

Duties of the Secretary of the Dissertation Defense Committee

The secretary of a degree (thesis) defense plays an important role in the thesis defense process. Improving the quality of the secretary's work is also an important aspect of improving the quality of the dissertation defense. In order to maintain the seriousness of the dissertation defense work and ensure the orderly, efficient and smooth development of the defense work, according to the "Rules of Tongji University for Degree Conferral (4th Revision)" and "Regulations of Tongji University for Dissertation Evaluation and Defense (Public Draft)", the qualifications and duties of the secretary of the defense are hereby clarified as follows:

I. Qualifications of the defense secretary

In principle, the defense secretaries should be teachers with middle-level titles or above who are strict and responsible in their academic disciplines and professional degree programs under their jurisdiction, so as to ensure the smooth conduct of the dissertation defense. The secretary of the defense shall master the relevant regulations and procedures of the dissertation evaluation and defense. The faculties should provide training for those who are serving as the secretaries for the first time.

II. Preparation for Dissertation Review and Defense

The secretary of the defense committee is responsible for the organization of the dissertation review and defense. He/she should complete the examination and review of the dissertation before the defense, assist the chairman in handling the relevant affairs during the defense and keep detailed records of the defense. Applicants cannot be directly involved in the organization of the examination and evaluation of their dissertations and the defense.

The master's degree dissertation shall be submitted to at least two peer experts for

review 30 days before the defense; the peer expert reviewers are experts with the equivalent titles of associate professor or above in the discipline or experts with the qualification of postgraduate supervisor; the supervisor of the applicant cannot be the peer expert reviewer.

The doctoral dissertation should be submitted to 5 to 7 peer reviewers (including anonymous review) 45 days before the defense. The peer expert reviewers must be experts with the title of professor or equivalent in the discipline or experts with the qualification of doctoral supervisor, including at least three experts from outside the university and at least two experts from inside the university; at least two doctoral supervisors from inside and outside the university among the reviewers.

The defense secretary will confirm the defense application and review it by logging into the Graduate Education Management System.

III. Work related to the dissertation defense meeting

The defense secretary is responsible for the organization of the dissertation defense meeting. The dissertation defense is held in the form of a meeting, which can be held in the form of online video, offline or mixed online and offline. The defense should be held in public. Information such as the time, place, defender, thesis title, discipline, supervisor, and the list of the defense team (title, major, master's or doctoral supervisor, and work unit) will be made public on the College website before the defense, as well as in the form of posters on campus. Classified graduation designs (theses) may not be publicly defended.

The secretary of the defense is responsible for keeping records of the defense, listening to and collecting the opinions of the defense committee, keeping records of the defense, and drafting a resolution of the defense committee taking into account the comments of

the thesis review and the defense of the thesis.

IV. Follow-up work

After the defense meeting, the defense secretary is responsible for organizing all the materials of the defense meeting and all the materials required for the degree application according to the requirements and sending them to the postgraduate teaching staff of the college. The secretary of the defense is responsible for entering the resolution of the defense. The time and number of votes of the defense must be the same as those on the degree approval form, and inform the postgraduate teaching staff of the college where the resolution is entered.

In order to ensure the implementation of the opinions of the defense experts, the defense secretary shall urge the applicant to revise and perfect the dissertation after the defense and fill in the "Confirmation Form of Revision of Dissertation after Defense" in the degree approval form. After the supervisor signs and confirms the amendment confirmation form, the applicant shall submit the archived version of the dissertation to the academic registrar of the college.

In order to standardize the procedure of the defense meeting, photos of the defense meeting site must be provided and taken by the defense secretary and attached to the last page of the degree approval form. According to the requirements of the university archives, the photos should at least include the scene of the applicant's on-site report and the group photo of the defense experts with the applicant, the supervisor and the defense secretary (1-3 color 8-inch photos).