研究生学位论文答辩流程

Thesis defense process

1、提交论文

Submit thesis

根据申请学位时间节点（所主页会发布通知，通常为每年的5月10日和11月20日前答辩），按时提交论文。

According to the time node of degree application (The home page will issue a Chinese notice, usually you need to submit your thesis before April 10th, or October 10th, because the deadline you need to finished your defense process is the May 10th and November 20th of each year, and the paper review will take at least a whole month after you papered and submit your thesis).

需准备材料

Materials to be prepared

1)学位论文电子版（参考《中国科学院大学研究生学位论文撰写规范指导意见》）。

Electronic version of Dissertation Refer to《Guidelines of University of Chinese Academy of Sciences for Writing a Thesis/Dissertation》<http://www.gsc.dicp.ac.cn/down/rulesandregulations2018.pdf> Page 84.

2)论文送审打印批条Approval Form for Dissertation Printing <http://www.gsc.dicp.ac.cn/bg/xwbg/bsbg/bslwpt2.doc>

3)论文发表前审查表Examination Form for Pre-publication of Papers（已录入科技论文管理系统<http://ifc.dicp.ac.cn/paper2018/> 则不需要）

4)论文数据出处整理对照表Contrast Table of Paper Data Sources（已录入科技论文管理系统<http://ifc.dicp.ac.cn/paper2018/> 则不需要）

5)申请学位成果Papers for Degree Request（Beside your professor, you must to be the first author of your research Journal or Patent, 除导师外排名第一的成果：文章（不含综述）与专利（发明专利），电子版发送至xuewei@dicp.ac.cn package your PDF files and email to xuewei@dicp.ac.cn ，已接收但没有页码的文章，全文和接收函需导师签字。If your paper has been accept Paper but have not been published yet, the accept letter and the full paper need to be printed and signed by your professor. 专利提交通知书（专用章）和请求书（发明人排序）两页即可。以上材料纸板1式2份，参考模板<http://www.gsc.dicp.ac.cn/down/201901xw/cg-hg.zip> Patent format you can refer to <http://www.gsc.dicp.ac.cn/down/201901xw/cg-hg.zip>

6)研究生学术报告及社会实践表《Graduate Academic and Social Activities Registration Form》<http://www.gsc.dicp.ac.cn/bg/xwbg/xuewei/xsbg-shsj.doc>

7)同行评议表Peer Review Form <http://www.gsc.dicp.ac.cn/bg/xwbg/bsbg/thpyb.doc>

8)学位论文评阅书appraisal letter of Degree Thesis（博士Doctoral<http://www.gsc.dicp.ac.cn/bg/xwbg/bsbg/bsxwlwpys1.doc>、硕士Master’s <http://www.gsc.dicp.ac.cn/bg/xwbg/ssbg/ssxwlwpys1.doc>）

9)研究生（入学）登记表（补充填写）”Degree defense system”<http://www.gsc.dicp.ac.cn/doshow11.php?id=63>

登录<http://sep.ucas.ac.cn/>，进入学籍管理>档案管理

选择入学阶段点击“填写”



选择B1表choose table B1，



下载word版 download word format file



修改填表日期至“入学年度9月1日”例如：2012年9月1日correct the table data to “enrollment time sept. 1st”,



完善表格信息fill the table，打印签字print and signed，1式2份提交two copy should be submitted。

2、打印送审send out for review

研究生部领取论文打印批条，打印论文，带学位论文及评阅书（填写，盖章），填写论文送审信息get approved the proof note for agree to print your thesis,meanwhile, take one copy of your thesis which should be confirmed by degree management to check the format. Also, take your review letters and send your thesis together with your review letters(sent out and at least you must at least received 5 reviewers letters back)<http://www.gsc.dicp.ac.cn/xuewei/lwssxx.xlsx>，打印邮寄标签[http://www.gsc.dicp.ac.cn/xuewei/lwyjxf.doc](http://www.gsc.dicp.ac.cn/xuewei/lwssxx.xlsx)，送审（本人回避）。

论文评审期为博士30天，硕士20天。For PhD degree, the review time should be 30day, and 20 days for master’s degree’s review.

3、评阅意见返回the review comments should be return back.

评阅意见为同意答辩，可准备组织论文答辩，准备论文评阅意见复印件1份（封面+评分表+评语，隐去评阅人信息），送审至答辩时间间隔需大于30天。The review comments approved to hold thesis, then the defense can be holded. Before that, you need to get one copy of the hard copy of your comment(the cover page, the score sheet and the comment, the personal information of your referee should not be copyed). From the time you send out your thesis to the date you hold your deference, the time interval must more than 30 days.

4、答辩前提交before your defense, the following files should be submitted.

1)提交[纸板表](http://www.gsc.dicp.ac.cn/down/xw/dbqzbb%286%29.zip)（6个）HARD copy(6 files)：延期住宿表Extended accommodation schedule table、毕业注册申请书Application for graduation registration、申请学位承诺书Degree Application Commitment、答辩申请表Application form for defense、论文答辩表决票Responding votes for degree defense、学位论文答辩申请书Application for degree defense（1式2份two copies are necessary）。

2)[电子版表](http://www.gsc.dicp.ac.cn/down/xw/dbqdzb%289%29.zip)（9个+照片9 files, and image information collection photos）：发至send to xuewei@dicp.ac.cn ，博士论文评审表Doctoral Dissertation Evaluation Form、毕业申请学生公示表Graduation Application Student Notification Form、答辩情况表Information table of your defense、答辩通知Defense Notice、基本情况表Basic information table、中文摘要Chinese Abstract、论文成果及文章表Achievements and papers table、文章成果表Papers table、学位申请书Degree application table。图像采集照片Image Acquisition Photos（请以**最终学号**命名you must name the file using your final student ID，foramat and sent to xuewei@dicp.ac.cnJPG格式发送至邮箱xuewei@dicp.ac.cnJPG 。学信网可下载。）

3)国科大系统答辩前部分必须填完（具体详见[PPT教程](http://www.gsc.dicp.ac.cn/bodyshow3.php?id=295)）(The part before defense degree)degree defense system must be finished。Detailed referred to <http://www.gsc.dicp.ac.cn/doshow11.php?id=63>

4)领取答辩通知，表决票盖章Get the Degree Defense Notice and stamp the votes.。

5、论文答辩Degree defense

根据《大连化物所学位授予工作细则》Detailed Rules for Accreditation of Degrees in Dalian Institute of chemical physics refer to <http://www.gsc.dicp.ac.cn/bodyshow.php?id=411>

相关要求，组织答辩。

6、答辩后办理事宜after defense refer to

详见<http://www.gsc.dicp.ac.cn/yjsb2017/navsub/sub.php?item=show&name=xuewei&tid=1&id=263>

7、附《研究生毕业阶段提交材料目录暨业务档案目录》

Before you leave DICP, the following items in content should be complete

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| **No.** | **\_\_\_\_\_\_年Gread** | **夏/冬季Summer/ Winter** | **专业：Major** |
| **学号：Student ID** | **姓名：Name** | **博/硕士** | **导师：Professor** |

**研究生业务档案目录**

**Catalogue of Submitted Materials and Archives for Graduate Students**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **顺序号** | **题 名****Subject** | **文件日期****Date** | **件数****copys** | **页数****Pages** | **备注Note** |
|  | 研究生（入学）登记表Graduate (Entrance) Registration Form |  |  |  |  |
|  | 论文送审打印批条Approval Form for Dissertation Printing |  |  |  |  |
|  | 论文发表前审查表Examination Form for Pre-publication of Papers |  |  |  |  |
|  | 论文数据出处整理对照表Contrast Table of Paper Data Sources |  |  |  |  |
|  | 申请学位成果（论文，专利）Papers for Degree Request(Paper) |  |  |  |  |
|  | 研究生学术报告及社会实践表Graduate Academic and Social Activities Registration Form |  |  |  |  |
|  | 同行评议表Peer Review Form |  |  |  |  |
|  | 学位论文评阅书appraisal letter of Degree Thesis |  |  |  |  |
|  | 学位论文答辩申请书Application for degree defense |  |  |  |  |
|  | 研究生答辩申请表Application form for defense |  |  |  |  |
|  | 答辩委员会决议草稿Draft resolution of the Degree Defense Committee |  |  |  |  |
|  | 会议记录Minutes of the defense conference |  |  |  |  |
|  | 答辩委员会表决票Degree Defense Committee Votes Sheets |  |  |  |  |
|  | 学位论文定版打印申请Application for Final Printing of Dissertations |  |  |  |  |
|  | 申请学位承诺书Degree Application Commitment |  |  |  |  |
|  | 论文答辩情况和学位授予决议书Respondents and Degree Award Resolutions |  |  |  |  |
|  | 毕业研究生登记表Graduates Registration Form |  |  |  |  |
|  | 学位论文Dissertation |  |  |  |  |
|  | 答辩照片Thesis Defense Spot photo |  |  |  |  |
|  | 其他Others |  |  |  |  |
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| 使用须知Instructions：此夹内文件共计\_\_\_\_件，\_\_\_\_页。借阅使用时严禁丢失、损毁、涂改、抽换，阅后请及时归还并按与按顺序排列。 |

———中科院大连化学物理研究所