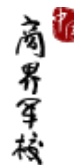


## Graduate Thesis Defense Schedule (Dec 2019)

No.	Deadline	Item	Content	Persons Responsible
1	Oct 28	Submit the final version to thesis supervisor	Electronic or print version submitted to the supervisor by email and Submit it online (ss.pku.edu.cn). For Chinese students, submit both Chinese version and English version. For international students, submit English Version.	Students
2	Oct 28	Extension application	Deadline for study extension application	Students
3	Nov 4	Supervisor submits comments	In duplicate, supervisor suggests the students who will not attend the defense and can't get the degree; Thesis Supervisor contact reviewers.	Thesis Supervisor
4	Nov 27	Prepare for the Approval of materials of the Theses Defense.	After collected the academic reviews of theses, the Education Administrative Office prints out students' profiles and transcripts (two copies), stamped and signed by Building H. Defense secretary fills out the theses defense approval forms and hand in to the Administrative Office. The forms are signed by the person who is in charge of the academic committee for approval	Defense Secretary, Education Academic Office, Administrative Office
5	Nov 27-Dec 3	The defense committee review the theses	1 week in advance, the Administrative office informs students to print the theses and the number of defense members. Each member has one copy. The advisor's name is not allowed to put in the thesis. Defense secretary prepares for the letter of appointment, theses, defense approval form, the academic book review, votes and record form, the theses defense report; the Administrative Office notice the agenda to teachers in advance.	Defense Secretary, Students, Administrative Office
6	Dec 4	Theses Defense	30 minutes per person, 15 minute presentation and 10 minutes to defense; the defense committee chair counts time.	Defense Secretary Faculty
7	Dec 13	Classify the defense material	Printing and Binding 4copies of theses (main campus library 1, University City Library 1, Education Academic Office 1, Business School 1) Defense Secretary classifies the material (academic reviews, transcripts, defense approval form, defense records, defense report and the votes). Log in the system in main campus and the University Town Library to fill thesis information, in the meantime to submit the final official electronic version of theses.	Defense Secretary Students



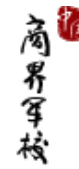
8	Dec 20	Get the approval from Main campus	The defense result should be submitted to main campus and get the approval from Academic Committee in Beijing	
	Jan 10 (TBD)	Diploma Awarding	Get the Diploma from main campus	

### 2020年春季研究生毕业论文答辩安排表(专业硕士)

序号	截止时间	项目	内容	负责人
1	10月28日	延期申请	申请延期截止，过期不再接受。	学生
2	10月28日	向导师提交论文终稿	交电子版或打印版给导师，同时提交电子版到 ss.pkusz.edu.cn。中国学生提交中、英文版本，留学生提交英文版本。	学生
3	11月4日	导师提交指导教师评语	一式两份，导师评语建议不参加答辩者，计为结业；导师联系论文评审人，评审表签字人要求必须符合学位委员会要求的职称。	导师
4	11月27日	答辩审批材料准备	收齐论文学术评语后，由院教务处打印学籍表、成绩单（一式两份）盖章并请深研院负责人签字。答辩秘书填写答辩审批表，交 114 办公室签字审批	答辩秘书、学生、教务处、行政办公室
5	11月27日-12月3日	答辩委员会审阅论文	提前一周通知学生打印论文与答辩委员人数，答辩委员每人一本纸版，论文中不得出现导师姓名，提前5个工作日交到办公室按答辩委员会名字摆放 答辩秘书准备答辩委员聘书、论文、指导教师评语、学术评议书、答辩审批表、表决票、答辩记录表、答辩报告书，行政办公室提前通知老师议程等	答辩秘书、学生、行政办公室
6	12月4日	正式答辩（全英文）	答辩：每人30分钟，其中15分钟陈述，10分钟答辩，由答辩主席控制时间	答辩秘书、全院教师
7	12月13日	答辩材料整理	打印装订中英文论文4本（校图书馆1本，大学城图书馆1本、教务处1本，学院1本）；答辩秘书整理好材料（学籍表、成绩单、指导教师评语，学术评议书、答辩审批表、答辩记录、答辩报告书、表决票）；学生在本部系统及深圳大学城图书馆上传电子版论文。	学生



**PHBS**  
北京大学汇丰商学院



8	12月20日	论文答辩得到本部审批	论文及答辩材料上交本部学位分会，经投票确定授予学位情况	
	1月10日（待定）	颁发证书		

离校手续 Leaving Procedures:

深圳离校手续(携带学生证、校园卡), 1月6日至1月10日 Graduating Students Leaving Procedure in Shenzhen during Jan.6 –Jan.10 with student cards and students' red books

本部离校手续，网上办理 Graduating Students Leaving Procedure for the main campus; Online Procedures

本部图书馆上传论文通道 Upload theses to the main campus library system: <http://www.lib.pku.edu.cn/portal/zy/dzzy/xueweilunwen/tijiaoyaoqiu>

深圳大学城上传论文通过 Upload theses to the University Town Library system: <https://paper.lib.utsz.edu.cn/etdlogin.html>