**List of Materials Required for Graduates Graduation**

Ⅰ. The following materials should be submitted to the Subcommittee:

1. An Application Form for Graduate Degree (Table 1);

2. A Review of Graduate Thesis (Table 2);

3. Votes for graduate thesis; an abstract of 2000 words (both Chinese and English abstracts for doctoral candidates, Chinese abstract for master candidates);

**Reminder: Copies of the *Review of Graduate Thesi*s during master’s program and the *Resolution on Master’s Thesis Defense* are required for applying for doctorates and other matters. Students should keep a copy for themselves. The Graduate School does not provide materials above. Please go to the Archives for photocopying service after graduation.**

Ⅱ. Materials of No. 1 to 16 in the graduate archive material bag should be submitted to the academic secretary of the school (department, institute).

Three paper copies of doctoral dissertations and two paper copies of master’s theses are required (the submitted theses must be final versions that have been revised after the defense and approved by the supervisor with signatures of the supervisor and graduate student in correct columns). Upload the electronic form of the thesis to the Graduate School Information Service System in accordance with the requirements in the archive material bag. The classification number needed on the cover page of the graduate thesis can be found in “Chinese Book Classification" area of  [www.ztflh.com](http://www.ztflh.com). If the thesis has been approved to be confidential, then write down “the security classification and keep it confidential until mm/yyyy”. Write down 10286, the university code of SEU, and the student ID in the top right corner of the cover page. UDC (universal decimal classification) can be found in “outline” area of [www.udcc.org](http://www.udcc.org).

Ⅲ. Upload an electronic form of the graduate thesis (a PDF file, consistent with the paper copy) to the archives, the format of which can be found in “Requirements for Graduate Thesis Format” chapter in the *Graduate Handbook*. The uploading method is as follows:

Step one: Click on Homepage of Southeast University → Archives → Theses Online Submission System of Southeast University (or log in directly to 211.65.44.55/lwtj) and click on “Submit”.

Step two: Fill in the bibliography and abstarct information of the thesis and click on “Submit Basic Information of the Thesis”.

Step three: Upload the graduate thesis. After submissions of all files, click on “End Submission”.

In case of a network failure and temporarily unable to submit the electronic form of thesis online, other carriers can be used to submit thesis to the Science and Technical Room of the Archives where the student need to check in person whether the thesis is qualified.

IV. Students whose graduate theses evaluated by the Defense Committee as “excellent” and recommended for excellent theses of Southeast University should submit additional materials as follows:

(Graduates applying for excellent theses need to submit relevant materials to the Academic Secretary of each School/Department, and the School/Department will submit relevant materials to the Degree Management Office of Graduate School according to the applicant list recommended by the Evaluation Subcommittee on Academic Degree)

**(ⅰ) Materials required for excellent doctoral dissertations**

1. Paper materials

(1) One doctoral thesis consistent with the archive at National Library of China.

(2) The *Recommendation Form for Excellent Doctoral Dissertation of Jiangsu Province* and the *Introduction Form for the Author of Excellent Doctoral Dissertation of Jiangsu Province* correspond to each dissertation.

(3) A set of supporting materials for the representative achievements in the recommendation form, including: a list of achievements, a copy of covers and catalogue of publications of the published academic papers; a copy of the published papers (only information of the first-author and second-author papers are needed; papers included in SCI and EI are required to provide corresponding retrieval proofs; papers included in SCI are required to specify the impact factors and times of citation); a copy of covers and copyright pages of monographs; a copy of certificates of awards or patents. Do not provide irrelevant materials.

(4) Three copies of the anonymous review of the doctoral dissertation and one copy of the resolution of the dissertation defense.

Only one set of the above paper materials is required.

2. Electronic documents (burned into a CD-ROM or sent to the mailbox gsedu3@seu.edu.cn)

(1) The original text of the doctoral dissertation (PDF form);

(2) *Recommendation Form for Excellent Doctoral Dissertation of Jiangsu Province* (word form);

(3) *Introduction Form for the Author of Excellent Doctoral Dissertation of Jiangsu Province* (word form).

**(ⅱ) Materials required for excellent master’s theses for academic degrees**

1. Paper materials

(1) One master’s thesis for academic degree consistent with the archive of SEU Archives.

(2) The *Recommendation Form for Excellent Master’s Thesis of Jiangsu Province* and the *Introduction Form for the Author of Excellent Master’s Thesis of Jiangsu Province* correspond to each thesis.

(3) A set of supporting materials for the representative achievements in the recommendation form, including: a copy of covers and catalogue of publications of the published academic papers; a copy of the published papers (only information of the first-author and second-author papers are needed; papers included in SCI and EI are required to provide corresponding retrieval proofs; papers included in SCI are required to specify the impact factors and times of citation); a copy of covers and copyright pages of monographs; a copy of certificates of awards or patents. Do not provide irrelevant materials.

(4) One copy of the anonymous review of the master’s thesis and one copy of the resolution of the thesis defense.

Only one set of the above paper materials is required.

2. Electronic documents (burned into a CD-ROM or sent to the mailbox gsedu3@seu.edu.cn)

(1) The original text of the master’s thesis (PDF form);

(2) *Recommendation Form for Excellent Master’s Thesis of Jiangsu Province* (word form);

(3*) Introduction Form for the Author of Excellent Master’s Thesis of Jiangsu Province* (word form).

**(ⅲ) Materials required for excellent master’s theses for professional degrees**

1. Paper materials

(1) One master’s thesis for professional degree consistent with the archive of SEU Archives.

(2) The *Recommendation Form for Excellent Master’s Thesis of Jiangsu Province* and the *Introduction Form for the Author of Excellent Master’s Thesis of Jiangsu Province* correspond to each thesis.

(3) A set of supporting materials of academic papers, awarded projects, monographs, etc., including a copy of covers and catalogues of publications of and the first pages of the five academic papers metioned in the achievement column; a copy of research reports, planning and design documents and product development documents; a copy of certificates of awards and patents.

(4) One copy of the anonymous review of the master’s thesis and one copy of the resolution of the thesis defense.

Only one set of the above paper materials is required.

2. Electronic documents (burned into a CD-ROM or sent to the mailbox gsedu3@seu.edu.cn)

(1) The original text of the master’s thesis (PDF form);

(2) *Excellent Master's Thesis Recommendation Form in Jiangsu Province* (word form);

(3) *Brief introduction of the Author of Excellent Master's Thesis in Jiangsu Province* (word form).

**(ⅳ) Forms Downloading and Remarks**

*Recommendation Form for Excellent Doctoral Dissertation of Jiangsu Province*, *Introduction Form for the Author of Excellent Doctoral Dissertation of Jiangsu Province*, *Recommendation Form for Excellent Master’s Thesis of Jiangsu Province*, *Introduction Form for the Author of Excellent Master’s Thesis of Jiangsu Province* and other relevant forms are available at Homepage of the Graduate School → “Degree Education” → “Download Area”.

For the convinence of applying for excellent doctoral dissertations and master’s thesis of Jiangsu Province, students applying for excellent doctoral dissertations and master’s thesis of Southeast University should use *Recommendation Form for Excellent Doctoral Dissertation of Jiangsu Province*, *Recommendation Form for Excellent Master’s Thesis of Jiangsu Province*, etc. If there is any change in the format of forms for applying excellent graduate theses of Jiangsu Province, there will be further notice.