

# *Undergraduate Dissertation Requirement and Schedule*

School of Finance, Zhejiang Gongshang University

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## 1 Introduction

For all candidates who are expected to graduate in June, 2019, please meet with your supervisors and start your research proposal now. Be noted that **research proposal, literature review, and dissertation are all required to use L<sup>A</sup>T<sub>E</sub>X**. This decision is made by School of Finance, and has been posted online since May 17, 2018<sup>1</sup>. Microsoft Word format are NOT accepted for any reason. The Office will assist supervisors to check whether required submission in L<sup>A</sup>T<sub>E</sub>X. Templates of *research proposal, literature review, and dissertation* can be found at this link <https://github.com/richardgu26zh/Latex-Templates-for-International-Students>. Further announcement of dissertation schedule or related arrangement can be found at *Information Board for Candidate of 2019 June*.

## 2 Research Proposal

Candidates are encouraged to arrange meetings with supervisors about dissertation topics. Undergraduate research proposal should be more than **2,000**

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<sup>1</sup>You can find the weblink of this announcement [http://jrxz.zjhu.edu.cn/english/news\\_xygz.jsp?id=5491](http://jrxz.zjhu.edu.cn/english/news_xygz.jsp?id=5491)

words, excluding reference. Specific requirements about research proposal can be found at the file *Undergraduate Research Proposal Template*. **Reference should be in Harvard Reference System.**

### 3 Literature Review

After research proposal approved, candidates could start literature review, which is not less than 4,000 words. Specific requirements about literature review can be found at the file *Literature Review*. **Reference should be in Harvard Reference System<sup>2</sup>.**

### 4 Dissertation

The undergraduate dissertation is required to have **15,000** words, including *abstracts<sup>3</sup>, key words, content and reference*, and reference are NOT included in those 15,000 words. The basic organization of the dissertation is as follows.

1. **Cover Sheet**, stating your dissertation title, student ID, your name, your supervisor, the faculty, and the date of submission.
2. **Abstracts**, with 500 words to summarize what you have done in this dissertation, followed by 3 key words, separated by colon. **Chinese abstract comes first, next English abstract.**
3. **Table of Content**, it can be generated automatically by L<sup>A</sup>T<sub>E</sub>X.
4. **Body of Content**, which should include Introduction, literature review (4,000 words you did before), the analysis of your research topic (as for how to do that, you should discuss thoroughly with your supervisor during drafting dissertation proposal.), concluding remark.
5. **Reference**. The number of journal articles included in it should not be less than 35. **Reference should be in Harvard Reference System.**

### 5 Time Schedule

Time schedule of this semester, i.e., Fall Semester of 2018-2019, is posted in *Information Board*. *Candidate who missed literature review or not approved by*

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<sup>2</sup>More details of Harvard reference system can be found at <https://libweb.anglia.ac.uk/referencing/harvard.htm>.

<sup>3</sup>Based on the latest requirements from Ministry of Education, China, dissertations by all international students should have Chinese abstract.

*supervisor cannot proceed dissertation writing.*

Any candidate who needs extension from the schedule should be approved by his/her supervisor. Candidate deliberately misses meetings with supervisor, or even worse, to claim extension to Joyce's Office, but with no formal approval from his/her supervisor are highly inappropriate. That any student submits the dissertation without supervisor's approval is considered as a serious academic misconduct. School of Finance, at least, has the right not to let the student proceed the dissertation writing, after the student's sincere apology to the supervisor.

That any candidate claims that his or her dissertation is good enough to proceed, even without supervisor's approval, School of Finance would conduct an anonymous review of the dissertation within a week by three assigned academic staffs (the supervisor, and Richard Gu, director of International Education Program Office are not included). If the anonymous review not pass your dissertation, the student is considered making a serious academic misconduct. The office might reassign the student a new supervisor in Fall Semester of 2019, after the student's sincere apology to the supervisor.

After your dissertation is finalized and approved by your supervisor, you are required to submit an e-copy to Joyce's Office for plagiarism check. **Be aware that candidate should make sure your handed in hard copy and e-copy should be identical; Otherwise, you are suspected for academic misconduct: if your e-copy for plagiarism found out at least 30% different from the hard copy. School of Finance could at least cancel your candidate status for one semester.**

Once approved from plagiarism check, your dissertation would be sent to anonymous review. If passed, you will go through oral defense. **Keep this in your mind: Your supervisor, plagiarism check, anonymous review and the panel of oral defense have the right to claim your dissertation not qualified.**