



Master Degree Application Guide

Student Version

Made by Office of Academic Degree Committee

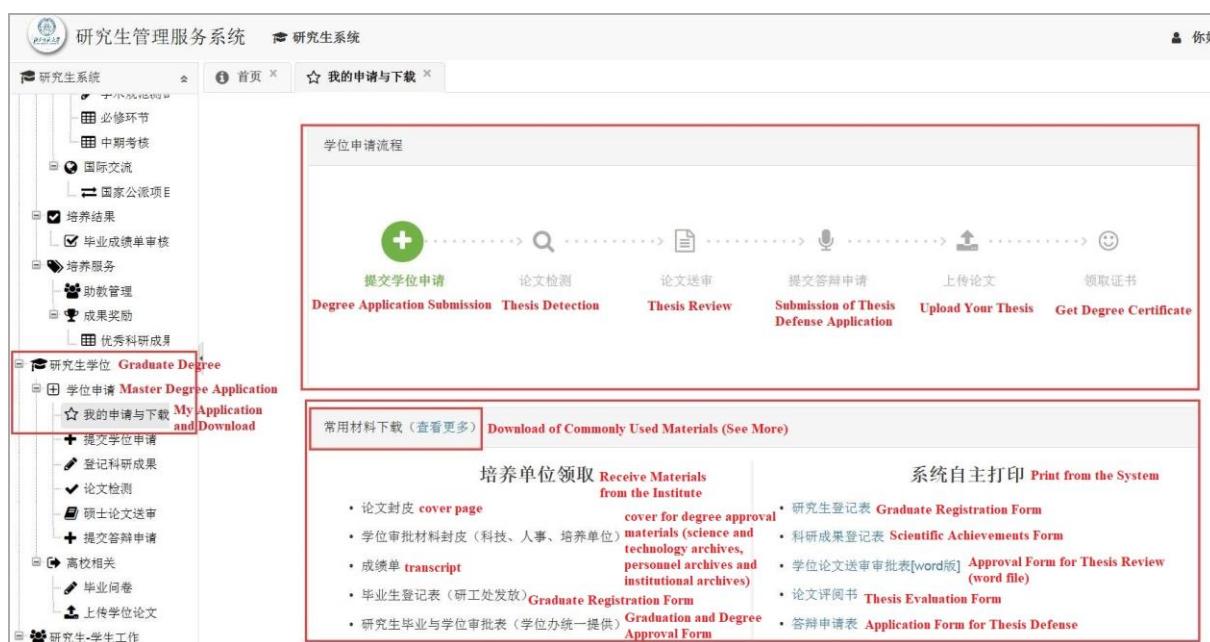
Contents

1. Master Degree Application.....	1
2. Master Degree Thesis.....	6
3. Thesis Detection.....	7
4. Thesis Review.....	8
5. Preparation of Materials.....	10
6. Thesis Defense.....	11
7. Thesis Modification.....	14
8. Thesis Submission.....	15
9. Photos for Certificates.....	17
Appendix: Frequently Asked Questions About Master Degree Awarding.....	17

1. Master Degree Application

① **Login Degree System:** Login Graduate Management and Service System through this URL: <http://ss.graduate.bnu.edu.cn>. The username is your student number, and the initial password is your date of birth, e.g., 19920101. You should pay special attention to the information of Degree Application Process and Download of Commonly Used Materials under the item My Application and Download, the sub-item of Graduate Degree.

Special Note: Thesis format, cover page and other relevant materials can be inquired from the button Download of Commonly Used Materials (See More).



② **Check Student Status Information:** Carefully check personal information under the item Student Information, the sub-item of Student Status Information, to prepare for degree and graduation certificate post-production. International students should know that the order of their names on the certificates is the same as that of Student Status Information. If there is any mistake, please go to the Cultivation Office (Main Building A209) to correct the information. It cannot be modified once entering the degree application process.

研究生管理服务系统 研究生系统 你好

学籍-学生信息 Student Status Information-Student Information

国籍	Z中国大陆
学号	201621150037
学生类别	21全学硕
姓名	赵云龙 Your Full Name
姓名拼音	zhaoyunlong Your Full Name in Pinyin
性别	1男
出生日期	19930608
证件类型	01中国居民身份证
身份证号	412725199306083430 Passport No.
民族码	01汉族 Graduate Registration Form

[研究生登记表](#) [在学证明](#)

③ **Submit Degree Application:** Applicants whose tuition fees have been paid up, whose grades have been approved, and whose thesis has been basically finished may submit their degree application with the consent of their supervisors. Click Degree Application Submission button to fill in, save, and submit your degree information.

Special note: Degree application is not finished until you click Submit button.

Common situations that affect the timely submission of degree application include: the tuition is unpaid, the scientific and moral knowledge test is failed, credits are not enough, or only click Save button without clicking Submit button. You should confirm in advance to eliminate the above problems, in case you cannot defense on time.

提交学位申请 Degree Application Submission

填写信息 操作记录

学号	
学生类别	
院所	
姓名	
导师姓名	
移动电话	
电子信箱	
QQ号码	
微信帐号	

若此处为空或信息有误, 请联系院系秘书在学籍信息处修改导师后, 再次填写

[Save](#) [Submit](#)

Edit

提交学位申请
Degree Application Submission

Your Information
operating record

填写信息
操作记录

学号
Student No.

学生类别
Student Category

院所
0071039
Department

姓名
Your Full Name

International students please check the order of the first name and last name. It will appear on your graduation certificate. If there is any mistake, please go to the Cultivation Office (Main Building A209) to correct the information.

出生日期
Date of Birth

毕业证书上将出现出生日期，请核对出生日期是否准确。
The date of birth will be printed on the graduation certificate. Please check it carefully.

学位申请次数
Number of Degree Application

学位评定分委员会/
专业学位评审组
Branches of Academic Degree Evaluation Committee/Professional Degree Evaluation

如有多个选项或没有选项，请直接与58807820联系
If you have any problems, please call 58807820.

导师姓名
Full Name of Your Supervisor

若此处为空或信息有误，请联系院系秘书在学籍信息处修改导师后，再次填写
If it is empty or the information is incorrect, please contact the teacher of the Teaching Affairs to revise the name of your supervisor in Student Status Information and fill in again.

学制
Length of Schooling

毕业证书会出现学制的信息，请核对是否准确
The length of schooling will be printed on the graduation certificate. Please check it carefully.

移动电话
Mobile Phone

电子信箱
E-mail

QQ号码
QQ Number

微信帐号
WeChat Account

国家地区
Nationality

港澳台人士填写所在地区，华侨填写中国
Hong Kong, Macao, and Taiwan citizens fill in corresponding region, and overseas Chinese fill in PRC.

政治面貌
Political Status

证件类型
Type of Certificate

证件号码
Identification Number

前置学历	Educational Background Prior to the Current One	
	攻读本学位前，获得的学历	
前置学位	Degree Obtained Prior to the Current One	
	攻读本学位前，获得的学位； 请注意您获得学位的类别，学术学位代码为3位，专业学位代码为5位	
前置学位学科	Discipline of the Degree Obtained Prior to the Current One	
	仅限前置学位为硕士、博士学位填写，其他选择0000； Please mind the category of your degree. An academic degree is a three-digit code, and a professional degree is a five-digit code. Please mind the category of your degree. The third digit of the professional degree discipline code is 5.	
获前置学位年月	The Year and Month You Got the Degree Obtained Prior to the Current One	
	填写六位年月，如201406； 若无前置学位，请填写000000	
前置学位单位	Prior Degree-conferring Unit	If you don't have a prior degree, or the prior degree-conferring unit has been cancelled, please fill in 99998. If you obtained the prior degree from overseas educational institution, please fill in 99999.
	无前置学位或者前置学位授予单位已撤销，填写99998；境外教育机构统一填写99999	
前置学位单位2	The Second Prior Degree-conferring Unit	
	仅已撤销的学位授予单位和境外教育机构填写	
工作单位	Work Unit	
	没有工作单位填写无	
工作单位性质	Nature of Your Work Unit	
	没有工作单位填写其它	
职称级别	Academic Title	
职务级别	Position	
上传论文	Upload Your Thesis	上传 删除
	请上传论文初稿 保存后还要点击提交，请在10月10日前提交学位申请	
	Please click Submit button after saving. Master degree application should be finished before October 10th.	
	Save	Cancel
	保存	取消

④ **Record Scientific Achievements:** Login Degree System and click Record Scientific Achievements button to fill in, save, and submit the information of published papers during the academic years. The publication of academic papers should be subject to the regulations of relevant branches of Academic Degree Evaluation Committee.

期刊级别	Level of the Journal	
论文影响因子	0 Impact Factor	请填写最新的期刊影响因子，如无请填写0 Please fill in the latest impact factor. If not, please fill in 0.
发表年份	The Year of Publication	请填写整数 Fill in an integer.
卷	Volume Number	请填写整数。如仅为用稿通知且下列选项未定，可暂不填。已经发表均需填。 Please fill in an integer. If you only get a Notification of Acceptance and the following has not been determined, you can leave them blank for now. If the thesis has been published, please complete all information.
期	Issue Number	请填写整数 Fill in an integer.
起止页码	Page Number	请填写整数，中间以“-”隔开 Please fill in integers and separate them with a "-".
月	The Month of Publication	请填写整数 Please fill in an integer.
备注	Notes	如未正式发表，及其他需说明信息，可进行备注 If your thesis has not been published yet and other information needs to be explained, please note here.
重要性排序	0 Order of Importance	Significance ordering of all your scientific achievements and awards. The larger the number, the topper it will appear in the Scientific Achievements Form (or other forms). 您的所有科研成果及奖励的重要性排序。数值越大，在科研成果表（或其他表格）的位置越靠前；若填写“-1”，则该条目不显示在科研成果表及其他任何表格中。 If you fill in "-1", then this item will not appear in the Scientific Achievements Form or any other forms.
<div>Save Cancel</div> <div>保存 取消</div>		

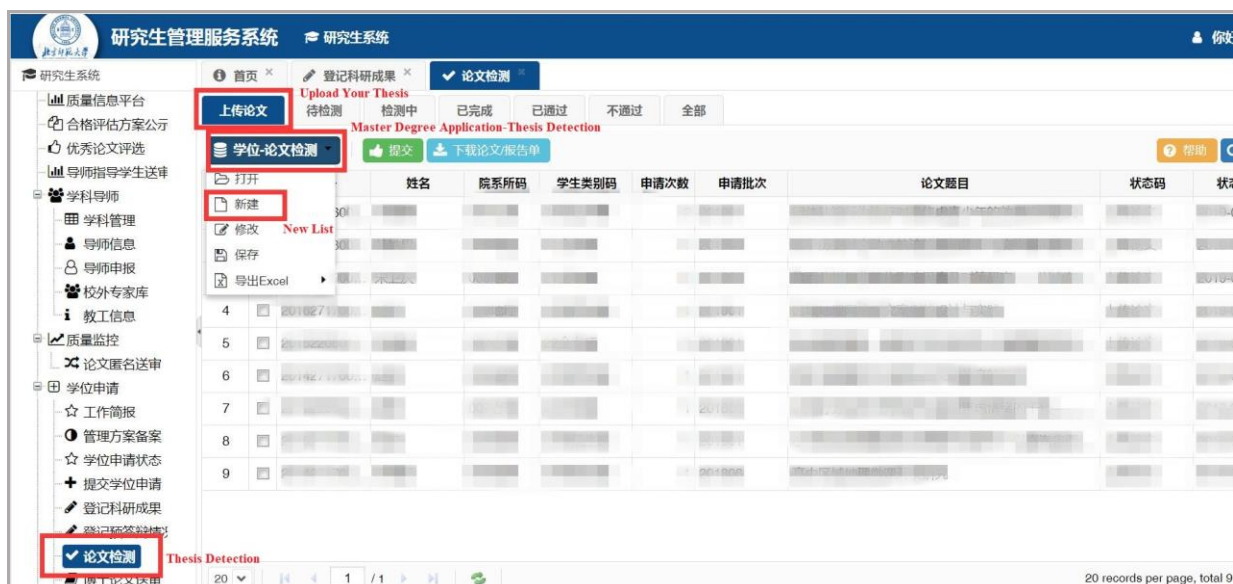
2. Master Degree Thesis

Master degree thesis should be written in accordance with the basic requirements and writing format of the discipline. As for the type setting of the thesis, you could refer to *Rules for Degree Thesis Writing of Beijing Normal University*. Double-sided printing is required. *Rules for Degree Thesis Writing of Beijing Normal University* can be found in the Download of Commonly Used Materials button.

3. Thesis Detection

Login Degree System and click Thesis Detection button to fill in and upload your thesis. As for specific requirements for thesis detection, you could refer to *Notice on the Thesis Detection of Graduate* which can be found in the Download of Commonly Used Materials button.

Special Note: ① You had better upload files with the name extension DOCX, so that the footnotes, endnotes and other information can be accurately identified. They may not be identified in PDF files. ② The uploaded version should contain title, abstract in both Chinese and English, key words, contents, body part and references. Original statement, appendices and acknowledgements need not to be uploaded. You should be sure to note references and citations, especially those from your published papers. ③ Each thesis can be detected once only. Before submitting, please make sure the thesis has been normatively typesetted and is in correct version.



Edit

学位-论文检测
Master Degree Application

Your Information
Operating Record

填写信息
操作记录

学号
Student No.

姓名
Your Full Name

院系所码
0071039
Department Code

学生类别码
Code of Student Category

申请批次
Batch Number

论文题目
The Title of the Thesis

Upload
Delete

检测论文
Thesis that will be Detected

上传
删除

①系统可以识别WORD或PDF格式的文档，但建议上传WORD中的DOCX文档，以便系统能够准确识别脚注、尾注、页眉等信息，PDF文档可能会出现无法识别的现象。**WORD or PDF files can be identified by the system, and the one with the extension of DOCX is preferred so as to accurately recognize its foot notes, endnotes, page header, and other information. PDF files may not be identified.**

②上传版本应包括题目、中英文摘要、关键词、目录、论文正文、参考文献等部分。**The uploaded version should contain title, abstract in both Chinese and English, key words, contents, body part and references.**

③每篇论文仅能检测一次，待检论文必须规范排版，确认版本无误后再提交。具体格式规范详见《学术不端检测系统论文格式规范》。**Each thesis can be detected once only. Before submitting, please make sure it has been normatively typesetted and is in correct version. See Academic Misconduct Detection System Graduation Thesis Format for more.**

4. Thesis Review

① **Submit Thesis for Review:** After thesis detection, please send Approval Form for Thesis Review (to be filled in the system and printed), Detection Report (concise version, download from the system) and degree thesis to your supervisor for review. After being approved and signed consent on the Approval Form for Thesis Review by the supervisor, you should login Degree System and click Thesis Review button to submit thesis for review (PDF file only).

② **Anonymize Supervisor's Name:** All names of the supervisor in the thesis should be replaced with "Supervisor". To help the evaluation experts understand the author's academic level, published papers and award-winning experience should be reserved in the electronic version of the thesis. Names of the supervisor should be anonymized.

③ **Review Feedback:** (1) If all reviewers agree you to attend the defense or defense after being simply modified, you should modify the thesis according to the suggestions of the

8

reviewers under the guidance of your supervisor. With the approval of your supervisor, you are allowed to defend your thesis.

(2) If some of the review feedback is defense after making major modifications, you should carefully modify the thesis according to the suggestions of the reviewers under the guidance of your supervisor. With the approval of your supervisor, the thesis should be reviewed again by experts. If they agree you to attend the defense or defense after being simply modified, you are allowed to defend your thesis with the approval of your supervisor. If the review feedback is defense after making major modifications or disagreement, the degree application should be terminated.

(3) If any of the review feedback is disagreement, the degree application should be stopped.

Special Note: If both review feedback are defense after making major modifications, the thesis should be sent to two experts for reassessment. The preliminary evaluation and reassessment should be completed within a batch.



Edit

学位-外审-申请-硕士
Graduate Degree-Master Degree Application-Thesis Review

Your Information
Operating Record

填写信息
操作记录

申请批次
202001
Batch Number

是否抽评
☐
Whether or not Selected

院系所码
Department Code

学生类别
Student Category

学号
Student No.

姓名
Your Full Name

申请次数
1
Number of Thesis Review Application

复审次数
0
Number of Reassessment

专业名称
Name of Your Major

论文题目
The Title of the Thesis

论文英文题目
The Title of the Thesis in English

研究方向
Research Direction

请填写一个最主要的论文研究方向，4-8个汉字为宜。
Please fill in a main research direction of the thesis with 4 to 8 Chinese characters.

关键词
Key Words

论文语种
Language of the Thesis

上传论文
Upload Your Thesis

Upload
Delete

请上传PDF格式的文件；
Please upload PDF files.

论文中所有导师姓名用“导师”字样示意
All names of the supervisor in the thesis should be replaced with "Supervisor".

Save
Cancel

保存
取消

5. Preparation of Materials

Receive Materials from the Institute: ① cover page; ② cover for degree approval materials (one copy each of the science and technology archives, personnel archives and institutional archives); ③ Graduate Registration Form (double certificates students, with signature and official seal); ④ Transcript (the electronic version should be verified in the system before thesis defense, and the paper version will be issued by the Cultivation Office); ⑤ Graduation and Degree Approval Form.

10

Download from the Degree System and print on both sides on A4 papers: ① Graduate Registration Form (in triplicate, download from the item Student Information, the sub-item of Student Status Information); ② Scientific Achievements Form (in triplicate); ③ concise version of Result of Thesis Detection (you can print the first page if it is more than two pages); ④ Approval Form for Thesis Review (1 copy); ⑤ Thesis Evaluation Form (in triplicate); ⑥ Application Form for Thesis Defense (in triplicate); ⑦ Record Form for Thesis Defense (in triplicate); ⑧ Resolution of Branches/Review Group (in triplicate).

Please organize materials according to the following principles: materials should be complete and kept in order; forms are clear and available for archiving; signatures should be complete; the Evaluation of Supervisor should not be blank; the signature of your supervisor should be signed in person (signature seal or electronic signature are invalid); student status information of all materials should be in accordance with the title of the thesis.

6. Thesis Defense

Submit Application for Thesis Defense: After you are preliminarily examined by the Institute and your supervisor and your degree thesis is reviewed, you should login the Degree System to submit application for thesis defense. Also, you need to fill in, save, and submit relevant information, and then download Application Form for Thesis Defense.

Verification of Defense Materials: The applicant should submit written application materials (including science and technology archives, personnel archives and institutional archives) to the Institute for verification.

During the defense, you should report the review feedback and modification of the thesis to the experts, and offer Approval Form for Thesis Review and Thesis Evaluation Form (these two forms can be copied) to each expert for reference.

论文选题来源	The Reason of Selecting this Topic	
论文工作自述	Please write no more than 450 words to describe what you have done in the process of thesis writing.	
请写450字以内的申请人对论文写作过程的自述		
答辩时间	Time for Thesis Defense Please be accurate to minutes. If several students defense in a group, please fill in the beginning time of the defense process so as to make sure that the information of the defense meeting is correct.	
请认真填写答辩时间（精确到分钟），如果是几名同学一组答辩，请填写整个答辩过程的开始时间，以便公开答辩会的信息正确。若不能确定，可暂时不填，答辩前点击“修改信息”按钮补全信息。		
答辩地点	Venue for Thesis Defense Please fill in the venue for thesis defense carefully so as to make sure that the information of the defense meeting is correct.	
请务必认真填写答辩地点，以便公开答辩会的信息正确。若不能确定，可暂时不填，答辩前点击“修改信息”按钮补全信息。		
论文内容摘要	Please write no more than 250 words to briefly summarize the thesis.	
请填写250字以内论文内容的简要介绍		
答辩秘书	Defense Secretary	
答辩委员会主席	Chairman of the Defense Committee	
填写格式：姓名，所在单位（具体到学院），职称，导师类型 例如：王梓坤，北京师范大学（数学科学学院），教授，博士生导师		
答辩委员会成员	Members of Defense Committee	
Form: Full Name, Working Unit (Be specific to which college or school), Academic Title, Type of Supervisor e.g.: Wang Zikun, Beijing Normal University (School of Mathematical Sciences), Professor, Doctoral Supervisor		
Form: Full Name, Working Unit (Be specific to which college or school), Academic Title, Type of Supervisor e.g.: Wang Zikun, Beijing Normal University (School of Mathematical Sciences), Professor, Doctoral Supervisor Do not write the information of the chairman of the defense committee again. Delete the extra carriage returns at the end, or it will be invalid.		
注意：博士答辩委员会由至少五位具有正高级专业技术职称的专家或博士生导师组成，其中两位须为校外专家。 正高级职称有：教授、研究员、编审、教授级高级工程师等 填写格式：姓名，所在单位（具体到学院），职称，导师类型 例如：王梓坤，北京师范大学（数学科学学院），教授，博士生导师 (请不要将答辩委员会主席再填写一次；请检查末尾是否有多余的回车符，如有请删掉，否则不能通过验证。)		
确认论文修改	<input type="checkbox"/> Confirm the Modification of the Thesis	
请确认是否已与导师进行沟通，针对送审专家的评审意见和建议进行修改。		
请上传修改后论文	Upload the Modified Thesis	上传 删除
Save Cancel		Upload Delete
保存 取消		

7. Thesis Modification

You should revise your thesis according to the review feedback and the opinion of the defense experts, and improve the quality of your degree thesis. If the thesis is identified to make major modifications, great importance should be attached to the revision. You should

revise meticulously according to the opinion of the experts of relevant branches of Academic Degree Evaluation Committee or experts in professional degree evaluation.

After the defense, the applicant should carefully revise the thesis according to the experts' opinions. In principle, the title of the thesis should not be changed.

Special note: The revision of the title must be finished before being submitted to relevant branches of Academic Degree Evaluation Committee. Please ensure the correctness of the title in the Degree System. It cannot be modified after vote.

8. Thesis Submission

After the thesis is finalized, please login the Degree System and upload your thesis. Meanwhile, login the Beijing Normal University Library website and submit the electronic version of your thesis again to the Degree Thesis Submission System. The electronic version should be in consistent with the printed version. The printed version should be submitted to the Institute for filing. Library telephone: 58809922.



Edit

学位-学位论文

Graduate Degree-Master Degree Thesis

Your Information

Operating Record

填写信息

操作记录

学号

Student No.

学生类别

Student Category

姓名

Your Full Name

学部院系

Department

毕业去向

Graduate Destination

去向单位类别

Category of Your Work Unit

去向省市

The Province where Your Work Unit Locates

工作性质

Job Category

论文题目

The Title of the Thesis

论文英文题目

The Title of the Thesis in English

论文关键词

Key Words

论文英文关键词

Key Words in English

中文摘要

Abstract in Chinese

英文摘要

Abstract in English

论文起始日期

Start Date of Writing the Thesis

论文终止日期

End Date of Writing the Thesis

论文字数

The Number of Words

论文密级

The Security Classification of the Thesis

论文类型

The Type of the Thesis

论文选题来源

The Reason of Selecting this Topic

论文中图分类号

Chinese Library Classification Number of the Thesis

确认修改

☐ Confirm the Modification of the Thesis

上传论文

Upload the Thesis

留学生请选择“99出国”

International students please choose "99 Go Abroad".

请使用逗号“,”进行分隔,请填写2-5个关键词

Please fill in two to five key words and separate them with a comma.

please separated by china comma“,”, the number of keyword is between 2 to 5.

请填写整数,如34000

Please fill in an integer, e.g., 34000.

具体请参见[中图分类查询](#),在网站内按照自己论文方向找到对应的分类编号

Please refer to this superlink and find corresponding classification number according to the research field of your thesis.

请确认已按答辩委员会专家意见进行修改

Please confirm that you have modified the thesis according to the review feedback of the defense experts.

请在提交前将论文封面、原创性声明和授权书、中英文摘要及关键词、目录、正文、参考文献等内容合成一个PDF文档。相关材料请至[常用材料](#)下载;保存信息后,请点击文件预览,核对论文文件大小是否一致。

Please merge cover page, original statement, Authorization Form of the Thesis, abstract in both Chinese and English, key words, contents, body part and references into one PDF file. Relevant materials can be inquired from the button Download of Commonly Used Materials. Please click the File Preview button after saving information, and check the file size of the thesis.

上传

删除

Save

保存

取消

Cancel

9. Photos for Certificates

Photos taken by China Image Group are used for certificates. The University will organize students to take photos only once a year, during the middle of April. Please refer to the notice on the website of Provost's Office and Academic Affairs for details. Those who go to China Image Group themselves should send both the electronic version and the printed version to the teacher of the Teaching Affairs of the Institute before thesis defense, or certificates will not be made and online degree certification will not be finished.

Appendix: Frequently Asked Questions About Master Degree Awarding

I Master Degree Application

1.If I miss the time of master degree application, can I get degree certificate and graduation certificate this semester?

Answer: The submission of master degree application is the premise of thesis review and defense. If you miss the time of master degree application, you cannot attend thesis defense, or even get degree certificate or graduation certificate. Therefore, you must submit degree application within the specified time to avoid being unable to defense on time.

II Thesis Detection

2.What should be included in the thesis for academic misconduct detection?

Answer: Cover page, abstract in both Chinese and English, key words, contents, body part and references.

3.If the thesis has been included in monographs and published, or some part of the thesis has been published, will the result of thesis detection be affected?

Answer: Yes. The overall repetition rate of those who have published many papers is much higher than others. While it will be much lower if you refer to the result of “Removing My Published Papers”. If the repetition rate is higher than the specified, you should first ask your supervisor to check the result of thesis detection. If it is really the original papers you have published, please ask your supervisor to write a description about the condition.

4.If I check the thesis on the Internet in advance, will the final result of thesis detection be affected?

Answer: It may lead to an excessive repetition rate, and you are at the risk of being identified to be academic misconduct. So, do not check the thesis in advance.

5.Does English thesis need to be detected?

Answer: Yes.

III Thesis Review

6.How to know whether the reviewed thesis has passed or not?

Answer: There are four kinds of review feedback: agree to attend the defense, defense after being simply modified, defense after making major modifications, and disagree to attend the defense.

If all the review feedback is “agree to attend the defense” or “defense after being simply modified”, it means the thesis has passed. If any of the review feedback is disagreement, the degree application should be stopped. If any of the review feedback is defense after making major modifications, the thesis should be sent to two experts (the original or new ones) for reassessment. If the reviewers agree you to attend the defense or defense after being simply modified, that means your thesis has passed. If the review feedback is defense after making major modifications or disagreement, the degree application should be terminated. The reassessment should be completed within a batch.

IV Thesis Defense

7.What is the academic title of basis-research personnel? Are they qualified to be

members of defense committee?

Answer: The academic title of basic-research personnel from middle school affiliated to Beijing Normal University is of a senior professional post. They are qualified to be a member of defense committee.

8.Which titles are considered as senior professional ones?

Answer: Corresponding table of professional and technical titles can be found from the button Download of Commonly Used Materials.

9.On the Statement of Thesis Defense, is it acceptable to choose “Passed. Grant graduation and award master degree.” in the Resolution of the Defense section while choose “Poor” in the Overall Evaluation of Degree Thesis section?

Answer: There is no corresponding relationship between the overall evaluation of thesis and the resolution of the defense. Weather the defense is passed or not mainly depends on the resolution. While thesis with poor evaluation should not be passed. If the mentioned situation occurs, please contact the chairman of the defense committee to verify the truthfulness of information.

10.Among the three experts in the defense committee, if two agree and one disagrees, can I pass the thesis defense?

Answer: No. All of them should agree.

11.What should I do if I have to change the title of the thesis?

Answer: Those who need to change the topic of the thesis after dissertation proposal and mid-term examination must conduct another dissertation proposal. If the experts of the defense committee propose to change the title, you can slightly modify a few words of it, and the object and method of study should not be changed. When the experts of relevant branches of Academic Degree Evaluation Committee or experts in professional degree evaluation vote, new title must be used. So, please ensure the correctness of the title in the Degree System. Materials before the thesis defense need not to be changed. The applicant should write a

detailed revision statement, and send it to the teacher of the Teaching Affairs of the Institute for filing after being signed by the supervisor.

V Graduation

12.What conditions are required to apply for undergraduate degree, course-completion certificate and graduation certificate?

Answer: You can apply for undergraduate degree after studying for one academic year and finishing the procedures of terminating the study. You can apply for course-completion certificate after finishing thesis review. And you can apply for graduation certificate after thesis defense.

13.How to process degree certification?

Answer: Students graduate after 2000 can finish graduation certificate certification through this URL: <https://www.chsi.com.cn/> and finish degree certification through <http://www.cdgd.edu.cn/>. If school-level certification is needed, please contact Archives at 58807881.

14.What is the order of international students' names on their certificates?

Answer: International students should know that the order of their names on the certificates is the same as that of Student Status Information. If you need to change the order, please go to the Cultivation Office (Main Building A209) to correct the information. It cannot be modified once entering the degree application process.

15.How to apply for English copies of degree certificate and graduation certificate?

Answer: English copies of international academic masters' certificates will be issued by the Office of Teaching Quality Assessment. If you need translated certificates, please contact Archives at 58807881 for paid service.

16.How to fill in degree category and subject area on the cover page of professional degree thesis?

Answer: You should fill in according to your student status information. Degree category

should be filled in with the name of corresponding first-level discipline, and subject area with the name of corresponding major. For example, “Degree Category: Master of Education”, “Subject Area: Subject Teaching (Chinese)”. Fill in the name of degree category twice if there is no subject area. For example, “Degree Category: Master of Teaching Chinese to Speakers of Other Languages”, “Subject Area: Master of Teaching Chinese to Speakers of Other Languages”.

17.If I miss the photo-taking organized by the University, how can I get my photos for certificates?

Answer: You should go to China Image Group yourself and send both the electronic version and the printed version to the teacher of the Teaching Affairs of the Institute before thesis defense, or certificates will not be made.

18.Is there a complaints mechanism regarding the resolution of the defense and that of the relevant branches of Academic Degree Evaluation Committee?

Answer: If the defense process conforms to the Master Degree Awarding Rules, the Office of Teaching Quality Assessment will not accept complaints about academic judgement of experts. The same goes for the relevant branches of Academic Degree Evaluation Committee.

19.Can the final version of degree thesis be printed in color?

Answer: If necessary, some charts can be printed in color, while please pay attention to the thickness of the paper.

20.If I fail to submit the electronic version of my thesis to the Degree Thesis Submission System, what should I do?

Answer: Please contact Mr. Fang in the Library at 58809922.

21.What does the final electronic version of degree thesis contain? Must the Authorization Form of the Thesis be signed?

Answer: The contents and sequence are as follows: electronic cover page, original statement and authorization form of the thesis, abstract in both Chinese and English, key words,

contents, body part, references and acknowledgements. Please upload all the above contents in one PDF file. Signatures are not required in the electronic version of the thesis.

22.If I fail in the thesis defense, do I need to go through all procedures when I apply for master degree again?

Answer: No matter which step is terminated in the first application process, those who apply for master degree for the second time have to redo a series of work such as thesis detection, thesis review, thesis defense and so on (except those who are delayed in degree-award because they have not published their academic papers).