

Hunan Institute of Engineering Graduation Design (Thesis) Work Management Measures (Amendment)

Academic Affairs Office No. 17 (2024)

Chapter I General Provisions

Article 1 Undergraduate graduation project (thesis) is an important link to achieve the goal of talent training, which is the graduation and study of students. A necessary condition for the awarding of a bachelor's degree. In order to further standardize the management of graduation project (thesis), improve the quality of graduation project (thesis) and enhance the level of talent training, these Measures are formulated in combination with the actual situation of the university.

Article 2 Graduation project (thesis) work includes topic selection (including proposition, examination), proposal, mid-term examination and discussion Essay writing, academic misconduct detection (referred to as "reexamination"), defense, excellent graduation thesis selection, sampling and other main links.

Chapter II Organization and management

Article 3 The graduation project (thesis) shall be administered at two levels by the university and the university. The Academic Affairs Office is responsible for the graduation project as a whole Organization, coordination and overall management of the work. The college is specifically responsible for the implementation of the graduation project (thesis) work of the formulation and organization of implementation, process monitoring, condition support, quality assurance and other work.

Article 4 The work of graduation design (thesis) should generally be arranged in the last academic year of undergraduate study of the major, the principle The work shall not be less than 12 weeks.

Chapter III Liability Requirements

Article 5 Requirements for supervising teachers

1. The instructors should have good ethics, have certain practical experience and professional standards, and have intermediate and professional skills The above professional and technical positions (or with a master's degree or above) should be held by teachers. The number of students supervised by each tutor shall not exceed 8 in principle.

2. Carry out the supervising teacher responsibility system. The supervising teacher should adhere to the principle of teaching and educating people, teaching by word and example, and put ideology and politics into practice Governance education runs through the whole process of graduation design (thesis) guidance, we should strengthen academic ethics, academic norms education, strengthen the guidance of research and writing process, accurately grasp the progress of students' graduation design (thesis), and strictly control the quality.

3. In order to promote the combination of graduation design (thesis) and engineering practice, the college can hire cooperative units (enterprises, its Other universities, research institutes, etc.) with intermediate and above professional and technical positions of scientific research personnel, engineering and technical personnel to participate in the joint guidance.

Article 6 Requirements for students

1. In the graduation project (thesis) work, students should study assiduously, in line with a rigorous and realistic scientific attitude, independent Complete the prescribed work tasks immediately.

2. Students should respect the instructor, report the progress of graduation project (thesis) regularly, and humbly ask for advice and accept it guidance.

3. Students shall abide by the code of academic ethics and strictly prohibit all kinds of academic misconduct.

4. Students should complete all aspects of graduation project (thesis) on time according to the relevant regulations of the university and the college. And submit them in time in the educational administration system.

5. Students should submit the relevant materials of graduation project (thesis) to the college for filing as required.

Chapter IV Process management

Article 7 Topic selection. Graduation project (thesis) propositions should conform to the professional training objectives and teaching requirements. Title by reference The title shall be put forward by the tutor and released to the students after examination by the college. Each person has a topic, after determining the topic, the instructor will fill in the graduation project (thesis) assignment book, and reach the students in time. Once the students have selected the topic, they will not be changed in principle. If it is really necessary to change, the application should be submitted before the end of the mid-term inspection, approved by the instructor, and submitted to the college for approval before the change.

Article 8 Proposal. Students shall write the proposal report of graduation project (thesis) under the guidance of the instructor, and the college shall check it. The completion status and quality of students' proposal work.

Article 9 Mid - term inspection . The college shall organize mid-term inspection to understand the progress of graduation project (thesis) and send it in time. Put forward corrective measures and coordinate solutions to existing problems.

Article 10 Paper writing. Students must study within the research on the basis of investigation, experiment, analysis and research. Allow more systematic analysis and elaboration, so that the writing is standardized, clear points of view, sufficient arguments, accurate data, clear logic, smooth expression, rigorous structure, and have independent opinions.

Article 11 Duplicate checking. Before the graduation project (thesis) defense, it is required to accept the academic standard inspection. The thesis should be written in Chinese. The main graduation thesis, should use the paper detection system to check; The graduation thesis mainly completed by drawings, works, performances, etc., or the graduation thesis mainly written in foreign language, can be checked according to the method formulated by the college.

Article 12 Defense. A student who has completed his graduation project (thesis) may apply for graduation defense. The defense organization is as follows:

1. Before the defense, the college shall organize the examination of the students' defense qualifications. Only the students who meet the requirements of the qualification examination can defend the defense. For those who do not pass the sampling test, guide the teacher to evaluate the score or review the teacher to evaluate the score, the defense and evaluation shall be suspended, and the defense and evaluation shall be carried out after the student has improved.
2. The defense team shall be composed of 3 or more members with the instructor qualification. The leader of the defense team must be a senior. A teacher with a senior professional title shall be appointed. In principle, the instructor should avoid the process of guiding students' defense by himself.
3. Defense procedures and requirements shall be determined by each college according to the characteristics of the major. The leader of the defense shall organize the defense teachers to discuss with the students. The defense shall be evaluated, and the comments and grades shall be given, which shall be recorded into the educational administration system by the college within the prescribed time. Those who fail to pass the defense shall apply for defense again.
4. After the completion of the formal defense, the college shall organize a postponement of the defense. Students who postpone their defense are perfecting their graduation project (thesis), after obtaining the defense qualification, may participate in the deferred defense organized by the college. Postponement defense is only organized once. Students who have not obtained the postponement defense qualification and do not participate in the postponement defense without reason or are still unqualified for the postponement defense will be judged as unqualified for their graduation thesis results.

Article 13 Evaluation of academic performance. The grades of graduation project (thesis) shall be evaluated by the supervising teachers and the reviewing teachers. The score and the defense score are composed of three parts. According to the characteristics of majors and disciplines, the college will formulate the corresponding graduation project (thesis) scoring standards and the weight of the three parts of the results, and comprehensively evaluate the graduation thesis results. The total score adopts the scoring system of five levels: excellent, good, medium, pass and fail. The proportion of the score assessed as excellent (90 points and above) shall not exceed 20% .

Article 14 Evaluation of excellent scores. The college recommends the school-level excellent graduation design (thesis) according to 3% of the quota, and the specific evaluation. The selection shall be organized and implemented by the Academic Affairs Office.

Article 15 Random inspection. Before the formal defense work, the Academic Affairs Office shall organize the random inspection of graduation project (thesis). In order to invite peer experts to review, the emphasis is on the significance of the topic, writing arrangement, logical construction, professional ability and academic norms. Those who fail to submit the sampling and review materials on time or fail to pass the review shall postpone the defense.

Article 16 Filing. The Academic Affairs Office shall be responsible for the preservation of electronic archiving materials of graduation project (thesis), and the college shall be responsible for graduation. For the preservation of paper materials, the storage period should meet the relevant provisions of the archiving of teaching documents and materials.

Chapter V Quality assurance and related treatment

Article 17 The quality assurance of graduation project (thesis) shall be carried out under the two-level responsibility system of school and school. The Academic Affairs Office shall organize regular review The progress and quality of the graduation project (thesis) shall be checked in all aspects. The college shall conscientiously carry out self-examination and self-evaluation, and adopt measures to improve the quality of the graduation project (thesis).

Article 18 The Academic Affairs Office shall be responsible for coordinating with the higher competent departments to carry out the sampling inspection of undergraduate graduation design (thesis). Organize experts to investigate the graduation design (thesis) that is identified as "problematic" in the sampling of higher departments.

Article 19 Related treatment

1. For the graduation project (thesis) identified as "existing problems" as a result of sampling inspection by the superior competent department, learn Students shall be dealt with in accordance with the following provisions:

(1) Plagiarism, plagiarism, forgery, tampering, trading, ghostwriting and other academic misconduct have been verified and identified as if the undergraduate graduation project (thesis) with "problems" has been awarded a degree, the degree will be revoked and the degree certificate will be cancelled. The university will revoke all kinds and levels of honors related to the student's graduation project (thesis) performance;

(2). The college and the instructor will urge the students who have "problems" with their graduation project (thesis) to make rectification and rectification. After that, 3 peer experts are invited to review until they meet the qualification requirements, and the records of the rectification process are retained by the college. If the college refuses to make the rectification within the prescribed time, the degree will be revoked and the degree certificate will be cancelled.

2. For the graduation project (thesis) identified as "problematic" by the sampling results of the superior competent department, the university. The internal advisor shall deal with the problem according to the following provisions:

(1) The person in charge of the Party and government of the college shall interview the corresponding supervising teachers, and start the relevant investigation to recover the corresponding situation. The teaching workload and the number of undergraduate graduation projects (theses) supervised in the following year were halved compared with the previous year.

(2) When the university organizes random inspection, the undergraduate graduation project (thesis) under its guidance is listed as the required inspection object.

(3) If the undergraduate graduation project (thesis) is "problematic" for two consecutive years, the general teaching accident recognition will be initiated. The qualification of instructing teachers shall be cancelled, and they can apply again after 2 years. After the qualification of instructing is restored, the number of instructing students in the first year shall not exceed 6.

3 . For the graduation project (thesis) identified as "problematic" by the sampling results of the superior competent department, learn the College and related majors shall deal with the problems in accordance with the following provisions:

(1)The college whose graduation project (thesis) has "problems" in the sampling inspection of the superior competent department will be deducted for the current year the score of the assessment in the annual target assessment of the college (department), and conduct a quality interview, and put forward rectification requirements within a time limit.

(2) Two consecutive years in the higher competent departments in the sampling of "problems" graduation project (thesis) specialty, will be notified in the whole school, and deduct the next year's enrollment plan of related majors as appropriate.

(3) For three consecutive years, there are "problems" in the graduation project (thesis) in the sampling inspection of the superior department, those who still

cannot meet the requirements after rectification, shall be deemed as unable to guarantee the quality of training and shall be ordered to suspend enrollment.

4. For the graduation project (thesis) that has been reviewed in the sampling inspection of the superior competent department, the college shall organize and do a good job. The majors with a higher proportion of rectification and reconsideration will be included in the yellow warning list, and the relevant majors should take good quality assurance measures.

Chapter VI Supplementary rules

Article 20 These administrative measures shall be implemented as of the date of promulgation, and shall be interpreted by the Academic Affairs Office. The working Methods of College graduation Design (thesis) (School teaching Word (2018) No. 52) shall be abolished at the same time.