

Specific Matters Concerning the Review, Submission and Defense of Doctoral Dissertations

(January 2021)

In order to standardize the management of degree work, according to the Ministry of Education's dissertation submission platform, the requirements of our university's graduate education informatization work, and the relevant doctoral dissertation review methods in the "Management Measures for the Doctoral Dissertation Work of Hohai University", combined with the actual work, the doctoral dissertation is now available. The specific matters related to review, submission and defense are notified as follows:

A. Acceptance time

The time for receiving of dissertation review materials, the approval of defense application and the receiving of the defense materials of **submitted doctoral dissertation** is from 9:00 to 12:00 every Tuesday and Thursday. Other times are not accepted.

From now on the Original "Doctoral Degree Application System" (<http://xw.hhu.edu.cn:8080/>) **stops working**. The degree work procedures such as the application for review of the doctoral dissertation and the approval procedures for the defense are all in "**Graduate Education and Teaching Management System**" (<http://202.119.114.108/gmis/home/stulogin>, referred to as "**Management System**") (under special circumstances refer to Attachment 2., it can be done offline). The dissertation review is generally completed within 60 days, and the approval of defense is generally completed within 3 working days.

B. Online process

Graduate students must log in "**Management System**" (**URL as above**) to go through the procedure of the application of opening report, pre-review, mid-term examinations, and blind review of doctoral dissertations. All graduate students who apply for a degree must fill in the relevant information as required, submit the application and check progress in the system.

(1) Opening report of thesis

Enter the "Application of Opening report" under the "Training Management (培养管理)" module, fill in the relevant information as required, and submit.

(2) Academic achievements

Enter the "Published Paper Registration (发表论文登记)" and "Patent Status Registration (专利情况登记)" under the "Scientific Research Management (科研管理)" module, fill in relevant information, and upload academic results attachments (scanned copies of "Patent Search Report + Full Article", or scanned copies of patents, awards and other materials, refer to Attachment 2), and approved by the supervisor and the college.

(3) Thesis work

Enter the relevant sub-columns ("thesis mid-term examinations (论文中期检查)", "thesis pre-review application (论文预审申请)", "pre-defense application (预答辩申请)", "personal profile modification (个人简历维护)", etc.) under the "Graduation and Degree (毕业与学位)" module, fill in relevant information, submit the application, and approved by the supervisor and the college.

(4) Thesis Review

Enter the "Thesis Review Management (论文评阅管理)" under the "Graduation and Degree (毕业与学位)" module, fill in the relevant information, **upload the dissertation (PDF format) and the abstract (TXT format)**, and approved by the supervisor and the college.

1. Thesis requirements

Cover of the thesis: hide the author's name, student ID and supervisor's name; keep the major and the title of the thesis;

Chinese and English title pages: hide the author's name, student ID, and supervisor's name; keep the major and the title of the thesis;

Original description and Authorization instructions for dissertation: Do NOT sign the dissertation author;

Papers and patents published during the doctoral degree: the number and type of academic papers published (SCI source journals, EI source journals, SCI search, EI search, CPCI search, CSSCI search, SSCI search, Chinese core, science and technology core, etc.);

Thanks Page: delete;

For other formats, please refer to the "Regulations on the Writing Format of the Doctoral (Master) Degree Thesis of Hohai University" (Attachment 4)

2. Materials submission for review:

(1) **Electronic dissertation in PDF format**, The naming rule "10294_MajorCode_StudentID_ChineseName_LW" (such as "10294_081501_14012013120001_张三_LW");

(2) **Electronic abstract in TXT format**, The naming rule "10294_MajorCode_StudentID_ChineseName_ZY" (such as "10294_081501_14012013120001_张三_ZY").

(3) Published academic papers

Click the "Select Scientific Research Information (选择科研信息)" button in the upper right corner of the "Thesis Review Management (论文评阅管理)" module, check and select the academic achievements required for the degree application (the original copy is kept for reference) and submit.

3. Second review of thesis (if needed)

Click the "Application of Second Review (论文复评申请)" module, fill in the relevant information and upload the revised thesis (put the revised description based on the review comments before the cover of the thesis), and submit after check. After the approval by the supervisor, college and Graduate School, the original reviewers will be sent for re-evaluation.

4. Dissertation appeal (if needed)

Click the "Application of Dissertation Appeal (论文申诉申请)" module, fill in the relevant information, and submit after check. After the approval by the supervisor, the college organizes reviewers (not less than three) to review the thesis, and upload relevant reviewer's opinions if pass, and then the original thesis will be resubmitted by Degree Office after the approval by the chairman (vice chair) of subcommittee and Graduate School.

C. Approval of defense application

(1) Log in "**Management system**", enter the "Student Defense Application (学生答辩申请)" module under the "Graduation and Degree (毕业与学位)", and select the defense secretary.

(2) The defense secretary logs in the system, sorts out and fills in the thesis review comments and "defense committee" information.

(3) The defense secretary put the defense result into the system.

D. Degree application

Log in "**Management system**", enter the "Student Degree Application (学生学位申请)" under the "Graduation and Degree (毕业与学位)", and submit the application.

E. Doctoral degree materials archive

After the defense of the doctoral student, all archived materials shall be submitted to the college according to the requirements of the archive catalog.

1. Filing materials

- (1) One copy of "Graduate Work Archives of Hohai University".
- (2) One copy of "contents of Graduate Work Archives".
- (3) One copy of "doctoral study plan".
- (4) One copy of "literature reading and review report".
- (5) One copy of "work plan and opening report of doctoral dissertation of Hohai University".
- (6) One copy of "mid-term examinations form of thesis".
- (7) 3 copies of "paper review form" (attached if there is a second review or appeal).
- (8) 2 copies of "Resolution of defense".
- (9) 5 or 7 copies of "Reply vote".
- (10) Copies of academic papers published.
- (11) Three copies of dissertation.
- (12) One copy of paper "doctoral degree evaluation summary form".
- (13) One copy of paper "explanation on the revision of postgraduate dissertation of Hohai University".
- (14) One copy of paper "examination content form of doctoral dissertation".
- (15) Others.
- (16) 2 copies of "Defense and degree application form" (submitted after the degree is awarded or done by the college).

2. Requirements

- (1) All archival materials shall be collected and submitted by the defense secretary (Article 4 of the duties of the defense secretary).
- (2) The supervisor needs to sign in the "supervisor comments" column of the "graduate student Work archives form of Hohai University", indicating that the supervisor recognizes that the archived materials are correct and agrees to archive.
- (3) The reply vote shall be pasted in the blank of the last page of one of the reply resolutions.
- (4) The content of "doctoral degree evaluation summary form" shall be consistent with the content of the application form, and the form shall be signed by the supervisor and the student.
- (5) According to the order of "contents in graduate business archives", arrange the required materials and the page number. Materials not required in the catalogue shall be placed separately.
- (6) After the thesis defense is passed, it shall be submitted to the college for examination and acceptance before the meeting of the degree evaluation Sub Committee (or according to the time required by the college).

Attachment:

1. The procedure of degree application for doctoral student
2. Examples of online operations for doctoral dissertation submission
3. Examples of materials for doctoral dissertation submission
4. Notice for Writing Style Regarding Further Standardizing of Graduate Dissertations

Graduate School
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