**中山大学本科生毕业论文的有关规定**

**Relevant provisions of Sun Yat-sen University graduation thesis**

本科生毕业论文（含毕业设计，下同）是本科专业培养方案的重要内容，是培养学生运用知识能力和科技创新能力的重要环节，是考察学生对专业知识的理解和综合运用能力的载体。为规范本科生毕业论文的工作，保障教学质量，特制订本规定。

Undergraduate graduation thesis are important elements of undergraduate training program, important part of developing students ' ability to apply knowledge and technology innovation as well as the carriers to investigate students ' comprehension of professional knowledge and comprehensive application ability . To regulate the graduation thesis work, and guarantee the quality of teaching, this provision was developed.

**第一章 毕业论文的工作程序**

**Chapter one procedures for the graduation thesis**

**第一条** 毕业论文属必修课，一般安排在本科阶段最后一学年进行，具体时间由各学院（系）根据相关的本科专业培养方案中的教学计划安排执行。各学院（系）的本科毕业论文工作应在每年的五月三十一日以前完成。

Graduation thesis is compulsory course , generally be conducted in an undergraduate final year, the special time is in accordance with undergraduate professional training programme in the teaching plan,which is arranged by each faculty. Each Faculty undergraduate thesis work should be completed before May 31 of each year.

**第二条** 本科毕业论文工作包括写作指导、论文选题、指导教师安排、论文研究工作开展、论文撰写、论文评阅与答辩等环节。

Graduation thesis should include the writing guidance, topic choosing, tutor arrangements, development of the research, writing, and thesis review and reply links.

1．写作指导：各学院（系）应在进入本科毕业论文工作前安排教师为学生开设毕业论文写作指导课程或讲座。

writing guidance: Each faculty should open graduation thesis and dissertation writing course or lecture before entering the undergraduate thesis work arrangements .

2．论文选题：各学院（系）应为学生提出论文题目范围和要求；允许学生自主提出论文题目，但须由院（系）相关专业负责人审批。

Topic choosing: Each faculty should put forward the limits and requirement of the thesis; allow the students to put forward their own topic which must be reviewed approved by the tutors.

3．指导教师安排：各学院（系）应实行学生和教师双向选择、学院（系）适当调整并最终落实的方式。安排指导教师的指导任务时，要考虑其水平和能力，并保证优生优培政策的落实，即优秀学生可优先选导师。

tutor arrangements: Faculties should execute two-way selection between college students and teachers. Faculties should be introduced appropriate adjustments and final implementation.When faculties schedule a tutor's Guide task, taking into account their level and ability, and to guarantee the implementation of eugenics policies,that is, Outstanding students are given priority to select tutors.

4．论文研究工作开展：学生在教师的指导下实施论文研究工作；导师应在如下三方面对学生的工作进行监管：毕业论文开题、毕业论文过程检查和毕业论文结束总结。

essay research:Student thesis are under the guidance of teacher research. Mentors should supervise students ' work in the following three areas: graduate dissertation proposal, graduation thesis examination,and the thesis summary.

5．论文撰写：写作提纲由学生和指导教师讨论后拟定；学生必须在写出初稿后将论文初稿送指导教师审阅，导师提出修改意见，并确保在定稿前留出充裕时间以供修改论文；经指导教师同意后，论文方可定稿。

thesis writing: Writing an outline should be prepared by the student and tutor discussion. Students must send their first drafts to tutor after writing out the drafts, mentors will put forward a revised views and ensure that leave ample time for modification before the finalisation of papers. After the agreement of the teachers, the papers can be finalized.

6．论文评阅和答辩：各学院（系）及指导教师应在每年的五月二十五日以前完成论文评阅、答辩工作。

thesis review and reply links: Each Faculty (Department) and their teachers should be completed this task before May 25 of each year.

**第二章 毕业论文的选题和写作要求**

**Chapter two Thesis topic and writing requirements**

**第三条** 毕业论文选题应有较强的理论和实践意义。选题的来源一般包括：学院（系）提供论文题目范围、学生自主提出论文题目、学生与导师的合作科研课题、承担学校或校外单位的课题等。选题应得到指导教师的同意；如学生与指导教师在选题方面有分歧且未能达成一致的，可由所在学院（系）裁定或作出调整。

Graduate dissertation should have strong theoretical and practical significance. Source of topics generally include: faculty providing topic coverage, student independent submission of a dissertation, students and instructors of cooperative research projects, assume the topic of school or out of school units and so on. Topic selection should be regarded the consent of instructor. Students and tutors have differences in subjects and has failed to agree, the faculty should determine or adjust.

1. **第四条** 毕业论文写作要求：Graduation thesis writing requirements:

1．毕业论文的结构包括（按定稿后的排列顺序）：主标题、中英文论文摘要、关键词、正文（一般不少于5000字）、注释、参考文献。

Thesis structure includes: the main title, Chinese and English abstract, keywords, body (generally not less than 5,000 words), notes, and references.

2．毕业论文的基本编辑格式：basic editing format of graduation thesis

（1）字体：主标题一般用三号宋体加粗，正文内各主要部分的大标题用四号黑体；正文内文使用小四号宋体；中文摘要用五号楷体（其中“论文摘要”四字用同号黑体并加方括号），英文摘要用小四号新罗马体（Times New Roman）；注释、参考文献依次列在篇末，均用小五号宋体，其中具有标题性质的“注释”、“参考文献”左边不空格，采用同号黑体加冒号。

a. Font：Main titles general use third Tahoma Bold，Within the body， the main headings of the major part use the fourth and bold font. The text nevin use small four number song typeface. Chinese abstract with the No. five block(“论文摘要”use bold and brackets), English abstract with small number of new Rome. Notes, references are listed in the end of the paper and use the number five times New Roman. Which has the title character of the" notes"," reference" left no space, using the same number of blackbody with a colon.

（2）论文内文各大部分的标题用“一、二……（或1、2……）”，次级标题为“（一）、（二）……（1.1、2.1……）”，三级标题用“1、2……（或1.1.1、2.1.1……）”，四级标题用“（1）、（2）……”。不再使用五级以下标题。

b.The text of the most of the title use “一、二……（或1、2……）”, the secondary title use“（一）、（二）……（1.1、2.1……）”,the third title use “1、2……（或1.1.1、2.1.1……）”，The forth title use “（1）、（2）……”. No longer using the following five title.

（3）版式：使用A4规格打印。

c. Format: use the A4Spec Print

（4）毕业论文的封面、封底由学校统一印制。

d.Graduation thesis cover, the back cover by the school uniform printing

**第五条** 每一位本科毕业生应各自完成毕业论文。毕业论文不采用两人或两人以上合写的形式，但在资料准备、观点讨论、实验实习环节中，允许相互帮助和进行交流。

Every graduate should complete graduation thesis by themselves. The graduation thesis shouldn’t use the two or two or more written form, but in the data preparation, discussion, practice link, allowing the mutual help and communication.

1．毕业论文可以采取论文、调查报告等形式；可以是理论研究文章，也可以是实证性研究文章。

Graduation thesis can take the paper, investigation report forms; may be theoretical research articles, and can also be empirical research articles.

2．毕业论文的内容应该体现学生能综合运用所学知识提出问题、分析问题和解决问题的能力，体现学生自己的研究心得。

Graduation thesis content should reflect the students’ ability to combining the knowledge to ask questions, analyzing and solving problems, to reflect the students' own research experience.

3．除特殊专业以外，毕业论文的参考书目必须有外文资料。

In addition to specialty, graduation thesis bibliography must have the foreign language data.

**第六条** 毕业论文写作必须学风端正，研究态度必须严谨，对所用资料必须在注释和参考文献中加以列明。严禁抄袭、剽窃行为；抄袭、剽窃行为严重的，应取消其毕业论文成绩并作为考试作弊处理；接受处分后的学生（除勒令退学和开除学籍外），经教育后确有真诚悔改、进步明显的学生，经本人申请，学院（系）批准，可对论文进行修正并给予一次论文成绩的认定，再次认定论文成绩只有不及格和及格等级。对已经获得毕业证和学士学位证的学生，其本科毕业论文（毕业设计）发现有严重抄袭、剽窃行为的，一经查实，应取消其毕业论文成绩并作为考试作弊处理，并注销其毕业证和学士学位证书。

Graduation thesis writing must have proper style of study, attitude towards study must be precise, all the information must be listed in the notes and references. Plagiarism is strictly forbidden, If plagiarism is serious, one should be cancelled his graduation thesis achievement and his behaviors will be treated as cheating in exams. The students who accepting the punishment (except expulsion and expelled outside),the students who being educated is sincere repentance and have obvious progress,, can modifie the paper and given a grade of thesis, the grade only have failed and pass grade. The students who have acquired a diploma and bachelor's degree certificate, the undergraduate course graduation thesis ( graduation project ) was found to have severe plagiarism or theft, once found, his or her graduation thesis achievement should be cancelled and be treated as cheating in exams, in the same time , the certificate of graduation and bachelor's degree certificate must be cancelled.

**第三章 毕业论文的成绩评定**

**Chapter three Graduation thesis evaluation**

**第七条** 毕业论文一般采用优秀、良好、中等、及格、不及格等五级记分法；与百分制相比较，其中优秀即100~90分，良好即89~80分，中等即79~70分，及格即69~60分。毕业论文的绩点亦按此计算。

Graduation thesis generally use the five scoring method : excellent, good, medium, pass, fail, five scoring method. Compared with the hundred mark system, the excellent named 100~90 good named 89~80, medium named 79~70, and pass named 69~60. The graduation thesis achievement also press this computation.

**第八条** 优秀毕业论文应该是选题有相当强的理论与实践意义，中心突出，逻辑严密，表述准确，富有新意，条理清晰，论证有力，文字流畅，格式正确。其中有无创新性应该是衡量论文能否达到优秀成绩的基本标准。创新可以包括理论观点的创新、研究方法的创新和研究角度的创新等，但创新必须建立在科学的世界观和方法论的基础上，有必要的理论支撑。实证性的论文要看其在实践中的指导作用是否较强。

Outstanding graduation thesis should have a strong theoretical selected topic and practical significance, the center must be outstanding, with strict logic, accurate representation, innovative, clarity, a strong argument, word fluency, correct format. There are no innovation should be a basic measure standard of whether achieve outstanding results. Innovation can include innovation of theories, the innovation of research method and innovation of research perspectives, but innovation must be based on the scientific world outlook and methodology basis, with the necessary theoretical support. Empirical papers should have a strong practical guidance.

**第九条** 良好论文应该是选题有比较强的理论与现实意义，中心明确，逻辑合理，表达比较准确，有一定新意，条理比较清楚，论证比较规范，文字比较畅顺，格式符合要求。

A good thesis should be selected to have a strong theoretical and practical significance ,to make clear center and reasonable logic, accurate expression, some original, organized, clear, argument is more normative, more smooth text, format requirement, demonstration should be standard t, relatively smoothly and required format.

**第十条** 中等论文是选题有一定的理论或实践意义，中心尚属明确，逻辑结构无明显缺陷，表述基本准确，创新不足但观点无明显错误，论证过程基本合理，格式符合要求。

Medium paper topic has certain theoretical and practical significance, the center is clear, logical structure without obvious defects, basic accurate representations, innovation is insufficient but views without obvious error, argumentation is basic reasonable, format meets requirements.

**第十一条** 及格论文是选题意义不大但无不妥之处，中心尚属明确，逻辑结构存在局部缺陷但表述尚有条理，个别观点有误但主要观点正确，文字尚属通顺，格式基本正确。

The passing paper is meaning without its drawbacks, the center is clear, logical structure defect but still structured representations, individual point of view is wrong but the main view is correct, fluent text is basically correct, format basically meets requirements.

**第十二条** 不及格论文是选题不当，或逻辑关系混乱，或主要观点有明显错误，或基本概念不清、错别字多和格式不符合要求。

The topic of failed thesis is improper, or has a confusion of logic, or the main viewpoint has obvious errors, or basic idea is not clear, the words and the form does not comply with the requirements.

**第四章 毕业论文的管理**

**Chapter four The management of graduation thesis**

**第十三条** 各学院（系）要加强对毕业论文工作质量的监控，以实现对毕业论文的全面质量管理。要把好选题关、指导关、成绩评定和答辩关。各学院（系）主管教学的领导为毕业论文质量的第一责任人。

Each school (each department ) should strengthen the graduation thesis quality control, in order to achieve the overall quality management of graduation thesis. In addition, each school or each department should strictly cheat the selection of a topic, do a good job of guiding guidance and performance evaluation . The leader who in charge of the teaching is the first responsible person of cheating the quality of graduation thesis.

1．指导教师要对学生的毕业论文认真指导、严格要求、严格掌握好评分标准；各学院（系）主管教学的领导或该学科专业的负责人要对导师所评定的成绩进行复核，必要时应成立工作小组讨论后调整。

Guide teachers must carefully guide and strictly require, students’ graduation thesis, strictly grasp the standards of grading. The leaders who in charge of teaching or professional person of the subject must review the tutors’ evaluation results. when necessary, setting up a working group to discuss and adjust.

2．毕业论文一般应安排答辩，每一答辩小组可由3名教师组成（其中也可以包括一名担任助教工作的研究生），答辩成绩应作为对该论文成绩进行调整的基本依据。如因毕业生数量较大而难于安排全面答辩时，应对初步评为优秀的论文进行答辩。

The graduation thesis reply should generally be arranged, each respondent groups consists of 3 teachers(One can also include a assistant of graduate students), defense score should be used as the basis of performance adjustment. As a result of the number of graduates is larger and is difficult to arrange comprehensive reply, it should respond to initial rated as excellent papers.

3．毕业论文评阅和答辩后，由各学院（系）登记成绩并存档。

After review and defence the graduation thesis, each school (each department )should register grade and save the grade.

4．毕业论文不及格的，因所修学分不足影响毕业的，可以申请延长在校学习时间，也可先结业并在结业后与下一届学生同时做论文；论文获通过后如符合毕业和授学位条件，可发毕业证书和学位证书。

Graduation thesis failed, due to repair credit deficiencies and affecting graduating, can apply for an extension of the time studying in school, But also can graduate and after graduation, doing research with the next student. After graduation papers pass and also meet the degree awarding conditions, students can receive the graduation certificate and degree certificate.

5．获得推荐免试攻读硕士学位研究生资格的应届毕业生，若其毕业论文未能达到良好或良好以上成绩的，自动失去其免试攻读硕士学位资格。

Recommended exemption for master's degree graduate qualified graduates, if it fails to achieve good or excellent graduation thesis or above achievement, automatically lose the exemption for a master's degree.

6．教务处和经教务处授权的学校教学评估机构，可对各学院（系）的毕业论文进行抽查和评估，并以适当方式公布评估结果。

Dean's Office and the dean's office authorized school teaching evaluation mechanism canspot check and assess the graduation thesis of each school (each department )and published assessment results in a proper manner.

**第五章 附 则**

**Chapter five Appendix**

**第十四条** 本规定从2009年9月1日起执行。其他校内有关文件规定与本规定不一致的，以本规定为准。

The present Rules shall be implemented as of September 1, 2009. Other school related documents are inconsistent with these Provisions, these Provisions shall prevail.

**第十五条** 本规定由教务处负责解释。

By the office of academic affairs is responsible for the interpretation of these Provisions