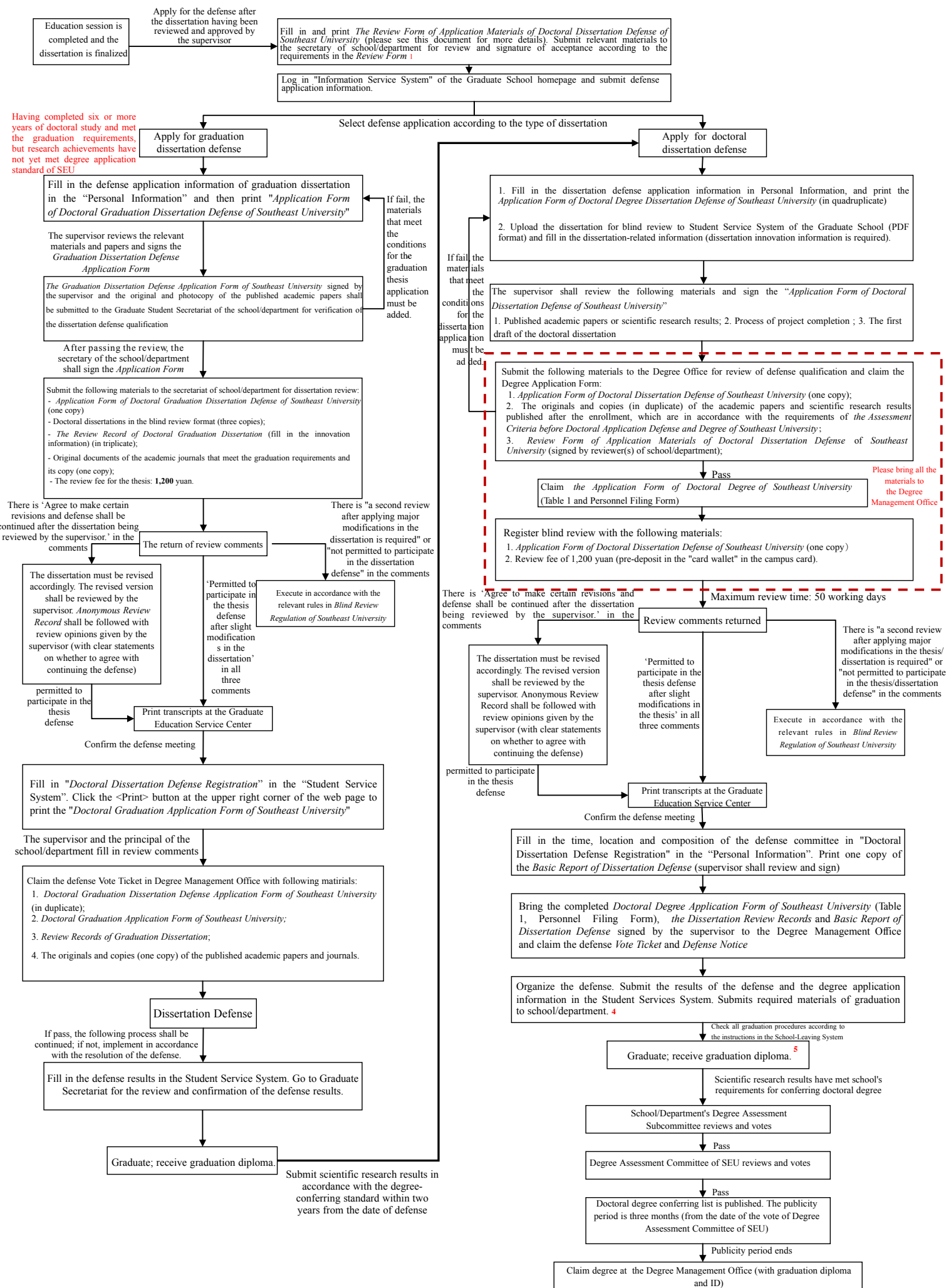


Procedures of Doctoral Dissertation Defense and Degree Application of Southeast University



Having completed six or more years of doctoral study and met the graduation requirements, but research achievements have not yet met degree application standard of SEU

Please bring all the materials to the Degree Management Office

Notes:

1. Relevant materials include: 1. *Review Form of Original Academic Papers for Supervisors* of academic papers published after enrollment. 2. Content or detailed outlines of the reports delivered at academic discussions (reviewed and signed by the supervisor). 3. Content or detailed outlines of the reports delivered at academic conferences (reviewed and signed by the supervisor). 4. Dissertation Abstract in English and Chinese (reviewed and signed by the supervisor). 5. Test papers of specialized English (one copy of Chinese to English translation and English to Chinese translation, and reviewed and confirmed by the supervisor). 6. Test papers of academic courses.

The mentioned materials will be archived individually for each student by the school/department up to five years after graduation for education quality evaluation and analysis.

2. Only copies of the covers of journals, Catalogues, the first page of the papers and pages with information of authors' affiliated organizations in academic papers and scientific research achievements are needed.

In accordance with the performance management, doctoral candidate application for dissertation defense shall provide the original and a copy of the report of novelty checking issued by the Novelty Checking Office of the school library.

For assessment of scientific research achievements for SEU doctoral candidates in applying for a doctoral degree, please refer to: Homepage of Graduate School → Education for Academic Degree → Regulations → “*Notice of Printing and Distributing Assessment of Scientific Research Achievement for SEU Doctoral Candidates in Applying for Doctoral Degree*” and “*Directory of the Important Journals for Academic Degrees and Graduate Education of Southeast University*”.

3. For graduates who will answer in advance or have postponed their defense need to apply in the Graduate Education Service Center, and the *Defense Application Form* must be signed by the Center.

4. In accordance with the *Lists of Materials for Graduation*, relevant materials shall be submitted to the academic secretary of the school/department.

5. Graduates who have already passed dissertation defense and received the graduation diploma can skip this procedure, but must submit the scientific research achievement meeting standards of degree-awarding and degree application within three months from the date of the dissertation defense pass.

The locations to go through the formalities of the dissertation defense:

Dissertation defense application and dissertation submission at Degree Management Office;

Transcripts printing at Graduate Education Service Center.

Time: Every Tuesday and Friday (except winter and summer vacations) at Sipailou Campus.

Tel: 025-83795014, 83792406.

Graduate School Degree Management Office

September 7th, 2017

Note: The application procedures for dissertation defense include the qualification review of the application and dissertation submission.