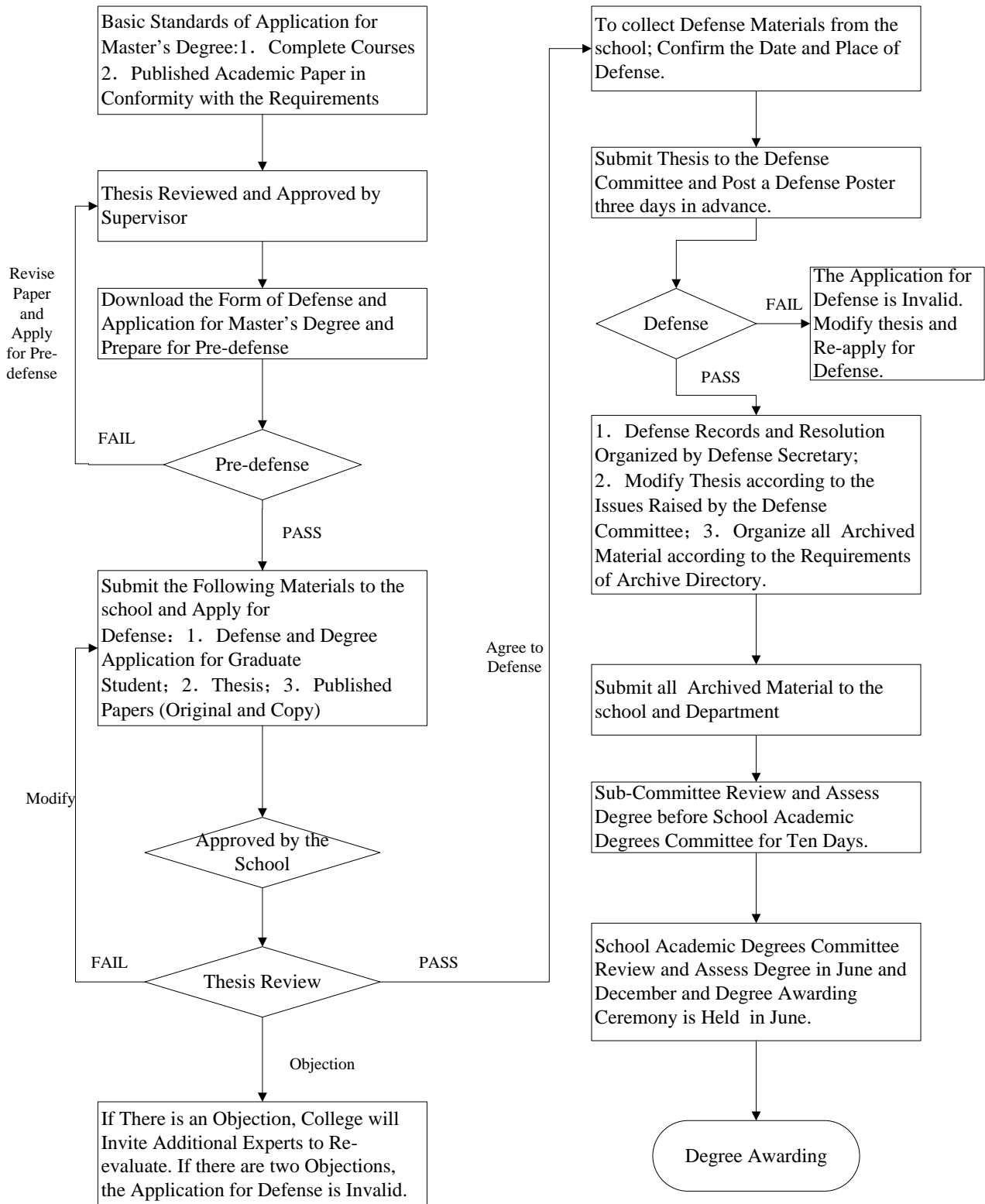
内 容 Content	学年 Academic Year	学期 Semester	总时数 Total Hours	目的与要求 Objectives and Requirements

5、学位论文评阅、答辩、学位申请及授予流程

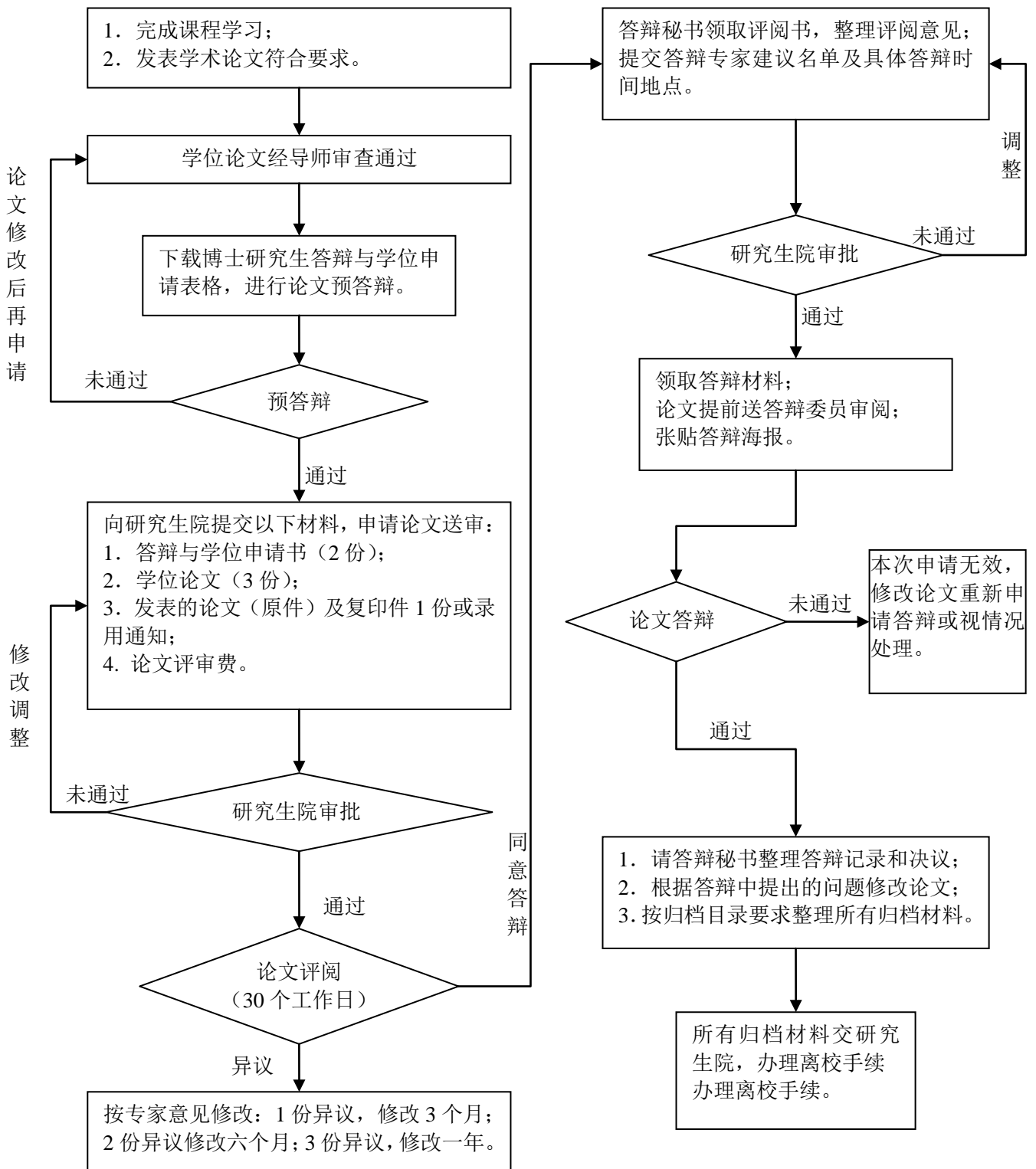
5.1 硕士学位论文评阅、答辩流程



5.1 Process of Thesis Review, Defense, Application for Master's Degree

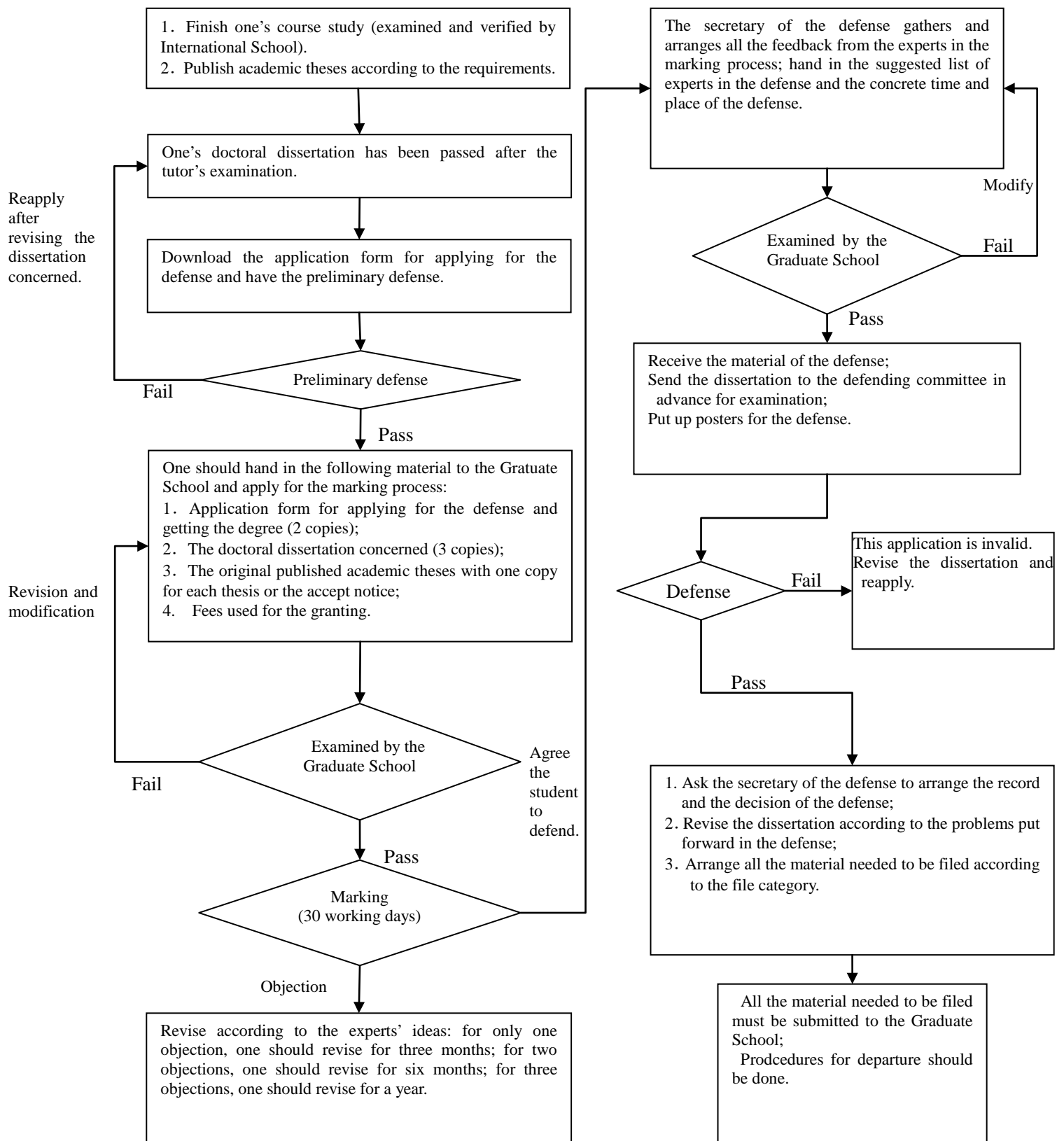


5.2 博士学位论文评阅、答辩流程



注：有关博士研究生学位工作的各项规定详见研究生院网站学位工作栏目

5.2 Process of Thesis Review, Defense, Application for Doctoral Degree



Attention: For all the regulations concerning the doctoral degrees, please refer to the website: <http://gs.hhu.edu.cn/>.

