**Notice for 2023 Master Graduate Students Thesis Proposal and Interim Report**

According to the graduate program, the Master graduate students enrolled in 2022 should finish the thesis proposal, and students enrolled in 2021 should finish the mid-term evaluation by **December 29, 2023**. The details are hereby notified as follows:

**Evaluation Contents**

**1. Thesis Proposal should be including:**

* The background and significance of the topic;
* Latest development and trends in this discipline at home and abroad;
* Main content and expected outcomes of the research;
* Approach, research methods, experiment plans and their feasibility;
* Existing research foundations and requirements for research;
* Work plan including time table;
* List of references.

**2. Mid-term Evaluation should be including:**

* Progress of the dissertation, existing problems, results and findings obtained;
* The following work plan and details, expected time for dissertation defense;
* List of research achievements (academic papers published or under review, patent, etc.).

**3. Report on the progress of the work of the deferred graduates:**

Deferred students will need to report on their progress every six months, the report includes:

* The content of the completed thesis work;
* The progress of scientific research work and the phased results achieved during the extension;
* The next research plan and expected results, and the planned graduation time.

**Evaluation Methods**

* Take the key laboratory as unit, and divided into major disciplines, centralized and public defense.
* The defense must be attended by the applicant and shall not be substituted by any other person. All tutors whose students participate in assessment must attend defense meeting.
* The Thesis Proposal and Mid-term Evaluation of master students are 8 - 10 minutes, respectively; doctoral dissertation Proposal and Mid-term Evaluation are 10 - 12 minutes, respectively. (The question time is set by the laboratory according to the actual circumstances and needs.)

**Evaluation Result**

* The evaluation shall be scored according to the hundred-mark system (60 points and above are passed), and marked as excellent, good, qualified and unqualified according to the score level, among which the proportion of excellent, good and qualified(include unqualified) is 3:4:3.
* Those who fail to pass the Thesis Proposal and Mid-term Evaluation must be applied for re-examination within half a year, and those who fail to pass the examination twice in a row shall terminate their studies; deferred graduates who fail to pass the examination for two consecutive times shall terminate their studies.

**Guidelines for SEP System**

**1. UCAS Student Education System**

* Students upload the report and submit to the supervisor (inform the supervisor after submission) before **November 27,** **24:00** in the Student Education System (Training and Guide- Academic Paper- Thesis Proposal/ Mid-term Evaluation);
* Supervisor should complete the review and submit to the institute before **November 30, 24:00**.

**2. Paper Materials**

* After the submission of supervisor, students download and print the registration form and report (two documents), which should be signed by supervisor. (Please adjust the format before print, and the attachments show Chinese-English version)
* Submit the paper materials (registration form and report) and PPT to the laboratory secretariat according to the deadline required by the notice of each key laboratory.
* Please download the attachment to fill in the related form of postponement work report, and there is no need to fill in SEP system.

**Attention**

* **According to the regulations, the thesis/dissertation proposal and mid-term evaluation, mid-term evaluation and thesis/dissertation defense should be separated by half a year (or one semester), otherwise the thesis/** **dissertation defense cannot be done.**
* **After passing the thesis/dissertation proposal or mid-term evaluation, entering the thesis/dissertation execution stage, if the title, research topic or the research direction is inconsistent with the original opening reports, and significant changes occur, the graduate student must submit application, and re-open the topic after being approved by the supervisor and laboratory. The procedure for re-opening thesis/dissertation is as same as the original one; the interval between re-opening and the defense of the thesis/dissertation shall not be less than 18 months for doctoral students and 12 months for master's students.**
* **For students in other grades who need to make up the thesis/dissertation opening reports or mid-term assessments, please register with the laboratory** **secretary according to the time arrangement of the key** **laboratory.**
* Students who can’t attend the defense because of put out to sea, on trip or stranded abroad, should apply to the key laboratory (attachment application form) in advance. After the consent of key laboratory, hand in the form to the laboratory secretary. Apply the defense as soon as possible according to the scheduling after back to institute.
* For those who cannot participate in the evaluation abroad for a long time due to the research needs, with the approval of the supervisor of the institute, they can apply for the thesis/dissertation Proposal and Mid-term Evaluation organized by the cooperative tutor, and submit relevant evaluation materials to the graduate department for record according to the requirements of this notice.
* Since the tutor is an employee of a foreign unit, but not in Guangzhou area, the graduate student may apply for the thesis/dissertation Proposal and Mid-term Evaluation organized by the tutor in his/her unit, and submit relevant evaluation materials to the graduate department for record according to the requirements of this notice.

**Contact Laboratory Secretary:**

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