**Thesis Defense Schedule for the Master’s Degree Class of 2025**

| **Time** | **Content** | **Requirements** |
| --- | --- | --- |
| February 10th - March 7th | Pre-defense of Degree | Students will conduct a pre-defense for their degree at the master’s program in this discipline to solicit feedback and modify their thesis or practical result. The format of the thesis or result must comply with *the “Shanghai Ocean University Graduate Thesis Writing Guidelines”* or relevant regulations from the Professional Degree Teaching Guidance Committee.Students should log into the Graduate Service Platform to fill out the pre-defense information, which will then be reviewed by their supervisors and the colleges. |
| By March 10th | **Submission of Thesis or Practical Result** | **Students log in to the Graduate Service Platform to submit the following materials, which will be reviewed by the supervisor and the colleges:**(1) “Copyright Authorization Form for Thesis or Practical result”(2) Electronic version of the thesis or practical result (in PDF format, named as “Student ID-Name-Supervisor”)**Notes:**(1) For delayed publication of the thesis or practical result, indicate “★Delayed Publication Year (specify the number of years, generally not exceeding 2 years)” in the top left corner of the cover page in bold font, size 3.(2) The thesis or result should include a cover page, abstract, table of contents, full text, references, etc.(3) The thesis or result should not contain any student or supervisor information, including names, acknowledgments, published article information, etc.(4) The submitted thesis or practical result will be used for the originality check and review. |
| Submission by the college:1. A compiled electronic version of the thesis or practical result (in PDF format, packaged and named as “Student ID-Name-Supervisor”).
2. A compiled electronic version of the “Copyright Authorization Form for Thesis or Practical result” (in PDF format, with complete content and signatures, packaged and named as “Authorization Form【授权书】-Student ID-Name”).
3. An Excel electronic version of the list of students applying for graduation, with the following fields:

College / Student ID / Name / Supervisor / Thesis Publication Status (indicate “Make Public” or “Delayed Publication”) / Delayed Publication Date (e.g. “20260601”) / Remarks. |
| March11th-16th | **The Originality Check** |
| March 17th- April 16th | Review | Blind Review by University | The Graduate School randomly selects approximately 40% of theses or practical achievements for university-level blind review (including delayed publication thesis or practical result). | The reviewed thesis and achievement is the one that will undergo originality check and cannot be substituted. |
| Blind Review by College | Students submit the *“Blind-Review Application Form of the Master’s Degree Thesis or Practical Result” t*o the college, or as required by each college’s notice or instruction. The college arranges reviewers and experts conduct the blind review.  |
| By April 18th | Revision of Thesis or Practical Result | Students revise their thesis or practical result under the guidance of their supervisors based on the feedback received. |
| April 19th -May 5th | Degree Defense | Students log into the graduate service platform to fill out the defense application, which is then reviewed by their supervisors and the colleges.The college announces the defense information, including: college, student ID, name, title of the thesis or practical result, defense time, defense location, defense chairman, and defense experts.Students conduct their degree defense and revise their thesis or practical result under the guidance of their supervisors based on the feedback from the defense experts.The college inputs the defense result into the graduate service platform. |
| Each college arranges the timeline and notifies students | **Degree Application** | Students submit their application for degree research result on the graduate service platform, which is reviewed by their supervisors and the colleges.At the same time, students must submit the following materials *“Degree Application Form”* (printed version, two copies). |
| By May 9th  | Final Submission of Thesis or Practical Result | Students log into the graduate service platform to submit the final version of their thesis or practical result, which will be reviewed by their supervisors and the colleges.The final electronic version of the thesis or result must be in PDF format and named as “Student ID-Name-Supervisor”. The format should comply with *the “Shanghai Ocean University Graduate Thesis/Dissertation Writing Guidelines”* or relevant regulations from the Professional Degree Teaching Guidance Committee.The submitted final thesis or result will be submitted to the Shanghai Municipal Degree Office, and **the failure to submit on time will affect graduation and degree application.** |
| Submission by the college:(1) The collected electronic versions of the theses or practical result (in PDF format, packaged and named as “Student ID-Name-Supervisor”).(2) An Excel electronic version of the list of students who are expected to graduate/completion, including the fields: college, student ID, name, and remarks (indicating completion in the remarks column). |
| May 10th -14th | **The Originality Check of Final Thesis** |
| May 15th-22nd | The college convenes the degree evaluation sub-committee | Review the list of students recommended for, not recommended for, or suggested for revocation of master’s degrees.Submit the resolutions of the subcommittee meeting, along with the lists of those recommended for, not recommended for, or suggested for revocation of master’s degrees, as well as related materials to the Graduate School.Publicize the master’s degree review result. |
| By June 6th | The university convenes the degree evaluation committee | Review and approve the list of candidates to be granted, not granted, or revoked of the master’s degree, and announce it publicly. |
| By June 14th | The college organizes and submits the degree file materials for awarding-degree graduates. | Materials List:(1) Two copies of the “Degree Application Form”.(2) Two copies of the “Degree Evaluation Committee Opinion”.(3) Defense file bag (can be submitted later) (including **0-3 copies** of the “Review Opinion”, 3-5 copies of the “Defense Scoring Sheet and Voting Ballot”, 1 copy of the “Defense Scoring and Voting Summary”, and 1 copy of the “Defense Meeting Minutes and Resolution”).**Notes:**(1) All the above materials must be submitted after being stamped by the college.(2) The college will uniformly print the “Review Opinion” (including college-level blind review and additional review for those who didn’t pass the initial blind review) and place it in the defense file bag; the “Degree Application Form” and the “Degree Evaluation Committee Opinion” should be organized and submitted separately. |
| Archive Experimental Records and Materials | **Submit to the archives**, according to the specific requirements of the archives. |

Note:

The electronic version of the thesis or achievement must be named strictly as “Student ID-Name-Supervisor”, without any spaces or symbols other than “-”;

the Excel electronic version of the student list submitted by the college must strictly adhere to the required fields in the table, with no additional fields beyond those specified, and the content must not contain any spaces.

Shanghai Ocean University Graduate School