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部分章节的意译稿

English Paraphrase of Some Chapters of *Temporary Implementation Regulations on Academic Degree Conferrals of Beihang University*

This file is only used to help international graduates understand defense procedures. For the detailed regulations, please look over the document of *Temporary Implementation Regulations on Academic Degree Conferrals of Beijing University of Aeronautics and Astronautics* (hereinafter referred to as “BUAA”) (Chinese Version).

1 Doctoral Degree

1.1 Basic requirements for the conferral of Doctoral degree

Doctoral degrees shall be conferred to those doctoral candidates or the persons (with the equivalent educational level) applying for Doctoral degrees who have fulfilled the various requirements of the Training Program, accomplished the required courses and credit hours, passed the doctoral dissertation defense, and reached the following academic levels:

- i. Have achieved a firm and comprehensive mastery of basic theories, and systematical and in-depth specialized knowledge on the discipline concerned;
- ii. Have acquired the capability of undertaking scientific research independently; and
- iii. Have made creative achievements in science or specialized technology.

Requirements for course study and examinations

Doctoral candidates have to fulfill the requirements for the courses in the Training Programs and pass the corresponding examinations according to Training Regulations on Training Programs for International Graduates of BUAA.

Basic requirements for Doctoral dissertations:

- i. The dissertation must be completed independently by the postgraduate under the instructions of a supervisor;
- ii. The dissertation cannot contain materials which have been used in application for other degrees by the candidates or others;
- iii. The dissertation must have theoretical or practical values as well as a potential gain of creative achievements in science or specialized technology;
- iv. The dissertation must demonstrate that its author has extensive mastery of basic theories of the discipline, the systematical and in-depth specialized knowledge, and has the acquired capability for independent scientific research work;
- v. The dissertation must embody, a suitable quantity of work; and
- vi. The dissertation must be an academic paper which is systematical and well integrated.

1.2 Examination on qualifications for Doctoral degree

With the approval of the tutor, the Sub-Committee of Degree Awarding Committee (hereinafter referred to as “Sub-Committee”) then becomes responsible for examining the qualifications of Doctoral candidates. The following content will be considered during the examination:

- i. Whether or not the candidates have obeyed the laws and rules of the People’s Republic of China and the rules and regulations of BUAA;
- ii. Whether or not the research direction and the dissertation content belong to the appropriate discipline field;
- iii. Whether or not the Training Program and all aspects for doctoral development have been accomplished and have met the requirements; and
- iv. Whether or not the published papers meet the corresponding requirements in Training Regulations on Training Programs for International Graduates of BUAA.

The candidate must finish their doctoral dissertation defense (including the dissertations needing re-reviewing) within fifteen months as of receiving the examination materials and approval from the Degree Office of BUAA under the approval of the Sub-Committee; otherwise, the application shall be null and void, and the applicant will have to apply for a re-defense.

1.3 Review on the qualification of doctoral dissertations

The Sub-Committee is responsible for appointing doctoral dissertation reviewers. Reviewers shall be tutors of doctoral students, professors, or experts with equivalent professional and academic titles. At least a majority of the reviewers will be tutors of doctoral students, of whom at least one is from BUAA; furthermore, the following requirements shall be met at the same time.

Doctoral dissertation will be reviewed by five professors or experts in related disciplines, of whom one to two are from BUAA and at least three from other units. The tutor or the assistant tutor of the candidate cannot be appointed as the reviewer of the dissertation.

A period of more than thirty days of time will be guaranteed for the reviewers to do the work.

The reviewers will review dissertations conscientiously and meticulously to check whether or not the dissertation has reached the required academic level as well as give detailed academic comments for the reference of the Defense Committee. The comments shall cover the following items:

- i. The academic or practical values, and the creative achievements of the dissertation;
- ii. Whether or not the dissertation proves that its author has mastery of basic theories of the discipline, the systematical and in-depth specialized knowledge, and has the acquired the capability of independent scientific research work;
- iii. Whether or not the author’s attitude to pursue the truth and the style of study is scientific and accurate, and whether the dissertation is written in the normative style;
- iv. Deficiencies and problems of the dissertation; and

- v. Whether or not the candidate is permitted for the doctoral dissertation defense or graduation dissertation defense.

To ensure the fairness of the dissertation-reviewing, the academic comments of the reviewers cannot be exposed to the candidate before the defense. The Defense Committee decides which part of the comments will be disclosed to the candidate during and after the defense.

1.4 Examination and approval on the doctoral dissertation defense

If all the reviewers “have approved to organize the doctoral dissertation defense” and not proposed any amendments or modifications to the dissertation, or the amended dissertation has met the requirements proposed by the reviewer(s), the dissertation defense will be approved to be organized.

If the reviewers “have approved to organize the doctoral dissertation defense” but have proposed amendments, the candidate shall submit the amended dissertation and the written response to the Sub-Committee. The Sub-Committee will appoint one or two of its members to check whether or not the amended dissertation meets the requirements.

If there are comments such as “disapproved to organize the doctoral dissertation defense”, the following methods shall be utilized:

- i. If one reviewer disapproves to organize the dissertation defense, the candidate must complete the amendment work of the dissertation within nine months and present the “Explanation on the Amendments”, which shall be delivered together with the amended dissertation to the Degree Office of BUAA after the examination and approval of his/her tutor. The amended dissertation, in general, shall be sent to the original reviewer for a re-review.

If the original reviewer approves to organize the dissertation defense, the defense will be approved and the new comments on the dissertation will be adopted when the final comments are summarized. If the reviewer still disapproves to organize the dissertation defense, the defense will not be approved; the Sub-Committee may decide whether or not the application for a re-defense is permitted.

- ii. If two or more reviewers disapprove the organization of the dissertation defense, the defense will not be approved. The Sub-Committee may decide whether or not the application for a re-defense is permitted.

1.5 Doctoral Dissertation Defense Committee

The Doctoral Dissertation Defense Committee is composed of the tutors of doctoral students and experts with professor titles or equivalent academic titles. The majority of the dissertation reviewers shall be the Defense Committee members; a majority of the total members shall be tutors of doctoral students, and the following requirements shall be met at the same time.

The Doctoral Dissertation Defense Committee for full-time doctoral candidates shall consist of five to seven experts in the related disciplines, of whom one to two shall be the tutors of doctoral students from BUAA as well as from other unit(s). The tutor or the assistant tutor of the candidate cannot be the member of the Defense Committee.

The Defense Committee appoints one secretary, on the precondition of guaranteeing that the materials for review are kept confidential and shall fulfill the following duties:

- i. Be responsible for delivering the Doctoral dissertations to reviewers;
- ii. Summarize the comments on the dissertation, deficiencies, and suggestions pointed out by the reviewers without any omission of the questions;
- iii. Submit the materials to the School and the Degree Office of BUAA for examination and approval;
- iv. Record questions asked by the Defense Committee members and the answers from doctor's degree candidates; and
- v. Draft resolutions of the Defense Committee, write the final resolution document after the discussion of the Defense Committee, and present the document to the chairman of the Defense Committee for signing.

1.6 Doctoral dissertation defense

The defense is organized by the Sub-Committee. The secretary of the Defense Committee delivers the doctoral dissertation to the committee members who are not dissertation reviewers seven days before the defense.

Defense Procedures

- i. The chairman of the Sub-Committee (or his/her representative) announces the name list of the Defense Committee members, introduces the candidate briefly, and states the review decision of the Sub-Committee on the candidate's qualifications for the defense;
- ii. The chairman of the Defense Committee presides over the defense;
- iii. The candidate makes the presentation (which shall be no less than forty-five minutes);
- iv. The committee members ask questions; and the candidate answers;
- v. The closed-door meeting of the Defense Committee (read out the academic comments from tutors and dissertation reviewers, evaluate the dissertation and its defense, vote on whether or not to confer the degree, score the defense, and finally form the resolution of the Defense Committee); and
- vi. The announcement of the Defense Committee's conclusion will be made (in the presence of the candidate).

1.7 The resolution of the Doctoral Dissertation Defense Committee

According to the defense, the Defense Committee shall decide whether or not to propose to confer the Doctoral degree to the candidate. Secret ballot is adopted in the making of the decision. If more than 2/3 (excluding 2/3) committee members make affirmative votes, the candidate shall pass the doctoral dissertation defense and the committee members could propose to confer the doctor's degree on him/her. Otherwise the candidate will not receive approval.

For the Doctoral degree candidate who fails in the doctoral dissertation defense, the Defense Committee shall clarify whether or not he or she passes the graduation dissertation defense. Those who fail to pass the graduation dissertation defense cannot

apply for a re-defense.

For the Doctoral degree candidates who pass the graduation dissertation defense, but fail in the doctoral dissertation defense, the resolution that permits his/her application for a re-defense will be made with the approval of a majority of the committee members. If the resolution does not clearly distinguish the permission of the application for re-defense, they shall be considered as not having permission for the application for a re-defense.

The committee of graduation dissertation defense cannot make any decision for the application for a re-defense.

If the Defense Committee deems that the candidate's dissertation has not reached the academic level of Doctoral degree but has reached the academic level of the Master's degree, and the candidate has not yet received a Master's degree of the discipline of BUAA, the committee may make the decision to refer the candidate to a Master's degree. Such decisions are made on the condition that the candidate has completed the compulsory courses and met the requirements of the Training Program for the master's degree candidates of BUAA.

A detailed record of the defense is required. The resolution of the Defense Committee must include the following items: the date and place of the defense; the name list of Defense Committee members; comments on the academic quality of the dissertation; voting results; whether or not the candidate has passed the defense; and whether or not the candidate has been proposed to be referred the doctor's degree and other additional resolutions.

1.8 The Sub-Committee meeting of Doctoral degree

The Sub-Committee holds meetings regularly every year, in which the chairman may propose to convene meetings to deal with major issues in the examination and conferral of degrees. Meetings are valid when the number of the present committee members amounts to more than 2/3 (including 2/3) of all committee members. Secret ballot shall be utilized in examining the degree and making relevant resolutions. Communication voting will not be used.

In order to vote on whether or not to refer the degree and make other additional resolutions, the Sub-Committee must make complete assessments for each candidate from the following facets:

- i. Whether or not the application procedures are in accordance with the prescribed requirements;
- ii. Whether or not the candidate has fulfilled all the courses and aspects required in the Training Program up to standard;
- iii. whether or not the academic dissertation and published papers have met the requirements; and
- iv. Whether or not the candidate has passed the dissertation defense.

The voting results of the Sub-Committee are divided into the following four categories:

- a. approval to confer the degree;
- b. disapproval to confer the degree;
- c. application for re-defense; and

d. re-examination of the degree

The voting results of the Sub-Committee are made according to the following steps:

The first step: if ballot number of *a* (approve to confer the degree) is more than a majority of the whole, the voting result of the Sub-Committee is *a* (approve to confer the degree);

The second step: if ballot number of *b* (disapprove to confer the degree) reaches half and above of the whole, the voting result of the Sub-Committee is *b* (disapprove to confer the degree);

The third step: if the sum of *b* (disapprove to confer the degree) and *c* (apply for a re-defense) reaches half and above of the whole, the voting result of the Sub-Committee is *c* (apply for a re-defense);

The fourth step: if the sum of *b* (disapprove to confer the degree), *c* (apply for a re-defense) and *d* (re-examine the degree) reaches half and above of the whole, the voting result of the Sub-Committee is *d* (re-examine the degree); and

This fifth step: if the voting result cannot be clearly made out with the above procedure, the invalidated ballots shall be counted as *b* (disapprove to confer the degree), and ballot counting is made again from the second step until the result is made.

For the degree applicants to whom the Defense Committee have proposed to confer the degrees, if the Sub-Committee deems that they have not met the requirements of the degree, the Sub-Committee has the right to make their decisions of “re-examination of the degree” or “disapproval to confer the degree”; when the Sub-Committee makes their decision of “re-examination of the degree”, the reasons shall be explained clearly in their attached resolutions; when the Sub-Committee makes their decision of “disapproval to confer the degree”, whether or not the candidates are permitted to “apply for a re-defense” shall be stated clearly in their attached resolutions.

The Sub-Committee shall submit the name and relevant information of the applicants whom the Sub-Committee proposes to “disapprove to confer the degree”, “apply for a re-defense” or “re-examine the degree” to the Degree Office of BUAA for records. After the Sub-Committee meetings, the meeting records signed by the chairmen shall be submitted to the Degree Office of BUAA.

1.9 The ADEC meetings of Doctoral degree

The Academic Degree Evaluation Committee (hereinafter referred to as “ADEC”) holds meetings twice annually, and the chairman may propose to convene meetings to deal with major issues in the examination and conferral of degrees. Meetings are valid when the number of the present committee members amounts to more than 2/3 (including 2/3) of all committee members. Secret ballot shall be used in examining the degree and making relevant resolutions. Communication voting will not be used.

Based on the proposal decision of the Sub-Committee (Academic Degree Evaluation Sub-Committee) and its own examination and discussion, the ADEC votes whether or not to confer the degree and make other resolutions.

The voting results of the ADEC are divided into the following four categories:

- a. approval to confer the degree;
- b. disapproval to confer the degree;
- c. application for re-defense; and
- d. re-examination of the degree

The voting results of the ADEC are made according the following steps,

The first step: if ballot number of *a* (approve to confer the degree) is a majority of the whole, the voting result of the ADEC is *a* (approve to confer the degree);

The second step: if ballot number of *b* (disapprove to confer the degree) reaches half and above of the whole, the voting result of the ADEC is *b* (disapprove to confer the degree);

The third step: if the sum of *b* (disapprove to confer the degree) and *c* (apply for a re-defense) reaches half and above of the whole, the voting result of the ADEC is *c* (apply for a re-defense);

The fourth step: if the sum of *b* (disapprove to confer the degree), *c* (apply for a re-defense) and *d* (re-examine the degree) reaches half and above of the whole, the voting result of the ADEC is *d* (re-examine the degree); and

The fifth step: if the voting result cannot be clearly made out with the above procedure, the invalidated ballots shall be counted as *b* (disapprove to confer the degree), and ballot counting is made again from the second step until the result is made.

For the degree applicants to whom the Sub-Committee has not proposed to confer the degree, the ADEC will not consider their application any more.

To the degree applicants whom the Defense Committee has proposed to confer the degree, if the ADEC deems that they have not met the requirements of the degree, the ADEC has the right to make its decisions of “re-examination of the degree” or “disapproval to confer the degree”; when the ADEC makes the decision of “re-examination of the degree”, the reasons shall be explained clearly in their attached resolutions; when the ADEC makes the decision of “disapproval to confer the degree”, whether or not the candidates are permitted to “apply for a re-defense” shall be stated clearly in the attached resolutions.

The date of obtaining a Doctoral degree starts from the date in which the ADEC votes it approved; the ADEC issues the Doctoral degree certificate. The certificate can only be issued after a three-month objection period running from the date of degree-conferral.

2 Master’s Degree

2.1 Basic requirements for the conferral of master’s degree

Master’s degree shall be conferred to those full time Master’ degree candidates who have fulfilled the requirements of the Training Program, accomplished the required courses and credit hours, passed the Master’s degree thesis defense, and reached the following academic levels:

- i. Have achieved a firm mastery of basic theories and systematical specialized knowledge on the discipline concerned; and
- ii. Have attained the capability of undertaking scientific research or engaging in specialized technical work independently.

Requirements for courses and examinations

Master graduates have to fulfill the requirements for the courses in the Training Program and pass the corresponding examinations according to Training Regulations on Training Programs for International Graduates at BUAA.

Basic requirements for Master's degree theses

- i. The thesis must be completed independently under the instructions of the tutor;
- ii. The thesis cannot contain materials which have been used in application for other degrees by the candidate or others;
- iii. The thesis must have theoretical or practical values with creative views on the research subject;
- iv. The thesis must demonstrate the author's mastery of the basic theories of the discipline and systematical specialized knowledge, as well as demonstrate an acquired capability of undertaking scientific research work or engaging in specialized technical work independently; and
- v. The thesis must embody a suitable amount of work.

2.2 Examination on qualifications for Master's degree

With the approval of the tutor, the Sub-Committee will then become responsible for the examination on the qualifications of master graduates. The content of the examination include the following:

- i. Whether or not the graduates have obeyed the laws and rules of the People's Republic of China and the rules and regulations of BUAA;
- ii. Whether or not the research direction and the thesis content belong to the appropriate discipline field;
- iii. Whether or not all the courses and credits have been fulfilled in accordance with the requirements of the Training Program; and
- iv. Whether or not each of the educational aspects has been accomplished to meet the requirements.

2.3 Review on the qualification of Master's degree theses

The Sub-Committee shall be responsible for appointing the Master's degree thesis reviewers.

Each Master's degree thesis will be reviewed by two experts in related discipline fields. Reviewers themselves shall be experts with senior professional titles or tutors of master candidates authorized by BUAA. The tutor of the candidate cannot be appointed as the reviewer of the thesis.

A period of no less than five days will be guaranteed for the reviewers to do the work. The reviewers shall do conscientious and meticulous work according to the requirements of the Master's degree thesis to check whether or not the thesis has reached the required academic level, and give detailed academic comments for the reference of Defense Committee. Comments shall include the following items:

- i. The theoretical or practical value of the thesis, and the parts embodying the creative views in the thesis shall be highlighted;

- ii. Whether or not the academic viewpoints are scientific and accurate as well as whether the thesis is written in a normative manner;
- iii. The comments on specific content of the thesis in addition to deficiencies or problems which require modification; and
- iv. Whether or not the thesis meets the requirements of a Master's degree thesis and whether the candidate is permitted for the Master's degree defense or graduation thesis defense.

2.4 Examination and approval on the master's degree thesis defense

The Sub-Committee is responsible for the examination and approval of the master's degree thesis defense and the graduation thesis defense of the regular candidates.

If all the reviewers have approved to organize the master's degree thesis defense, the defense will be organized accordingly.

If someone disapproves to organize the master's degree thesis defense, the Sub-Committee will make decisions concerning whether or not the defense is allowed to be organized and additional conclusions on whether or not applying for a re-defense is permitted; if the Sub-Committee makes the resolution of approval, the chairman (or the representative) shall give explanation when examined by the ADEC.

2.5 Master's Degree Thesis Defense Committee

The Master's Degree Thesis Defense Committee is composed of experts with senior professional titles or tutors of master graduates authorized by BUAA in related disciplines field. The master's degree thesis Defense Committee for full-time master graduates consists of three to five experts in the thesis-related disciplines, of whom at least one shall be the thesis reviewer. The academic degree evaluation Sub-Committee decides whether or not the tutor of the master graduate will join in the Defense Committee. Only one of the two tutors who instruct the same candidate can join in the committee and he/she will not be permitted to act as the chairman of the committee.

The Defense Committee has one secretary of a lecturer title or a teacher with a Master's degree or higher.

2.6 Master's degree thesis defense

The master's thesis degree defense shall be organized by the departments or schools. The secretary of the Defense Committee shall deliver the master's thesis to the committee members who are not the thesis reviewers three days before the defense.

Defense procedures

- i. The chairman of the Sub-Committee (or his/her representative) will announce the names of the Defense Committee members, introduce the candidate briefly, and state the review decision of the Sub-Committee on the candidate's qualifications for the defense;
- ii. The chairman of the Defense Committee then presides over the defense;
- iii. The candidate makes his or her presentation (which shall be no less than twenty minutes);
- iv. The committee members ask questions, and the candidate answers;

- v. The closed-door meeting of the Defense Committee (read out the academic comments from tutors and thesis reviewers, evaluate the thesis and its defense, vote on whether or not to confer the degree and score the defense, and finally form the resolution of the Defense Committee); and
- vi. The announcement regarding the decision of the Defense Committee will be made (in the presence of the candidate).

2.7 The resolution of the Thesis Defense Committee

According to the defense, the Defense Committee decides whether or not to refer the Master's degree to the candidate. Secret ballot is adopted in the making of the decision. If more than 2/3 (excluding 2/3) committee members make the affirmative votes, the candidate will be able to pass the Master's degree thesis defense and Defense Committee will propose to refer the Master's degree to him/her. Otherwise, the candidate will not receive approval. The resolution shall be signed by the chairman of the Defense Committee and submitted to the Sub-Committee.

If the candidate fails in the Master's degree thesis defense, the Defense Committee will clarify whether or not he/she passes the graduation thesis defense. Those who fail to pass the graduation thesis defense cannot apply for a re-defense.

Candidates who pass the graduation thesis defense but fail in the Master's degree thesis defense are permitted an application for a re-defense that must be approved by a majority of committee members. If the decision does not distinguish permission for an application for a re-defense, they shall be considered as not having permission for the application for a re-defense.

A detailed record of the defense process is required. The resolution of the Defense Committee shall include the following items: the date and place of the defense, the names of the present committee members, comments on the academic quality of the thesis, voting results, whether or not the candidate can pass the Master's degree thesis defense or the graduation thesis defense, and whether or not the candidate has been referred the degree and other additional decisions.

2.8 The Sub-Committee meeting of Master's degree

Please refer to 1.8 (The Sub-Committee meeting of doctor's degree).

2.9 The ADEC meetings of master's degree

Please refer to 1.9 (The ADEC meetings of doctor's degree).

2.10 The date of obtaining a Master's degree starts from the date on which the ADEC votes it through; the ADEC issues the Master's degree certificate.