Overview of Graduate Program of Southeast University

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| No. | Process | Requirements | Notes |
| 1 | Registration | At the beginning of each semester, graduate students should arrive at school on time, register online and register at the department office. | For details, please refer to the Regulations on the Management of Graduate Students' School Roll Archives of Southeast University. |
| 2 | Graduate Education Program | Within two weeks after registration, first-year graduate students should formulate a personal program proposal with consideration under the guidance of the supervisor before submitting it online. The proposal needs to be printed in triplicate, and each of them is to be kept respectively by the supervisor, the academic secretary of the school and the student per se. | For details, please refer to the Regulations on Course Selection for Graduate Students of Southeast University |
| 3 | Online course selection | In each semester, students should submit the course selection form online within the given time according to the graduate education program. The form needs to be printed in duplicate, one is to be kept by the academic secretary of the school and the other by the student per se. |
| 4 | Course Study | Graduate degree courses are normally required to be completed within one year after registration; doctoral degree courses are normally required to be completed within one year after registration (one and a half years for students admitted to a combined Master and Doctor program). | For detail, please refer to the Southeast University Academic Program of Doctoral（Master's）Education |
| 5 | Practice ★ | Graduate students should participate in the necessary practice during the program and submit a summary report to the academic secretary after being reviewed and signed by the supervisor. |
| 6 | Liberal Arts and Science Lectures | Graduate students should attend at least eight lectures before mid-term assessment. Each student must attend at least one lecture on scientific moral, one lecture on academic atmosphere and learning style, one lecture on law and one lecture on mental health.  Graduate students from Hong Kong, Macao and Taiwan and graduate students studying abroad need select at least three lectures before the mid-term assessment. |
| 7 | Academic Activities | Doctoral candidate should actively participate in academic seminars at least eight times and present at least four academic reports (at least one presented in a foreign language) during their studies; Students admitted to a combined Master and Doctor program should actively participate in academic seminars at least ten times and present at least five academic reports (at least one presented in a foreign language) during their studies. Each doctoral candidate major in science, engineering, medicine, economics, management, etc. should participate in at least one overseas academic activity; should participate in important academic conferences in their respective research field and present academic report at least two times.  Written materials related to academic activities and academic conferences students participate in should be signed by the supervisor and should be submitted to the academic secretary of the department before applying for thesis defense.  Master students should participate at least twice in academic activities in their respective research field and write one academic paper, which need to be published in the collection of essays of the academic conference of Master students within the college or other academic journals after being signed and approved by the supervisor. Written materials signed by the supervisor should be submitted to the academic secretary of the department before applying for thesis defense. |

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| No | Process | Requirements | Notes |
| 8 | Thesis/Dissertation proposal★ | Thesis proposal and dissertation proposal should be completed before the end of the third semester and the fourth semester respectively. The proposal of students admitted to a combined Master and Doctor program should be completed before the end of the sixth semester. Generally, the application for proposal should be submitted online one week in advance. Master students/doctoral candidate can apply for defense at least half a year/one year after the proposal is approved and confirmed online by the academic secretary. | For details, please refer to the Principles and Requirements on Topic Selection and Thesis Proposal for Graduate Thesis of Southeast University |
| 9 | Mid-term Assessment★ | The mid-term assessment should be completed before the end of the third semester, the fourth semester and the sixth semester for Master students, doctoral candidates and students admitted to a combined Master and Doctor program respectively. Whether students continue to study in the graduate (doctor) program, divert to other research field or be disqualified for the program is decided according to the results of the mid-term assessment. | For details, please refer to the Mid-term Assessment and Screening Measures for Doctoral (Master) Graduate Students in Southeast University. |
| 10 | Application for Defense | Doctoral candidates should publish a certain number of academic papers, monographs or achieve corresponding scientific research results according to relevant requirements and submit them in time online for review by the Degree Office before they can send their dissertation to blind review, apply for defense and be conferred a doctoral degree.  Achievements of master's students should be assessed according to the regulations stipulated by each Sub-commission on Degree Evaluation and be reviewed by School (Department, Institute). | For details, please refer to the Evaluation Standards for Doctoral Candidates of Southeast University (2018 Edition) and the Implementing Regulations on Separation of Graduation and Degree Conferral for Doctoral Candidates of Southeast University (Trial). |
| 11 | Thesis/Dissertation Review | 1. All the dissertations are blindly reviewed. 2. In addition to Master's theses required to be blindly reviewed, the Graduate Education Service Center is to randomly select a certain proportion of Master's theses for blind review. 3. All graduate students must upload their final version of thesis/dissertation (PDF file) in a blind review format to the Information Service System of the Graduate School before applying for defense. Thesis/Dissertation defense is to be conducted on condition that thesis/dissertation have been approved by all parties concerned. | For details, please refer to the Provisional Rules of Degree Conferral for Master Students and Doctoral Candidates of Southeast University and the Regulations on Blind Review of Southeast University Thesis/Dissertation. |
| 12 | Thesis/Dissertation Defense | 1. Graduate students should complete the thesis defense within the time specified in the graduate education program. The advance or postponement of the defense must be approved by the Graduate School. 2. The application for defense should be submitted online and reviewed and confirmed by the academic secretary before the defense. 3. The dissertation defense shall be conducted in accordance with the prescribed procedures. 4. After the defense, the results should be registered online. |  |
| 13 | Degree Application | 1. After passing the dissertation defense, students can submit the degree application in the online personal information system. 2. The secretary of the defense committee is to collect the Degree Application, the Review of Thesis/Dissertation and the Vote Ballot, and then submit them to be reviewed by the academic secretary of the school (department, institute). The Sub-commission is to assess the degree of those whose documents have been reviewed and approved. 3. Graduate students should go through relevant procedures of departing the University in time according to relevant requirements. |  |

Note: The form with ★ can all be downloaded on the Graduate School homepage "Graduate Education Program" download area.