

Harbin Institute of Technology Undergraduate Graduation Design (Thesis) Work Implementation Rules

Graduation design (thesis) is an important practical teaching for colleges and universities to achieve the The learning link is the teaching process of learning, practice, exploration and innovation, and it is the proces It is one of the key links in the quality of science education. In order to standardize process management and professional design (thesis) quality, our school in the "Harbin Institute of Technology Undergraduate Graduat On the basis of "Several Provisions" and aiming at the specific problems in the implementation, this detailed but.

1. Work requirements for each link of graduation design (thesis)

Graduation design (thesis) consists of topic selection, topic opening, mid-term inspection, and final inspe Reading) and defense and other links, the relevant requirements are as follows:

(1) Graduation project (thesis) topic selection

1. The topic selection should meet the training objectives and teaching requirements of the major, and th The application of professional theories, knowledge and skills enables students to obtain systematic scientif research training.

2. The topic selection should be advanced, practical and innovative, and should be as close as possible t The combination of scientific research and economic development reflects the application of new knowledge Students' participation in scientific research topics or practical projects can stimulate scientific research inte The subjective initiative of students, and the cultivation of innovation consciousness and ability.

3. Carry out the "student-oriented" talent training concept, on the basis of reflecting the professional train Based on this, encourage the selection of design topics related to students' employment, further studies, and students' initiative and innovative potential.

4. The depth, difficulty and workload of the topic should be appropriate, and the principle of teaching stuc Under the guidance of the instructor, the students can work hard to complete the task within the specified tin There is room for full play and expansion; it is necessary to guide students to comprehensively apply the kno

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Be able to research and solve problems, pay attention to cultivating students' ability to work independently, h

Phased results.

5. Projects involving multiple students or projects in collaboration with graduate students must It is necessary to clarify the work content and requirements for each student to complete independently, so a Comprehensive training has its own characteristics (avoid several people working together on one topic).

6. Graduation design (thesis) topics are generally filled in by the instructor in the "Harbin Institute of Tech "Graduation Design (Thesis) Task Book" (Appendix 1-1, hereinafter referred to as the task book), explaining th meaning, purpose, requirements, main content, technical indicators and schedule arrangement, the departme (Research Institute) review, after passing the review, the director of the department or teaching and research Faculty (Department).

7. Students are working on graduation design (thesis) in foreign units, and the external units can draw up The review work shall be reviewed and checked in accordance with the provisions of Article 6, and the scoring set to execute.

8. Topic selection and review should be completed before graduation design (thesis) work begins. appointment Once the work book is confirmed, in principle, the instructor should not change it at will, if it is really necessary change, the instructor must submit a written report explaining the reason for the change, and the department Research institute) after passing the review, report to the school (department) for approval.

(2) Graduation Project (Thesis) Proposal

1. The department or teaching and research section (research institute) organizes the preliminary preparation To conduct a topic inspection, each group of experts consists of at least three lecturers and teachers with titles become.

2. Under the guidance of the instructor, students write the "Graduation Project of Harbin Institute of Technology Text) Opening Report" (Appendix 2, hereinafter referred to as the opening report), the number of words in the More than 3 0 0 0 words, including: the source of the subject, the purpose and significance of the research, the Research status and analysis of this direction, main research content, research plan, schedule and Expected goals, existing and required conditions and funds for the project, and expected problems that may

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And solutions, main references, etc.

3. Requirements for students to participate in the opening examination:

(1) Before the examination, the student must provide a project proposal report. The opening report must And sign on the "Thesis Opening Check Record Form" (Appendix 1 - 2).

(2) Students are required to make a 5-10 minute PPT report (should focus on explaining the significance of Research status, main research content and research plan), and answer questions for 5 minutes.

4. Main points of work of the opening inspection team:

(1) Check whether the student's topic selection is appropriate, whether the program demonstration is feasible Whether it is appropriate, whether the literature is sufficient; whether the students have a deep understanding Whether the progress is appropriate, whether the basic conditions are met, etc.;

(2) The inspection team will give grades according to the task book, the proposal report and the student report

(3) The secretary records the situation and questions of each student's defense, and after opening and closing The book, the opening report, and the opening inspection record sheet are all collected and archived.

5. Those who do not pass the opening question must re-open the question within one week, and those who Graduation design (thesis) needs to be retaken.

(3) Mid-term inspection of graduation project (thesis)

1. The department or teaching and research section (research institute) organizes the completion of each For the mid-term inspection, each group of experts is composed of at least three lecturers and teachers with

2. Students write "Harbin Institute of Technology Graduation Design (Thesis) Interim Report" (attached Part 3, hereinafter referred to as the mid-term report), including: whether the thesis work is as planned in the The specified content and schedule are carried out, the completed research work and results are planned to be research work and schedule, existing problems and difficulties, and the possibility of completing the thesis on sex.

3. Requirements for students to participate in the mid-term examination:

(1) Before the examination, the student must provide a mid-term report, which must be reviewed by the supervisor. Sign on the "Mid-term Inspection Record Form" (Appendix 1-3).

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(2) The mid-term inspection will be conducted in the form of defense, and students will make a 10-15 minute

Answer questions 5 - 10 minutes. When students introduce their thesis work, they should use multimedia, Wall charts, etc., explaining the research work (achieved results) that you have completed so far, and plan to research work (expected outcomes); possibility of completing the entire dissertation work on schedule, Existing problems and difficulties, later work plans, etc.

4. Main points of work of the mid-term inspection team:

(1) Check the performance of the students during the graduation project (thesis): whether the students are in a good condition. Possibility to complete the prescribed work as planned, complete the entire dissertation work on schedule, a Condition.

(2) Check the teacher's guidance work.

(3) The inspection team will give marks according to the mid-term report and the inspection and defense. Carefully review students' work. Discussions for those with less workload and unobvious stage results. The document should urge them to speed up the work progress; for those with serious problems or difficulties, Ask his supervisor to adjust the plan as soon as possible and make appropriate handling. The inspection team will fill in the "Periodic Inspection Record Form".

(4) The secretary records each student's defense and questions, and will report to the midterm after the report. The report and the mid-term inspection record form are collected and archived.

5. Those who are in the last 5-10% of the mid-term inspection and those who have not participated in the Second inspection. Those who still fail the second intermediate inspection will need to retake the graduation

6. Schools, departments, and teaching and research sections (research institutes) should strengthen the supervision. In the post-management work, the tutor should strengthen the supervision of the post-graduation design (the Guidance to ensure the quality of graduation design (thesis).

(4) End-of-question acceptance inspection and paper review

1. For the graduation project that needs final acceptance check, the department or teaching and research section should Organize instructors and relevant teachers to set up an inspection and acceptance group to carry out inspection. Check "Thesis Review) Record Form" (Appendix 1 - 4) and write acceptance comments.

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(1) On-site acceptance of graduation design, drawings and other achievements, demonstration of experim

Check whether the experimental data is complete and reliable;

(2) Check whether the students have completed all the work according to the requirements of the graduation

2. Instruct teachers to deal with students' work attitude and work ability in the whole graduation design (thesis) review. Conduct a comprehensive evaluation of the strength and research level, and fill in the "Conclusion Inspection (Paper Review) Record" according to the writing Record Table".
3. Each graduation design (thesis) must designate at least one teacher other than the supervisor to review. The reviewing teacher fills in the "Conclusion Inspection (Paper Review) Record" according to the writing Record Table".
4. If the graduation project (thesis) inspection and review opinions are inconsistent, the school (department) should organize a discussion. The final opinion on whether to allow to participate in the defense.
5. The level of graduation design and the quality of thesis in the final examination (thesis review) are ranked. The last 5 - 10% of the students (not including the unqualified students), the school (department) should organize a reply. Before the centralized defense, online detection of the repetition rate of thesis is carried out to detect unqualified students. Cannot participate in the defense, depending on the situation, the defense will be postponed, retaken, and the defense will be organized by the laboratory (research institute).
6. Graduation designation for those who failed the final examination (dissertation review) (that is, did not pass the defense). The project (thesis) needs to apply for an extension of the defense, and can only participate in the department defense. The defense organized by the laboratory (research institute).

(5) Graduation design (thesis) defense

1. The defense committee is organized by the department or the teaching and research section (research group). The group is composed of at least 5 teachers with the title of lecturer or above (at least two of them are senior professional titles). People with senior professional titles, students and tutors should try not to be arranged in the same defense team. A defense team leader shall be appointed to preside over the defense work. It is necessary to hire outsiders to participate in the defense. Membership is subject to the approval of the dean in charge (department chair).
2. The environment of the defense site is clean and tidy, the atmosphere is serious, and the dress is dignified.
3. The defense team evaluates the students' defense results by means of negotiation or voting, and submits the evaluation results to the defense committee.

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The Degree Committee makes a recommendation on whether to grant the student graduation. A major or class meeting is held to discuss the defense results. When forming a defense team, we must have unified standards and unified consideration.

4. Requirements for students to participate in graduation defense:
 - (1) Students must submit their graduation design (thesis) results (graduation paper) 3 days before the defense. Professional papers, translations, drawings, etc.) and the "Conclusion Inspection (Thesis Review) Record Form" has no comments, no signature, and no stamp. Allowed to participate in the defense.
 - (2) Each student's defense time is about 25 minutes, of which students do 15-20 points Zhong PPT report, answer questions 5 - 10 minutes. During the defense process, the instructor shall not give hints, guide, prompt, or answer questions for students.
5. The defense team fills in the "Graduation Defense Record" based on the defense situation, papers, drawings, etc. (Appendix 1 - 5), giving comments and grades for the defense.
6. After the defense, the students revise the thesis according to the questions raised, and the defense secretary collects the revised thesis and defense records, and submits them to the defense committee.
7. The teaching secretary uniformly collects the school-level excellent papers recommended by the college. Check the electronic version of the thesis and submit it to the Practical Teaching Department of the Academic Affairs Office.

2. Organization and management of graduation project (thesis)

(1) Faculty (Department) Inspection and Supervision

The college (department) established a graduation design (thesis) leadership group, and the graduation c
The whole process of organization, management and inspection is carried out, and the supervisory experts o
The progress and quality of the section will be inspected and guided.

1 . Inspection content of the school (department) supervision team

(1) Whether each link is standardized and orderly, whether the records and materials are complete and cc

(2) Teacher's guidance and students' completion of work;

(3) Proposals for problem handling and solutions.

2 . Responsibilities of members of the defense committee (or inspection team)

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A defense committee (inspection team) shall be established for the inspection of each link of the gradua
The director (team leader) is responsible for organizing and implementing the overall work process; the secre

Preparatory work (arranging the order of students' defense, preparing software and PPT in advance), taking c
Record and organize archive materials.

(2) Management and requirements of off-campus graduation project (thesis)

1 . The application is submitted by the student himself, and the school (department) approves it.

2 . Under the premise of ensuring the quality, it is recommended that the instructors in the school should
Guidance of students in a staff-assisted manner. Instructors in the school must have strict requirements, and
Check it from time to time, and don't let it go.

3. Students who cannot return to school to participate in the mid-term inspection and other links can folk
Inspection and debriefing via video.

4. Regarding the safety and confidentiality of the graduation design (thesis), the school (department), the
Party units negotiate and sign relevant agreements.

(3) Archiving of graduation project (thesis)

The college (department) should do a good job of archiving the graduation thesis before the graduates le
For archiving and electronic archiving, it is necessary to ensure the consistency of the two archiving material

1. The final draft of the graduation thesis should be in accordance with the cover, inner cover, Chinese ab:
The text of the paper, references, statement of originality, acknowledgments, appendices, etc. are bound seq

2. The electronic version of the graduation project (thesis) will be engraved into a CD by the college (depa
Show graduation design (thesis) bound book will be sent to the school archives for permanent archiving. Oth
Design (thesis) bound books, drawings and other achievements are kept by each school (department).

3. The school (department) should submit the graduation design (thesis) task statement, opening
Question inspection record sheet, mid-term inspection record sheet, end-of-question inspection (thesis review
The graduation defense record form is collected and summarized as "Harbin Institute of Technology Undergr
Process Management Record Form" (Appendix 1), "Harbin Institute of Technology Undergraduate Graduation
Text) Process Management Record Form" as an important educational and teaching file should be kept for th

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3. Supplementary Provisions

There are many disciplines in our school, and the requirements of different disciplines in graduation des

The method of summation is not the same, each college (department) can refer to this "Harbin Institute of Technology Graduation Design (Thesis) Management Implementation Rules for Undergraduates". The Implementation Rules for Graduation Design (Thesis) Work is formulated to suit the characteristics of each college (department). Each college (department) should formulate its own Graduation design (thesis) management implementation rules, and report to the Department of Practical Teaching Management for review and approval.

These regulations come into effect on the date of promulgation, and the right of interpretation belongs to the Department of Practical Teaching Management. "Several Regulations of Erbin University of Technology on Graduation Design (Thesis) of Undergraduates" is in effect.

Attachment 1 Harbin Institute of Technology Undergraduate Graduation Design (Thesis) Process Management Implementation Rules

Attachment 1-1 Harbin Institute of Technology Graduation Design (Thesis) Task Statement

Attachment 1 - 2 Question Opening Inspection Record Form

Attachment 1 - 3 Mid-term Inspection Record Form

Attachment 1 - 4 Final Check (Paper Review) Record Form

Attachment 1 - 5 Graduation Defense Record Form

Attachment 2 Harbin Institute of Technology Graduation Project (Thesis) Opening Report

Attachment 3 Harbin Institute of Technology Graduation Design (Thesis) Interim Report

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Annex 3:

哈爾濱工業大學

Graduation design (thesis) mid-term report

topic:

major _____

student _____

student ID _____

mentor _____

date _____

Academic Affairs Office of Harbin Institute of Technology

- 1 . Whether the dissertation work is carried out according to the scheduled content and schedule of the opening report
(The main text is in Song Dynasty font size 4, the line spacing is 1.25 times, 0 lines before the paragraph, 0 lines after the paragraph)
- 2 . Completed research work and results
3. Research work and schedule to be completed in the later period
4. Existing problems and difficulties
5. Likelihood of the dissertation being completed on time

