

Regulations of Thesis Defense of Doctoral 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.

Thesis defense

1. Opening report and academic thesis

1.1 The doctoral student must complete topic selection and opening report before the second semester of the first academic year. After the opening report, the doctoral student officially enter the thesis stage, which should last for at least 18 months. The topic selected should be in line with his/her tutor's research direction as much as possible.

1.2 The doctoral student must accomplish the opening report according to the *Principles and Requirements for Topic Selection and Opening Report of Doctoral Thesis* before entering the thesis stage. During the working process of academic thesis, the project design shall be scientific, the lab recordings shall be detailed and the data shall be complete and accurate.

1.3 The doctoral student in a joint training program shall undertake a certain amount of teaching or/and clinical work according to the Doctoral Students Training Program in the respective discipline.

2. Thesis defense

2.1 Qualifications of applicants of thesis defense

2.1.1 Doctoral students shall accomplish all the degree course studies in the training program, pass all the exams and obtain respective credits.

2.1.2 Doctoral students shall complete opening reports, literature review and required teaching and clinical work.

2.1.3 Doctoral students shall pass the thesis pre-defense (the interval between the pre-defense and the opening report is ≥ 18 months).

2.1.4 The thesis has to be reviewed and finalized by the tutor, and sent to the relevant experts for approval. At least 3 experts are required to review the thesis, including at least 1 expert outside Xuzhou Medical University and at least 1 doctoral tutor. The tutor who guides the doctoral student cannot act as a reviewer of the thesis. The expert who participates in the non-blind review of the thesis cannot participate in this doctoral student's defense committee.

2.2 Submitted documents

Doctoral Degree Thesis (same number with the committee members); **Original Experiment Logbook**; **Training plan, Literature Review and Project Design**; **Degree Course Transcript**; **Published Article(s)** (original and one copy); **Defense Application Form (Attachment 01)** (This form should be filled 2 weeks ahead of time, signed by the doctoral student's tutor, examined by the department and submitted to the School of International Education for approval).

2.3 Composition of thesis defense committee

The defense committee for doctoral degree thesis should compose more than 5 experts with the title of associate professor or above, including at least 3 professors, 3 doctoral tutors and 1 expert outside Xuzhou Medical University. The tutor who guides the doctoral student and the expert who participates in the non-blind review of the thesis cannot participate in this doctoral student's defense committee. There should be 1 defense secretary.

2.4 Issued documents

Thesis Defense Application Form for Graduate Students (attachment 02), Degree Approval Form (Attachment 03) (2 copies); **Thesis Defense Record and Resolution Form (Attachment 04)**; **Votes** (same number with the committee members)

2.5 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 doctoral 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.

2.5.1 The tutor shall introduce the general condition of the doctoral students during the study period.

2.5.2 The secretary shall introduce the thesis appraisal results of the participating doctoral students.

2.5.3 The doctoral students report the main contents of their theses respectively. The reporting time is approximately 30 minutes for each person.

2.5.4 The experts of the defense committee shall ask the doctoral student questions.

2.5.5 The doctoral students answer questions, which can be carried out immediately after the report or after all experts' questioning.

2.5.6 Recess. The defense committee shall conduct discussions. All the doctoral students and their own tutors 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.

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

2.5.7.1 The representative of the doctoral students shall make a statement.

2.5.7.2 The representative of the tutors shall make a statement.

2.5.7.3 The department leader shall acknowledge the experts of the defense committee on behalf of the department.

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

2.6 Basic requirements

2.6.1 The defense committee shall hold the attitude of seeking truth from facts during the defense appraisal process. The resolution shall take secret ballot, which will be passed if 2/3 or more of all members given content.

2.6.2 During the defense, the doctoral students can fully clarify their academic viewpoints, and the theoretical and practical significance, and are obliged to answer the questions from the defense committee members seriously. After the defense committee announce the comments and resolution on the thesis, the doctoral students who have different opinions may submit their written comments to the Academic Degree Evaluation Committee within 7 days.

2.6.3 The link of thesis defense serves as an important process to enlighten and guide doctoral students' scientific thinking. The thesis defense should reflect the process of questioning and debating. Answering without debating is not allowed.

2.6.4 Neat attire and presentable appearance are required for doctoral students to attend the defense. When doing the report, the language should be concise and accurate. The doctoral students are obliged to answer the questions raised by the defense committee truthfully and realistically. Multimedia courseware must be used when reporting the thesis, and the report content is not allowed to be copied on paper. 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.

2.6.5 The defense venue layout should be dignified and concise, and the meeting logo should be standardized and striking. Each of the doctoral students are required to

bring their theses to the defense venue for checking.

2.6.6 The information about the thesis defense should be publicized on the poster on the campus before the thesis defense takes place.

2.6.7 The secretary is responsible for sending out the thesis which is used for review and defense, the appointment letters 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.

2.6.8 The departments shall examine the theses strictly. Those who do not meet the requirements of the thesis defense application are not allowed to participate in the defense. If the thesis is interdisciplinary, at least 1 expert in the related field of the subject shall be invited to attend the thesis defense committee.

2.6.9 After the thesis defense, the doctoral students shall fill relevant materials according to the requirements, get the documents signed and sealed by the department, and submit the documents to the School of International Education. The defense work of doctoral students should be completed by June/December 10th.