

## **Procedures for Master Degree Thesis Defense**

### **Step 1: Thesis Writing**

The candidates should have:

- 1) Completed the master programs with qualified scores and enough credits;
- 2) Passed dissertation proposal review and mid-term examination;
- 3) Finished writing the thesis and passed the examination by the supervisor

### **Step 2: Materials Collecting**

- 1) Come to Teaching Affairs Office collect Application Form for Master Degree Thesis defense and personal transcript.
- 2) go to [www.shtxcj.com](http://www.shtxcj.com) website download degree photo (Size: 45X35mm);
- 3) Post transcript and photo on your Application Form

### **Step 3: Plagiarism Check (6 weeks before defense)**

- 1) E-mail your thesis to [lyx@tongji.edu.cn](mailto:lyx@tongji.edu.cn)
- 2) We will send the result to your mailbox. If pass, you will go to the next step; If fail, you will do it again.

### **Step 4: Online Random draw for Thesis Double Anonymous by Ministry of Education (5 weeks before defense)**

- 1) A random draw from <http://yjsxt.tongji.edu.cn/>
- 2) If you will be selected, you must e-mail thesis to [lyx@tongji.edu.cn](mailto:lyx@tongji.edu.cn) (word& pdf) in 10 days; **The files Name as: 10247\_Second-level Disciplines\_Student Number\_LW\_Research Fields**

If you will not be selected, you should do internal thesis anonymous by teaching affairs office, it will last 25 days review.

**Formation of thesis anonymous review:**

1. Hiding the names of the author and the supervisor on the cover page, while keeping the discipline and major information, as well as the thesis title.
  2. Hiding the personal information on the English and Chinese title pages, including names of the author and the supervisor, Class Number, and Student ID, etc.
  3. Do not sign on Letter of Copyright Authorization.
  4. Do not sign on Originality Statement.
  5. Do not indicate the names of the author or others in the statement of published papers and scientific research achievements, only indicate that he/she is the first/second/third...author.
- 3) 25 working days later, double anonymous assessment outcomes will be sent to students' email.
- 4) If pass, you will go to normal thesis review, the department invites 2 scholars in the field (higher than associate professors) to act as referees (at least 1 month).

**Step 5: Apply for final defense and get approval (1 week before defense)**

- 1) Online apply for thesis defense going through <http://yjsxt.tongji.edu.cn/> ;  
Submit all materials to your defense secretary.
- 2) The secretary organizes thesis defense. Such as form defense committee, each discipline forms an examining committee consisting of 3 to 5 experts (At least 1 outside expert for equivalent postgraduate and 1-2 for professional postgraduate). The chairperson has to be a professor. If the candidate's mentor is a member of the committee, then 1) he should not chair the committee, 2) there has to be 5 members.
- 3) The secretary bring the application form, 1 copy of thesis and 2 or 3 copies of reviewers get approved by the Disciplines Committee's Director and Chairman of the Academic Degree Evaluation Sub-Committee.

**Step 6: Degree Application and Awarding**

- 1) Upload the final version of the thesis to <http://yjsxt.tongji.edu.cn/>, (within 10 days after defense).
- 2) Submit Appraisal Form, Defense Votes, Master's Degree Application Form, and any other required files to designated schools or departments to Teaching Affairs Office.
- 3) Approval by degree awarding committee of the university.
- 4) Awarding the master's degree and diploma.