

# *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, 2020, please meet with your supervisors and start your research proposal within this semester. 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>. **Be noted that from this semester, the templates has been slightly modified, so please don't use the previous templates.** Further announcement of dissertation schedule or related arrangement can be found at *Information Board for Candidate of June 2020*.

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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)

## 2 Research Proposal

Candidates are encouraged to arrange meetings with supervisors about dissertation topics. Undergraduate research proposal should be more than **2,000** 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, and the number of reference should be more than 15.**

## 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, and the number of reference journals should be more than 35<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.**

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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.

## 5 Time Schedule

Time schedule of dissertation arrangement is listed as follows. This schedule is subject to change based on University's arrangement. *Candidate who missed research proposal, or literature review, or not approved by supervisor cannot proceed dissertation writing.*

- 24 February, 2020: *research proposal submission;*
- 16 March, 2020: *literature review submission;*
- 17 April, 2020: *dissertation first draft submission;*
- 6 May, 2020: *dissertation second draft submission;*
- 18 May, 2020: *submission of research proposal, literature review, and dissertation for format check and plagiarism check;*
- 28 May, 2020: *final submission*

Any candidate who needs extension from the schedule should be approved by his/her supervisor. The extension application should be printed out, which states clearly about the reasons of extension, and most importantly, the deadline of the submission. The extension cannot exceed one week after the deadline. The application letter should be signed by your supervisor, and handed to Joyce's Office at least one week before the deadline. 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, 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 2020, 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, the panel of final defense, and Academic Board have the right to claim your dissertation not qualified.**

*I ascertain that I read the Undergraduate Dissertation Arrangement of 2020.*

*I ascertain that I will follow the schedule listed by School of Finance, and will not use inappropriate reasons to delay my submission of research proposal, literature review, and dissertation. I ascertain that I will formally state the reasons for late submission and deadline for extended submission (no 7 days late than the original deadline) and get signed by my supervisor. I will not use Wechat or Email to replace such extension application. Extension letter should be handed to Joyce Office at least one week before the deadline.*

*I am fully aware that I should set up an appointment with my supervisor at least 3 days before the meeting. I also know School of Finance keeps records of such meetings between me and my supervisor. I am fully aware that School of Finance has the right to investigate whether or not my intention and capacity to complete the dissertation if I was more than either 20-minute late for appointment with my supervisor three times, or two times never show up in the appointments.*

*I am fully aware that I need to submit **qualified research proposal, literature review, and dissertation**. I am fully aware that two-week late for the deadlines (including for research proposal and literature review) set up by School of Finance is very likely to make my candidate of graduation application for June 2020 suspended, if my submission of either research proposal or literature review is more than 5-week behind the deadline without extension application, School of Finance has the right to terminate my dissertation supervision, and one-week late for the deadline of dissertation draft submission will definitely suspend my candidate position. NO LATE SUBMISSION FOR FINALIZED DISSERTATION IS ALLOWED. I am fully aware that it is my supervisor to decide whether or not my submission is qualified during those submission, but even my supervisor's approval does not guarantee the pass of my dissertation.*

*I am fully aware that if I have visa problem, health problem, family issue or financial problems, I could use certain mechanisms to search for help. But I will never use those excuses to ask for dissertation pass. I am fully aware that it is very inappropriate for me to use any social connections to pressure on School of Finance to pass my dissertation. I am fully aware that whenever that happened, School of Finance is obliged to report the case to the University and let the University to decide possible violation of University's regulations. I am fully aware that during the investigation time, my candidate position is suspended and I cannot use this excuse to proceed my dissertation writing, and may possible bear the consequence that I cannot graduate in time.*

*I am fully aware that I should use L<sup>A</sup>T<sub>E</sub>X to complete research proposal, literature review, and dissertation.*

*I should fully obey **Harvard reference style** to cite all academic resources in my dissertation. I understand the nature of **plagiarism**, and I am aware of the University's policy on this.*

*I am fully aware that format check is based on L<sup>A</sup>T<sub>E</sub>X templates, and it is my responsibility to ensure all my submitted materials meet requirements. When the faculty marked out some format mistakes in my submitted materials (research proposal, literature review, and finalized dissertation), I will do the throughout check of all the materials by myself. Scenario 1: I am fully aware it mirrors passive attitude that I just intend to change the marked out format mistakes, but refuse to check the whole documents to spot possible similar mistakes. Scenario 2: I also admit that it is very inappropriate to submit dissertation materials even knowing the faculty's marked-downs haven't been corrected. I am fully aware that School of Finance has the right to terminate my dissertation writing, if I had actions mentioned either in scenario 1 or in scenario 2.*

*I know the academic dissertation procedure includes supervisor's approval (for research proposal, literature review, and finalized dissertation), format check, plagiarism check (**less than 5%, 5% not included**), anonymous review, final defense, and Academic Board review. My dissertation has the possibility to be defined as unqualified in any of the steps. Once claimed to be unqualified, at least in the current semester (Fall Semester of 2019), I cannot have any chance to submit the dissertation again.*

*I ascertain that the data used in empirical research and empirical research outputs are available in Appendix of the dissertation. It is I who use certain empirical research tools (e.g., Eviews, Stata, Excel, or SPSS) to conduct those empirical research. I can provide data source, programs (e.g., Eviews, Stata, Excel, or SPSS) to replicate the exact results of the dissertation that I submit, I fully understand that **data fabrication** and **research output manipulation** are considered as academic misconduct, and am aware of the University's policy on this.*

*I am fully aware that if I violate any other University's regulation during my candidate time, it is possible to get my candidate suspended based on the nature of violation.*

Student ID: \_\_\_\_\_

Student Name [in UPPER CASE]: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_