

Shenzhen Technology University Undergraduate Graduation Thesis (Design) Implementation Measures

Chapter 1 General Provisions

1 The graduation thesis (design) is an important teaching step in the teaching process. The purpose is to cultivate students' ability to analyze and solve practical problems with the basic theories, basic knowledge and basic skills they have learned, and to complete the training objectives stipulated in the undergraduate training plan. At the same time, help students to be rigorous, realistic, hard-working, brave and innovative in the scientific research. In order to further do a good job of the 2017 undergraduate graduation thesis (design) work in our school, effectively ensure the quality of graduation thesis (design), and standardize the graduation thesis (design) work, this method is hereby revised.

Chapter 2 Management Organization and Scope of Responsibilities

2 Graduation thesis (design) is in the charge of the school leaders and Department of Academic Affairs. Colleges and departments are responsible for the graduation thesis (design).

3 Department of Academic Affairs, as the management department, is responsible for the management of the graduation thesis (design), and its main responsibilities are as follows:

(1) Organize and manage the graduation thesis (design) work, and formulate the relevant management regulations on the graduation thesis (design) work;

(2) Coordinate with the relevant departments in the university, and assist each college (department) to solve the problems in the graduation thesis (design);

(3) Check, assess and evaluate the graduation thesis (design) work;

(4) Compile one hundred outstanding undergraduate graduation papers (design); summarize the results and work summary, and formulate improvement measures;

(5) Organize teaching research and experience exchange in graduation thesis (design) work;

(6) Responsible for the allocation and management of graduation thesis (design) funds.

4 The college is fully responsible for the graduation thesis (design) work. Its main responsibilities are follows:

(1) Organize and formulate the graduation thesis (design) of the college.

(2) According to the professional training objectives and basic teaching requirements, organize each major to formulate graduation thesis (design) teaching instruction, stipulate the basic requirements of the thesis (design) (including drawings, reading and translation with required difficulty) and schedule, and formulate graduation thesis (design) performance evaluation standards, etc.

(3) Establish a graduation thesis (design) leading group with college leaders, the leaders of all majors and counselors, to be responsible for the ideological and political education and academic integrity education related to the graduation thesis (design). The group is responsible for strengthening political guidance, organizes the students to select topics, reviews the graduation thesis (design) topic, and arrange the instructors for students. The group is responsible for the implementation of the graduation thesis (design) related laboratory (design room), the use of instruments and equipment, and funds allocation management. The group organizes the instructor to compile the "graduation thesis (design) assignment". The group checks and urges the instructors to check the students' attendance, provide guidance, measure the graduation thesis (design) work progress and quality. The group organizes the evaluation, defense and

performance evaluation of the graduation thesis (design), records the process of defense and performance evaluation, and saves it.

(4) Conduct teaching and research on graduation thesis (design). Study and solve the problems existing in the graduation thesis (design) work of the college, and submit the work summary and improvement suggestions to the university.

(5) Collect, sort out, summarize and keep the graduation thesis (design) retention data, and report the relevant statistical tables.

Chapter 3 Students' Qualification to Write Graduation Thesis or Conduct Graduation Design

5 Qualification to write graduation thesis or graduation design:

- (1) Applicants for graduation;
- (2) Get 70% of the total credits of the course stipulated in the training program.

Chapter 4 Topic Selection

6 Basic requirements for selected topic

(1) The topic should fully reflect the training objectives and teaching requirements of the major, reflect the content of the basic training, so that students can receive comprehensive training. The topic should be selected according to the

characteristics of the development of the major and the subject, combined with the school teaching materials, equipment and experimental conditions.

(2) The topics of graduation thesis (design) are generally drawn up by the instructor, or by the cooperative units of the school, or can also be drawn up by the students themselves, etc. All topics should be approved by the college. In principle, one graduation thesis (design) topic is for one person. If it is necessary for many people to complete together and only submit one thesis (design) large topic, the division of labor of students should be clear, and the workload of each student should meet the basic requirements of graduation thesis (design).

Chapter 5 Guidance

7 Qualification of instructors

The instructors should be teachers with intermediate title or above with high teaching and research level and rich practical experience. Junior titles cannot guide student graduation thesis (design) separately. In principle, there should be no more than 5 students for each instructor.

8 Duties of the instructor

(1) Assist students to do a good job of graduation thesis (design) topic selection, timely issued “Shenzhen Technology

University undergraduate graduation thesis (design) assignment”;

(2) Help students to analyze the topic of the paper, specify the necessary reference books, guide students to collect relevant information, and examine and approve the overall plan and work plan formulated by students.

(3) Regularly check students work progress and quality of completed work, answer questions and guide students in time. The guidance time should be based on the content and progress of the project, generally at least 3 times a week. Revise the graduation thesis at least twice. 10 days before the defense, the instructor receives the official draft of students’ graduation thesis (design). The instructors review, check and test the draft, and write comments in a realistic way. Besides, the instructors fill in the “Evaluation Form of Undergraduate Graduation Thesis (Design) Instructor of Shenzhen Technology University”, and give the suggested results.

Chapter 6 The Paper Writing Specification

9 Graduation thesis (design) has the common general attributes of academic papers, and shall be written in accordance with the format of academic papers. For specific provisions, see the “Writing Specifications and Requirements for Undergraduate

Graduation Thesis (Design) in 2017”.

Chapter 7 Defense and Result Evaluation

10 The College shall establish a defense committee (5~7 members). The defense committee is responsible for reviewing the students defense qualifications, determining the methods and requirements of the defense, and deciding the final results of the graduation thesis (design). The defense committee has several defense groups. Each group is composed of at least 3 lecturers or above, and has a defense secretary, who is specifically responsible for the related work of student defense.

11 Students should submit the formal draft of the thesis (design) to the college 10 days before the defense. The thesis contains the “Shenzhen Technology University undergraduate graduation thesis (design) statement of integrity”.

12 The college shall designate the reviewer to evaluate the thesis (design), fill in the “Evaluation Form of Undergraduate Thesis (Design) of Shenzhen Technology University”, and give the suggested results. The reviewers should be teachers with intermediate title or above, related disciplines and who have independently guided undergraduate graduation thesis (design).

13 Students defense qualification or graduation thesis (design) score evaluation under any of the following circumstances

cannot participate in the graduation thesis (design) score evaluation:

(1) No graduation thesis (design) specification, opening report, instructor's review opinions, reviewer's opinions, not submit the instructor graduation thesis (design) formal draft on time or provide graduation thesis (design) does not conform to the "Shenzhen Technology University undergraduate graduation thesis (design) writing specification and requirements";

(2) If many people design a system or complete a project together and submit the papers (design) respectively, the paper (design) is exactly the same or almost the same;

(3) Failing to submit the "Shenzhen Technology University graduation thesis (design) statement of integrity" as required by the university; plagiarism; the copy ratio of graduation thesis: more than 30% for science and engineering and more than 35% in liberal arts.

(4) Other failure to complete the graduation thesis (design) according to the relevant regulations.

14 Result evaluation

(1) Graduation thesis (design) score evaluation, using the 100 percent system, from the score management system automatically converted to 8 grades (A+ AB+ BC+CDF). After

the defense, the defense team will determine the student graduation thesis (design) results according to the evaluation criteria, the comments and suggestions given by the instructors and reviewers, and write the comments and give the results in the “Undergraduate thesis (design) score examination form of Shenzhen Technology University”.

(2) The score registration shall be completed by the defense secretary or the given teachers of the college. Before the score registration, performance assessment record and the defense record with signature should be been upload to the system in picture. After the score registration, the defense secretary should submit the statement of integrity, the score registration, and performance assessment record with signature to the college for filing.

(3) If the defense team has any differences in the performance evaluation, the defense committee shall coordinate and solve the opinions.

(4) The defense committee shall review and approve the final results of the student graduation thesis (design) and announce them to the students. The performance evaluation should be strictly controlled, the proportion of each level should be reasonably determined, and the performance of each major

should be excellent (A+ and the proportion of A) students should generally not exceed 20% (A+ shall not exceed 2%).

(5) If you fail to pass the defense or copy others' thesis (design) or ask someone to complete it instead, the thesis (design) score is failing. If the graduation thesis (design) result failed, it must be rebuilt.

Chapter 8 Achievements and Archives Management

15 All college shall strengthen the achievements and archives management of graduation thesis (design). The graduation thesis (design) file is divided into two parts: the electronic version and the paper version material signed by the relevant personnel. The electronic version of the thesis (design) and all the process materials is retained by the university graduation thesis (design) system. The paper materials signed by relevant personnel include: assignment, opening report, mid-term inspection form, instructor review form, reviewer review form, defense record form, performance assessment form and statement of integrity. The paper materials shall be collected, bound and retained by each college.

16 Each college should also do a good job in the statistical summary of its graduation thesis (design) and excellent graduation thesis (design). Submit the graduation thesis (design)

results to the Department of Academic Affairs; submit the list of graduation thesis (design) topic selection, recommendation form of excellent graduation thesis and summary of thesis (design) to the Department of Academic Affairs.

Chapter 9 Supplementary Provisions

17 These measures shall be implemented from the 2022 undergraduate graduates.

Department of Academic Affairs

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