Notice on Defense and Degree Work of Postgraduates

during the Period of COVID 19 Control, Hohai University 2020

To ensure that graduate students' defense and degree work in an orderly manner during the critical moment of COVID-19 control, according to the overall arrangement of Hohai University and based on the relevant notice in the early stage, the further notice and explanation are as follows.

**I. General principles**

(1) Take graduate students as the center and do a good job in service and management.

(2) Strictly standardize to ensure the quality of degree work.

(3) Play the role of "the first responsible person" of the tutor.

**II. Work initiatives**

1. Adjust and optimize the work form of defense and degree management.

The pre defense, submission for review, defense, application for degree and other activities will be conducted through online, without the need for graduate students to take a "one-step road". **The paper materials to be archived shall be supplemented later**.

2. Optimize the process, compress the working cycle and improve the efficiency.

(1) Timely handle the work of pre defense, paper duplication, etc. when the doctoral students submit the application for pre defense, the results shall be fed back on the second day at the latest.

(2) The time of submission of doctoral thesis to Graduate School is reduced from "submitted every Tuesday and Thursday, completed within one week" to "submitted at any day, completed within two working days". The College shall shorten the time for submission of review for master’s thesis according to the number of applications.

(3) The thesis review platform of the Ministry of education will complete the review work for doctoral students within 45 working days, and for master students within 30 working days; Graduate School will try the best to communicate with the platform to reduce the time for review.

(4) The examination and approval time of doctoral thesis defense by Graduate School shall be reduced to 2 working days, and the College shall appropriately shorten the examination and approval time of master thesis defense according to the number of applications.

(5) The time for each sub-committee to submit materials related to degree application to Graduate School is reduced from 5 working days to 3 working days before the degree committee is held. The sub-committee shall shorten the time for graduate students to submit the relevant materials of applying for degree according to the number of applications.

3. Strengthen the guidance of tutor, play the role of tutor as the first person responsible for postgraduate training.

During the period of COVID-19 control, the tutors should keep close contact with each graduate student through email, telephone, QQ, wechat and other ways, timely know their academic progress, living conditions and ideological trends, and do a good job in psychological counseling. The tutors should strengthen the remote guidance of graduate students in literature research, topic planning, course learning, thesis writing, etc., and urge postgraduates to obey the overall situation of COVID-19 prevention and control. The students are not allowed to go back to university without formal notice and do a good job of self-protection to ensure physical and mental health.

4. Smooth communication channels and respond to postgraduate consultation in time.

**Postgraduates can keep in touch with tutors / supervisors, colleges and Graduate Schools by email, telephone, QQ, wechat and other ways.** In response to the questions raised by postgraduates, Graduate School and colleges shall respond in a timely manner to the situation; open the academic resources and duplicate checking services to provide support for graduate students to complete their research and thesis; timely help the students when they face to other difficulties.

5. Adjust the schedule of the university degree committee meeting.

(1) The original meeting of the university degree committee scheduled for March 26 was postponed and temporarily adjusted to April 16.

(2) The university degree committee meeting scheduled for June 16 is temporarily postponed for 1 to 2 weeks, with the specific time to be determined.

(3) It is planned to add one time of the university degree committee meeting in August.

6. Pay attention to the progress of epidemic control, adjust and optimize the working mode in time.

Pay close attention to the development of the epidemic situation, timely and reasonably optimize the way and process of submitting for review, defense and degree awarding according to the situation of epidemic prevention and control; if the postgraduate cannot complete the dissertation on time due to the impact of the epidemic situation, the training and degree awarding time can be appropriately extended.

Appendix 1: Master's defense and degree related work for international students

Appendix 2: Doctoral defense and degree related work for international students

Appendix 3: The process of application for Degree Transcript of international graduate students

Appendix 4: Contact of degree related work

Graduate School

International School

March 11, 2020

Appendix 1

Master's defense and degree related work for international students

On the basis of the completion of the course study, opening report of thesis, mid-term report and other activities, the following procedures shall be followed with the consent of the tutor. Relevant forms can be viewed and downloaded in the degree work column of graduate school website (<http://gs.hhu.edu.cn/>).

1. Thesis pre-review

(1) Pre-defense. Students fill in the relevant contents in the pre defense column of “Defense and Degree Application Form (Master)”, in which the "place of pre defense" fill in the video conference number and submit the form to the college. After the college's online approval, the tutor organizes the video pre defense. For the relevant requirements, please refer to “Hohai University Master's Thesis Management Measures”.

(2) Form review. After the pre defense is passed, the thesis shall be revised according to the opinions raised by the experts, and the draft shall be submitted for review after the approval of the tutor.

2. Thesis materials

(1) Materials submission. Submit the following materials as required by the College:

① Thesis in PDF format;

② Master's thesis defense and degree application Form*(fill in up to the pre defense record)*;

③ Approval comments of pre defense and tutor.

**The transcript shall be approved by International School.**

(2) Materials review. All the materials shall be reviewed according to the requirements of the College. The review results and specific comments shall be fed back by email. Those who have passed the review must modify the thesis according to the expert's opinions, and can apply for defense after being approved by the tutor. Failed to pass the review and apply for reappraisal after the thesis has been revised in accordance with the relevant provisions such as “Hohai University Master's Thesis Management Measures”.

3. Thesis defense

**(1) Apply for defense**. Fill in the relevant contents of Reviewer of Thesis and Defense Committee List in the column of “Defense and Degree Application Form (Master)”, in which the column of "remarks" fill in the contents such as video conference mode and time, and submit the defense poster to the College.

**(2) Defense approval**. After the examination of the College, the poster of master's thesis defense will be published on the website of the College.

**(3) Preparation for defense.** Send the thesis, defense PPT and other materials to the members of the Defense Committee in advance, and the Defense Secretary shall do well in screen recording test, electronic voting, etc.

**(4) Video defense.** The Defense Secretary shall record the defense, keep the defense recording screen, screenshots and relevant photos, sort out the defense records and resolutions. For the relevant requirements of the defense, see the “Hohai University Master's Thesis Management Measures”.

**(5) Defense follow-up.** Revise the thesis according to the questions raised in the defense, and sort out all the filing materials according to the requirements of the filing catalogue.

4. Apply for degree

After the thesis defense is passed, apply for the degree according to the requirements of “The regulations on the work of awarding doctor's degree and master's degree in Hohai University” and other documents.

**Please read the “Guidelines for Applying Masters Degree” carefully!**

<http://ie.hhu.edu.cn/2020/0312/c7304a202128/page.htm>

completion of the course study, opening report of thesis and mid-term report

Tutor review, revision of thesis

Pass

Pre-defense via video conference, thesis modified according to experts’ opinions

Pass

Thesis review (after submission of required materials)

Pass

Thesis defense, thesis modified according to the opinions of the Defense Committee

Pass

Revise the thesis and sort out the filing materials

Submit materials and apply for degree

**Application process for master's degree of international students**

Appendix 2

Doctoral defense and degree related work for international students

On the basis of the completion of the course study (**Transcript shall be approved by International School.**), opening report of dissertation, mid-term report and other activities, the following procedures shall be followed with the consent of the tutor. Relevant forms can be viewed and downloaded in the degree work column of graduate school website (http://gs.hhu.edu.cn/).

1. Dissertation pre-view

(1) Pre-defense. Students fill in the relevant contents in the pre defense column of “Defense and Degree Application Form (PhD)” and apply for pre-defense, in which the "place of pre defense" fill in the video conference number and submit the form to the college. After the college's online approval, the tutor organizes the video pre defense. For the relevant requirements, please refer to “Hohai University Ph.D. Dissertation Management Measures”.

(2) Form review. After the pre defense is passed, the dissertation shall be revised according to the opinions raised by the experts, and the draft shall be submitted for review after the approval of the tutor.

2. Dissertation submitted for review

(1) Fill in the information. Log in the "doctoral degree application system of Hohai University" (<http://xw.hhu.edu.cn:8080>, the user name and password are Student ID, please modify the password when you log in the first time) and fill in the course, academic papers published, research results and other information as required.

(2) Submission. The materials are compressed and sent to the Degree Office of Graduate School ([hhuxwb@hhu.edu.cn](mailto:hhuxwb@hhu.edu.cn)), with the email topic of "student ID + name博士论文送审". The materials include:

① Dissertation in PDF format (the re evaluation shall be attached with the paper modification instructions sorted out according to the review comments and placed before the cover of the re evaluation paper);

② "Doctoral dissertation submission information sheet" in Excel format;

③ "Defense and Degree Application Form (PhD)" (fill in up to the pre defense record);

④ Examination form of doctoral dissertation;

⑤ Published academic papers and relevant search reports or relevant certificates;

⑥ Approved transcripts, pre defense, college and tutor approval opinions.

(3) The Degree Office of Graduate shall review the materials and submit them to the platform of the Ministry of education for approval.

3. Dissertation review (blind review)

The evaluation results can be inquired in the doctoral degree application system, and the specific comments will be fed back by the Degree Office via email. Those who have passed the blind review (≥ 70) can apply for defense after revising the paper according to the experts’ advices and obtaining the consent of the supervisor. If those who failed to pass the review can re-apply after revised according to “Hohai University Ph.D. Dissertation Management Measures”.

4. Dissertation Defense

**(1) Apply for defense.** Fill in the relevant contents of Review of Dissertation Defense in the column of “Defense and Degree Application Form (PhD)”, in which the column of "Place of defense" fill in the contents such as video conference mode and time, and submit the Defense Committee Suggested List in the "doctoral degree application system", and send the defense poster to the Degree Office ([hhuxwb@hhu.edu.cn](mailto:hhuxwb@hhu.edu.cn)).

**(2) Defense approval.** After the examination of the Degree Office, the defense poster of will be published on the website of Graduate School.

**(3) Preparation for defense.** Send the dissertation, defense PPT and other materials to the members of the Defense Committee in advance, and the Defense Secretary shall do well in screen recording test, electronic voting, etc.

**(4) Video defense.** The Defense Secretary shall record the defense, keep the defense recording screen, screenshots and relevant photos, sort out the defense records and resolutions. For the relevant requirements of the defense, see the “Hohai University Ph.D. Dissertation Management Measures”.

**(5) Defense follow-up.** Revise the dissertation according to the questions raised in the defense, and sort out all the filing materials according to the requirements of the filing catalogue.

5. Apply for degree

After the dissertation defense is passed, apply for the degree according to the requirements of “The regulations on the work of awarding doctor's degree and master's degree in Hohai University” and other documents.

**Please read the “Guidelines for Applying PhD Degree” carefully!**

<http://ie.hhu.edu.cn/2020/0312/c7305a202129/page.htm>

completion of the course study, opening report of dissertation and mid-term report

Tutor review, revision of dissertation

Pass

Pre-defense via video conference, dissertation modified according to experts’ opinions

Pass

Dissertation review (fill in the online system and submit the required materials)

Pass

Thesis defense, dissertation modified according to the opinions of the Defense Committee

Pass

Revise the dissertation and sort out the filing materials

Submit materials and apply for degree

**Application process for doctoral degree of international students**

Appendix 3

外国留学生成绩单申请学位成绩单审核流程

1. 登录研究生管理系统（<http://yjs.hhu.edu.cn/>）查看成绩单，必须已完成培养方案规定的课程学习（硕士最低28学分，博士最低15学分，汉语课和中国概况课合格），并生成PDF格式成绩单（中文或英文）。

2. 发送邮件至国际教育学院教务办，邮件名为“学号+学位成绩单”，邮件内容如下：

1. 学号：
2. 中文名：
3. 国籍：
4. 专业：
5. 导师：

邮件附件为：

1. 护照（照片页）；
2. 系统生成的成绩单（中文或英文）

3. 国际教育学院审核后，将符合要求的成绩单（PDF格式）回复至发送邮件的邮箱，申请者将收到的成绩单在《答辩及学位申请书》中相应位置替换。

**The process of application for Degree Transcript**

**of international graduate students**

1. Log in the Graduate students online system (<http://yjs.hhu.edu.cn/>) to check the transcript. You must have completed the course learning specified in the training program (minimum 28 credits for master's degree, minimum 15 credits for doctor's degree, **the courses of Chinese Language and China Introduction are mandatory**), and generate the transcript in PDF format (Chinese or English).

2. Send an email to the Academic Office of International School ([ie\_academic@hhu.edu.cn](mailto:ie_academic@hhu.edu.cn)), with the email topic “Student ID+Degree Transcript”. The contents of the email are as follows:

**1) Student ID:**

**2) Chinese Name:**

**3) Nationality:**

**4) Major:**

**5) Tutor:**

The email attachments are:

**1) Passport (information /photo page);**

**2) Transcript in PDF generated from the system (Chinese or English)**

3. After the examination of International School, the **required transcript (PDF format) will be replied to the email address provided by graduate students**, and the applicant shall put the transcript received in the corresponding page of “Defense and Degree Application Form”.

Appendix 4

**各单位学位相关工作联系方式**

Contact of degree related work

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **序号** | **学院名称** | **College** | **学院联系人** | **Phone No** | **QQ** | **Email** |
| 1 | 水文院 | College of Hydrology and Water Resources | 华老师 | 83786614 | 625434960 | 625434360@qq.com |
| 2 | 水电院 | College of Water Conservancy and Hydropower  Engineering | 柳老师 | 83786922 | 2247614572 | hhusdy@qq.com |
| 3 | 港航院 | College of Harbor, Coastal and Offshore  Engineering | 郝老师 | 83786187 | 3222466260 | 3222466260@qq.com |
| 4 | 土木院 | College of Civil and Transportation  Engineering | 刘老师 夏老师 | 83786552 83786634 | 1300094746 381159707 | hhtmyjsbgs@163.com 381159707@qq.com |
| 5 | 环境院 | College of Environment | 张老师 | 83786697 | 2061951738 | 2061951738@qq.com |
| 6 | 能电院 | College of Energy and Electrical  Engineering | 曹老师 | 58099096 | 491474362 | 491474362@qq.com |
| 7 | 计信院 | College of Computer and Information  Engineering | 郑老师 | 58099120 | 342086352 | 342086352@qq.com |
| 8 | 力材院 | College of Mechanics and Materials | 刘老师 | 83787027 | 1069057741 | 1069057741@qq.com |
| 9 | 地学院 | College of Earth Science and Engineering | 俞老师 | 58099141 | 55315879 | 55315879@qq.com |
| 10 | 农工院 | College of Agricultural Science and  Engineering | 曾老师 | 83782052 | 707265441 | ngyxwms@hhu.edu.cn |
| 11 | 理学院 | College of Sciences | 施老师 | 83786640 | 1443700288 | 1443700288@qq.com |
| 12 | 商学院 | Business School | 袁老师 | 68514309 | 804585978 | babetteyuan@163.com |
| 13 | 公管院 | School of Public Administration | 阮老师 | 83787376 | 350149380 | 350149380@qq.com |
| 14 | 机电院 | College of Mechanical and Electrical  Engineering | 汤老师 樊老师 | 0519-85191981 13961442373 | 791669776 179965164 | 791669776@qq.com 20141932@hhu.edu.cn |
| 15 | 物联网院 | College of Internet of Things (IOT)  Engineering | 蒋老师 苏老师 | 0519-85192040 17798916038 | 374024061 121622603 | [374024061@qq.com 20151947@hhu.edu.cn](mailto:374024061@qq.com) |
| 16 | 研究生院 | Graduate School | 程老师 | 83787464 | 2569515025 | hhuxwb@hhu.edu.cn |
| 17 | 国教院 | International School | 李老师 | +86 25 83786244 | 290701213 | ie\_academic@hhu.edu.cn |