

Implementing Measures for Pre-defense of Master's Students of Xuzhou Medical University

The pre-defense for master's 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 master's 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 master's 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 master's 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 must be completed two weeks before the expert review of thesis. Degree authorization units shall submit the list for expert review of thesis according to the pre-defense result. Those who fail to pass the pre-defense are not eligible to send their thesis for expert review.

2.3 Pre-defense expert panel shall be composed of at least 3 experts with a sub-senior professional title (or above) in this or related discipline, among whom, 2/3 or above should have the qualification as master's tutor. The specialties of the experts shall be related to the research content of the master's student.

2.4 The tutor of the master's 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 master's 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 is about 25 minutes.

3.3 Experts comment on the presentation. The comments from pre-defense expert should be thorough. 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 master's students performance on the spot. In order to pass the pre-defense, the master's student must gain approval from all the members of the expert panel.

3.4 The master's student shall provide a brief explanation for experts' questions and advice, and keep a detailed record of pre-defense. The master's students should fill the **Pre-defense Record (Attachment 03)** in length and truthfully. The details of the questions and answers shall be attached to the pre-defense record.

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

4.1 After the master's student passes the pre-defense, he/she should submit the **Pre-defense Record (Attachment 03)** (attached with detailed questions and answers) and **Evaluation Form of Pre-defense Quality (Attachment 02)** to the School of International Education.

4.2. If the master's student is qualified in pre-defense, he/she shall analyze experts' opinions, strictly and conscientiously revise thesis and defense reports in

accordance with the suggestions put forward by experts, so as to be fully prepared for the expert review of the thesis and the final defense.

4.3 If the master's student fails to pass the pre-defense, he/she is not allowed to proceed to the next step; instead, he/she shall revise the thesis under the guidance of tutor. After half a year, the master's student can apply for another pre-defense to the degree authorization unit within 2 years.