

Key Notes for Graduates of English-taught Program

Deadline Date	Task	Note
Before February	Get a topic	Please keep contact with your supervisor and get a topic, start to write your thesis
February 10	Submit Graduation Project(Thesis) Proposal	Please see the Graduation Project(Thesis) Proposal Template
At the beginning of the 8 th Semester	Registration for make-up exam and retaking a course	Please check detail information in your class wechat group. If you missed the deadline for registration, you may not graduate in July 2022.
February 21 ~ June	Retaking Course if any	It is the last chance for you to retake a course during your study period. Please work hard and have a good attendance.
January ~ June 4	Graduation Thesis	The graduation thesis mark is including three parts: mid-term assessment, thesis work and defense performance. If you fail to do any of them, your final mark may lower than 60. Please keep touch with your supervisors at least twice a week and follow the thesis schedule conducted by your supervisors to finish all your work.
March 18	Lecture Tickets Submission	8 lecture tickets or one report about any one or two of the lectures you have attended(word account: 3000 at least)
May 6	Copying and Plagiarism Checking (First)	<p>Only two times to check your thesis before the defense.</p> <p>Only a completed thesis can be checked (Please do not delete any required parts in your thesis. If the thesis you used for plagiarism checking has too much difference with you used in the defense without any permission, you will be marked as 0. The file should be saved as Microsoft Word format (doc. or docx. preferred) and named by student number.</p> <p>All students are required to submit the thesis to class leader. It is the deadline for your class leader who should submit all of your theses to the office. So you need to submit your thesis to your class leader one day earlier at least.</p> <p>* If you did not submit your thesis before the first deadline, you will lose one chance to check your thesis. If the rate of copying and plagiarism of your thesis is 25% or above in the second checking, you won't be allowed to attend the defense. *</p> <p>If the rate of copying and plagiarism is 25% or above in the first checking, you should discuss with your supervisor and modify your thesis. Those students will be given the second chance to check your thesis. If the rate of copying and plagiarism is 25% or above in the second checking, you won't be allowed to attend the defense in 2022.</p>
May 24	Copying and Plagiarism Checking (Second)	
Before June 11	Graduation Defense	<p>The schedule of graduation defense is yet to be confirmed. You will receive a notice from the office for more details. Please follow message in class wechat group.</p> <p>You are required to submit the hardcopies of thesis to the graduation defense committee to review in the defense. Please make sure your thesis has been reviewed by your supervisor before the defense and get the permission to attend the defense.</p> <p>You are expected to wear formal clothes to attend the defense.</p> <p>Each student has 15 mins to do defense including 10 mins for slide presentation</p>

		and 5 mins for Q&A. Only one chance to do the defense in one year. Once you fail it, you must extend your study next year for graduation. Do not be late for the defense. If you are late, you may not be allowed to attend the defense this year.	
In 3 days after your defense date	Final Thesis Submission	You will have 3 days after your defense date to revise and print the final thesis. Please make sure your supervisor already signed and given the comments in your final thesis before you submit to the office. The following documents are required to submit to office: 1. 1 hardcopy of your final thesis 2. 1 CD disk including your thesis	
June 14	The First Group of Graduates	All students in the last year are invited to attend commencement on June. Only the first group of graduates who reach graduation requirement and get enough credits before June 14 are allowed to participate in the section of degree conferring in commencement.	
June 20~ July 3	Commencement	The date of commencement is to be confirmed with B1-208. If you need invitation letter for your family, please contact B1-208 and apply for visa earlier.	
June 27~July 10	Final Exam	Be on time for final exam if you have courses in the 8 th semester. It is the last chance to take an exam in your study period. If you failed in any required course, you cannot graduate in 2022 even though you passed the thesis and defense.	
Start from 1 July	Graduation Certificate and Degree Certificate (First Group of Graduates)	The first group of graduates can pick up certificates and transcripts from 1 July in B1-207.	You are required to fill in the Leave Notification Form for International Students from B1-208 and get all stamps before you pick up the certificates. The certificates are required to be picked up personally. If you cannot come to take personally, the school will keep them for you. The personal information on the certificates cannot be changed after you confirmed with the office. *Anyone cannot graduate in 2022 who has reached maximum study years (6 years including the year break and the year repeat) will be asked to dropout. * Only graduates get GPA 2.0 or above will be given degree certificate.
Start from 15 July	Graduation Certificate and Degree Certificate (Second Group of Graduates)	The second group of graduates can pick up certificates and transcripts from 15 July in B1-207.	
15 July	Extension Application	Students who have not reached the required credits cannot get graduation certificate. If you want to continue, please apply for extension before 15 July. If not, you will be asked to dropout and only can get a letter for study record. Any decisions please let us know earlier. Students for extension must pay next whole year tuition fee on the next registration dates. The maximum study period is six years, including the year break and the year repeat. Application for an Extension of the Study Period for Bachelor Degree Programme : http://www2.scut.edu.cn/_upload/article/files/35/c7/fa3cedcf419b85d5117986b	

		44337/22d78b88-6977-4165-8ead-ba1b35c87312.pdf Application for Withdrawal for Degree Programme: http://www2.scut.edu.cn/_upload/article/files/98/b7/c1d4a1d54f0dab14f2fce906ac6f/85e4824a-8375-4e0b-8450-9adc710ac704.pdf
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N.B. : The deadline date for each task is subject to change according to the school arrangement. You will be informed if the deadline date has been changed. Please follow the message in class wechat group.