

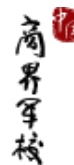
## Graduate Thesis Defense Schedule (Summer 2019)

No.	Deadline	Item	Content	Persons Responsible
1		Deadline for advisors to sign proposal for graduating international students	For Chinese students, it should be June 21 <sup>st</sup> in 2018. For international students, it should be Nov. 21 <sup>st</sup> in 2018.	Thesis Supervisor
2	<b>Feb.19</b>	Graduating students must return to campus for re-registration	Re-registration in room 114	Students, Administrative Office
3	Mar.8	Suggest to Submit draft papers to the thesis supervisor ( could be adjusted according to the advisor's suggestion)	Print version or electronic version	Thesis Supervisor
4	April 10	Spring outing	All the students required to attend	Administrative Office
5	April 15	Graduating students participate in thesis seminar course	Participation in the thesis guidance course is required for all graduates, though credit is not counted towards students' majors	Students
6	April 17	Arrange defense secretary	Arrange second-year students to be defense secretary; assigned task and training	Students, Administrative Office
7	<b>April 22</b>	<b>Extension application</b>	<b>Deadline for study extension application</b>	<b>Students</b>
8	<b>April 22</b>	<b>Submit the final version to thesis supervisor</b>	<b>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.</b>	<b>Students</b>
9	<b>April 26</b>	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



# PHBS

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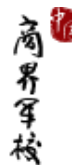


10	April 26-May 6	Contact Internal review	<p>Supervisor will contact with interviewers for the thesis.</p> <p>Defense secretary will help to send the theses (can be electronic version), and "Academic Book Review" to the internal review experts.</p> <p>Each thesis need 2 professors' review, at least one of them is outside professor</p>	Thesis Supervisor Defense Secretary
11	April 26-May 6	Contact External review	<p>Supervisor will contact with interviewers for the thesis.</p> <p>Defense secretary can help to send the theses (can be electronic version), and secretary will send the approval sheet to the external review experts.</p>	Thesis Supervisor Defense Secretary
12	<b>May. 17</b>	"Academic Review" collection	<p>Defense secretary collect the supervisor's reviews and review experts' comments of each student; if both review experts agreed, the student could attend the defense; if neither review experts agree, the student cannot attend thesis defense and will not get the degree; if only one review expert agreed, the theses should be modified based on opinions, and find another external expert reviewer and the external review fee &amp; express fee would be paid by advisor or student.</p>	Thesis Supervisor Defense Secretary
13	May. 22	Prepare for the Approval of materials of the Theses Defense.	<p>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</p>	Defense Secretary, Education Academic Office, Administrative Office
14	May. 20 to May.24	The defense committee review the theses	<p>1 week in advance, the Administrative office informs students to print the theses and the number of defense members. Each member has one copy.</p> <p>The advisor's name is not allowed to put in the thesis.</p> <p>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.</p>	Defense Secretary, Students, Administrative Office
15	<b>May25-27</b>	<b>Theses Defense</b>	<p>30 minutes per person, 15 minute presentation and 10 minutes to defense; the defense committee chair counts time.</p>	Defense Secretary Faculty
16	May 31	Classify the defense material	<p>Printing and Binding 4copies of theses (main campus library 1, University City Library 1, Education Academic Office 1, Business School 1)</p> <p>Defense Secretary classifies the material (academic reviews, transcripts, defense approval form,</p>	Defense Secretary Students



# PHBS

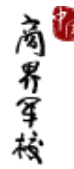
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			defense records, defense report and the votes). Log in the system in main campus and the University Town Library to fill thesis information, in the meantime to submit the final official electronic version of theses.	
17	June 1	Graduation Ceremony for PHBS	All the graduates in MA\MBA\EMBA	
18	June 5	Defense material submitted	Administrative Office is responsible for defense material submitted	Administrative Office
19	June 14	Get the approval from Main campus	The defense result should be submitted to main campus and get the approval from Academic Committee in Beijing	

## 2019 年夏季研究生毕业论文答辩安排表(学术硕士)

序号	截止时间	项目	内容	负责人
1		提交开题报告、确定好导师	中国学生时间为 2018 年 6 月 21 日前，留学生时间为 2018 年 11 月 22 日前	
2	2 月 19 日	全体毕业生回深圳报到注册	请到 114 签到	
3	3 月 8 日	建议向导师提交论文初稿 可根据导师意见调整时间	可交打印版或电子版	导师
4	4 月 10 日	春游		行政办公室
5	4 月 15 日	毕业生参加论文指导课	本课不计入毕业要求的学分，但要求所有毕业生参加。	学生
6	4 月 17 日	安排答辩秘书	委任二年级硕士为答辩秘书；分派任务，统一培训	学生，行政办公室
7	4 月 22 日	延期申请	申请延期截止，过期不再接受。	学生
8	4 月 22 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 <a href="http://ss.pkusz.edu.cn">ss.pkusz.edu.cn</a> 。中国学生提交中、英文版本，留学生提交英文版本。	学生
9	4 月 26 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
10	4 月 26 日-5 月 6 日	确认一位论文校内评审	给校内评审专家寄出聘书、论文（可以电子版发出）以及《学术评议书》，最多一	答辩秘书、导师



		位校内评审		
11	4月26日-5月6日	确认一位论文校外评审	答辩秘书向校外评审专家寄出聘书、论文（可以电子版发出）以及《学术评议书》，至少一位校外评审	答辩秘书、导师
12	5月17日	论文学术评议书收集	答辩秘书收齐每位学生的指导教师评语、学术评议书；两位评审专家都同意答辩的，可参加答辩；两位评审都不同意答辩的，不可参加答辩，以结业处理；仅有一位同意的，论文根据意见修改后，再找一位校外专家评审，评审费及邮寄费由导师或者学生支付。如截至5月22日仍未通过评审者，不可参加答辩，以结业处理。	答辩秘书、导师
13	5月22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
14	5月20日-5月24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
15	5月25-27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
16	5月31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
17	6月1日	商学院毕业典礼		全体商学院毕业生及教师
18	6月5日	答辩材料上报	行政办公室负责上报答辩材料	行政办公室
19	6月14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	

离校手续 Leaving Procedures:

深圳离校手续(携带学生证、校园卡), 7月1日至7月4日 Graduating Students Leaving Procedure in Shenzhen during July 1<sup>st</sup> – 4<sup>th</sup> 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>

毕业活动 Graduation Activities:

商学院毕业送别会 5月31日下午 Graduation Farewell class meeting May 31<sup>st</sup> afternoon

商学院毕业晚宴 5月31日晚上 Graduation Farewell Party of PHBS May 31<sup>st</sup> evening

商学院毕业典礼 6月1日 Graduation Ceremony of PHBS June 1<sup>st</sup>

深研院毕业典礼 6月29日下午 Graduation Ceremony of Shenzhen Graduate School June 29<sup>th</sup> 1-5pm

北京大学本部毕业典礼 7月3日 Graduation Ceremony of PKU in main campus July 3<sup>th</sup>

领取毕业证学位证 北京 7月3日 深圳 7月5日 Diploma Collection in Shenzhen July 5<sup>th</sup>