

# **Regulations of Thesis Defense of Master's Students of Xuzhou Medical University**

Academic thesis and defense play an important role in cultivating and training graduate students' scientific research ability. In order to guarantee quality, the regulations are formulated in accordance with the relevant provisions in *Interim Implementation Measures of the Regulations on Academic Degrees of the People's Republic of China* on master degree thesis and defense, combined with the actual situation of our university.

## **Defense for Graduate Students Applying for Academic Degree**

### **1. Application requirements for thesis defense**

1.1 Graduate students must complete all the degree courses in the training plan, pass all the examinations and receive the required credits.

1.2 Graduate students must pass the pre-defense (the pre-defense should take place at least one year after the opening report).

1.3 The thesis has to be reviewed and finalized by the tutor, and sent to the relevant experts for approval. At least 3 experts with the title of associate professor or above are required to review the thesis, including at least 1 expert outside the Xuzhou Medical University and at least 1 master tutor.

1.4 The tutor who guides the graduate student cannot act as a reviewer of the thesis.

1.5 The expert who participates in the non-blind review of the thesis cannot participate in this graduate student's defense committee.

### **2. Organization of thesis defense**

2.1 Executing unit: Defense should be arranged by the particular department, and be carried out by the respective degree authorization units.

2.2 Defense location: All the defense must be conducted in our university (including affiliated hospital).

### 2.3 Defense process

2.3.1 The degree authorization units shall draw up the list of graduate students participating in the thesis defense according to the situation of their revised thesis. Those who do not meet the requirements of the thesis defense application shall not be included in the defense list.

2.3.2 Graduate students must submit the **Defense Application Form (Attachment 01)** to School of International Education one week in advance.

2.3.3 School of International Education distributes the relevant materials to students, including: **Thesis Defense Application Form for Graduate Students (Attachment 02), Thesis Defense Record and Resolution Form (Attachment 03), Degree Approval Form (Attachment 04) (2 copies), and Votes (same number with the committee members).**

2.3.4 The postgraduates' defense announcement shall be issued by the graduate students' respective departments and posted in the bulletin board required by the university in a timely manner. The announcement shall not be written or posted by graduate students without authorization.

## 3. Thesis defense Committee

### 3.1 Composition

3.1.1 The defense committee for master degree thesis should compose more than 5 experts with the title of associate professor or above, including at least 1 expert outside the Xuzhou Medical University and at least 3 master tutors.

3.1.2 The tutor who guides the graduate student and the expert who participates in the non-blind review of the thesis cannot participate in this graduate student's defense committee.

3.1.3 If the thesis is interdisciplinary, at least one expert in the related field of the

subject shall be invited to attend the thesis defense committee.

3.1.4 The thesis defense committee shall have one secretary, who shall be acted by an in-service teacher.

### 3.2 Duties of the defense committee

3.2.1 The defense committee must adhere to the scientific attitude of seeking truth from facts and implement the principles of sticking to standards and requirements, guaranteeing quality and fairness.

3.2.2 The experts shall hold a defense committee preparatory meeting in advance to select an executive chairman or a team leader for the defense (hereinafter referred to as the chairman), who is responsible for organizing the experts to study the documents, understand the spirit, clarify the procedures, unify the understanding and master the standards. And the chairman should also organize to draft the defense committee comments and resolutions to ensure the defense work to go smoothly.

3.2.3 The defense shall be presided by the chairman, and shall make the resolution according to the defenders' situation.

3.2.4 The secretary is responsible for the secretarial work, including sending out the thesis which is used for review and defense, the appointment letter and the appraisal tables, and classify and sort out the review comments, recording the defense with writing, audio and video, summarizing and filling in the defense records, assisting the discipline to prepare the defense.

## 4. Materials for the thesis defense

Graduate students should prepare the **Academic Thesis**, the number of which should be consistent with the number of experts in the defense committee, **Original Experimental Logbook, Training Plan, Literature Review, Project Design, Degree Course Transcript, Appraisal Tables** by three different experts, **One Original and One Copy of the Published Article, Revision Table of the Academic Thesis of Xuzhou Medical University (attachment 05)**, and other materials related to the defense.

## **5. Thesis defense procedure**

The defense meeting shall be organized by the respective department. The department leader shall preside over the meeting, explain the agenda and requirements of the meeting, announce the opening of the defense meeting and introduce the names of participating graduate students and their tutors, and give a brief introduction to the chairman and experts of the defense committee.

The formal defense meeting shall be presided over by the chairman.

5.1 The tutor shall introduce the general condition of the graduate students during the study period, including the resume, degree course achievement, thesis title, academic level and performance in various aspects.

5.2 The secretary shall introduce the thesis appraisal results of the participating graduate students.

5.3 The graduate students report the main contents of the thesis respectively. The reporting time is approximately 25 minutes for each person.

5.4 The experts of the defense committee shall ask the graduate student questions. The graduate students answer questions (about 10 minutes/person), which can be carried out immediately after the report or after all experts' questioning).

5.5 The defense committee shall conduct appraisal collectively. (During this time, there shall be a brief recess, and all the tutors and graduate students shall withdraw.) The experts evaluate the thesis and the defense process, vote by secret ballot on whether or not to recommend the degree awarding, and form a written resolution.

5.6 The meeting shall resume. The chairman announced the voting result and the resolution of the defense committee. (All graduate students shall stand facing the chairman). The department leader shall continue to preside over it.

5.6.1 The representative of the graduate students shall make a statement.

5.6.2 The representative of the tutors shall make a statement.

5.6.3 The department leader shall acknowledge the experts of the defense

committee on behalf of the department.

5.6.4 The department leader shall announce to close the meeting and organize the group photo session (defense committee and graduate students, tutors and their graduate students, etc.)

## **6. Thesis defense requirements**

6.1 The thesis defense should carry forward democracy and hold it in an open form.

6.2 The defense venue layout should be dignified and concise, and the meeting logo should be standardized and striking.

6.3 The experts of the defense committee shall bring the graduate students' thesis to the venue for checking.

6.4 The participating graduate students shall wear neat clothing, with a decent appearance.

6.5 During the defense, the graduate students can fully clarify their academic viewpoints, and the theoretical and practical significance. Multimedia courseware must be used when reporting the thesis, and the report content is not allowed to be copied on paper. When doing the report, the language should be concise and accurate. If you need to use a board to write, the handwriting should be neat, the words should be standardized, and the charts should be clear.

6.6 The link of thesis defense serves as an important process to enlighten and guide graduate students' scientific thinking, and an effective method to cultivate and exercise graduate students. The thesis defense should reflect the process of questioning and debating. The graduate students are obliged to answer the questions raised by the defense committee truthfully and realistically. Answering without debating is not allowed.

6.7 The situation of the thesis defense and the resolution from the defense committee shall be recorded in written form, and the resolution shall be examined and approved by the degree sub-committee after being signed by the chairman and all the

members of the defense committee;

6.8 Within one week after the completion of the thesis defense, the department shall report to the academic degree evaluation committee of the university for reference in the form of meeting summary of defense work.

## **7. Thesis defense results**

The defense committee shall make a resolution on whether to recommend the award of the master's degree based on the student's performance of thesis defense. The resolution shall take secret ballot, which will be passed if 2/3 or more of all members give content. Signed by the chairman of the defense committee, the resolution shall be submitted to the Academic Degree Evaluation Sub-Committee of each department. The meeting should be recorded.

7.1 The students who have passed the thesis defense and are recommended to be awarded the degree shall submit materials for degree application to the Academic Degree Evaluation Sub-Committee of each department for discussion and to the Academic Degree Evaluation Committee for the record.

7.2 The students who are not suggested to be awarded the degree during the thesis defense shall be approved by 2/3 or more of the defense committee experts to apply for a re-defense with a revised thesis during between half a year and one year after the current defense.

7.3 The students who are not eligible for a re-defense opportunity or who fail to pass the second defense are not qualified to apply for the degree.

The degree applicants must revise the thesis according to the experts from the defense committee and the thesis appraisal, and fill the **Revision Table of the Academic Thesis of Xuzhou Medical University** with signatures of their own and their tutors.

After the defense committee announce the comments and resolution on the thesis, the graduate students who have different opinions may submit their written comments to the Academic Degree Evaluation Committee within 7 days.

## **8. Thesis defense materials archiving**

After the thesis defense, the department shall organize the graduate students to conscientiously fill in the above-mentioned degree materials according to the requirements, including **Thesis Defense Application Form for Graduate Students**, **Thesis Defense Record and Resolution Form** and **Votes** (which should be pasted on the Academic Thesis Defense Record and Resolution). Graduate students shall also collect **Degree Approval Form** (2 copies) and **Graduate Student Registration Form** according to the resolution from the defense committee.

After the degree materials are reviewed, signed and sealed by the department, they should be collected and registered, which should be then sent to the School of International Education for archiving. The defense work of graduate students should be completed by June/December 10<sup>th</sup>.