

Shanghai University of Medicine & Health Sciences

Academic Affairs Office,

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Each teaching unit:

In order to implement the fundamental task of building morality and cultivating people, cultivate innovative, compound and application-oriented talents needed for socialism with Chinese characteristics in the new era, further strengthen and improve the management of undergraduate thesis (design) teaching links, ensure the quality of undergraduate thesis (design) Management Measures for Graduation Thesis (Design) and printed and distributed, please follow them.

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Management Measures for Graduation Thesis (Design)

Chapter 1 General Provisions

Article 1: In order to implement the fundamental task of cultivating morality and talents, cultivate innovative, versatile, and application-oriented talents needed for socialism with Chinese characteristics in the new era, further strengthen and improve the management of undergraduate thesis (design) teaching, ensure the quality of undergraduate thesis (design), and promote the comprehensive development of students' morality, intelligence, physical fitness, aesthetics, and labor skills, in accordance with the Overall Plan for Deepening the Reform of Education Evaluation in the New Era by the Central Committee of the Communist Party of China and the State Council, and the Measures for Sampling Undergraduate Thesis (Design) by the Ministry of Education (Trial)

In accordance with the spirit of documents such as [2020] No. 5 and the National Standards for Teaching Quality of Undergraduate Majors in Ordinary Higher Education Institutions, and based on the actual situation of our university, this method is formulated.

Article 2: Graduation thesis (design) is an important part of undergraduate talent cultivation. It is a comprehensive practical teaching link that cultivates students to independently analyze and solve problems using the knowledge and skills they have learned. It is an important basis for testing the quality of professional teaching and undergraduate talent cultivation.

Article 3: Graduation thesis (design) should focus on cultivating students' abilities in the following aspects:

- (1) The ability to conduct research, review literature, and collect and obtain information;
- (2) The ability to conduct theoretical analysis and develop design plans;

- (3) Ability in experimental research, data processing, and analysis;
- (4) Ability to write academic papers or design specifications;
- (5) Foreign language and computer comprehensive application ability;
- (6) Self study ability and innovation ability;
- (7) Language expression and critical thinking ability.

Chapter 2 Organizational Management

Article 4: The management of graduation thesis (design) shall be implemented under the leadership of the principal in charge of teaching, under the macro guidance of the academic affairs office and the specific responsibility of the college for the two-level management of the school and college. The guiding teachers shall provide full guidance throughout the process, and the students shall implement it throughout the process.

Article 5: The Academic Affairs Office is responsible for macro management of graduation thesis (design) work, mainly responsible for formulating relevant documents and rules and regulations for graduation thesis (design) management; Organize the college to formulate specific management measures for graduation thesis (design); Organize and carry out quality monitoring work such as plagiarism check, sampling inspection, and process inspection for graduation thesis (design), promptly correct problems found, and supervise rectification.

Article 6: The college is the main organization and implementation of the graduation thesis (design) work body.

(1) Each college should implement the school's policy on undergraduate thesis (design)

According to the regulations, based on the professional training objectives and characteristics, organize the formulation of basic

requirements and management rules for the graduation thesis (design) of students in this major, and submit them to the Academic Affairs Office for review and filing.

(2) Establish a leadership group for the graduation thesis (design) work of the college, with the dean in charge of teaching as the group leader.

(3) Regularly inspect and guide the progress and quality of undergraduate thesis (design) work implemented by grassroots teaching organizations in our unit, coordinate and handle issues related to site, equipment, funding, etc. in the graduation thesis (design) work of our college, and provide appropriate materials, experimental conditions, research channels, etc. for guiding teachers and students.

(4) Assign a dedicated person to be responsible for the management of graduation thesis (design), coordinate and guide teachers and defense time, arrange students' learning and courses during the writing of graduation thesis (design); Review students' graduation thesis (design) topic selection and guide teachers (including off campus guidance teachers); Organize the proposal, mid-term inspection, plagiarism check, sampling, defense, grade evaluation, grade submission, excellent graduation thesis (design) selection and submission of students' graduation thesis (design), complete the specific work of archiving graduation thesis (design) materials and summarizing work.

(5) Establish a defense committee to review and re-examine the evaluation of students' graduation thesis (design) grades. The members of the defense committee can be teachers from our college, as well as personnel with equivalent professional titles from other colleges or outside the school. The list of members of the defense committee should be posted and announced.

Article 7: According to the talent training plan of each major, the duration of the graduation thesis should generally not be less than 10 weeks. Encourage graduation thesis (design) work to cover one academic year.

Chapter 3 Requirements for Guidance Teachers

Article 8: Each college shall clarify the basic requirements and job responsibilities of the guidance teachers for graduation thesis (design), and establish an inspection mechanism for the work of guidance teachers.

Article 9: Guidance teachers must pass qualification review. Guidance teachers, graduation thesis reviewers, and defense teachers should possess good professional ethics and conduct, as well as a strong sense of work responsibility. Guidance teachers should generally be teachers, researchers, or engineering technicians with intermediate or higher professional titles and a strong sense of responsibility. Hiring guidance for graduation thesis, the off campus personnel of (design) shall also be equipped with an on campus contact teacher, and the responsibilities of both on campus and off campus teachers shall be clearly defined.

Article 10: Once the guiding teacher is determined, they shall not be changed in principle. If it is necessary to make changes due to special circumstances, it must be approved by the college graduation thesis (design) work leadership group and guided by a teacher of equivalent level appointed by the college.

Article 11: The supervising teacher is responsible for guiding the graduation thesis of the students under their guidance

Conduct full process management, mainly including:

(1) Determine the topic of the graduation thesis (design), draft a task book, and guide students to complete the proposal. The task book and proposal report should clearly state the research significance, research objectives, main research content, basic research ideas, research progress and schedule, references, etc. of the graduation thesis (design), and should also propose clear technical standards and quantitative requirements, including the word count, drawings, and technical indicators of the thesis. Experimental or research papers require completion of one review related to the topic before opening.

(2) Guide students to consult literature and provide guidance on design schemes, design methods, and writing graduation theses. During the process of a student's graduation thesis

(design), the supervising teacher shall conduct at least 1-2 weekly checks on the progress and quality of the student's work, while also answering questions and providing guidance, to grasp the progress and quality of the student's graduation thesis (design), and to review, evaluate, and defend the graduation thesis (design).

(3) The opening report, guidance records, mid-term inspection opinions and other process materials of the graduation thesis (design) should be truthfully recorded according to the execution and completion status of the graduation thesis (design).

(4) During the guidance of graduation thesis (design), the supervising teacher should attach great importance to carrying out ideological and political education for students and cultivating their moral character. Guidance teachers should strictly monitor students' attendance and be responsible for their academic and ethical behavior. Guidance teachers should promptly detect and correct students' academic misconduct. If necessary, after being approved by the college defense committee and filed with the academic affairs office, their defense qualifications may be revoked.

Article 12: According to the requirements of the National Standards for Teaching Quality of Undergraduate Majors in Ordinary Higher Education Institutions and professional certification standards, the number of students guided by each guiding teacher generally does not exceed.

Article 13 The College shall criticize and educate the instructors who do not seriously perform their duties, investigate and verify the serious cases in accordance with relevant procedures, and deal with them in accordance with the relevant provisions of the Measures of Shanghai University of Medicine&Health Sciences for the Recognition and Handling of Teaching Errors and Accidents.

Chapter 4 Requirements for Students

Article 14: Students must attach great importance to their graduation thesis (design) work, clarify its purpose and

significance, and complete their graduation thesis (design) on time with quality and quantity as required:

(1) According to the task book assigned by the supervising teacher, comprehensively apply the knowledge learned to solve practical problems, continuously acquire new knowledge, and improve independent work ability.

(2) Complete each stage of the graduation thesis (design) according to the planned schedule, regularly report the work progress to the supervising teacher, and listen to opinions and guidance.

(3) The graduation thesis (design) should have clear content, rigorous argumentation, reliable data, theory, analysis, and conclusion. The writing of a graduation thesis (design) should have clear hierarchy, concise language, smooth communication, precise expression, standardized format symbols, and clear drawings.

(4) The main text of the graduation thesis (design) (excluding table of contents, abstract, annotations, references, acknowledgements, etc.) shall not be less than 6000 words in principle. Each college shall clarify the word count requirements for the main text of the graduation thesis (design) of relevant majors according to the characteristics of the discipline and the requirements of talent cultivation. The Chinese abstract should be 300-500 words long and accompanied by a corresponding English abstract.

(5) The main references for the graduation thesis (design) should generally not be less than 10, and should focus on the latest domestic and foreign literature in the past five years. The references cited should be correctly labeled in the graduation thesis (design).

Article 10: During the process of writing a graduation thesis (design), students should strictly abide by its discipline:

(1) During the graduation thesis (design) period, it is necessary to strictly abide by various safety regulations and operating norms when entering research facilities such as laboratories, and comply with the rules and regulations of the school and college.

(2) To conduct a graduation thesis (design) outside of school

on one's own, an application must be submitted in advance and approved by the college. During the period of off campus graduation thesis (design), one should strictly abide by the relevant rules and regulations of their unit.

(3) Comply with the attendance and leave request system, report the progress of the graduation thesis (design) work to the supervising teacher every week. If the student is absent for three weeks or more without reason, the supervising teacher has the right to terminate the student's graduation thesis (design) work. With the approval of the college, the student's graduation thesis (design) defense qualification shall be cancelled by filing with the Academic Affairs Office.

Article 16: Students shall abide by academic ethics and norms, independently complete their graduation thesis (design), investigate and verify suspected academic misconduct in accordance with relevant procedures, and handle it in accordance with relevant regulations.

Chapter 5: Topic Selection for Graduation Thesis (Design)

Article 17: Each college shall establish an effective mechanism for reviewing and managing graduation thesis (design) topics, and strictly control the review process. Principles and requirements for selecting topics for graduation thesis (design):

(1) The topic selection must comply with the professional training objectives and meet the basic teaching requirements.

(2) The selected topic should be progressiveness, practical and innovative to a certain extent, and should be combined with the scientific research, production and other realities in relevant fields of various disciplines as far as possible. Medical topics can be prospective studies or retrospective summaries, as well as research projects under study; The selection of engineering topics should focus on strengthening training and cultivating students' practical engineering abilities. Encourage students to choose options that can stimulate their initiative and innovative potential Title. More than 50% of graduation theses (designs) are completed through social practices such as experiments,

internships, engineering practices, and social surveys.

(3) The topic selection should be clear and targeted, avoiding being too empty, too large or too small; The difficulty of topic selection should be suitable for students' knowledge, abilities, and corresponding experimental conditions, with a full workload, so that students can not only receive comprehensive training, but also complete all the content or achieve phased results through hard work within the specified time; Previous year topics cannot be repeated.

(4) Graduation thesis (design) should be done on a case by case basis. For projects with a large workload, several students can be organized to collaborate and divide the design (research), but it is necessary to clarify that each person has one sub project. The sub topics are based on the main topic and are developed separately. It is necessary to clarify the work tasks and corresponding workload that each student needs to independently complete, and the thesis title should be differentiated.

(5) Encourage the integration and intersection between different majors or disciplines, and encourage teachers from other disciplines of our university, as well as clinical and research personnel from hospitals and enterprises, to participate in guiding or jointly guiding the graduation thesis (design).

(6) Encourage students to contact employers and directly undertake practical engineering and research projects that meet the above requirements.

Article 18: It is generally not advisable to arrange students to choose topics for their graduation thesis (design) in the following situations:

(1) Not in line with the major studied;

(2) The scope is too narrow and the content is too single, which cannot achieve the comprehensive training goal;

(3) High demands on knowledge, skills, and experimental conditions make it difficult for students to handle;

(4) Unable to complete or achieve phased results within the specified time.

Article 19 Basic Procedure for Topic Selection

(1) The title of the graduation thesis (design) is first proposed by the supervising teacher, stating the source, nature, main content, difficulty level, etc. of the topic. It is discussed and determined by the teaching and research department, and submitted to the college's graduation thesis (design) work leadership group for approval for students to choose from. Students can also apply for a topic on their own, which will be approved by the teaching and research department and approved by the college's graduation thesis (design) work leadership group as the topic for their graduation thesis (design). Encourage students to develop their graduation thesis topics based on the results of previous projects such as amateur scientific research and innovative experiments.

(2) The topic selection plan will be announced to all teachers and students of our college, and students and guidance teachers will implement a two-way selection.

(3) After the topic selection is confirmed, the guiding teacher will issue a written task book for the graduation thesis (design) to the students as a basis for opening, checking, defense, and other aspects.

(4) Once the title of the graduation thesis (design) is determined, it cannot be changed arbitrarily. If it is necessary to modify the title, a written application must be submitted, explaining the reasons for the change, and it can only be modified after being reviewed and approved by the professional leader. If there is a significant difference between the research content of the changed topic and the original topic, a new topic should be organized; If the title is modified after the mid-term examination and the modified content of the graduation thesis (design) differs significantly from the original research content, an application for postponement of the graduation thesis (design) defense must be processed with the approval of the college.

Chapter 6 Opening and Mid term Inspection of Graduation Thesis (Design)

Article 20: The thesis (design) proposal shall be organized by various professional organizations. The key points of the

proposal work are:

(1) Check whether the student's topic selection is correct, whether the literature review is sufficient, whether the scheme design is reasonable, and determine whether the student has fully understood the graduation thesis (design)

The content and requirements of the plan;

(2) Check whether the progress plan of the student's graduation thesis (design) is feasible and whether the workload is appropriate;

(3) Check if the basic requirements for the student's graduation thesis (design) have been met.

Article 21: Those who fail the proposal report must start a new proposal within one week.

Article 22: The college shall organize mid-term inspections of graduation theses (designs), with the main inspection contents being:

(1) Is the content and title of the graduation thesis (design) consistent, and is the basic viewpoint of the thesis correct;

(2) Whether the workload is full and whether the prescribed work is completed according to the plan;

(3) The guidance work of teachers.

Chapter 7 Duplicate Check and Sampling Inspection of Graduation Thesis (Design)

Article 23: Each college shall conduct a plagiarism test on the graduation thesis (design), and in principle, the "total text copy ratio" (excluding self cited parts) of the graduation thesis (design) shall be less than 25%. The plagiarism check should be completed before the thesis defense.

Article 24: Graduation theses (designs) that fail the initial

plagiarism check must be revised under the guidance of the supervising teacher. After passing the plagiarism check again, they can apply for defense and grade evaluation; If the re-examination still fails, the paper needs to be further revised, and the specific defense time will be arranged by each college.

Article 25: Each college recommends participation in the annual school level excellent graduation thesis

The "total text copy ratio" of the selected paper must be $\leq 10\%$.

Article 26: Before the defense of undergraduate thesis (design), school level and institute level spot checks must be conducted.

(1) The school level sampling ratio should generally not be less than 2% of the number of fresh graduates, and the college level sampling ratio should generally not be less than the number of fresh graduates in their respective majors

10%. Moderately increase the graduation thesis for majors that require key monitoring, such as new majors

(Design) Sampling ratio.

(2) The Academic Affairs Office is responsible for the overall organization and full supervision of school level sampling work, and the college level sampling work is formulated by the college to formulate relevant work methods. Before the defense, the Academic Affairs Office and the college randomly select some students' graduation theses (designs) and submit them to internal and external experts for "double-blind" evaluation, making specific evaluation opinions, and promptly feedback the evaluation opinions to the supervising teacher and the students themselves.

(3) If there are any "problematic graduation thesis" or revision suggestions in the sampling results, the thesis must be revised according to expert opinions, and the quality of the revised thesis is checked by the supervisor and the college. Only after the thesis review organized by the college can the subsequent processes such as defense be entered.

Article 27: The Academic Affairs Office shall organize each college to complete the relevant work of undergraduate thesis

(design) sampling for the degree awarded in the previous academic year through the National Undergraduate Thesis (Design) Sampling Information Platform in accordance with the requirements notified by the superior department.

Article 28: Graduation theses (designs) that are suspected of violating relevant policies, laws, and regulations of the Party and the state in political direction, or violating socialist core values, moral education requirements, or other content that violates social order and good customs, or engaging in academic misconduct such as plagiarism, forgery, tampering, buying and selling, or ghostwriting, shall be deemed as "problematic graduation theses". The college shall conduct investigation and verification in accordance with relevant procedures, and after verification, submit a written report to the school to revoke the degree awarded and cancel the degree certificate in accordance with the law.

Chapter 8 Review and Defense of Graduation Thesis (Design)

Article 29: After completing the work of a student's graduation thesis (design), the grade of the thesis (design) should be comprehensively evaluated through three stages: review, evaluation, and defense, and comments should be written. To avoid the phenomenon of significant differences in student evaluation scores while the evaluation opinions are basically the same. For graduation theses (designs) with evaluation scores below 75 points in each stage, the comments must indicate the existing problems or shortcomings.

Article 30: The review of students' graduation thesis (design) work shall be undertaken by the supervising teacher, mainly focusing on students' work attitude, topic quality, literature application ability, paper format, paper quality, and workload completion.

Article 31: The review of graduation thesis (design) work is generally conducted by the college. The graduation thesis (design)

work leadership group designates a dedicated person to carry out. Review mainly involves the standardization of writing graduation thesis (design), completing the content specified in the graduation thesis (design) task book, mastering basic theoretical knowledge, basic skills, innovation ability, and other aspects. The student's supervisor does not serve as their reviewer.

Article 32: Defense Work

(1) Students are required to conduct a defense after completing their graduation thesis (design). The thesis (design) defense is implemented by each college.

(2) The defense committee may organize several defense groups as needed, each consisting of an odd number of three or more members. The leader of the defense group shall be a teacher with a deputy senior or higher professional title. Each professional defense team should have unified defense requirements and scoring standards, and implement specific defense work.

(3) The defense implements a system of guidance teacher recusal, which means that the guidance teacher does not participate in the defense of the student's graduation thesis (design) under their guidance.

(4) Students are required to submit all materials for their graduation thesis (design) before the defense submit to the defense committee for review by the reviewing teacher. Only students who pass the defense qualification review can participate in the defense. Each college should announce the order of student defense and related matters to students one week before the defense.

(5) The defense shall be conducted in a public manner, and other relevant personnel may attend as observers. During the defense process, each student's defense time shall not be less than 20 minutes, including two parts: the presentation of the graduation thesis (design) and the questioning of the defense. Among them, graduation thesis (Design) The presentation should be no less than 10 minutes long; Answer 3 or more questions during the defense questioning session, and the defense secretary is responsible for keeping a record of the defense.

(6) After the defense is completed, the defense team will comprehensively evaluate the grade of the graduation thesis (design) based on the review comments and defense situation.

Article 33: For graduation theses (designs) with significant disputes, the defense committee may organize a second defense at its discretion. For students who participate in the second defense, the second defense score of their graduation thesis (design) shall be the final score of the design (thesis). Those who fail the first defense will participate in the second defense, and their final score will not exceed 70 points (inclusive).

Chapter 9 Score Evaluation of Graduation Thesis (Design)

Article 34: The defense committee may comprehensively evaluate students' graduation thesis (design) grades based on the following proportions: 30% for the review grade by the supervising teacher, 30% for the review grade, and 40% for the defense grade. The above three ratings should be recorded on a percentage scale. The proportion of students in the same major should be appropriately controlled, and generally, the number of students with scores of 85 or above should not exceed 20% of the students in this major.

Article 30: The grading of graduation thesis (design) should be determined based on a comprehensive consideration of workload, student performance, and achieved level. The main scoring points include basic abilities and work attitude, graduation thesis (design) level, and defense form, there are innovators who can give extra points for their graduation thesis (design) at their discretion. Each college should develop corresponding thesis defense and grading standards based on specific situations, and report them to the Academic Affairs Office for filing.

Article 36: If a student's graduation thesis (design) fails to meet the defense requirements or has other special circumstances that prevent them from participating in the graduation thesis (design) defense on time, they may apply for a postponement of the defense one week before the graduation thesis (design) defense.

After approval by the college and filing with the Education Department, the college will reasonably arrange the postponement of the defense time based on the majors and number of students who have postponed the defense, and generally complete the postponement of the defense work from July to September of the same year.

Article 37: Scores that have been disqualified from defending a graduation thesis (design) shall be recorded as zero points. Those who fail the evaluation of their graduation thesis (design) can participate in the next round of students' graduation thesis (design) retake within their study period.

Article 38: After the graduation thesis (design) defense is completed, each college shall promptly recommend excellent graduation theses.

Chapter 10 Quality Control of Graduation Thesis (Design)

Article 39: The quality control of graduation thesis (design) shall implement a two-level responsibility system of the university and the institute.

(1) The Academic Affairs Office conducts macro monitoring of graduation thesis (design), regularly organizes school level teaching supervision to conduct spot checks on all aspects of the school's graduation thesis (design), and does a good job in school level spot checks.

(2) The college conducts comprehensive monitoring of each stage of the graduation thesis (design), and strengthens the quality control of key nodes such as proposal opening, mid-term inspection, plagiarism detection, sampling, and defense. Only when each stage meets the work requirements and quality standards of this stage can the next stage of work be carried out. Assess the work of guiding teachers, and give criticism and education to teachers who do not perform their duties seriously or have other violations, until suspended or

Cancel the qualification of the thesis advisor and handle it according to the relevant regulations of the school.

(3) The supervising teacher is responsible for the quality of the student's graduation thesis (design). Timely understand the progress of students' graduation thesis (design), provide serious guidance, coordinate and solve problems in a timely manner, ensure the quality of graduation thesis (design) and complete it on time. During the guidance process, if a teacher discovers academic misconduct in a paper, they should promptly request students to correct or rewrite it.

Article 40: After the completion of the graduation thesis (design) work, the college shall organize each major (teaching and research office) to carry out the summary and material archiving of the graduation thesis (design), summarize the good experience and practices, and put forward continuous improvement opinions and plans for the existing problems.

Article 41: In order to encourage students to study diligently and be brave in innovation, and to encourage teachers to improve their guidance level for graduation thesis (design), the school conducts an annual selection of outstanding undergraduate thesis at the school level. The college recommends candidates to the school based on the allocated quota in the current year, following the principle of preferring shortage over excess. The academic affairs office organizes experts to conduct evaluations according to the corresponding evaluation index system. If one of the following situations exists, they do not have the basic qualification to participate in the evaluation of excellent graduation thesis at the school level:

- (1) Papers with plagiarism detection repetition rate > 10%;
- (2) Papers with initial defense scores below 85.

Chapter 11 Material Archiving of Graduation Thesis (Design)

Article 42: After the completion of the graduation thesis (design) work, each college shall classify, organize and archive the students' graduation thesis (design) or design specifications,

drawings and other graduation achievements, task books, proposal reports, score evaluation forms, defense records and other procedural materials. Colleges should establish a strict filing system for graduation thesis (design) teaching archives based on professional characteristics.

Article 43: Graduation thesis (design) shall be managed through "dual archiving" of paper and electronic versions. The paper version of the materials should be placed in the student's graduation thesis (design) file bag and kept for no less than 5 years, while the electronic version should be kept for a long time in principle.

Chapter 12 Supplementary Provisions

Article 44: The writing standards for undergraduate thesis (design) shall be implemented in accordance with the specific requirements of the Academic Affairs Office.

Article 45 These Measures shall be implemented from the date of issuance, and the original Measures for the Administration of Graduation Design (Thesis) of Full time Undergraduate Students of Shanghai University of Medicine & Health Sciences (SHMHS JW [2019] No. 31) shall be repealed.

Article 46: These Measures shall be interpreted by the Academic Affairs Office.

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