Doctoral Degree Application Guide

Student Version

Made by Office of Academic Degree Management

CONTENTS

1．General Provisions

Degree Awarding Rules of Beijing Normal University

(Article 12) Each doctoral candidate should have no more than TWO opportunities to apply for a doctoral degree within the prescribed maximum length of study. If the candidate fails in any step of the application process such as thesis review, thesis defense (excluding thesis pre-defense) or resolution of Academic Degree Evaluation Committee and its branches, the degree application should be terminated. The candidate may reapply for a doctoral degree within two years. The time spent in revising the thesis should not be fewer than six months. If the candidate fails to revise the thesis or resubmit the degree application within the prescribed time (two years), it will be regarded as a quitclaim. The degree application should be terminated if the second application is still failed.

Student Status Management Regulations of Beijing Normal University

(Article 32) Applicants who have completed the training program within the prescribed length of schooling and have met the requirements will be granted graduation certificate. Those who are qualified to be awarded a degree will be granted degree certificate.

(Article 33) Applicants who have completed the course learning specified by the training program but fail in thesis review or any other step can apply for course-completion certificate. Degree Awarding Rules of Beijing Normal University says that masters can apply for degree certificate within three to twelve months after completing the course learning; and doctors can apply for degree certificate within six to twenty-four months after completing the course learning. Qualified applicants will be granted degree certificate and the obtained course-completion certificate can be exchanged for graduation certificate. Time of graduation should be in line with the date you graduated.

2．Doctoral Degree Application Submission

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. The degree application is valid for once and the second one should be resubmitted.

Degree Awarding Rules of Beijing Normal University says that doctors are required to publish academic papers related to their professional field and offer the title page of the journal, contents and one copy of the first page of the paper to the Institute or the supervisor for reviewing. The level of the journal and the number of published papers are determined by branches of Academic Degree Evaluation Committee. Please record scientific achievements (click Save button and Submit button and print on both sides) and submit degree application at the same time in the system.

Identification Photos taken by China Image Group are used for certificates. Those who go

there 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.

3．Thesis Detection

After being approved by the supervisor, the applicant should login Degree System and click Thesis Detection button to fill in and upload the thesis (docx, doc, or PDF file is required). Please click Submit button for confirmation. Applicants are not allowed to detect in advance by any means.

The thesis can be uploaded repeatedly before submission. If the undetected thesis needs to be modified after submission, the applicant should offer an application for return to the teacher of the Teaching Affairs of the Institute. The detected thesis cannot be detected again. Institutes should refer to Notice on the Thesis Detection of Graduate when preparing for thesis detection. Citations from the articles published by the applicant are not counted in repetition rate but they need to be noted in references.

4．Preparation of Materials

Besides cover page of the degree approval materials, the applicant could receive these following materials from the Institute: ① Student Registration Form (with signature and official seal); ② Training Program Form (verified and sealed by the Cultivation Office); ③ Mid-term Examination Form (verified and sealed by the Cultivation Office) and dissertation proposal (including Dissertation Proposal Score Sheet); ④ Transcript (the electronic version should be verified in the system before thesis defense, and the paper version should be added before being filed); ⑤ Graduate Information Registration Form; ⑥ concise version of Result of Thesis Detection (you can print the first page if it is more than two pages).

Download from the [Degree System]-[My degree application status and Downloads] and

print on both sides on A4 papers: ① Scientific Achievements Form; ② Resolution of the Pre-defense Committee; ③ Approval Form for Thesis Re-evaluation(if it exists);④ Application Form for Thesis Defense; ⑤ Record Form for Thesis Defense; ⑥ Resolution of the Defense Committee.

Special Note: Those who are engaged in master-doctor combined program should submit Graduate Registration Form and transcript of both master training period and doctoral training period.

5．Thesis Pre-defense

In principle, thesis pre-defense should be completed before the submission of the degree application, no later than the review of the thesis. If the Institute has specific time requirements for thesis pre-defense, it should be closely observed. After filling in basic information of thesis pre-defense and information of experts (there is no need to input resolution of the pre-defense

committee into the system), please print Thesis Pre-defense Form with the conclusion of pre-defense left blank. The experts should fill in the conclusion of pre-defense and sign on the spot. The original Thesis Pre-defense Form should be filed together with other required materials. The applicant should take a picture of the entire Thesis Pre-defense Form or scan it into the system for filing. Then click Save button and Submit button to proceed to the next step.

Each applicant has only one pre-defense record. If you need to pre-defense for several times, you should offer an application for return to the teacher of the Teaching Affairs of the Institute. Then you need to fill in it again and update the pre-defense record.

6．Thesis Review

Please fill in Approval Form for Thesis Review in the system and print for filing. The attached files include concise version of Result of Thesis Detection, Scientific Achievements Form, and Resolution of the Pre-defense Committee. After being approved by the supervisor and verified by the Institute, you should login Degree System and click Thesis Review button to submit thesis and self-assessment Form (PDF files only).

Requirements for anonymous review:

All names of the supervisor in the thesis should be replaced with "Supervisor" or "***".

All names of the applicant in the thesis should be replaced with "Author" or "***".

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 and self-assessment Form. Names of the supervisor and applicant should be anonymized.

The theses are sent by the Office of Academic Degree Management to the third-party platform for anonymous review, and the review cycle lasts for about 35 days.

If the supervisor and branches of Academic Degree Evaluation Committee disagree with the review feedback, while the thesis meets the conditions of re-evaluation, and there exists some achievements to prove its quality, the applicant may apply for thesis re-evaluation. Before submitting the application for thesis re-evaluation, the applicant should submit a description about the condition (based on the review feedback, compare the new version with the previous version). After being signed by the supervisor, the applicant should upload the electronic version onto the system and send the paper version of both the description and Approval Form for Thesis Re-evaluation to the Office of Academic Degree Management for filing. The modified theses are sent to the third-party platform for re-evaluation, and the review cycle lasts for about 35 days.

Special Note: Based on the past experience, theses that are identified as unqualified result from their lack of standardization or innovation. The applicant should take a correct attitude towards thesis writing and avoid normative issues in language and format. As for the type setting of the thesis, you could refer to Rules for Degree Thesis Writing of Beijing Normal University, which can be found in the Download of Commonly Used Materials button. The thesis should be written in accordance with the basic requirements and writing format of the discipline.

7．Thesis Defense

The applicant should submit written application materials (including science and technology archives, personnel archives and institutional archives) to the Institute for verification. These archives should be arranged in order according to the catalogue of each approval materials. (Special Note: Science and technology archives should be the original copy and be filled in with a pen. Ball-pen and staples are forbidden.) Training Program Form and Mid-term Examination Form should be verified and sealed by the Institute. The signature of the supervisor and the seal of the Institute of other materials should be executed.

Public defense is required for doctoral theses. Once the date of defense is determined, the applicant should login the Degree System to submit application for thesis defense. After being verified by the Institute, you could refer to relevant information on the website of Provost's Office and Academic Affairs--Degree & Subjects--Public announcement of Defense. During the defense, you should report the review feedback and modification of the thesis to the experts for reference.

Special Note: The Institute should fill in the name of the applicant at the top of the defense

vote and put an official seal on it, which should be finished ahead of the thesis defense.

8．Modify After Thesis Defense

The defense committee should be composed of five doctoral supervisors or experts with senior professional and technical title in the discipline or related ones. Among the five experts, at least two are external experts. When it comes to interdisciplinary thesis, the defense committee should include one to two interdisciplinary experts. The applicant's supervisor or relatives should not be a member of the defense committee. The chairman of the defense committee should be a doctoral supervisor with senior professional and technical title. After the defense, the applicant should carefully revise the thesis according to the experts' opinions.

9．Resolution of Branches/Evaluation Group

The experts of branches of Academic Degree Evaluation Committee or Professional Degree Evaluation Group should vote by secret ballot to make a decision on whether to recommend doctoral degree to the applicant.

10．Resolution of Academic Degree Evaluation Committee

The experts of Academic Degree Evaluation Committee should vote by secret ballot to make a decision on whether to award doctoral degree to those applicants recommended by the branches of Academic Degree Evaluation Committee.

11．Thesis Submission (The Final Version)

After the thesis is finalized, please login the Degree System and upload your thesis. The electronic version should be in consistent with the printed version. The printed version should be submitted to the Institute for filing. Meanwhile, login the Beijing Normal University Library website and submit the electronic version of your thesis to the Degree Thesis Submission System. Please contact Mr. Fang in the Library, E-mail address: thesis@lib.bnu.edu.cn.

Special Note: Thesis identified to make major modifications should be replaced by the modified version before the stated date.