

Implementing Measures for Pre-defense of Doctoral Students of Xuzhou Medical University

The pre-defense for doctoral students serves as a vital step for the full preparation of the final defense. Thus our university draws up the implementing measures so as to conduct the doctoral students pre-defense of our university in a more standardized and effective way.

1. Preparations for pre-defense

1.1 After completing the research work of the prescribed subject, writing the thesis carefully, and preparing the report of the thesis, the doctoral student must submit the relevant materials for pre-defense to the tutor for review and correction. After the tutor signs with the consent, the pre-defense can be conducted.

1.2 The doctoral student is required to provide papery thesis to relevant experts 3 days before the pre-defense.

2. Organizations of pre-defense

Pre-defense should be arranged by the particular department, and be carried out by the respective degree authorization units.

2.1 After settling the time of the pre-defense, the **Application Form for Pre-defense (Attachment 01)** shall be filled timely and submitted to School of International Education for approval at least one week in advance.

2.2 The pre-defense shall be completed two months before the final defense (normally 10th of April/October), so that the doctoral student can have enough time for revising, printing and sending for expert review and be fully prepared for the final defense.

2.3 Pre-defense expert panel shall be composed of 3~5 experts in this or related discipline. The specialties of the experts shall be related to the research content of the master's student.

2.4 The tutor of the doctoral student shall be present in the pre-defense, but shall not be a member of the expert panel.

3. Procedure for pre-defense

3.1 The tutor gives a brief introduction about the basic information of the master's student.

3.2 The doctoral student presents his/her thesis. The presenting content should be focused and well-organized; the presenting methods should be concise and plain; the expression should be accurate, clear and logical. The time for each presentation should be at least 30 minutes.

3.3 After checking the original data of the scientific research, experts should deliberate the authenticity of the data, normative of the research process and reliability of the research result.

3.4 Experts should give a thorough comment on the presentation. Experts should put forward questions, give comments and suggestions about the content, presenting methods and expression of the thesis presentation. There is no time limit for the experts to express their opinions. Members of the expert panel shall fill the **Evaluation Form of Pre-defense Quality (Attachment 02)** based on the doctoral students performance on the spot.

3.5 The doctoral student shall keep a detailed record of the checking result of the original scientific record and experts' comments during the pre-defense. The doctoral student should fill the **Pre-defense Record (Attachment 03)** and attach the details of the questions and answers during the pre-defense. Although point-by-point defense is not needed, necessary explanations should be included.

4. Preparation and follow-up arrangements of the pre-defense

4.1 After the pre-defense, the doctoral student should review the thesis and report, revise the thesis and report according to experts' comments, and get fully prepared for the final defense.

4.2 The doctoral student is required to submit the **Pre-defense Record (Attachment 03)** and **Evaluation Form of Pre-defense Quality (Attachment 02)** to the School of International Education after the pre-defense.

4.3 If the master's student fails to pass the pre-defense, he/she is not allowed to proceed to the step of expert review.

5. Handling methods for doctoral student who fail to pass the pre-defense

If the doctoral student fails to pass the pre-defense, the expert panel should make decisions on if the student is given a chance to have another pre-defense after half a year, within 2 years. If the doctoral student passes the second pre-defense, his thesis can be sent for expert review.