

School of IESD, Tongji University

Procedures for Master Degree Thesis Defense

Step 1: Thesis Writing

The candidates should have:

- 1) Completed the master programs with qualified scores and enough credits,
- 2) Passed dissertation proposal review and mid-term examination,
- 3) Finished writing the thesis and get approved by the supervisor.

Step 2: Material Collecting

- 1) Come to Teaching Affairs Office to collect Application Form for Master Degree Thesis defense and personal transcript.
- 2) Go to www.shtxcj.com to download degree photo (Size: 45X35mm), random photos taken by the student her/himself is not allowed;

Step 3: Evaluation Form for Thesis of Professional Master Degree

Your supervisor invites 2 scholars in the field to act as referees (could take 1 month).

Step 4: Plagiarism Check (at least 6 weeks before defense)

- 1) <https://lwcc.tongji.edu.cn/lw/Check/login> Enter necessary information and upload word & pdf version of your thesis.

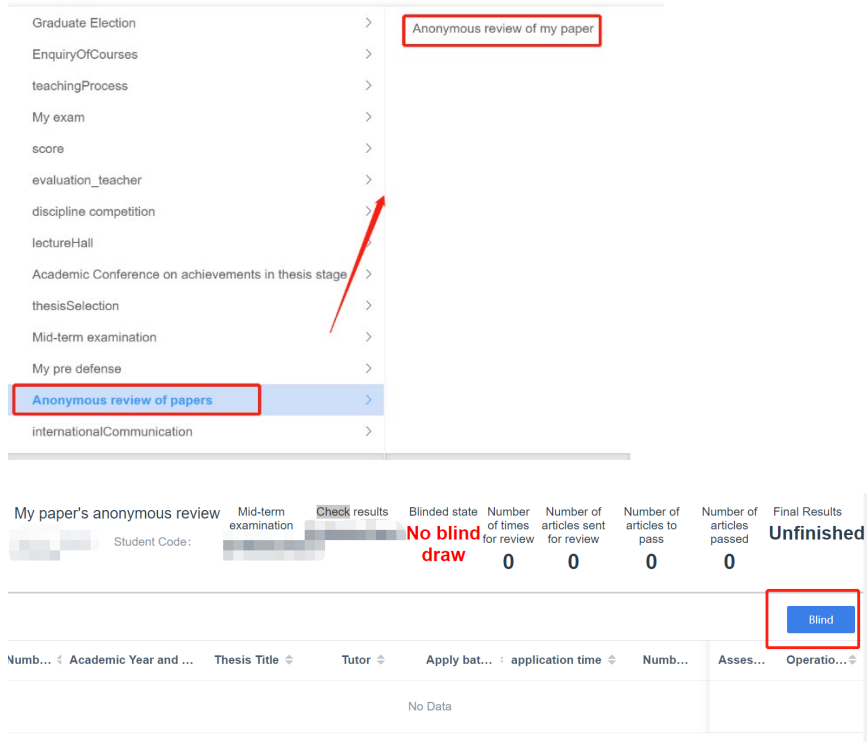
Requirements on thesis for plagiarism check & blind review:

1. Delete name of the author and the supervisor on the cover page, while keep the discipline and major information, as well as the thesis title.
 2. Delete the personal information on the English and Chinese title pages, including names of the author and the supervisor, Class Number, and Student ID, etc.
 3. Do not sign on Letter of Copyright Authorization.
 4. Do not sign on Originality Statement.
 5. Do not provide information on published papers and scientific research achievements.
- 2) <https://lwcc.tongji.edu.cn/lw/user/login> Ask your supervisor to approve your application and then come to the teaching affairs office for a second online approval.
 - 3) <https://lwcc.tongji.edu.cn/lw/Check/login>, check here for result. If you pass, continue to the next step; If you fail, revise your thesis under guidance of your supervisor and repeat the above steps.

Step 5: Online Random draw for Thesis Blind Review by Ministry of Education (5 weeks before defense, within 90 days after the plagiarism check)

Guide:

1. Go to 1.tongji.edu.cn and log in with your student credentials.
2. On the left menu, expand folder work bench, and select [Anonymous review of papers](#).
3. Select the “blind” button, wait for the result of this random draw. Below is a translation of the Tabular in English shown:



Graduate Election > Anonymous review of my paper

EnquiryOfCourses >

teachingProcess >

My exam >

score >

evaluation_teacher >

discipline competition >

lectureHall >

Academic Conference on achievements in thesis stage >

thesisSelection >

Mid-term examination >

My pre defense >

Anonymous review of papers >

internationalCommunication >

My paper's anonymous review Mid-term examination Check results Blinded state Number of times for review Number of articles sent for review Number of articles to pass Number of articles passed Final Results

Student Code: No blind draw 0 0 0 0 Unfinished

Blind

Numb...	Academic Year and ...	Thesis Title	Tutor	Apply bat...	application time	Numb...	Asses...	Operatio...
No Data								

- 3) If you get picked, contact Mr. Yongxiang Liu from the teaching affairs office. The same version of thesis uploaded in step 4 would be used directly for blind review, no revision allowed. If not picked, an internal blind review is required, the review could take up to 25 working days.
- 4) Outcome for Ministry of Education Blind Review will be sent via email, while Internal Blind Review outcome will return as hard copy.
- 5) If pass, proceed.

Step 6: Apply for final defense and get approval (2 weeks before defense)

- 1) Apply online for thesis defense, submit all materials to your defense secretary.

Guide:

1. Go to <http://myportal.tongji.edu.cn/new/index.html> and log in with your student credentials.
2. On the top menu, search 学位申请, and select it.
3. Wait a second until the server fills automatically in your account information. Afterwards fill out the required items in order, including your self-information and the details of your paper. In each item, fill out the boxes with the red star in front of them. Then reminder the defense secretary to approve your application.

Below is a translation of the Tabular in English shown:

同济大学 我的学位申请应用			
项目	内容	完成情况	详情
培养计划	已修学分: 53	已完成	[查看详情]
评阅专家	2 位专家	通过	[查看详情]
论文基本信息	论文中文题目: 论出入境管理中个人生物识别信息的法律保 护	申请时间: 2022-02-23 学院审核通过时间: 2022-02-24	[查看详情]
学位信息			[查看详情]
科研成果	专利 (0), 获奖 (0), 著作 (0), 论文 (0)	申请时间: 暂无 学院审核通过时间: 暂无	[申请/查看]
答辩准备信息	答辩时间: 2022-02-25 答辩地点: 表和楼1303室 答辩委员会成员: 3	申请时间: 2022-02-23 答辩秘书审核通过时间: 2022-02-23 学院审核通过时间: 2022-02-24	[查看详情]
答辩结果	3人 同意, 0人 反对 0人 弃权	通过	
论文归档	已上传	申请时间: 2022-03-05 学院审核通过时间: 暂无	[查看详情]

2) The defense secretary organizes the thesis defense.

Step 7: Degree Application and Awarding

1) Upload the final version of the thesis to <http://myportal.tongji.edu.cn/new/index.html>, (preferably the day after the defense).

同济大学 我的学位申请应用			
项目	内容	完成情况	详情
培养计划	已修学分: 53	已完成	[查看详情]
评阅专家	2 位专家	通过	[查看详情]
论文基本信息	论文中文题目: 论出入境管理中个人生物识别信息的法律保 护	申请时间: 2022-02-23 学院审核通过时间: 2022-02-24	[查看详情]
学位信息			[查看详情]
科研成果	专利 (0), 获奖 (0), 著作 (0), 论文 (0)	申请时间: 暂无 学院审核通过时间: 暂无	[申请/查看]
答辩准备信息	答辩时间: 2022-02-25 答辩地点: 表和楼1303室 答辩委员会成员: 3	申请时间: 2022-02-23 答辩秘书审核通过时间: 2022-02-23 学院审核通过时间: 2022-02-24	[查看详情]
答辩结果	3人 同意, 0人 反对 0人 弃权	通过	
论文归档	已上传	申请时间: 2022-03-05 学院审核通过时间: 暂无	[查看详情]

2) Submit Appraisal Form, Defense Votes, Master's Degree Application Form, and any other required files to Teaching Affairs Office.

3) Wait for approval by degree awarding committee of the university.

4) Get awarded the master's degree and diploma.