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Hohai University Master's Thesis Management Measures

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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.