

# Beijing Forestry University

## Regulations of Professional Degree Graduate Thesis Proposal

(Trial implementation)

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The quality of the thesis of professional degree graduates is important evidence to evaluate the quality of graduate education. The topic selection and thesis proposal are a primary session of the whole thesis work, and also the whole cultivation process. In order to guide the full-time and part-time professional degree graduates to write thesis proposal, and to intensify the process management and ensure the quality of degree thesis, the temporary regulations are formulated in accordance with the relevant regulations of the Ministry of Education, and integrated with the actual situations of Beijing Forestry University.

### **I. Schedule of thesis proposal**

The professional degree graduate thesis proposal should be completed strictly accordance with the schedule prescribed in the graduate degree cultivation program of each professional degree type or field of Beijing Forestry University. Graduates who need to postpone thesis proposal because of special reasons should submit an application written by the graduates personally and signed by the supervisor. After the person in charge of thesis proposal and the major school leader examine and authorize the application, the thesis propel can be postponed. Anyone who did not conduct thesis proposal on schedule according to the regulations without reasons is not allowed to attend the thesis oral defense on time.

### **II. Thesis topic selection**

1. The thesis can take many forms such as research paper, investigation report, applied basic research, planning and design, product development, case study, project management, and literary and artistic works. The thesis topic selection should have a considerable theoretical foundation and a certain theoretical value. It should also show the practical characteristics, therefore it should be directly derived from practical project or the realistic issue, ie. it demonstrates explicit professional background and application value.

2. The thesis topic should indicate certainly high technical level, advancement and workload as well. It is necessary to reflect the ability of student to comprehensively apply professional theories, approaches and technical means to solve practical problems in production.

### **III. Content of thesis proposal**

Before participating in the thesis proposal presentation, graduates should select a practical problem which is hypothesized to be solved as the research topic. The topic selection should conform to the professional cultivation objectives, and under the guidance of supervisors on/off

campus, on the basis of extensively and systematically literature reading, field investigation and data collection. The thesis proposal should involve the elements of aim and significance of topic selection; literature review; research content; expected target and crucial problems intended to be solved; research methodology, technology route, and experiment scheme that are intended to adopt and their feasibility analyses; research characteristics and innovations; research schedule and expected research achievement; related research work which has been conducted and progress that has been achieved; available and absent experimental conditions and intended solving approaches; and research funding.

#### **IV. Requirements of thesis proposal**

1. Thesis proposal length: No less than 8,000 words are required for the thesis proposal, in which no less than 5,000 words should be literature review.

2. Entries of references: No less than 30 entries of professional literatures related to the topic should be contained in the thesis proposal. However, it is allowed to have fewer entries of references in certain newly developed research fields according to the circumstance.

3. The reference quotation format should be in accordance with relevant requirements for the format of graduate thesis of Beijing Forestry University.

#### **V. Organization and requirements of thesis proposal presentation**

1. The thesis proposal is generally reported on campus. If a thesis proposal is needed to be presented at the site of practice, a written application must be submitted by the student and approved by the supervisor, the person in charge of the professional degree and the head of the school. The on campus supervisor should attend the thesis proposal presentation in the practice base.

2. The professional field should organize a corresponding thesis proposal evaluation group according to research directions and graduate quantity. A group leader and a secretary should be set. Three or more experienced experts in the same field are nominated as group members and experts from production or practice fields can be invited according to the actual situation. The group members could be recommended by the supervisors and reported to the school for approval. Teachers and students of the same discipline can also be invited to attend the thesis proposal report so that the evaluation group can collect opinions from more aspects. The secretary is responsible for recording and collating the documents of the thesis proposal presentation of the students. To ensure the quality of the thesis proposal, the time span of presentation and question-answer section of each graduate should be no less than 30 minutes, so that all the professional fields should arrange the occasion appropriately.

3. To enhance supervision and administration of the thesis proposal presentation, the report should be held publicly. The person in charge of the professional degree type or field or evaluation group leader should timely publicize the relevant arrangements for the thesis proposal report, and submit them to the graduate office of the school in advance. At the same time, the school graduate secretary should inform the relevant members of supervision team to participate in the report. If it is not arranged according to the procedure, the report meeting will be regarded as invalid.

#### **VI. Procedure and requirements of thesis proposal**

1. The thesis proposal should be firstly accepted by the on/off campus supervisor and then

submitted to the evaluation group for reviewing one week in advance before the proposal is officially started.

2. The thesis proposal report should be chaired by the group leader and be conducted in an integrated way of PPT presentation and oral defense by the graduate. Time span for oral presentation should be no less than 15 minutes for graduates. The evaluation group should make comments on and ask questions about the topic selection and research approach. The time span should be at least 20 minutes.

3. The evaluation group should strictly appraise the proposals by discussing together. They should also express their comments and opinions which should be explicit and definite. The advice and suggestions for revisions should be clear and specific. The appraising process should be recorded and the relevant documents collected by the secretary of the evaluation group.

4. The graduate who passes the evaluation should revise and improve the former proposal according to the comments and suggestions made by the evaluation group within one week. After the supervisor and discipline accept and sign the proposal, it should be filed by school graduate secretary. The Graduate School will randomly check the documents of the professional degree graduate thesis proposal. The graduates should develop a specific work plan for the thesis as soon as possible under the guidance of the on/off campus supervisors and then implement it.

5. The school should submit the report of completion status of thesis proposal to Graduate School in one week after the work of thesis proposal is finished.

## **VII. Results and treatments of thesis proposal**

1. Results of evaluation consist of “pass” and “fail”.

(1) Anyone who passes the evaluation can formally start the work for thesis writing.

(2) Anyone who fails the evaluation should revise the proposal according to the opinions and suggestions made by the evaluation group. He/she can restart the thesis proposal in 3 months following the relevant process after his application and supervisor’s approval. Anyone who fails the second proposal will have the school census prolonged for one year automatically. Anyone who cannot start the third thesis proposal when the postponed period expires or anyone who fails the third proposal should be asked to quit school.

2. Generally, the selected topic cannot be changed once it has been confirmed. Anyone who needs to change the topic out of particular reasons should write a report for supervisor’s agreement with signature and the examining and approval of school leader and then submit it to Graduate School for filing. The new thesis proposal reported the second time should strictly follow the prescribed process. The school should determine whether the procedure of postponing the thesis defense should be undertaken according to the altered thesis content. If the graduate cannot carry on the work properly as scheduled after changing the topic, or if the graduate arbitrarily changes the topic without permission, a school report should be submitted to Graduate School to stop his/her education and treat him/her as quitting the university according to the regulations

## **VIII. School implementation rules**

On the basis of the above regulations, schools can formulate implementation rules based on the professional characteristics and the actual situation of the graduate students, and report the rules to Graduate School for the record filing before the formal implementation.

## **IX. Enforcement and interpretation of thesis proposal**

The regulations are enforced since the day of publication, and the power of interpretation on the regulations lies in Graduate School.