

**Appendix B-3 Measures of Shanghai University of
Engineering Science for the Management of Undergraduate
Graduation Project (Thesis)**



Measures of Shanghai University of Engineering Science for the Management of Undergraduate Graduation Project (Thesis)

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Chapter I General Provisions

Article 1 The graduation project (thesis) is an important teaching procedure of the University to achieve the goal of talent cultivation. It has an irreplaceable role in promoting students to seek truth, enhancing their social conscience, training scientific research skills and improving their comprehensive capability. It is an important manifestation of the combination of education, productive work and social practice, and an important part of cultivating innovation, practical ability and entrepreneurship of college students. These Measures are hereby formulated to improve the comprehensive capability and overall quality of students and to standardize the management of graduation project (thesis) work.

Article 2 In order to ensure quality of the graduation project (thesis), students who have yet over 10 credits (excluding credits of the second classroom) to complete are not allowed to start the graduation project (thesis) process. The period for the graduation project (thesis) is generally not less than 14 weeks. Each program may arrange 2 to 3 weeks of graduation internship prior to the graduation project (thesis), depending on the actual situation.

Article 3 Organizational leadership

Under the leadership of the president in charge of teaching affairs, the Dean's Office shall be responsible for the overall arrangement of the graduation project (thesis), and organizes experts to inspect and supervise the process and give guiding opinions.



Each secondary school or college shall set up a graduation project (thesis) working group (hereinafter referred to as “Working Group”), headed by the person-in-charge of teaching affairs, to organize, lead and monitor the work of graduation project (thesis) of the University. It shall be responsible for implementing relevant regulations of the University, formulating implementation rules and syllabus of graduation project (thesis) of each program, specifying the quality standards, establishing an effective overall quality management system and summarizing the work upon completion. The implementation rules of the work of graduation project (thesis) must be communicated to all faculty staff and students of the secondary school or college and submitted to the Dean’s Office for record.

Article 4 These Measures and the requirements for the standard format of undergraduate graduation project (thesis), the implementation rules for graduation project (thesis) of each secondary school or college, the graduation requirements of each program and the syllabus of graduation project (thesis) shall be the guiding teaching documents for the work of graduation project (thesis).

Chapter II Topic Selection

Article 5 The topic of the graduation project (thesis) shall, in principle, be prepared by the instructor with the following rules:

- (1) The contents of the selected topic shall be closely related to the objectives of the program, comply with the graduation requirements and the teaching program of graduation project (thesis), train the fundamental skills, and are suited to the knowledge base and ability of students.
- (2) The selected topic shall keep abreast with scientific research, engineering design, technology progress, economic construction and social development. It is also possible to choose an appropriate number of self-proposed topics that meet the basic teaching requirements. Topics that come from social practice and are integrated with



the teacher's current research content shall be promoted. It is not allowed to select a topic that is not related to the program, or that involves state secrets.

(3) The selection of topics shall follow the principle of "one topic per student". In the case that a graduation project (thesis) requires experiment and design that engages more than two students, each student must have different focus and technical emphasis that account for at least 60% of his/her graduation project (thesis) content.

(4) The workload and difficulty of the selected topic shall be appropriate, which shall cover a sufficient scope of knowledge. The difficulty and workload of the selected topic shall be appropriate to the assigned number of weeks for the graduation project (thesis). This includes desk research, writing of the opening report or literature review, theoretical analysis, design (or research, experiment, programming) process, etc. The project shall have a certain level of design or difficulty and reasonable workload.

Article 6 The topic shall be determined and agreed upon by both the instructor and the student, and shall not be changed afterwards. In the case of topic change, the instructor must give appropriate justification and report to the secondary school or college and the Dean's Office for approval.

Chapter III Requirements for Instructors

Article 7 The instructor of the graduation project (thesis) shall be a faculty member with intermediate professional title or above. Faculty members with junior professional title shall co-instruct with those with intermediate titles or above.

For projects from enterprises, the University may engage research and technical personnel with intermediate professional titles or above and rich experience as instructors, or engage them to co-instruct with in-service faculty members of the University. For external instructors, the secondary schools and colleges shall assign an internal instructor to conduct regular inspections, keep track of the progress, be responsible for the organization of the thesis defense, and report to the Dean's Office for record.



Faculty members who may be under special circumstances such as planned domestic and international study tours, off-campus work assignment, aid to Xinjiang, aid to Tibet, maternity leave, retirement during the period of graduation project (thesis), which prevent them from conducting face-to-face instruction sessions to

students, shall not undertake the work of instructing a graduation project (thesis).

If a student applies for writing the thesis in English, the secondary schools and colleges (departments) shall arrange for capable instructors and report to the Dean's Office for record.

Article 8 The number of students to be supervised by each faculty member shall be kept within a reasonable amount. In general, there shall not be more than 8 students per instructor for science, engineering and art programs, and not more than 10 students per instructor for liberal arts and management programs. An external instructor shall instruct no more than 3 students.

Article 9 Responsibilities of instructors

(1) The instructor shall help determine the topic of the graduation project (thesis), write the review chart of the topic selection, and after passing the review, draw up the task book of the graduation project (thesis) and send it to the student in time.

(2) Instructors shall be responsible for guiding and managing students throughout the entire process, conducting face-to-face instructions at least once a week, keeping track of the project progress, maintaining records and filling in comments in the record book.

(3) Instructors shall know how to inspire and guide, implement the principle of teaching according to the students' ability, provide guidance and answer questions, cultivate students' self-learning ability, and impart relevant knowledge, theory and skills. They shall also pay attention to cultivating students' ability to analyze and solve problems independently by applying their acquired knowledge, and encourage students to be innovative.



(4) Instructors shall impart knowledge and educate people. In addition to academic guidance, instructors shall carry out ideological and political education of students, and cultivate a rigorous work style. They shall care about students' employment and life, and be a mentor to students.

(5) In the case of student academic misconduct, instructors shall correct such misconduct in a timely manner. Those who refuse to correct such behavior or whose conduct is of bad nature shall be disqualified from defending their thesis according to the relevant regulations of the secondary schools and colleges as well as the University.

(6) The instructor shall give a fair and scientific evaluation of the graduation project (thesis) of students under his or her supervision, and fill in the comments and give grade according to the requirements of the secondary schools and colleges as well as the University.

(7) The instructor shall collect all the materials (including electronic documents) related to the graduation project (thesis) on time and file them according to the requirements of the secondary schools and colleges.

Chapter IV Requirements for Students

Article 10 Students are the main actor of the graduation project (thesis) work, and must read carefully the Measures of Shanghai University of Engineering Science for the Management of Undergraduate Graduation Project (Thesis), the Writing Norms of Undergraduate Graduation Projects (Theses) and the Implementation Rules for Undergraduate Graduation Project (thesis) of secondary schools and colleges. Academic ethics and academic standards shall be observed, and acts in violation of academic ethics such as fraud, copying, plagiarism, and thesis trading are strictly prohibited.

Article 11 In order to ensure that students have the knowledge base, theory and skills needed to carry out the graduation project (thesis), they must meet the credit



requirements set by the University and the secondary schools and colleges before they start the work of graduation project (thesis).

Article 12 The specific responsibilities of students in carrying out the graduation project (thesis) include the following:

(1) Students shall carefully read the tasks and requirements in the task book of the graduation project (thesis), study the required knowledge, theory and skills under guidance of the instructor or independently, follow the arrangements of the instructor, keep records of the progress of the graduation project (thesis), report the progress to the instructor on a regular basis, and take the advice and suggestions of the instructor.

(2) Students shall not be absent from class without a valid reason. If the cumulative absence reaches or exceeds one-third of the total period of the graduation project (thesis), the student shall be disqualified from thesis defense.

(3) Students are required to submit the opening report (or literature review), mid-term inspection materials, thesis (or design specification) and other materials stipulated by the secondary schools and colleges on time.

(4) Students shall read at least 15 pieces of Chinese and foreign literature (including a considerable number of Chinese and foreign literature of the last 5 years), and translate foreign materials on the topic or related to the program into at least 5,000 Chinese characters (for art programs, the number of words shall be at least 2,000 Chinese characters).

(5) Students must complete a thesis or design specification. The number of words required for the main text: no less than 15,000 words for science and engineering programs, no less than 8,000 words for art programs, and no less than 5,000 foreign words for foreign language programs.

(6) The thesis shall use standard cover of the University and shall be written in accordance with the Writing Norms of Undergraduate Graduation Projects (Theses).



It shall be submitted on time for review by the instructor and the reviewer according to the regulations of the secondary schools and colleges. After passing the qualification examination for thesis defense of the secondary schools and colleges, students shall prepare and participate in the defense session according to the arrangements of the Working Group, the thesis defense committee and the thesis defense team.

Article 13 Students are allowed to write the graduation project (thesis) in English, and the required number of words shall be converted to the number of Chinese characters (40,000 English characters for every 10,000 Chinese characters).

Chapter V. Thesis Defense and Grading

Article 14 Each secondary school or college shall set up a graduation project (thesis) defense committee headed by the person-in-charge of teaching affairs or a faculty member of advanced academic background. The committee can be also composed of a total of 5-9 members including one deputy director, several committee members and one secretary. Each program may set up several thesis defense teams, which generally consist of not less than three members per team. The team leader shall be an experienced faculty member who is impartial, fair and has senior titles. The team leader is directly responsible for the organization of the defense and the impartiality of the results. The team leader and members must be confirmed by the thesis defense committee. Industry peers as well as practitioners from production companies and research institutes may also be invited to participate in the defense.

The secondary schools and colleges may set up a special defense team for students who write their graduation project (thesis) in English.

Article 15 Before the defense, the defense committee shall formulate unified requirements and grading standards, which the defense team must diligently implement. Students' graduation project (thesis) shall be confirmed by the defense committee to be eligible for defense after review and approval by the instructor and



the reviewer that deem the results meeting the requirements. If there is any objection during the review process, the defense committee shall organize another review and examine the results to determine eligibility for defense.

Article 16 The defense of graduation project (thesis) shall be conducted in public. In the course of the defense, the time allocated for each student shall be no less than 20 minutes, including student presentation and Q&A session.

Article 17 Students shall be deemed ineligible for thesis defense under any of the following circumstances:

- (1) Failure to complete the graduation project (thesis) tasks specified in the task book;
- (2) Significant errors in the results, which are not corrected when pointed out by the instructor;
- (3) Absence for a cumulative period of one-third or more of the whole process of the graduation project (thesis);
- (4) Plagiarizing the main part of the graduation project (thesis); or falsification of experiment data; thesis determined as non-compliant.

For students who are not eligible to defend their thesis, the secondary schools and colleges will review and confirm the results, fill in the form of deferred defense and disqualification, and submit it to the Dean's for record. The deferred defense must be completed before the eighth week of the next semester. If a student is disqualified from thesis defense, the grade of his/her graduation project (thesis) will be recorded as zero.

Article 18 The grade of graduation project (thesis) is based on a 100-point scale, and consists of three parts: the grade of the instructor (30 points), the grade of the reviewer (30 points) and the grade of the defense (40 points). The grades of a program shall be controlled appropriately. The proportion of "excellent" grading (90 points and above) shall not exceed 15% and the proportion of "good" grading (80 points and



above) shall not exceed 50%. If the defense team expresses objections to the thesis, the defense committee of the secondary school or college shall reorganize the defense to determine the grade.

Article 19 The defense committee shall examine and grade the graduation project (thesis) of students, submit the grades to the secondary schools and colleges for approval and announce them to the students within three days after the thesis defense.

Article 20 Recommending excellent graduation project (thesis) of the University

(1) The number of recommended excellent graduation projects (theses) of the University shall be limited to about 2% of the total number of participants in the defense.

(2) The recommendation is based on the performance, creativity, practicality and academic level of the thesis outcome.

(3) The defense committee of secondary schools and colleges shall recommend the excellent graduation projects (theses) and fill in the review form, which shall be approved by the Working Group of and submitted to the Dean's Office for publication and filing.

(4) Students who have been awarded the excellent graduation project (thesis) by the University shall write a 5,000-word abbreviated version of his/her graduation project (thesis) and include it in the compilation of excellent graduation project (thesis) published by the University every year.

Chapter VI Process Monitoring

Article 21 In order to ensure smooth progress of the graduation project (thesis) work, and timely detect and solve problems, the University and secondary schools and colleges shall monitor the whole process of graduation project (thesis) work. This includes topic examination, mid-term inspection, thesis testing, thesis review, defense check and inspection of archived materials.



(1) Topic check: One month before the commencement of the graduation project (thesis), each secondary school or college (department) shall review the selected topic and fill in the summary table of the graduation project (thesis) topics. The Working Group of graduation project (thesis) of the secondary schools and colleges shall check and timely feedback to each program (department) for corrective actions in case of problems. After rectification, the summary table shall be submitted to the Dean's Office for record. The Dean's Office shall conduct random check of selected topics and provide feedback to the secondary schools and colleges for rectification immediately upon identification of any problems.

(2) Mid-term inspection: In the middle of the graduation project (thesis), the secondary schools and colleges will organize an interim inspection of each student, which includes the basic work progress and the support of instructors. The secondary schools and colleges shall summarize and analyze the inspection and provide timely feedback to the programs (departments); depending on the situation, the programs (departments) may be required to prepare a follow-up work plan. A certain percentage of students will be randomly selected by the Dean's Office for inspection, and the identified problems will be reported to the secondary schools and colleges for rectification in a timely manner.

(3) Thesis testing: Before the defense of the graduation project (thesis), the University will test every thesis. According to the test results, the student in concern may directly enter the evaluation and defense process, revise the thesis, face deferred defense or become disqualified for defense. The rules for handling the test results are as follows:

① If the total copy ratio of the graduation project (thesis) is less than 30%, the student may start the review and defense procedure.



② If the total copy ratio is greater than 30% but less or equal to 50%, the graduation project (thesis) shall be revised. The revision shall be reviewed and approved by the instructor before thesis defense.

③ If the total copy ratio of the graduation project (thesis) is greater than 50% but less or equal to 70%, the student's thesis defense shall be deferred.

④ If the total copy ratio of the graduation project (thesis) is greater than 70%, the student will be disqualified for thesis defense with a failing grade.

⑤ If the total copy ratio of the graduation project (thesis) is less than 20%, the student may be recommended as a candidate for excellent undergraduate graduation project (thesis) of the University.

(4) Thesis review: The thesis review score is an important basis for the defense committee to decide whether the student is qualified to defend. Before the defense, each program (department) will arrange thesis review. The reviewers shall judge the quality of the theses with their professional background and experience. If the reviewers propose any disagreement with a thesis, they shall submit such disagreement to the defense committee, which will assign another appropriate faculty member to review the thesis. If two or more reviewers disagree with a particular thesis, the student will be disqualified from defending it.

(5) Inspection of thesis defense: The Dean's Office organizes experts to conduct random inspections on the thesis defense of each secondary school and college to ensure compliance with the regulations.

(6) Inspection of archived files: Upon archiving of files related to graduation projects (theses), the Dean's Office shall engage experts to conduct random checks on the archived information for quality check.

Chapter VII Document Archives

Article 22 The documents of graduation projects (theses) shall be archived and kept by each secondary school and college for a period of not less than four years. The



archived documents of the graduation projects (theses) shall consist of student files and teaching affairs documents.

(1) The archived student files include: Graduation project (thesis) task book, thesis or design specification (including CD-ROM), literature review (or opening report), foreign language original text and translation, mid-term checklist, student record book, grade evaluation letter, defense record and grading summary table, relevant design drawings or official draft of design works (including video materials).

(2) Teaching affairs documents include the management rules for graduation project (thesis), syllabus of graduation project (thesis) of each program, summary table of the topic selection and review, summary table of topics, and work summary.

Chapter VIII Supplementary Provisions

Article 23 For graduation project (thesis) work of Chinese and foreign cooperative programs and minor programs, please refer to these Measures to formulate relevant implementation rules.

Article 24 In principle, the graduate design (thesis) work of junior programs shall be carried out with reference to these Measures.

Article 25 The Dean's Office shall be responsible for the interpretation of these Measures.

Article 26 These Measures shall be implemented starting from the class of 2020, and the original Measures of Shanghai University of Engineering Science for the Management of Graduation Projects (Theses) (HU GONG CHENG JIAO [2015] No. 1) shall be repealed.