

# 公共管理学院留学生手册 (研究生)

**International Student Handbook of School of Public Administration**  
**(for graduate students)**

2



浙江大学公共管理学院  
School of Public Administration, Zhejiang University

## Editor's Preface

### Dear international students:

Hello! Welcome to the School of Public Administration of Zhejiang University. The following contact information and tips come in handy during your study period. Please read it carefully and keep it in good condition.

Wish happiness and the best of luck in your study!

**Please pay attention to the main websites of School of Public Administration and Graduate School of Zhejiang University, here you can find all related information and timely notifications:**

Graduate School Web site: <http://grs.zju.edu.cn/index.jsf>

Graduate School Web site: <http://intranet.cpa.zju.edu.cn/list.aspx cid = 103?>

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# 1. Course Credits

## 1.1 Masters' Degree

To earn the master's degree, students must complete a minimum of 26 credits including at least 5 credits from required public courses, 10 credits from compulsory major courses, 9 credits from elective courses (including one credit from public training courses) and 2 credits from book reports.

### 1.1.1 Public Courses (2 courses, 5 credits):

Chinese Language	5002001	2 credits
Introduction of China	5022001	3 credits

### 1.1.2 Compulsory and Elective Courses (at least 18 credits):

(1) Regardless of major, students are required to choose all compulsory courses of their majors, usually not less than 10 credits depending on the training programs of each major; elective courses' credits can be replaced by the credits from compulsory courses, and not vice versa;

(2) Students with the major in Administration Management, Social Security, Land Resource Management, Educational Economy and Management, Non-Traditional Security Management, City Development and Management are required to choose three basic courses of the College of Public Administration such as: "Public Administration" (2222006), "Public Economics" (2222007), "Intermediate Research Method for Public Administration" (2222005) (Inter alia, Land Resource Management major offers its separate courses of "Public Economics" and "Intermediate Research Method for Public Administration"; Labor Economics major offers its separate course of "Intermediate Research Method for Public Administration". Hence, students specializing in these two majors please pay attention to foregoing courses and choose these courses in accordance with the name of professor of your major who delivers this course);

(3) Elective Courses include master's degree elective courses (students shall complete a minimum of 5 credits of these courses), public elective courses, cross-disciplinary master's degree elective courses of three main categories. Moreover, master's degree students are required to choose at least 1 public training course.

### 1.1.3 Book Reports:

During the whole period of study, master's degree students are required to write 4 book reports which in total are calculated as 2 credits.

## 1.2 Doctoral Degree

To earn the doctoral degree, students must complete a minimum of 14 credits including at least 4 credits from required public courses, 8 credits from professional and elective courses, and 2 credits from book reports.

**1.2.1 Public Courses (2 courses, 5 credits):**

Chinese Language	5002001	2 credits
Introduction of China	5012001	2 credits

**1.2.2 Compulsory and Elective Courses:**

(1) Doctoral students are required to complete a minimum of two credits from main compulsory courses of their majors;

(2) Doctoral students are required to choose at least one course of professional foreign language course (1credit). At the same time, the students have to complete some doctoral elective courses of their majors (2-5 credits).

**1.2.3 Book Reports:**

During the whole period of study, doctoral students are required to write 6 book reports which in total are calculated as 2 credits.

**1.2.4 Repeated Courses:**

Doctoral students of the same educational level or from interdisciplinary majors have to choose 4 courses from core master’s degree disciplines as repeated courses, usually under the guidance of supervisor. If students do not complete repeated courses’ credits or do not attend repeated courses exams, they are not allowed to attend thesis/dissertation defense. Repeated courses are not counted in the total of minimum required credits for graduation. Physical education course is not regarded as credits.

Major	Compulsory added courses
Educational Economy and Management	<ol style="list-style-type: none"><li>1. Principles of technology and education(2221054)</li><li>2. Evaluation and decision of technological education(2223056)</li><li>3. Strategy and plan of technological education(2223420)</li><li>4. depend on your supervisor</li></ol>
Labor Economics	<ol style="list-style-type: none"><li>1. Intermediate econometrics(0122018)</li><li>2. Intermediate labor economics(2221362)</li><li>3. Labor relations and public policies(2221045)</li><li>4. depend on your supervisor</li></ol>
Land Resource Management	<ol style="list-style-type: none"><li>1. Applied land information system(2221021)</li><li>2. Urban Economics(2223024)</li><li>3. Landscape ecology and land use(2223028)</li><li>4. depend on your supervisor</li></ol>

Public Administration	<ol style="list-style-type: none"> <li>1. Public policy formulation and analysis(2222004)</li> <li>2. Public Administration(2222006)</li> <li>3. Intermediate research method of public administration(2222005)</li> <li>4. depend on your supervisor</li> </ol>
Demography: Social and political theory	<ol style="list-style-type: none"> <li>1. Monographic studies of politics and society( 2223305)</li> <li>2. Theory of contemporary society(2221231)</li> <li>3. Contemporary western society and politics(2221384)</li> <li>4. depend on your supervisor</li> </ol>
Social Security	<ol style="list-style-type: none"> <li>1. Intermediate social security(2221036)</li> <li>2. Comparison of social security in international version(2223039)</li> <li>3. Selected classical readings of social security(2223389)</li> <li>4. depend on your supervisor</li> </ol>
Non-traditional Security Management	<ol style="list-style-type: none"> <li>1. Public Administration (2222006)</li> <li>2. Non-traditional security management(2223019)</li> <li>3. Public policy formulation and analysis(2222004)</li> <li>4. depend on your supervisor</li> </ol>
Social Management	<ol style="list-style-type: none"> <li>1. Public Administration (2222006)</li> <li>2. Chinese government and politics(2223008)</li> <li>3. Public policy formulation and analysis(2222004)</li> <li>4. Research of Chinese governance system(2221385)</li> </ol>
Demography	<ol style="list-style-type: none"> <li>1. Demography (0121100)</li> <li>2. Contemporary demographic analysis (0121101)</li> <li>3. Population economics (0113113)</li> <li>4. depend on your supervisor</li> </ol>
Urban Development and Management	<ol style="list-style-type: none"> <li>1. Theory of urban planning (2211352)</li> <li>2. Advanced research of urban (2211353)</li> <li>3. Urban Economics (2223024)</li> <li>4. Urban community governance (2223355)</li> </ol>
International Relations and Global Governance	<ol style="list-style-type: none"> <li>1. Theory of international relations (2221128)</li> <li>2. Chinese politics and diplomacy (2223140)</li> </ol>

	3. Global political economics(2223325) 4. depend on your supervisor
Public Information Management	1. Quantitative research of public policy(2221402) 2. E-government affairs(2221102) 3. Information analysis and prediction(2223403) 4. Information Organization and retrieval(2221073)
Agricultural Economics Management	1. Empirical study of applied economics(2223368) 2. Theory of economy development(2221426) 3. Intermediate microeconomics(2221374) 4. depend on your supervisor

\* **As for foreign students:**

If there is lack of credits from required public courses, the student can choose other courses from his/her major in order to get more credits. As usual, in order to complete credits foreign doctoral students who already attended the course “Introduction of China” choose other courses from their major.

## 2. Zhejiang University Postgraduate Student System

When new students begin their study in Zhejiang University, they promptly have to enter to the “Postgraduate Student System” (<http://grs.zju.edu.cn/grsinfo.html>) in order to draw up a study plan by themselves.

In order to enter the system, please click the link mentioned above. After that, on the left side of the web page you can find registration window (see picture below) named as “Full-time graduate student information system” [全日制研究生信息系统登录](#) and click to “System login” [系统登录\(学生、老师、管理人员\)](#) in order to get access to the postgraduate system.



浙江大学研究生教育管理信息系统(请不要使用RVPN访问)

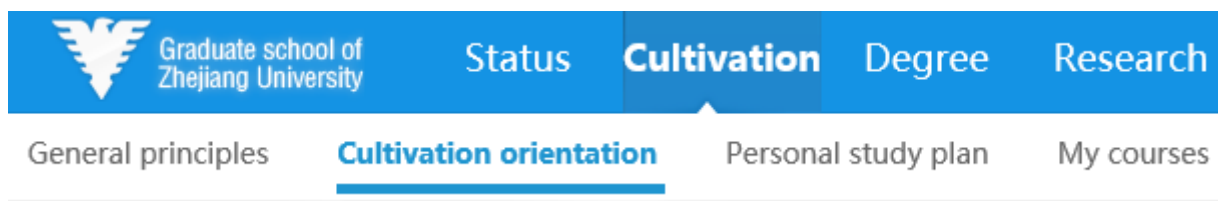
<p><b>全日制研究生信息系统登录</b></p> <p><a href="#">系统登录(学生、老师、管理人员)</a></p> <p>学生选课、老师成绩录入</p> <p>学籍管理(基本信息、学籍异动、毕业管理等)</p> <p>学位申请、导师论文审核、学院管理</p> <p><a href="#">研究生指导教师管理系统登录</a></p> <p>推荐使用学校统一身份认证登录,统一身份认证密码忘记联系87951669</p>	<p><b>非全日制研究生信息系统</b></p> <p>专业学位和课程进修班及同等学力</p> <p><a href="#">专业学位管理系统</a> <a href="#">课程进修班及同等学力系统</a></p> <p>网站管理系统</p> <p><a href="#">网站管理系统</a></p>
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On the next web page you have to log into your account via entering your ID number (用户名) and password (登录密码) and clicking the registration bottom (登录). Right after that you will be taken directly to your own page in Zhejiang University postgraduate system.

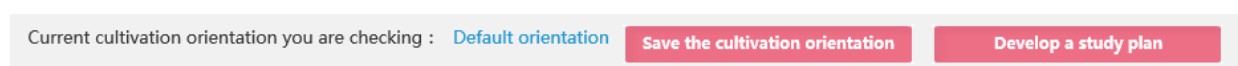


## 2.1 Academic Study Plan

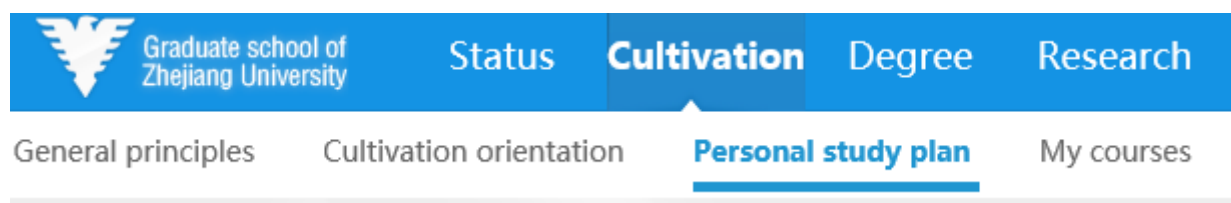
2.1.1 In the top of the web page please select “Cultivation” (培养) and below click “Cultivation orientation” (选择方向)



2.1.2 At first, please, submit your research direction via clicking the button “Save the cultivation orientation” (保存研究方向) and right after that please click “Develop a study plan” (制定学习计划).



2.1.3 The next step is to draft your study plan, so please move to the “Personal study plan” (个人学习计划) and draw up your study plan in accordance with your education program. Please, pay attention that in order to submit your study plan to the university system, you need to save you study plan right after you finish selecting courses.



2.1.4 Please, select all public courses, and also compulsory and elective courses that you are planning to attend. In order to select course, you have to click blue button “Select” (选择) on the opposite side of preferable course. If this button turns into red color, it means that preferable course is chosen successfully. If you decide not to attend already chosen course, you can reject it by selecting the same red button “Quit” (退选).

General compulsory course		Selected/Required : 4.0/4.0						
Selected/Required	Code	Name	Nature	Credits	Hours	School season	Notes	Operation
Compulsory	0500006	English Test for Graduate Students	General compulsory course	1.0	0	无		Select
Compulsory	0500007	English Communication for Graduate Students	General compulsory course	1.0	32	无		Select
Compulsory	3310001	Chinese Marxism and The Contemporary Era	General compulsory course	2.0	32	Spring , Summer , Autumn , Winter		Select

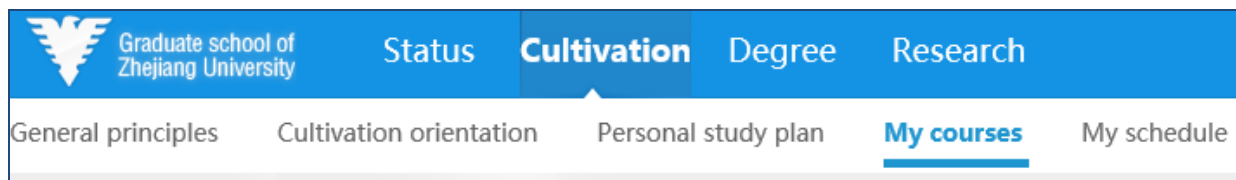
2.1.5 If you want to attend some cross-disciplinary courses that are not offered by your education program, you can add these courses to your study plan too. Please find the button “Add interdisciplinary course” (增加跨专业课程) in the end of the web page and click it.

Choose necessary course from the list of suggested courses and submit it to the study plan clicking the button “add to the study plan” (添加至个人学习计划) in the end of the list.

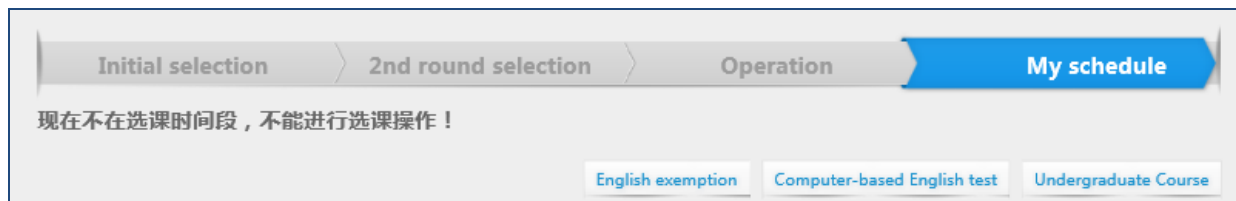
Interdisciplinary courses							Add interdisciplinary courses
Code	Name	Nature	Credits	Hours	School season	Notes	Operation
2223008	Chinese Government and Politics	Interdisciplinary course	2.0	32	Winter		Quit
2222004	Public Policy Making and Analysis	Interdisciplinary course	2.0	32	Autumn		Quit
2223019	Non-Traditional Security Management I	Interdisciplinary course	2.0	32	Autumn		Quit

## 2.2 Selecting Courses

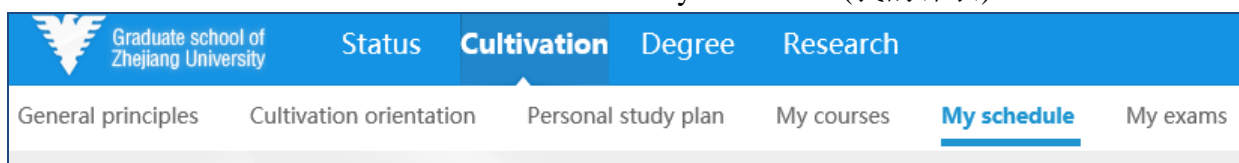
2.2.1 When study plan are drafted the student needs to move to “My courses” (我的课程). This section introduces all courses from your study plan, time and place of the courses, credits and scores. Here the student has to choose courses that he/she is going to attend during actual academic year clicking button “Select” (选择). Courses that the student plans to attend next academic year should be kept in reserve and chosen next time. Please pay attention that courses can be chosen only twice per academic year – during autumn and spring semesters (one week before and two weeks after the beginning of the autumn and spring semesters). Only during these periods of time the student can choose or reject courses, other time the system is frozen.



2.2.2 Students who are required to attend public training course shall select it in “My courses” (我的课程) section by clicking “General optional course” (公共素质课) button and choosing necessary course from the list.



2.2.3 Timetable with all courses can be found in “My timetable” (我的课表) section.



### **3. Preliminary Examination (Doctoral Students)**

#### **3.1 Application Time and Requirements:**

In order to be admitted to candidacy for the doctoral degree, the student must pass a comprehensive preliminary oral examination conducted by the student's department. Doctoral Student should complete all his/her courses and credits and with the consent of supervisor apply for preliminary examination. Ordinarily doctoral students should pass the preliminary examination by the end of the first year or by the beginning of the second year of program.

#### **3.2 Examination Environment and Process:**

Comprehensive preliminary oral examination includes three parts such as core curriculum exams (mainly 2 of them), assessment of student professional and research skills, and complex interview.

- i. The examination is intended to cover both major and minor field of department disciplines;
- ii. The purpose of the exam is to determine the student's capability for research judging by "Doctoral Qualification of College of Public Administration" (please see next paragraph);
- iii. The comprehensive preliminary oral examination is conducted by the applicant's Department Degree Committee. The exam covers the student's study achievements and reading of literature, scientific research results and quality, morality of thoughts and physical quality and etc.

#### **3.3 Other:**

- i. A student who fails the preliminary examination may apply for the second examination during six months after the date of the first. Failure on the second examination will render a student ineligible to continue a program for the Doctoral degree or will be transferred to master's degree program. If the student cannot attend this year's preliminary examination due to deferring study or going abroad, he/she can postpone the examination with the consent of the Department Degree Committee;
- ii. The doctoral student has the right to appeal against examination result within 15 days after the announcement of the result of the examination. The student shall submit the appeal form to the Postgraduate Students Office; the student's department will conduct repeated examination and compare the results of repeated examination with the results of previous examination. The members of the Degree Committee of the previous examination cannot attend repeated examination.

## 4. Doctoral Qualification

### 4.1 Applying for doctoral degree qualification students should be able to fulfill following conditions and requirements:

- i. Complete all doctoral training program and courses prescribed by study plan; interdisciplinary doctoral students also shall complete a master's degree core courses;
- ii. Complete tentative doctoral dissertation statement (thesis statement);
- iii. Complete literature review and research reports.

### 4.2 Literature Review and Research Reports Requirements:

- i. Literature Review: students are required to read carefully the latest and leading domestic and international researches, reports, literature and articles related to their professional research directions. The main text of literature review has to be provided with the list of bibliography in accordance with the standard format of references;
- ii. Research Report: students are required to analyze frontier problems of dissertation under the research directions and provide written report on research topic containing more than ten thousand words.

### 4.3 Documents and Proceedings for Doctoral Qualifications:

- i. Before applying the doctoral qualification, students should fill in "Application Form for Doctoral Qualification" (博士生开题报告申请表) - 1 copy;
- ii. The applicants have to provide following documents to the postgraduate students office:
  - ✓ 1 copy of "Application Form for Doctoral Qualification" (博士生开题报告申请表);
  - ✓ 1 named copy and 3 anonymous copies of Literature Review;
  - ✓ 1 named copy and 3 anonymous copies of Research Reports;
  - ✓ 1 copy of Tentative Doctoral Dissertation Statement;
  - ✓ 3 hard copies of "Zhejiang University Doctoral/Master's proposal Review Submission Form" (浙江大学博士开题报告隐名评阅意见书);
- iii. Doctoral qualification materials of the applicant are reviewed by the Academic Committee of anonymous experts.
  - The Academic Committee consists of 3-5 doctoral degree holders affiliated with the program and at least two external experts.
  - The Academic Committee must validate the quality of literature review and research report before it authorizes a thesis writings and thesis/dissertation defense.
- iv. Literature review and research report are reviewing by next standards of grading: excellent (A=5 score), good (B=3 score), satisfactory (C=1 score) and unsatisfactory (D=0 score). If the overall grades of reviewing documents reach on average 3 score, the applicant completes the qualification procedure. If one of the grades is deemed unsatisfactory or the overall grades are on average less than 3 score, doctoral qualification documents are not approved.

v. In case if the results and assessments of qualification documents reviewed by the Academic Committee are completely different, and if the doctoral student as well as the supervisor regard that qualification documents is not approved because of different academic positions and opinions, the doctoral student has the right to consult and review his/her assessment results. The doctoral student shall fill in “Doctoral Qualifications and Different Academic Positions Complaint Form of College of Public Administration of Zhejiang University” (浙江大学公共管理学院博士生开题报告学术观点分歧申诉表) and provide the qualification documents to 2-3 doctoral degree holders affiliated with the Zhejiang university for examination. If experts examine and approve the divergence of academic positions, the student can apply for one more additional review. If the assessment of additional review is deemed satisfactory, student gets past the qualification procedure.

vi. If the qualification documents have been approved, during three months the doctoral student has to draw up dissertation proposal and start to write his/her main research. If literature review and research report are deemed unsatisfactory, need some rewritings or do not meet the quality requirements of the doctoral program, the applicant does not pass the qualification procedure. In this case, the student shall have six months to prepare and submit a new literature review and research report or rewrite old one in accordance with the Academic Committee’s suggestions for improvement. If department and supervisor agree with the rewritings, the student can resend the qualification documents to the Academic Committee for revision. If the second review will approve the student’s documents, the doctoral qualification process can be regarded as completed. If the qualification documents do not get approval for the second time, the student shall be permanently dismissed from the program.

#### **4.4 The Time of Doctoral Qualification Procedure:**

i. Doctoral students can apply for doctoral qualification in March, June, September and December (for details please check the official web site of College of Public Administration of Zhejiang University <http://www.cpa.zju.edu.cn/eng/>).

ii. The results of doctoral qualification procedure are usually announced after two months from the date of the application.

### **5. Academic Degree Application**

#### **5.1 Master’s Degree Students**

##### **5.1.1 Master’s degree dissertation (thesis) proposal:**

(1) All applicants for Master's degree are required to submit a research proposal with their application. Master's students have to submit thesis proposal up to the end of the fourth semester from the beginning of academic year;

(2) Defense of the student's thesis proposal has to be organized by the supervisor’s and student’s academic department; the applicant shall submit five hard copies of thesis proposal and one filled copy of "Zhejiang University Master's Thesis Proposal Form" (浙江大学硕士学位论文开题报告) to postgraduate office of the applicant’s academic department within 15 days before the date of defense;

(3) Thesis proposal of the applicant is reviewed by the academic committee consisted of 3-5 professors or doctoral degree holders affiliated with the program; postgraduate office shall send applicant's proposal to all members of the academic committee within 10 day before the date of defense;

(4) After the thesis proposal defense the student shall fill the Academic Committee's assessments in his/her own account in Zhejiang University Postgraduate Student System, incorporate the Academic Committee's suggestions into the thesis proposal, provide one copy of "Zhejiang University Master's Thesis Proposal Report" (浙江大学硕士学位论文开题报告) signed by the all members of the Academic Committee and one copy of improved thesis proposal to the postgraduate office of the applicant's academic department.

### **5.1.2 Master's Thesis Defense:**

Master's Thesis Defense Regulations:

(1) The master's degree student can attend thesis defense only if all credits, book reports, thesis proposal and main thesis are completed;

(2) Thesis topic and the topic of thesis proposal have to be the same;

(3) Master's thesis has to be written in accordance with the requirements and format prescribed by the University;

(4) Master's students with the major in Law are also required to complete next research steps in order to be allowed to the thesis defense:

① Publish at least one academic publication during the study period;

② Attend domestic or international conference with his/her own paper (up to 4000 words and more);

③ Write research report (up to 5000 words) based on the real investigation or research survey related to the student's major;

④ Write case study (up to 5000 words) based on the similar case or precedent.

(5) Full-time master's students with the majors in Public Management and Economics are allowed to attend thesis defense without any other special research requirements.

## **5. 2 Doctoral Students**

### **5.2.1 Doctoral Degree Dissertation (Thesis) Proposal:**

(1) All applicants for Doctoral degree are required to submit a research proposal with their application. Doctoral students have to submit dissertation proposal within 3 months after the date of completion of Doctoral Qualification Procedure;

(2) Defense of the student's dissertation proposal has to be organized by the supervisor's and student's academic department; the applicant shall submit three hard copies of dissertation proposal and one filled copy of "Zhejiang University Doctoral Dissertation Proposal Form" (浙江大学博士学位论文开题报告) to postgraduate office of the applicant's academic department within 15 days before the date of defense;

(3) Dissertation proposal of the applicant is reviewed by the Academic Committee consisted of 3-5 professors or doctoral degree holders affiliated with the program; postgraduate office shall send applicant's proposal to all members of the Academic Committee within 10 day before the date of defense;

(4) After dissertation proposal defense the student shall fill the Academic Committee's assessments in his/her own account in Zhejiang University Postgraduate Student System; incorporate the Academic Committee's suggestions into dissertation proposal; and provide one copy of "Zhejiang University Doctoral Dissertation Proposal Form" (浙江大学博士学位论文开题报告) signed by the all members of the Academic Committee and one copy of improved dissertation proposal to the postgraduate office of the applicant's academic department.

### **5.3 Online and Written Submission Process (Master's and Doctoral Degrees)**

#### **5.3.1 Dissertation (Thesis) Defense Regulations:**

(1) The student is allowed to attend thesis/dissertation defense only if all credits, book reports, doctoral qualification procedure (only doctoral students), thesis proposal, pre-dissertation defense (only doctoral students) and main thesis are completed;

(2) Thesis/dissertation topic and the topic of thesis/dissertation proposal have to be the same;

(3) Thesis/dissertation has to be written in accordance with the requirements and format prescribed by the department;

(4) Thesis/dissertation has to be written in accordance with the requirements and format prescribed by the University.

#### **5.3.2 Online Submission Process:**

(1) The student shall login into the Postgraduate Students System, enter "Cultivation procedures" (培养过程) in the "Cultivation" (培养) and fill the whole information concerning student's reading report (读书报告) in this section. When the information is input completely, please save the "Zhejiang University Postgraduate Student Book Report Form" (浙江大学研究生读书报告) directly from the system and print it.

Also the student shall enter "Thesis proposal report" (开题报告), input information concerning thesis/dissertation proposal and print it in the form of the "Zhejiang University Master's/Doctoral Thesis (Doctoral Dissertation) Proposal Form" directly from the system.



Graduate school of Zhejiang University Status **Cultivation** Degree Research Chinese|English KHAN... [Student] Logout

General principles Cultivation orientation Personal study plan My courses My schedule My exams **Cultivation procedures** Check all courses offered

Reading report **Thesis proposal report** Mid-period examination Pre-defense Awards&Punishments Status : 已审核

Reading list Add

Title	Supervisor	Date	Status	Details
DEFINING AND THEORIZING TERRORISM: A GLOBAL ACTOR-CENTERED APPROACH	余潇枫	2016-03-11	Unreviewed	Check Download ete Del
National Security Information Fundamental Classification on Guidance Review	余潇枫	2017-05-19	Unreviewed	Check Download ete Del
Cyber Border Security – Defining and Defending a National Cyber Border	余潇枫	2018-03-07	Unreviewed	Check Download ete Del
Corporate security in the 21st century: Theory and practice in international perspective	余潇枫	2017-03-04	Unreviewed	Check Download ete Del
National security and civil liberty: A chronological perspective	余潇枫	2016-03-10	Unreviewed	Check Download ete Del
NON-TRADITIONAL SECURITY THREATS IN THE 21ST CENTURY: A REVIEW	余潇枫	2015-03-04	Unreviewed	Check Download ete Del

(2) The student shall login into the Postgraduate Students System, enter "Degree" (学位) and chose "Application status" (申请状态查询). Please fill required information ("Applicant's Information", "Achievements in Scientific Research", "Thesis Submission") step by step, and print it directly from the system. Please pay attention, if the information input correctly and confirmed by the system, the line from red color turns green, otherwise the student cannot print the forms.

Graduate school of Zhejiang University Status Cultivation **Degree** Research Chinese|English KHAN... [Student] Logout

Application procedures Download **Application status** Information input Thesis submission Defense

**Note: You can print degree-related tables only after submitting your thesis.**

- 1. Degree application**  
 ✓ Uploading finished Enter
- 2. Scientific research achievement**  
 ✗ Not uploaded Enter
- 3. Degree thesis**  
 Thesis information has been uploaded. Enter  
 Information input Uploaded Supervisor review Passed
- 4. Qualification examination**  
 Print Application Form for Doctoral Degree of Zhejiang University   
 Print Non-anonymous Review Opinions of Doctoral Dissertations of Zhejiang University   
 Print Anonymous Review Opinions of Doctoral Dissertations of Zhejiang University   
 Print One-way Anonymous Review Opinions of Doctoral Dissertations of Zhejiang University

① Please fill carefully "Degree application" (学位上报信息) section and check it before the submission (all applicant's information from this section shall be sent to the General Office of the Academic Degree Committee of the State Council of China, therefore all mistakes in provided information can impact on student's degree certificate and degree accreditation in student's country). In the line “是否按一级学科授予” please chose "No" (否).

② In “Scientific research achievement” (科研成果) section please input all information concerning the student’s academic achievements such as publication and thesis researches, check carefully it and submit.

③ In “Degree thesis” (学位理论信息) section please fill all required information: “Thesis Topic”, “Main Innovation” and other sections (please pay attention that this information has to be input correctly in accordance with the system’s requirements otherwise the student cannot print out necessary forms and documents for graduation procedure such as “Thesis Defense Report Form” (学位论文答辩申请报告), “Graduate Students Thesis Review Form” (学位论文评阅意见书), “Degree Application Form” (学位申请表) and etc). After submission of the information, the student shall upload the final corrected electronic version of the thesis/dissertation (see picture below). Once you electronic thesis/dissertation has been uploaded, your supervisor will be notified and needs to confirm the thesis/dissertation in the system, otherwise the student cannot complete thesis submission process.



④ Please print directly next documents from the qualification section (资格审查): "Zhejiang University Master’s/Doctoral Degree Thesis Defense Report Form" (浙江大学博士/硕士学位论文答辩申请报告), "Zhejiang University Doctoral/Master’s Degree Application Form" (浙江大学博士/硕士学位申请表) and “Zhejiang University Doctoral/Master’s Degree Thesis Review Submission Form” (浙江大学博士/硕士学位论文隐名评阅意见书).

### **5.3.3 Written Submission Process:**

(1) The students shall submit all their academic scientific researches and publications on which the thesis is based on (original and one hard copy) to postgraduate office of the applicant's academic department for examination and verification;

(2) Doctoral students have to submit at least 6 book reports (electronic version) and hard copies of “Zhejiang University Postgraduate Students Book Reports Form” (浙江大学研究生读书报告) signed by the student’s supervisor; Master’s students have to submit at least 4 book reports (electronic version) and hard copies of “Zhejiang University Postgraduate Students Book Reports Form” (浙江大学研究生读书报告) signed by the student’s supervisor; please send electronic versions of book reports directly to the postgraduate office via email ggyjs@zju.edu.cn;

(3) In order to apply for the thesis/dissertation review, the students have to provide next documents to postgraduate office of the applicant's academic department:

- ✓ 1 hard copy of "Zhejiang University Doctoral/Master's Degree Thesis Defense Report Form" (浙江大学博士/硕士学位论文答辩申请报告);
- ✓ 2 hard copies of "Zhejiang University Doctoral/Master's Degree Application Form" (浙江大学博士/硕士学位申请表),
- ✓ 5 hard copies of "Zhejiang University Doctoral/Master's Thesis Review Submission Form" (浙江大学博士/硕士学位论文隐名评阅意见书);
- ✓ 1 hard copy of Authorization Statement;
- ✓ 6 the applicant's final doctoral/master's thesis manuscripts (5 anonymous hard copies and one named hard copy of the thesis).

(4) The postgraduate office of the applicant's academic department assists with the applicant's material review, examination and verification procedure. The postgraduate office is responsible for sending and receiving the applicant's documents and submits the reviewing results into the postgraduate student system;

(5) If the student successfully completes the thesis/dissertation review procedure, he/she allowed to attend thesis/dissertation defense procedure. If there is any recommendation and suggestion for improvement of the student's thesis/dissertation, the student shall carefully revise his/her thesis/dissertation in accordance with the expert's opinion;

(6) If the thesis/dissertation defense procedure is successfully completed, the student shall revise his/her thesis/dissertation in accordance with all recommendations given by the academic committee and fill in "Zhejiang University Final Revised Doctoral/Master's Thesis Manuscripts Form" (浙江大学博士/硕士学位论文修改定稿审核表). Please, print out the form and revised thesis only after supervisor's conformation;

(7) Revised final thesis/dissertation (doctoral students - 5 hard copies, master's students - 4 hard copies) shall be printed and submitted to the postgraduate office of the applicant's academic department.

#### **5.3.4 Degree Commencement Schedule:**

(1) Zhejiang University awards graduate degrees four times per each year: in the end of March, in the end of June, in the end of September and at the December Commencement:

- ✓ Degree Commencement in the end of March:  
the student shall apply for thesis defense before the 20<sup>th</sup> of December of the previous year and defend his/her thesis before the 5<sup>th</sup> of March.
- ✓ Degree Commencement in the end of June:  
the student shall apply for thesis defense before the 15<sup>th</sup> of March and defend his/her thesis before the 1<sup>st</sup> of June.
- ✓ Degree Commencement in the end of September:  
the student shall apply for thesis defense before the 15<sup>th</sup> of June and defend his/her thesis before the 5<sup>th</sup> of September.
- ✓ Degree Commencement in the end of December:  
the student shall apply for thesis defense before the 25<sup>th</sup> of September and defend his/her thesis before the 1<sup>st</sup> of December.

(2) If the student wants get his degree earlier and defense earlier, but already applied for the particular date of defense, he/she shall wait and defense the thesis/dissertation only in accordance with chosen date, not earlier. If the student decides to postpone his defense, he/she

can be successfully moved to the next defense period by choosing suitable date from the prescribed dates mentioned above.

## **6. Journal Paper Requirements for Doctoral Students Graduation**

According to "Zhejiang University Graduate Students Dissertation Defense Application and Defense Procedure Regulations" (revision approved on September 2009) and the actual situation of the Faculty of Social Sciences, main requirements of graduate students' papers publications are:

### **6.1 Academic Achievements and Research Findings:**

During doctoral degree program the student should report his/her academic achievements and research findings in research field that the student specialized in. Publications are the most common requirement for dissertation defense application. On the other hand, if the student meets one of the following conditions, he/she also can apply for dissertation defense:

i. If the student wins national research awards or enters the final stage of top-four of the nation's first-level and second-level scientific research awards;

ii. If the student's publications meet the following conditions;

Doctoral student shall publish a paper in SSCI, AHCI, SCI journals or in the journals prescribed by the student's research department. The student shall publish at least one paper in the nation's first-level journal prescribed by the University, and at least one paper in core academic journals related to his/her dissertation research topic.

### **6.2 Other Research Results and Findings for Obtaining Doctoral Degree:**

i. Patent for invention is counted as one publication in SCI journals; utility patent is counted as one publication in core academic journal;

ii. Official publication of the papers in EI journal is counted as one publication in the nation's first-level journal;

iii. Conference paper in EI, ISTP, ISSHP journals is counted as a publication in core academic journal;

iv. Writing a book (excluding textbooks): every 50,000 words of actual writing are counted as a publication in core academic journal;

v. Participation of the first applicant for the National Natural Science Foundation of China, National Social Science Fund during the study period is counted as a publication in core academic journal;

vi. Joint Research Papers in high impact factor journals can be accepted as a publication and precondition for dissertation defense only for the first author and if the paper is a core part of the main author's dissertation. Impact factor of the academic journal will be defined by the Academic Degree Committee;

vii. If student's research achievements or findings do not meet mentioned above criteria and impact on his/her dissertation defense application, the student's supervisor shall submit written report to the Academic Degrees Committee of the Faculty explaining why the student's

academic achievement can meet dissertation defense requirement. If the Academic Degrees Committee approves the supervisor's report and the student's research achievements, the student can apply for the dissertation defense procedure.

### **6.3 Tips about Author's Unit etc:**

All mentioned above research achievements shall be signed. Zhejiang University shall be regarded as the first author's unit, the supervisor's name shall go the first, and the student's name the second. If the student's research achievement meets following requirements, please sign paper in accordance with rules mentioned below:

i. If there is a group of supervisors (the number of student's main supervisor and co-supervisors cannot exceed three people), the name of the main supervisor shall be mention as the first author of the paper, the student's name as the second author. During the first year of the doctoral program the student shall submit the list of supervisors to his/her research department and input it in university Postgraduate Student System;

ii. Joint-PhD students who have access to training opportunities in two universities (usually one is overseas university) and have make research in collaboration with supervisors from the participating universities shall meet following requirements:

(1) If Zhejiang University student is credited as the first author, both universities shall be counted as main author's unit;

(2) If supervisor from participating university is credited as the first author and Zhejiang University student is the second author, Zhejiang University shall be the first author's unit;

(3) If the doctoral student signature goes the second, it has to be clearly indicated that he/she works with a co-author and Zhejiang University is only one or the first author's unit.

### **6.4 Others:**

i. If the student's paper officially has not published yet, but he/she wants to apply for dissertation defense, the student can send the dissertation for review and attend defense procedure at first (in accordance with effective recruitment notice). After the dissertation defense the student shall submit his/her original of publication for approvement, if the publication is approved, the student can apply for doctoral degree certificate to the Academic Degree Committee of the Faculty.

ii. If during the doctoral program the student's research achievement and findings are not accepted for publication, but the dissertation is already done, the student can submit his/her application, supervisor's recommendation and the Academic Degree Committee approvement and apply for the dissertation defense procedure. If the student defenses his/her dissertation successfully, he/she can apply for graduation procedure and be accepted for employment, but the student cannot obtain doctoral degree.

iii. All mentioned above journal paper requirements for doctoral students graduation are the basic requirement for graduation and obtaining doctoral degree, the student's department has right to add other requirements, but requirements mentioned above have to be preserved.

iv. During master's degree program, the student also shall approve research achievements and findings. Specific standards at first are formulated by academic degrees committee of each department, and have to be approved by the Academic Degrees Committee of the Faculty, after that it can be submitted to graduate school and put on record.

v. Applicants who apply for the equivalent degree shall submit publications and complete dissertation defense procedure in accordance with mentioned above requirements.

vi. This regulation is the main requirements for the students enrolled at the University from 2010, students enrolled before 2010 use school graduate documents as the main requirements.

## **7. Graduation Procedure**

When dissertation defense is completed and graduate application for degree being approved by the Academic Degree Committee and the Department Degree Committee, leaving procedure can be started:

Step1. After dissertation defense completed the student is required to revise the dissertation in accordance with the comments and suggestions of the Academic Degree Committee. Doctoral students have to submit 5 (including spine) final dissertations and master students shall submit 4 (including spine) final thesis together with “Thesis/Dissertation Revision Form” (修改定稿表) to the Postgraduate Students Office of the College of Public Administration;

Step2. Submit a final thesis/dissertation to the students’ campus library;

Step3 The student shall check his/her full name (full name as in passport), passport number, birthday date and other information in the postgraduate student system. All the information in the system should be the same with your passport’s information;

Step4.The student shall get a Leaving Procedure List (离校手续单) in International Education School, settle accounts, return books and other stuff borrowed before; students living on campus have to return the key of dormitory;

Step5.When all steps of leaving procedure (Leaving Procedure List has to be filled completely) are finished, the student can receive his/her degree certificate in Postgraduate Students Office of the College of Public Administration. Diploma is provided by Zhejiang University International College.

## **8. Zhejiang University Postgraduate Student’s Dissertation (Thesis) Writing Regulations**

### **8.1 Dissertation’s Structure:**

Dissertation has three major divisions: the front matter, the body matter, and the back matter.

#### **8.1.1 The Front Matter:**

- (1) Front Cover;
- (2) Title Page;
- (3) Title Page in English (optional for Master's student);
- (4) Copyright Page (Intellectual Property Rights (IPR) Form);
- (5) Committee Approval Page (optional);
- (6) Acknowledgment;
- (7) Preface (optional);

- (8) Abstract;
- (9) Table of Contents;
- (10) List of Figures and Tables (optional);
- (11) List of Abbreviations, List of Symbols and Glossary of Terms (optional).

### **8.1.2 The Body Matter:**

- (1) Introduction;
- (2) Main Body;
- (3) Conclusion.

### **8.1.3 The Back Matter:**

- (1) Reference List/Bibliography;
- (2) Appendices (optional);
- (3) Index (optional);
- (4) Author's Publications or other Academic Achievements;
- (5) Back Cover.

## **8.2 General Format Requirements**

### **8.2.1 The Front matter:**

**(1) Front Cover:** includes call number, degree of secrecy, unit code, author's number, school name, school logo, dissertation title in Chinese and English languages, author's full name, supervisor's full name, student's major, academic discipline and time of dissertation submission (please, see Appendix 2.1.1. Front Cover Sample).

① **Call Number:** please choose the call number from the library system of China in accordance with your thesis research direction.

② **Degree of Secrecy:** Only dissertations related to the national defense projects should be provided with the degree of secrecy determined by the secret level and the duration of confidentiality. In other cases, please do not fill this section.

③ **Unit Code:** 10335.

④ **Author's Number:** Full-time students shall fill his/her ID number; applicants for the equivalent degree shall input the applicant number.

⑤ **Dissertation title:** The title should be indicative of the content of the text of the student's dissertation, generally should not exceed 25 Chinese characters. Dissertation title in English should be shorter and not exceed 150 letters. If it is necessary, the student can add a subtitle.

⑥ **Student's major and academic discipline:** Students have to fill academic discipline and major in accordance with the information given by China Academic Degree and Graduate Education Catalog.

**(2) Title Page:** includes dissertation title in Chinese and English languages, supervisor's and author's signatures, the academic committee experts' full names including experts' work units and positions, full names of the chairman and all members of the Dissertation Committee including their work units and positions, dissertation defense date (please, see Appendix 2.1.2.

Title Page Sample (Chinese)).

**(3) Title page in English:** repeats the whole information from the title page translated in English (please, see Appendix 2.1.3. Title Page Sample (English)).

**(4) Copyright page:** as author, the student must certify that any copyrighted material used in his/her dissertation, beyond brief excerpts, is with the written permission of the copyright owner or has specified references. Also the student shall delegate dissertation copyright to the Zhejiang University (please, see Appendix 2.1.4. Copyright page (Intellectual Property Rights (IPR))).

**(5) Acknowledgment:** in the acknowledgement the student can thank the people who have help and contributed to his/her research by providing academic supervision, support and etc.

**(6) Preface page:** thesis preface or foreword generally includes the author's brief introduction of the basic aspects of his/her dissertation, main idea and purposes, research background and significance, funding, cooperation and etc. This page is not required and can be a part of the main introduction.

**(7) Abstract:** divides into two parts in Chinese and in English. The abstract should be a concise statement of the nature and content of the dissertation. It should be a continuous summary highlighting brief description of the main ideas and purpose of research, introducing innovations and main achievements, indicating its theoretical and practical significance, representing basic research contents and methods. It is inappropriate to include formulas, graphics, tables or any other figures in the abstract, and please do not use citations. Doctoral dissertation's abstract is usually near 500-1000 words and master's theses' abstract is near 300-500 words. English part of the abstract has to repeat Chinese version. Also the abstract should be ending with the main key words outlining semantic representation of the research.

**(8) Table of Contents:** it is important that the Table of Contents accurately reflects the outline and organization of the manuscript. It should include abstract, chapter titles of the text (and any sections/subsections you choose to include), Bibliography/References, List of Tables (if any), List of Figures (if any), Appendices (if any), comments to text and etc. Wording in the Table of Contents must be exactly the same as the chapter or text headings. Page numbers must be accurate (please, see Appendix 2.1.8. Table of Contents Sample).

**(9) List of Figures and Tables:** contains all tables, maps, graphs, illustrations or photographs in the student's dissertation. Lists of Table and/or Figures (if used) follow the Table of Contents page. Title, order number and page number (as they appear in the text) should be given for each table or figure. For example, a list of Illustrations is usually titled simply "Illustrations", but appears as "List of Illustrations" in the table of contents. A list of tables (usually titled just "Tables" but entered in the table of contents as "List of Tables") contains all tables and their page numbers.

**(10) List of Abbreviations, List of Symbols and Glossary of Terms:** The list of abbreviation contains all the abbreviations used in the body text of the dissertation, listed in an alphabetical order. Glossary of terms contains all terms used in the dissertation and its definitions. If there are any symbols in the main text of the dissertation, it is better to enumerate it in the list of symbols.

## 8.2.2 The Body Matter:



The body matter contains the main text of the dissertation (introduction, main body and conclusion). It is commonly divided into chapters, subchapters and divisions, if necessary. Each chapter shall begin on a new page and its title should provide a reasonable clue to the contents of the chapter.

**(1) General Requirements:**

① **Introduction:** introduces main research purposes, process and methods; represents historical review, literature review and theoretical analysis divided into separate chapters.

② **Main Body:** because of different disciplines, research topics and methods, main body of students' dissertation can be diversified and varied, thus the school cannot suggest a unified regulations and requirements. Nevertheless, the main body of the dissertation has to be well-structured and includes reliable data, graphs, and tables. Students should use written language and avoid any emotionally-tinged lowered vocabulary, the dissertation should be written in academic voice. The dissertation should contain founded inferences, arguments, rational explanations and proper description of new concepts, new terms or terminology.

**Figures:** should be self-evident and clear. Figures contain diagrams, maps, block or flow diagrams, record charts, graphs, illustrations or photographs (should have an appropriate size). Heading and order number should be given for each figure and placed at the bottom of the figure.

**Tables:** should be self-evident, simple and clear. All tables should bear their identifying numbers and caption placed at the top of the tables. Tables numbering must be either continuous throughout the dissertation or by chapter. Tables shall be well-arranged. Figures must be placed as close as possible to their first mention in the text. They may be placed on a page with no text above or below, or they may be placed directly into the text. Short tables may be placed on the same page as text. Two blank lines are left between the table number and text above. Two blank lines are left between the table and text below. Two or more short tables (continued tables) should appear on the same page to avoid unnecessary white space or also can be placed on separate pages too. Continued table shall repeat its title. Long tables have to be placed on the separate page. Tables may be placed in landscape orientation. The page number must be placed at the bottom center as though the page is in portrait orientation and the table number and title are oriented to the binding side of the document.

**Formulas:** If there are any formulas in the dissertation, please add adequate and consistent space both above and below equations or formulas to set it into the text. All formulas have to be numbered in Arabic numerals beginning with "1". Formulas should be placed in parentheses near the right margin of the page and align them consistently throughout the dissertation. If there is a long formula and needs to be moved to the next line, please break it by the mathematical character "=" or "+", "—" "×", "/".

**Quotation marks:** all references and quoted material should be standardized throughout the dissertation in accordance with "National Standard of the People's Republic of China GB/T 7714-2005: Rules for Content, Form and Structure of Bibliographical References".

If a quotation exceeds six lines, it should be single-spaced and set off from the text with an indentation of an additional 0.5" on both the right and left, measured from the right and left margins. No quotation marks are to be used in this case.

**Notes:** Textual notes that provide words or phrases, explanations, bibliographic reference, supplementary information, opinions, or suggestions that are not part of the text must appear at

the bottom of the page as a footnote. Footnote numbering can be continuous throughout the dissertation, or may start again for each chapter or page.

## **(2) Chapter and Figures Numbering**

### **① Chapter Numbering:**

Long chapters can be divided into sections, which can be further divided into subsections and sub-subsections. All chapters and sections have to be numbered by Arabic numerals. Students shall use the multiple numeration system, where the number of each division is preceded by the numbers of the higher divisions: “1”, “1.1”, “1.1.1”. Also there have to be one whitespace between the name and the number of the chapter. Each of chapter or sections (subsections) should be formatted differently and begin with a new line, for example:

```
1 xxxx (Main Chapter)
    xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
1.1 xxxx (Section)
1.1.1 xxxx (Subsection)
1.1.1.1 xxxx (Sub-subsection)

2 xxxx (Main Chapter)
2.1 xxxx (Section)
2.1.1 xxxx (Subsection)
```

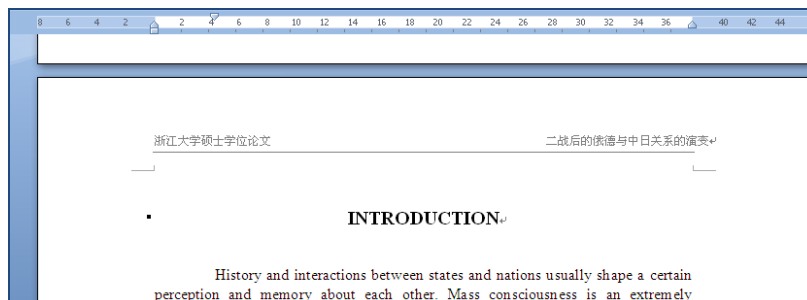
### **② Figures and Tables Numbering:**

All tables, maps, graphs, illustrations or photographs should bear their identifying numbers. The number should coincide with the chapter (or section/subsection) in which the table/figure appears. For example, the first figure in Chapter 1 would be labeled Figure 1.1; the second figure in Chapter 2 would be labeled Figure 2.2 and etc. Thus, the dissertation cannot contain two figures named in the same way, for example caption “Table 2.1.” cannot appear twice in the text. Figure and table headings and captions should be written as “Figure 2.1. Figure caption.”

### **③ Page Numbering and Running Title:**

Each page in the thesis or dissertation should be assigned a number. For front matter, use small Roman numerals (i, ii, iii, iv, etc.). The numbering begins with ii; the title page counts as page i, but please do not list a page number on the title page; page numbering should begin on the page after—usually the copyright or abstract page. The body matter’s chapters should be numbered in Arabic numerals. Page numbers have to be centered at the bottom of the page in the same font as the text throughout the whole dissertation.

Starting with Introduction Page the student’s dissertation shall contain special running title continuing throughout the whole text of the dissertation. The running title should be written in fifths MS Song type, on the left side should be “浙江大学博/硕士学位论文” and on the opposite right side on the same line should be the name of the student’s dissertation in Chinese language (for example, please see below).



**(3) Conclusion:** is the final general conclusion of the whole student's research. It includes main ideas and core understandings, contribution and findings, scientific investigation and solutions to problems stated in the dissertations. Conclusion shall be concise and clear, complete and accurate, should avoid the same information from the abstract or introduction. If the student cannot complete a certain conclusion, he/she has to provide discussion on the dissertation topic.

### 8.2.3 The Back Matter:

**(1) Reference List/Bibliography:** should indicate all materials used in the dissertation. Bibliographies, references, and works cited should be placed at the end of the work. Reference materials should be listed according to the alphabetical order of the authors' names and should be standardized throughout the dissertation in accordance with "National Standard of the People's Republic of China GB/T 7714-2005: Rules for Content, Form and Structure of Bibliographical References".

各种主要参考文献按如下格式编排:

学术期刊: 序号 作者 文题 刊名 年 卷号(期号) 起止页码

专(译)著: 序号 作者(译者) 书名. 出版地: 出版者, 出版年, 起止页码

学位论文: 序号 作者 文题 [XX学位论文] 授予单位所在地 授予单位 授予年份 起止页码

专利: 序号 申请者 专利名 国名 专利文献种类 专利号 出版日期

技术标准: 序号 发布单位 技术标准代号 技术标准名称 出版地: 出版者, 出版日期

电子文献: 序号 作者 出版年 题名 出版地 出版者 [引用日期] 获取和访问路径

**(2) Appendices (Appendix):** contain reference materials that are not necessary to the main text, but still can be important for more detailed understanding of research, or need more space than the main body can provide. Appendices are optional and not required, generally follows after the last chapter of the text. Appendices can include some thesis materials that can be incorporated into the text, but omitted from the main text. Such material can provide more information, research methods and techniques giving more logical and detailed understanding of the dissertation. Appendices typically contain supporting material such as original data, data sheets, important mathematical derivation, diagrams, statistics, surveys, questionnaire samples, illustrations, maps, charts, computer printouts and programs and etc. Appendixes must have name and descriptive title.

**(3) Index:** if it necessary, students can provide classified index or keyword index in the end of the dissertation.

**(4) Author's Resume:** includes author's education and work experience, his/her publications or other academic achievements.

**PS: Please cite any works you refer to, using footnotes or any standard citation system (e.g, Chicago Style, APA style, guidelines to which can be found online). Please be consistent when you cite and do not mix those styles.**

**Appendix: Front Cover Sample (for full-time students)**

分类号: (call number, please find in online library system of China)

单位代码: 10335

密 级: (secrecy degree and period)

学 号: \_\_\_\_\_

Fill only if related to the national defense projects

# 浙江大学

## 博士/硕士学位论文



中文论文题目 : \_\_\_\_\_ (Second Fangsong type, Bold)

英文论文题目: \_\_\_\_\_ (16pt Time New Roman, Bold)

For the thesis review procedure should be anonymous,  
author's and supervisor's name do not fill  
(Forth Fangsong type)

申请人姓名: \_\_\_\_\_

指导教师: \_\_\_\_\_

合作导师: \_\_\_\_\_

专业名称: \_\_\_\_\_

研究方向: \_\_\_\_\_

所在学院: \_\_\_\_\_

论文提交日期 \_\_\_\_\_

中文论文题目 (小二号仿宋体加黑)

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论文作者签名: \_\_\_\_\_

指导教师签名: \_\_\_\_\_

论文评阅人 1: (full name, work unit and position of the academic committee experts/ below the same)

评阅人 2: (for the thesis review procedure should be omitted/anonymous)

评阅人 3: \_\_\_\_\_

评阅人 4: \_\_\_\_\_

答辩委员会主席: (full name, work unit and position of the chairman of defense academic committee)

委员 1: (full name, work unit and position of the members of defense academic committee)

委员 2: \_\_\_\_\_

委员 3: \_\_\_\_\_

英文论文题目 (16pt Time New Roman, Bold)

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**Author's signature:** \_\_\_\_\_

**Supervisor's signature:** \_\_\_\_\_

External Reviewers: (full name, work unit and position of the academic committee experts/ below the same) \_\_\_\_\_

(for the thesis review procedure should be omitted/anonymous)

\_\_\_\_\_  
\_\_\_\_\_

Examination Committee Chairperson:

(full name, work unit and position of the members of defense academic committee) \_\_\_\_\_

Examination Committee Members:

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