



# Handbook of Graduate Students

Graduate School, Xiamen University

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## **About XMU**

Xiamen University (hereinafter abbreviated and referred to as XMU) was founded in 1921 by Mr. Tan Kah-kee, the well-known leader of overseas Chinese and is the first university established by an overseas Chinese in the modern Chinese history of education. Now, XMU ranks among the key universities of China under the Chinese government's designated construction of Project 211 and Project 985.

Adhering to the motto of "Pursue excellence, strive for perfection" and dwelling on its rich experience in education, XMU has since developed its distinct styles with a complete disciplinary range and prestigious faculty, and has grown into one of the nationally topmost comprehensive institutions of higher education with worldwide fame. To date, over 200,000 graduates have graduated from XMU and more than 60 academicians of the Chinese Academy of Sciences (CAS) and the Chinese Academy of Engineering (CAE) once studied or worked in XMU.

In XMU, there are one Graduate School, 26 colleges / schools (including 66 departments) and 10 research institutes, offering 31 PhD programs of the class-I disciplines and 50 MA/MS programs of the class-I disciplines, covering 187 majors for PhD candidates, 276 for MA/MS candidates, and 83 for BA/BS candidates or undergraduates. XMU also boasts 5 class-I national-level key disciplines, 9 class-II national-level key disciplines (covering 38 class-II disciplines), 26 mobile post-doctoral research centers and 9 nationally designated bases for talent cultivation.

XMU enjoys an outstanding and devoted faculty team of 2,601 teachers, among whom 1,622 are professors and associate professors (accounting for 62.4% of the total); 1,801 are PhD-degree holders (accounting for 69.2% of the total). The prominent members include: 21 academicians (including 10 with double employers),

36 from the *Brain Gain Plan for Introducing Overseas Senior Talents* (including 10 from the *Brain Gain Plan for Introducing Overseas Youth Talents*), 7 scientists in chief under the *State 973 Program* and the *Major State Research Programs*, 1 on the seat of the *National Natural Science Foundation Committee of China*, 10 on the *Disciplinary Reviewing Panels under the State Council of China*, 14 laureates of the *New Century National Hundred, Thousand and Ten Thousand Talent Project* of China, 130 laureates of the *New (Cross) Century Excellent Talents Program of the Ministry of Education of China*, 36 laureates of the *National Science Foundation for Distinguished Young Scholars*, 15 Distinguished Professors and 12 Chair Professors of the *Cheung Kong Scholars Program*, 6 laureates of the *Nationally Renowned Teachers in Institutions of Higher Education of China*, 5 *National Innovating Groups* and 7 *Innovating Groups under the Ministry of Education*.

At present, the student body numbers over 40,000 (20,314 undergraduates, 17,312 MA/MS candidates and 2,956 PhD candidates), among whom more than 2,700 are from foreign countries and oversea China such as Hong Kong, Macao and Taiwan. XMU is also nationally leading in teaching, with 6 first place prizes and 14 second place prizes in the fourth, the fifth and the sixth *National Awards for Teaching in Higher Education*, and 29 courses chosen as national 'Quality Courses'. The University values general education to promote innovative and creative capacities among students, and therefore has harvested many awards in such contests as the *Challenge Cup Enterprising Contest for Chinese College Students* and the *National Contest for College Students in Mathematic Modeling*. In 2005, XMU attained a straight A in the *National Undergraduate Teaching Appraisal* conducted and assessed by the Ministry of Education of China. As one of the most welcomed groups, the graduates of XMU enjoy a rate of over 95% in primary employment.

XMU has set up over 150 research institutions, including 3 key national laboratories, 1 national engineering research centers, 4 key ministerial laboratories,

3 ministerial engineering research centers and 5 key ministerial research bases in humanities and social sciences, together with 24 key provincial laboratories or centers, and 16 key municipal laboratories or centers. *The National University Science&Technology Park of Xiamen University* is the only one located in Fujian province and accredited by both the Ministry of Science&Technology and the Ministry of Education of China. XMU has been witnessing its growing level in researches in natural sciences. In the duration of the eleventh “Five-year Plan”, more than 700 projects were granted by the Ministry of Science and Technology and the National Natural Science Foundation Committee, resulting in 16 research articles published in internationally high-level academic journals such as *Science*, *Nature*(and its series), *Cancer Cell* and *the Lancet*. Two scientific research findings won the second place prize of *National Natural Science Award* and one achievement won the second place prize of *National Award for Technological Invention*. XMU has boasted the well-established fame in humanities and social sciences as well, and taken a national lead in Taiwan studies, Southeast Asian studies, higher education studies, economic studies, and accounting studies, etc. In the duration of the eleventh “Five-year Plan”, 131 *National Social Sciences Grants* including 11 major Grants, 157 *Social Sciences Grants of the Ministry of Education* including 4 major Grants were obtained by XMU researchers, thus making XMU one of the national leaders in obtaining grants. Besides, there are 19 and 14 achievements from XMU awarded respectively in the fourth and the fifth appraisal of research in social sciences, conducted by the Ministry of Education for tertiary institutions.

XMU has established inter-collegiate cooperation with more than 250 institutions of higher learning in such countries as UK, US, Japan, France and Russia, and such areas as Hong Kong, Macao and Taiwan. Actively devoted to the campaign of teaching Chinese as a foreign language, XMU has set up, in collaboration with partner universities from North America, Europe, Asia and Africa, 15 Confucius Institutes. With a favorable location and advantageous human

factors, XMU has grown into a flagship in Taiwan studies and cross Taiwan Straits exchanges.

XMU boasts perfect facilities for teaching, research and public service. The current area of its three campuses covers nearly 9,000 *mu* (about 600 hectares), with Siming campus located in the south of Xiamen Island taking up over 2,500 *mu* (about 167 hectares), Zhangzhou campus 2,568 *mu* (about 170 hectares) and Xiang'an campus planned 3,645*mu* (about 243 hectares. The first phase construction was completed in September, 2012). The total construction area of the campus buildings covers 1,420,000 m<sup>2</sup> and the libraries hold a total stock of 4,300,000 volumes of paperback books (not including 37,330 GB e-books). The total fixed assets hit RMB 3.91 billion *yuan* with RMB 1.37 billion *yuan* being the total value of instruments and equipments. As one of the main injunctions of CERNET2, the scope and standard of XMU's high-speed information network on campus is rated among the topmost in China's universities and colleges. Endowed with a picturesque landscape with proximity to agreeable hills and seas, XMU has been listed on the album of the Chinese universities with the most beautiful campuses.

Now, XMU is marching on its way toward the lofty goal of “building a worldwide-known high-level research-oriented university”.

(Updated by March, 2013)

# **Guidance Notes on the Major Aspects of Postgraduate Program Administration of Xiamen University**

*Guidance Notes on the Major Aspects of Postgraduate Program Administration of Xiamen University* are herein provided with the related forms concerned for reference in order to assist every graduate student, every supervisor of graduate students and every secretary for postgraduate programs in understanding the major aspects of the entire administrative process of the postgraduate programs of Xiamen University (hereinafter referred to as XMU) and to ensure a smooth progress in the postgraduate programs.

Doctoral programs

## 1. Registration and student status management

Key notes:

1.1 All the new students must register on the specified date with their corresponding college/institute and provide the admission notice, the relevant credentials and the remittance receipt of tuition fees as required by XMU. The students who are not able to register on time for special reasons must seek permission with the supporting documents for a leave of absence of no more than two weeks.

1.2 All the new students must log onto the Graduate Student Information Management System within the first two weeks after their admission into XMU to input their basic personal information.

1.3 Upon the commencement of each term, the graduate students of all categories (including those who have applied for graduation extension) must register on time. In accordance with the policies of XMU, the tuition fees must be paid prior to the registration and the subsequent accommodation allocation.

1.4 All the Doctoral students must complete, via the Graduate Student Information Management System, *the Report of the Term Performance of XMU Graduate Students* twice per academic year, one for the first/autumn term and the

other for both the second/spring and the third/summer terms, after which they shall contact their supervisors for online verification.

Related forms:

1. Summary Form of the Graduate Student Registration

(Special note: *The Summary Form of the Graduate Student Registration* shall be submitted to the Academic Office of the Graduate School of XMU by each college/institute on the day following the date of registration for each term.)

2. Registration Form of XMU Graduate Students

(Special note: *The Registration Form of XMU Graduate Students* shall be filed in duplicate by each college/ department, one under the graduate student personal archives, and the other under the student status records.)

3. Form of the Status Information of XMU Graduate Students

(Special note: *The Form of the Status Information of XMU Graduate Students* shall be completed via the Graduate Student Information Management System by all the new students within the first two weeks after their registration.)

4. Application Form for Early Graduation of XMU Graduate Students

(Special note: *The Application Form for Early Graduation of XMU Graduate Students* shall be submitted by the graduate students themselves during March and April every year. Any delay shall result in rejection.)

5. Application Form for Extending the Study Duration of XMU Graduate Students

(Special note: *The Application Form for Extending the Study Duration of XMU Graduate Students* shall be filed by the graduate students themselves prior to June each year through the Graduate Student Information Management System.)

6. Report of the Term Performance of XMU Graduate Students

(Special note: *The Report of the Term Performance of XMU Graduate Students* shall be completed through the Graduate Student Information Management System within the first two weeks of each term.)

2. Program Cultivation Plan

Key notes:

All the Doctoral students must complete, under the guidance of their supervisors, the XMU Doctoral Program Cultivation Plan in accordance with the program requirements of their corresponding disciplines in the first term after registration.

Related form:

1. Form for XMU Doctoral Program Cultivation Plan

(Special note: *The Form for XMU Doctoral Program Cultivation Plan* shall be completed through the Graduate Student Information Management System in the first term after registration.)

3. Course study

Key notes:

3.1 All the Doctoral students are required to obtain a minimum of 12 to 14 credits, which should be generally fulfilled in the first academic year. The graduate students in the combined Master-Doctoral or Bachelor-Doctoral degree programs must obtain a minimum of 42 credits.

3.2 All the Doctoral students shall complete, under the guidance of their supervisors, the relevant courses in accordance with the disciplinary programs and obtain the credits required for the course in ideological and political theories, the course for learning the first foreign language, the specialized degree courses and the specialized optional courses.

Related form:

1. Application Form for the Examination Postponement of XMU Graduate Students

(Special note: The graduate students shall submit *the Application Form for the Examination Postponement of XMU Graduate Students* to the Graduate School for approval one week prior to the examination.)

4. Scientific research training

Key notes:

4.1 All the Doctoral students must attend seminars or academic lectures to become acquainted with the leading-edge topics and the latest developments within a given discipline or its related disciplines.

4.2 Every college/institute must establish a policy to require all the Doctoral students to write reports on dissertation writing and literature survey so as to strengthen their research training.

4.3 All the Doctoral students shall take an active part in academic forums. Every college/institute shall establish the relevant specific requirements in accordance with the actual circumstances.

4.4 In order to encourage the graduate students to conduct research and improve the quality of graduate education, the research outcomes of the current graduate students at all levels and categories shall be counted, scored, ranked and evaluated for awards by the Graduate School every year during the university anniversary.

4.5 All the Doctoral students shall, upon receiving the notification from the journals or magazines in which their papers are published, provide the information concerning the published papers via the Graduate Student Information Management System and submit the original papers and the duplicate to their supervisors and the program secretary for verification.

#### 5. The comprehensive disciplinary examination

##### Key notes:

5.1 The comprehensive disciplinary examination provides one of the most important bases for mid-program evaluation and re-position of all the Doctoral students, and shall generally be scheduled in the autumn term of the second academic year.

5.2 The comprehensive disciplinary examination and the examination evaluation are to be organized by an Examination Committee consisting of three or more experts from a given discipline or its related disciplines. As a rule, the supervisor may serve as one of the members of the Examination Committee, but not as the chairperson. The Examination Committee may recruit a secretary responsible for such specific affairs as note taking, audio recording, etc. The composition of the Examination Committee shall be examined and approved by the college/institute academic degree evaluation subcommittee.

5.3 Prior to the comprehensive disciplinary examination, the Examination

Committee shall draft an examination syllabus or establish the examination paper based on a full understanding of the conditions of the Doctoral student's study plan and research work. The examination questions shall cover both fundamental theories and specialized knowledge (including knowledge of the related disciplines), aimed toward evaluating the Doctoral student's ability to analyze and solve problems.

4. Upon completion of the comprehensive disciplinary examination, the examination papers and audio recordings shall be filed with due care into the teaching archives of the college/institute/department concerned.

Related form:

1. Form for Comprehensive Disciplinary Examination of XMU Doctoral Students

(Special note: *The Form for Comprehensive Disciplinary Examination of XMU Doctoral Students* shall be filled out in duplicate in the autumn term of the second academic year and filed with due care into the teaching archives of the college/institute/department concerned.)

6. Degree dissertation writing

Key notes:

6.1 The dissertation proposal is an important step in the process of dissertation writing. All the Doctoral students shall submit, after passing the comprehensive disciplinary examination, the dissertation proposal in order to solicit various comments and advice, and subsequently file the Form for Doctoral Dissertation Proposal Approval of XMU.

6.2 None of the Doctoral students who do not submit a dissertation proposal for approval can conduct a dissertation-related social survey or apply for a dissertation defense.

6.3 The social survey is an important step in the process of dissertation writing. Before initiating the survey, all the Doctoral students shall submit an outline describing the purpose and the content of the survey. A survey report, as well as the remarks from the work place in which the survey is conducted, shall be submitted upon the completion of the survey. The supervisors shall provide comments on their

students' work in accordance with their actual performance.

6.4 To ensure the quality of the dissertation and the dissertation defense, there shall be an interval of at least one term between the term of the proposal submission and the term of the dissertation defense.

6.5 As an important part of the doctoral programs, dissertation writing shall be completed independently by the graduate students themselves under the guidance of their supervisors. It shall take a minimum of two years to complete the dissertation, and during the process, all the Doctoral students shall report to their supervisors about the various progresses of their dissertation writing.

6.6 The mid-term inspection of dissertation writing. All the Doctoral students shall provide, one year after the approval of the dissertation proposal, a public report to the relevant academic circle, showing the progress of their dissertation writing, their attitude and commitment, and the expected results. The inspection team for the mid-term Doctoral dissertation writing shall consist of 3-5 supervisors.

6.7 The preliminary Doctoral dissertation defense. All the relevant details are decided by the relevant college/institute academic degree evaluation committees.

Related form:

1. Form for the Doctoral Dissertation Proposal Approval of XMU

(Special note: *The Form for the Doctoral Dissertation Proposal Approval of XMU* shall be filed with due care into the teaching archives of the college/ institute/ department concerned.)

Master programs

1. Registration and student status management

Key notes:

1.1 All the new students must register on the specified date with their corresponding college /institute and provide the admission notice, the relevant credentials and the remittance receipt of tuition fees as required by XMU. The students who are not able to register on time for special reasons must seek permission with the supporting documents for a leave of absence of no more than two weeks.

1.2 All the new students must log onto the Graduate Student Information

Management System within the first two weeks after their admission into XMU to input their basic personal information.

1.3 Upon the commencement of each term, the graduate students of all categories (including those who have applied for graduation extension) must register on time. In accordance with the policy of XMU, the tuition fees must be paid prior to the registration and the subsequent accommodation allocation.

1.4 All the full-time Master students must complete, via the Graduate Student Information Management System, *the Report of the Term Performance of XMU Graduate Students* twice per academic year, one for the first/autumn term and the other for both the second/spring and the third/summer terms, after which they shall contact their supervisors for online verification.

Related forms:

1. Summary Form of the Graduate Student Registration

(Special note: *The Summary Form of the Graduate Student Registration* shall be submitted to the Graduate Student Cultivation and Management Office of the Graduate School of XMU by each college/institute on the day following the date of registration for each term.)

2. Registration Form of XMU Graduate Students

(Special note: *The Registration Form of XMU Graduate Students* shall be filed in duplicate by each college/department, one under the graduate student personal archives, and the other under the student status records.)

3. Form of the Status Information of XMU Graduate Students

(Special note: *The Form of the Status Information of XMU Graduate Students* shall be completed via the Graduate Student Information Management System by all the new students within the first two weeks after their registration.)

4. Application Form for the Early Graduation of XMU Graduate Students

(Special note: *The Application Form for the Early Graduation of XMU Graduate Students* shall be submitted by the graduate students themselves during March and April every year. Any delay shall result in rejection.)

5. Application Form for Extending the Study Duration of XMU Graduate

## Students

(Special note: *The Application Form for Extending the Study Duration of XMU Graduate Students* shall be filed by the graduate students themselves prior to June each year through the Graduate Student Information Management System.)

### 6. Report of the Term Performance of XMU Graduate Students

(Special note: *The Report of the Term Performance of XMU Graduate Students* shall be completed through the Graduate Student Information Management System within the first two weeks of each term.)

#### 2. Course study

##### Key notes:

2.1 Master students of liberal arts in the two-year program are required to obtain a minimum of 32 credits and those in the three-year program must obtain a minimum of 35 credits. Master students of natural sciences and engineering in the two-year program are required to obtain a minimum of 30 credits and those in the three-year program must obtain a minimum of 31 credits.

2.2 Master students shall complete, under the guidance of their supervisors, the relevant courses in accordance with the disciplinary programs, and obtain the credits required for the course in ideological and political theories, the course in the first foreign language, the specialized degree courses and the specialized optional courses.

##### Related form:

#### 1. Form for the Examination Postponement Application of XMU Graduate Students

(Special note: Graduate students shall submit *the Form for the Examination Postponement Application of XMU Graduate Students* to the Graduate School for approval one week prior to the examination.)

#### 3. Scientific research training

##### Key notes:

3.1 Master students shall be encouraged to attend seminars or academic lectures to become acquainted with the leading-edge topics and the latest developments within a given discipline or its relevant disciplines.

3.2 All the Master students shall take an active part in academic forums. Every college/institute shall establish the relevant specific requirements in accordance with the actual circumstances.

3.3 In order to encourage the graduate students to conduct research and improve the quality of graduate education, the research outcomes of the current graduate students at all levels and categories shall be counted, scored, ranked and evaluated for awards by the Graduate School every year during the anniversary of XMU.

3.4 All the Master students shall, upon receiving the notification from the journals or magazines in which their papers are published, provide the information concerning the published papers via the Graduate Student Information Management System and submit the original papers and the duplicate to their supervisors and the program secretary for verification.

#### 4. Practice activities

##### Key notes:

4.1 Practice activities for the graduate students include teaching practice, research practice, social surveys and other activities organized by the college/institute. Graduate students shall, upon the completion of practice activities, record the information via the Graduate Student Information Management System and contact the secretary of graduate students' affairs of their college/institute for verification.

4.2 The graduate students with the previous experience of more than two years' teaching at colleges/universities, or with any other previous work experience of more than four years, may apply for exemption by filling in the Application Form for Exemption from Practice Activities of XMU Graduate Students.

##### Related forms:

#### 1. Report on the Practice Activities of XMU Graduate Students

(Special note: Upon completion of practice activities, *a Report on the Practice Activities of XMU Graduate Students* shall be filed into the teaching archives by the college/institute/ department concerned.)

#### 2. Application Form for the Exemption from Practice Activities of XMU Graduate Students

(Special note: *The Application Form for the Exemption from Practice Activities of XMU Graduate Students* shall be filed into the teaching archives by the college/institute/department concerned.)

## 5. Degree thesis writing

### Key notes:

5.1 The thesis proposal is an important step in the process of degree thesis writing. Master students shall submit the thesis proposal in order to solicit various comments and advice, and subsequently fill in the Form for Thesis Proposal Approval of XMU Master Students prior to the end of the spring term of the second academic year.

5.2 None of the Master students who do not submit a thesis proposal for approval can conduct a thesis-related social survey or apply for a degree thesis defense.

5.3 As an important part of the Master's program, thesis writing shall be completed independently by the graduate students under the guidance of their supervisors. In principle, it shall take a minimum of one year to complete the thesis, and during the process, all the master students shall report to their supervisors (or a panel of supervisors) about the various progresses of their thesis writing. Each college/institute shall establish the specific requirements for the mid-term inspection of thesis writing.

### Related form:

#### 1. Form for the Thesis Proposal Approval of XMU Master Students

(Special note: *The Form for the Thesis Proposal Approval of XMU Master Students* shall be filed into the teaching archives by the college/institute/department concerned.)

# **Regulations for Management of the Graduate Student Status in**

## **Xiamen University**

(XMUGS [2009] File No.15)

### Chapter I General Provisions

Article 1 These regulations are based on the actual circumstances of Xiamen University (hereinafter abbreviated and referred to as XMU) and formulated in accordance with *the Education Law of the People's Republic of China, the Higher Education Law of the People's Republic of China, the Provisions on the Administration of Students in Regular Institutes of Higher Education by the Ministry of Education*, and other relevant laws and regulations, for the purpose of implementing the state policy for education, maintaining the normal teaching order, guaranteeing the educational quality of graduate programs, and promoting the comprehensive development of graduate students in terms of morality, intelligence, physical fitness and ethic virtue.

Article 2 These regulations apply to both the graduate students pursuing regular higher education for academic qualifications and the graduate students studying for academic degrees at XMU.

### Chapter II Admission, Registration and Leave of Absence

Article 3 All the new students admitted to XMU shall complete, in due time, the admission procedures in person with admission notice and the relevant materials specified in the Guide for New Graduate Students. The students who cannot register on time must submit to the college/institute concerned (hereinafter referred to as the college) a request in writing for leave of absence, together with supporting documents. In general, leave of absence shall not exceed two weeks. The students who do not seek or obtain permission for a leave of absence and fail to register two weeks after the deadline, or the students who fail to register two weeks after the expiration of an approved leave, shall be deemed as waiving the admission qualification, with the exception of the cases delayed by force majeure.

Article 4 Within three months after admission, the college shall conduct a re-examination of new students in accordance with the admission provisions formulated by the State and XMU, the results of which shall be submitted in writing as record for the Admission Office and the Graduate School. The students who pass the re-examination shall be registered and obtain the student status. The students who fail the re-examination shall receive various penalties, based on the severity degrees, with the cancellation of the admission qualification as the severest penalty.

Any student status obtained by fraudulence or deception shall be annulled upon confirmation. Flagrant cases shall face legal investigation by the relevant authorities.

Article 5 The new students suffering illness as diagnosed as unfit for college study by a first rate second-level hospital (the same hereinafter) , after obtaining the approval from the Graduate School, can retain their admission qualification for one year while receiving medical treatment outside XMU. The students who retain the admission qualifications do not own the student status, nor do they qualify to share any benefits and welfares enjoyed by the students with the effective student status. Those students who have recovered from illness during the period of retaining their admission qualifications shall apply for re-admission to their corresponding college prior to the commencement of the next academic year. Upon approval of the college, they shall undergo a medical examination in a hospital designated by XMU. Those who pass the medical examination shall complete the re-admission procedures before the approval by the Graduate School. The re-admission qualification of the students who fail the medical examination or do not complete the re-admission procedures within a given time shall be therefore annulled.

Article 6 The graduate students who are required to pay tuition fees in accordance with the relevant provisions shall annually pay the amount of tuition for one whole academic year. The graduate students with financial difficulties may apply for loans or other forms of financial aid.

Article 7 Upon commencement of each term, all current graduate students (including those who have been granted the study extension) shall register with their corresponding college, on the date prescribed by XMU, to obtain the eligibility to

study for a given term.

The students who fail to pay tuition fees as stipulated by XMU or do not meet the requirements for registration shall not be registered.

The students who cannot register on time due to extenuating circumstances shall submit in advance to the college a written request for a leave of absence, together with the relevant supporting documents. Generally, the time for leave shall not exceed two weeks. The students who do not seek or obtain permission for a leave of absence and fail to register on time and the students who do not register despite their presence at the college shall receive a notice of criticism. Those who fail to register two weeks after the deadline without sufficient cause or excuse shall be dismissed from XMU.

Article 8 All the graduate students shall participate in all the activities prescribed in the teaching plan. Those who are unable to participate in the activities as scheduled shall seek and obtain, in advance, the permission for a leave of absence from the curriculum teacher concerned. Any absence without requesting leave, or without receiving granted leave, shall be considered as playing truant and thus incurring caution from the college. Serious cases shall face stricter disciplinary actions with the severest penalty as expulsion from XMU.

Article 9 The graduate students who request a leave of absence for medical reasons shall fill in *the Form of XMU Graduate Student Request for a Leave of Absence*, together with the supporting documents provided by the XMU hospital or a first-rate second-level hospital. A request for a leave of within one week shall be approved by the supervisor and submitted to the college for record. A request for a leave varying between one week and one month shall be approved by the supervisor and the responsible dean of the college and submitted to the college for record. The graduate students with an accumulative total of medical leaves exceeding one month within a particular term shall be requested for suspension.

Article 10 Generally, the graduate students shall not request a leave of absence for personal affairs except for some special circumstances, for which they shall fill out *the Form of XMU Graduate Student Request for a Leave of Absence*. A request for a

leave of within one week shall be approved by the supervisor and submitted to the college for record. A request for a leave varying between one week and one month shall be approved by the supervisor and the responsible dean of the college and submitted to the college for record. The graduate students with an accumulative total of medical leaves exceeding one month within a particular term shall be requested for suspension.

Article 11 The graduate students who need to conduct necessary academic research work or take necessary courses at other universities shall fill out *the Form of XMU Graduate Student Request for a Leave of Absence*, which then shall be approved by the supervisor and the responsible dean of the college and submitted to the college for record.

Article 12 The graduate students whose granted leave of absence is over shall return to XMU and report to the college at the specified time. When a student needs to extend the leave, he/ she shall follow the relevant procedures.

Article 13 The graduate students who intend to travel abroad or to Hong Kong or Macao or Taiwan for various reasons shall comply with the relevant regulations of XMU.

### Chapter III Change of Major and Transfer to Other University

Article 14 The graduate students are generally not permitted to change their majors, except for the cases where a given program will not be able to be completed due to some special reasons. In principle, a change of major shall occur only between the related majors under the same first-class discipline or between the interdisciplinary related majors.

Article 15 The graduate students intending to change their majors shall apply to their current college and obtain the approval from the colleges they plan to transfer to and from and the approval from their supervisors as well. Applications shall be first submitted to the Graduate School for examination and verification, and then to the responsible president for approval.

Article 16 The graduate students who are granted a change of major shall strictly complete the degree programs of the majors they have transferred to.

Article 17 The graduate students in one of the following circumstances are not permitted to change their majors:

- 1) being in their academic year of graduation or having been granted a study extension;
- 2) applying for a change between major degree and non-major degree;
- 3) applying for a change of major for a second time.

Article 18 The graduate students shall normally complete their programs at XMU. Those who will not be able to continue their study at XMU due to illness or special difficulties may apply for university transfer. Applications for university transfer due to illness shall be submitted together with the supporting medical documents by a first-rate second-level hospital.

Article 19 The graduate students under one of the following circumstances are not permitted to transfer between universities:

- 1) studying for not more than one term after admission;
- 2) transferring from a university that is not of the same level university as XMU;
- 3) being admitted to be trained for the specified target areas or being enrolled into an entrusted training program;
- 4) being required to withdraw from XMU;
- 5) studying in their academic year of graduation or having been granted a study extension; or
- 6) lacking any other justified cause.

Article 20 The graduate students may initiate the procedures of university transfer provided that they have obtained the approval of the two universities involved. The applications for university transfer shall be submitted by the university transferred from to the provincial education department for verification and approval before undertaking the procedures for actual university transfer. For the graduate students intending to transfer their permanent residence registration, the provincial education department shall send a copy of the relevant documents to the local public security office in the locality of the university transferred to.

The graduate students applying for transfer to another university shall pay off

all the tuition fees for their study period at XMU and the graduate students transferred to XMU shall pay the tuition fees required for their study period at XMU.

#### Chapter IV Length of Schooling and Duration of Study

Article 21 The length of schooling for the graduate programs is 2-3 years for Master students, 3-4 years for Doctoral students, and 5-6 years for the students in the combined Master-Doctoral or Bachelor-Doctoral degree programs.

Article 22 The maximum duration of study (including the periods of suspension and of student status retention) is 5 years for Master students, 7 years for Doctoral students, and 8 years for the students in the combined Master-Doctoral or Bachelor-Doctoral degree programs.

Article 23 The graduate students who are unable to complete their programs within the prescribed length of schooling because of various circumstances shall apply, prior to June each year, for duration extension via the Graduate Student Information Management System and submit their applications online to their supervisors for verification and approval first, and then to the Graduate School for record .

The graduate students who do not submit any application for duration extension in the three months immediately after the prescribed length of schooling is over shall be deemed as the category of voluntary withdrawal from XMU.

The graduate students shall apply for duration extension within the duration of study as prescribed in Article 22. The length of extension for each application shall not exceed one year. Miscellaneous costs for the period of the program study at XMU must be paid off prior to the application for duration extension.

#### Chapter V. Suspension and Resumption

Article 24 The graduate students who are unable to continue their study or are deemed unfit to study at XMU because of illness, shall apply for suspension. Those applying for suspension because of illness shall fill out *the Form for Suspension Application of XMU Graduate Students* and attach the supporting medical documents of a first-rate second-level hospital. The application shall be submitted together with the signed remarks by both the supervisor and the college to the Graduate School for approval.

The graduate students who are deemed unfit to study on campus because of illness shall apply for suspension after being diagnosed by the hospital designated by XMU.

Article 25 The graduate students who apply for suspension because of innovative undertaking or other special matters shall fill out *the Form for Suspension Application of XMU Graduate Students*, and submit it together with the signed remarks by both the supervisor and the college to the Graduate School for approval.

Article 26 The suspension granted to the graduate students is generally limited to a full term only. The suspension shorter than one term shall be still regarded as one term. The maximum accumulative suspension shall not exceed two academic years.

Article 27 The graduate students shall pay off all the tuition fees for the period of degree program study at XMU prior to the suspension application.

Article 28 The graduate students under suspension shall undertake the school-leaving procedures. During suspension, they are not entitled to scholarships or subsidies granted to the current graduate students and all their medical expenses shall be disposed in accordance with the relevant regulations of XMU.

Article 29 Upon the expiration of a suspension, the graduate students concerned shall apply to their supervisors and the college for resumption by completing *the Form for Resumption Application of XMU Graduate Students* two weeks prior to the commencement of a new term. The application shall be submitted to the Graduate School for approval. The graduate students under suspension because of illness shall apply for resumption after the suspension expires and provide a medical document by a first-rate second-level hospital to confirm their recovery. In addition, they shall pass a medical re-examination by the XMU hospital before taking the relevant procedures for resumption.

## Chapter VI. Withdrawal

Article 30 Any one of the following circumstances shall result in the withdrawal of a graduate student from XMU.

1) For the graduate students in curricula education, failure to pass one of the degree courses after retaking it twice; for the graduate students in degree education, failure to

pass two of the core courses/degree courses/compulsory courses after retaking them twice; for the graduate students evaluated by the Graduate School as unfit to continue study due to an evident lack of ability to do research work;

2) Failure to apply, after the expiration of suspension, for resumption two weeks prior to the commencement of a new term, or failure to pass the examination of the application for resumption;

3) The diagnosis by the hospital designated by XMU as unfit to continue study on campus due to illness or accidental disabilities or other reasons;

4) Absence from XMU during the school time for more than two weeks without submitting a request or obtaining approval for leave of absence, or absence from the teaching activities imposed by XMU for two consecutive weeks;

5) Failure to register two weeks after the registration time without any justified excuse/reason;

6) Failure to return to XMU on time from overseas: either remaining overseas beyond the authorized time period or remaining overseas without obtaining any permission for an absence extension;

7) Failure to apply for the duration extension within the three months immediately after the prescribed length of schooling for the graduate programs is over, or failure to renew the application for the duration extension when the previous extension permission expires and the relevant degree programs remain uncompleted;

8) Failure to meet the credit requirements by the Master students in or beyond the fifth year of study (including suspension, retention of student status), the Doctoral students in or beyond the seventh year of study (including suspension, retention of student status) and the students in the combined Master-Doctoral or Bachelor-Doctoral degree programs in or beyond the eighth year of study (including suspension, retention of student status);

9) Voluntary applications for withdrawal from XMU.

The withdrawals due to the above-stated reasons from 1) to 6) shall be filed, along with the relevant supporting materials, by the college of the graduate students in question and submitted to the Graduate School together with the signed remarks by

the supervisors and the college. For withdrawals due to the above-stated reasons 7) and/or 8), the Graduate School shall provide a name list and the college concerned shall give confirmation or supply the relevant supporting materials. The graduate students who intend to withdraw from XMU shall complete *the Withdrawal Application of XMU Graduate Students* and submit it together with the signed remarks by the supervisors and the college to the Graduate School for record.

The graduate students who intend to apply for withdrawal shall pay off all the tuition fees for the period of degree program study at XMU.

Article 31 Any withdrawal of the graduate students shall be examined and decided upon by the administrative board of XMU presided over by President of XMU.

Article 32 XMU shall issue a verdict on withdrawal for the graduate students concerned.

Article 33 The withdrawal verdict shall be delivered by the college concerned to the graduate student(s) in question and obtain his/her/their signature(s). The date of the signature is deemed as the date of actual delivery to the graduate student(s) in person.

In cases where the graduate student refuses to accept and sign the withdrawal verdict, the staff member responsible for the delivery of the withdrawal verdict shall invite more than two teachers or students as witnesses, record on the delivery receipt the reasons for rejection, the date, and his or her signature, as well as the signatures of the witnesses, and leave the verdict in the dormitory room of the graduate student in question or at his/her current place of residence. Upon completion, the delivery process is regarded as concluded.

In cases where the delivery fails, the withdrawal verdict shall be published on the bulletin board of XMU. The delivery shall be deemed as concluded 15 days after the publication.

The withdrawal verdict shall go into effect on the date of delivery.

Article 34 The graduate students who object to the withdrawal verdict may submit an appeal in writing to the Student Appeal Committee of XMU within 5

working days upon receipt of the withdrawal verdict.

The graduate student appeals shall be processed in accordance with the Student Appeal Regulations of XMU.

Article 35 For the graduate students who have withdrawn from XMU and are eligible for employment with respect to academic qualifications and employment policies, XMU shall file a report to the graduate employment department of Fujian Provincial Government and deal with the relevant procedures. For the graduate students who fail to secure employment within one year after the approval of the withdrawal from XMU, their student records and residence registrations shall be returned to the places of their family residence or household registration.

#### Chapter VII. Graduation, Completion of Studies, Partial Completion of Studies and Transcripts of Studies

Article 36 The graduate students in curricula education shall be permitted to graduate and be conferred upon the graduation certificate, provided they have, within the stipulated duration of study, obtained all the credits required, completed all the compulsory courses in accordance with the program requirements, passed the thesis/dissertation oral examination/ defense, and fulfilled the graduation requirements in terms of morality, intelligence and physical fitness. A degree certificate will be conferred by XMU upon the students who have met the criteria for degree conferment.

Article 37 The graduate students in curricula education may apply for early graduation, provided they have, within the stipulated duration of study, obtained all the credits required and completed all the compulsory courses in accordance with the program requirements. Those who have passed the thesis/dissertation oral examination/defense and met the graduation requirements in terms of morality, intelligence and physical fitness shall be permitted to graduate and a graduation certificate shall be conferred upon them by XMU. A degree certificate shall be conferred by XMU upon the graduate students who have met the criteria for degree conferment.

The application for early graduation shall be submitted by the graduate students

before the end of March each year. All the tuition fees for the entire program study must be paid off before submitting the application for early graduation.

The conferment of the graduation certificate shall be processed in accordance with the relevant regulations.

Article 38 The graduate students in curricula education, within the stipulated duration of study, may apply for completion of studies and a certificate of completion shall be conferred by XMU upon them, provided they have obtained all the credits required and completed all the compulsory courses in accordance with the program requirements, though they have not completed the thesis/dissertation or failed to pass the thesis/dissertation defense.

The graduate students in curricula education beyond the stipulated duration of study shall be granted a certificate of completion of studies by XMU, provided they have obtained all the credits required and completed all the compulsory courses in accordance with the program requirements, but have not yet completed the thesis/dissertation or have failed to pass the thesis/dissertation defense.

The graduate students may apply, within the stipulated duration of study, to the relevant college for a certificate of completion. of studies The college shall evaluate the applications in accordance with the prescribed criteria and submit the qualified applications in a summary list to the Graduate School, which shall subsequently issue the certificates of completion. For the graduate students beyond the stipulated duration of study, the college shall evaluate their qualification for completion of studies and submit the qualified applications in a summary list to the Graduate School for release of the certificates of completion.

Within the two years after the completion of studies, the graduate students may apply for a thesis/dissertation defense or apply for a defense for a second time after making revisions to the original thesis/dissertation. After obtaining the approval for the application, the graduate students shall pay off all the relevant fees in accordance with the relevant regulations. Only after the full payment shall the procedures of the thesis/dissertation defense be arranged. The graduate students who pass the thesis/dissertation defense shall be permitted to graduate and a certificate of

graduation shall be conferred upon them in exchange of their certificates of completion. The graduation date on the certificate shall be the date when the certificate is issued. A degree certificate will be conferred by XMU upon the students who have met the criteria for degree conferment.

Article 39 The graduate students in curricula education who have studied for one year or more since their admission and then have withdrawn from XMU shall be given a certificate of partial completion of studies.

Article 40 The graduate students in degree education who have obtained all the credits required and completed all the compulsory courses in accordance with the program requirements may apply for an early defense of their degree theses /dissertations. Those who have passed the oral examination/defense and met the criteria for the degree conferment shall be awarded a degree certificate by XMU.

The graduate students shall pay off all the tuition fees for the entire program study prior to the application for an early defense of their degree theses/dissertations.

Article 41 The graduate students in degree education beyond the stipulated duration of study shall receive a certificate of study from the Graduate School, provided that they have obtained all the credits required and completed all the compulsory courses in accordance with the program requirements, though they have not completed the degree thesis/dissertation or failed to pass the thesis/dissertation defense. Hence, all the student status shall be terminated.

The college shall submit the qualified applications in a summary list to the Graduate School for release of the certificates of study.

Within the two years after the receipt of the certificate of study, the graduate students may apply for thesis/dissertation defense or apply for defense for a second time after making revisions to the original thesis/dissertation. After obtaining the approval for the application, the graduate students shall pay off all the relevant fees in accordance with the relevant regulations. Only after the full payment shall the procedures of thesis/dissertation defense be arranged. The graduate students who have passed the degree thesis/dissertation defense and met the criteria for degree conferment shall be awarded a degree certificate by XMU.

Article 42 Certificates of educational qualifications and of academic degrees for the graduate students shall record exactly the length of schooling, the type of education and the way of study as stipulated upon enrollment.

Article 43 The graduate students must complete the online registration and management system of higher educational credentials and records, in due time, the information of their certificates of graduation or certificates of completion of studies.

Article 44 In cases where the certificate of graduation, or the certificate of completion of studies, or the certificate of partial completion of studies, or the certificate of academic degree is lost or damaged, XMU shall issue a corresponding certificate, provided that the graduate student in question has applied for a replacement and follows the relevant procedures. The new certificate shall have equal validity as the original.

#### Chapter VIII. Supplementary Provisions

Article 45 In addition to these regulations, the graduate students trained for the target areas, or those in the consigned training programs, shall also observe the provisions stipulated in the relevant contracts.

Article 46 The evaluation of the graduate students and their study records shall be processed in accordance with the relevant regulations of XMU.

Article 47 “Not lower than” or “not more than” as mentioned in these regulations shall include the specified level or figure itself.

Article 48 The Graduate School shall be responsible for the interpretation of these regulations.

Article 49 These regulations shall come into effect upon the date of promulgation, July, 2009. The former *Regulations for Management of the Graduate Student Status in Xiamen University* (XMUGS [2005] File No.17) shall be null and void at the same time.

# **Suggestions of Xiamen University for Formulating Master**

## **Degree Programs**

XMUGS [2011] File No.10

These suggestions are hereby provided, based on the actual current conditions of XMU, in accordance with *the Regulations of the People's Republic of China on Academic Degrees, the Interim Implementation Measures for the People's Republic of China on Academic Degrees* and the principles of the Ministry of Education pertinent to the enhancement of Doctoral programs.

Doctoral programs embrace various types, such as academic programs and professional degree programs. Generally, the priority is placed upon the academic programs. The academic programs aim to cultivate academic personnel for teaching and scientific research, and meanwhile give proper considerations for the needs of other professions as well. The purpose of the professional degree programs is to cultivate the high-level specialized personnel who meet the needs of the particular professions or posts in the society. Each type of program shall be formulated in accordance with their corresponding educational objectives.

### Academic Doctoral students

#### I. Educational objectives

The educational objectives of academic Doctoral students include:

- 1) to grasp the basic principles of Marxism and scientific methodology, uphold *the Constitution of the People Republic of China*, abide by the law and regulations, have ardent love for the motherland and the people, have strong career ambition and enterprising spirit, and develop the innovative consciousness to stay abreast of the times;
- 2) to grasp firmly the breadth of basic theories in their fields of study, command the systematic and comprehensive knowledge of their specialized subjects, master a foreign language in the proficient way, learn and study in a strict and careful way, have great pioneering spirit and ability to innovate and practice, be able to undertake

academic activities and research work independently and obtain significant achievements, and reach the academic level for a doctoral degree as stipulated in *the Regulations of the People's Republic of China on Academic Degrees*;

3) to attain physical fitness.

## II. Length of schooling and duration of study

Length of schooling: 3-4 years for Doctoral students; 5-6 years for the graduate students in the combined Master-Doctoral or Bachelor-Doctoral degree programs.

Duration of study (including periods of suspension and student status retention): 3-7 years for Doctoral students; 5-8 years for the graduate students in the combined Master-Doctoral or Bachelor-Doctoral degree programs.

## III. Research orientations

The establishment of research orientations shall be scientific and standardized with a proper breadth and a relative stability without seeking for diversified comprehensiveness. In addition to an emphasis on original features and advantages of the given discipline, attention shall be directed to nurturing some new aspects of disciplinary growth. The following conditions shall be taken into consideration for the establishment of research orientations:

1. an academic leader with experience in Doctoral program supervision and a well-formed academic team;
2. a solid foundation in scientific research with significant achievements of the relevant research;
3. capability to offer the degree courses and the advanced courses in the given research orientation;
4. necessary equipments required for the doctoral programs in the given research orientation.

Research orientations shall comply with those listed in the category of doctoral programs and are not permitted to change once established. In case of adjustment or change, an application shall be submitted, after being discussed and approved by the college/institute academic degree evaluation subcommittee, to the graduate student affairs office of the Graduate School for examination and approval.

#### IV. Curriculum and credit requirements

Doctoral students are required to obtain a minimum of 12-14 credits, which normally should be completed in the first academic year. The graduate students in the combined Master-Doctoral or Bachelor-Doctoral degree programs must obtain at least 42 credits. The specific course requirements are as follows:

##### 1. University-wide common degree courses

###### 1) courses in ideology and politics (2-3 credits)

Doctoral students must take the course *Marxism and the Various Thoughts in Contemporary China*, which shall be counted as 2 credits. They may also take the optional course, *Selected Readings from Classic Works of Marxism*, which shall be counted as 1 credit.

###### 2) Course of the first foreign language (2 credits)

Doctoral students must have a proficient command of a foreign language. They shall reach the required level, acquire the four skills in reading, writing, listening and speaking, be able to read in a foreign language the specialized literature in their special fields of study, and achieve considerable competence for writing, listening and speaking.

##### 2. Specialized degree courses (6-9 credits)

Each major shall offer 2-3 basic theory courses and specialized degree courses. It is advisable that common courses of basic theories should be established and shared by the majors under the class-I discipline or the discipline group.

###### 3. Specialized optional courses (2-4 credits)

One or two optional courses shall be offered in accordance with the needs of majors.

###### 4. Course of the second foreign language (2 credits)

As an optional course for Doctoral students, the requirements for the second foreign language shall be established by the college academic degree committee in accordance with specific actual circumstances.

##### 5. Academic lectures/academic reports or research-oriented courses

Doctoral students shall attend seminars, academic reports and graduate student

forums to become acquainted with the leading-edge topics and the latest development within a particular discipline or the related disciplines, or take research-oriented optional courses to conduct literature reviews and dissertation proposals concerning a specified research topic. The college academic degree committees shall establish the specific requirements for the lecture courses in accordance with actual circumstances and determine whether the credits shall be awarded.

#### 6. Other notes

- 1) The graduate students from Hong Kong, Macao and Taiwan may be exempt from the courses concerning Marxism and take other optional courses to make up for the credit requirements.
- 2) The requirements of foreign language courses for foreign graduate students shall refer to the *Regulations of Program Management and Degree Conferment for International Graduate Students of Xiamen University (Trial version)*(XMUGS [2008] File NO. 45)
- 3) Except for the first foreign language course, no other graduate program course shall be open to application for course exemption or examination exemption.
- 4) The ratio of calculating course credits: one credit for 16-18 class hours.
- 5) The graduate students in the combined Bachelor-Doctoral degree programs are required to obtain 5 credits for common degree courses. Besides the doctoral courses of foreign languages and Marxist theories, they shall also take the course *Introduction to Dialectics of Nature* as a supplement. The graduate students in the combined Master-Doctoral degree programs shall obtain 7 credits for common degree courses. They are only required to take the Master's courses of foreign languages and Marxist theories instead of their counterparts in the Doctoral programs.

#### V. The comprehensive disciplinary examination

The purpose of the comprehensive disciplinary examination is to determine whether Doctoral students have firmly grasped the breadth of basic theories and commanded the systematic and comprehensive knowledge of their specialized subjects, and to determine whether they may begin dissertation writing. The comprehensive disciplinary examination is generally scheduled in the third term (the

first half of the second academic year).

The comprehensive disciplinary examination and the result grading shall be organized by an examination committee, consisting of three or more experts from the corresponding discipline or its related disciplines. As a rule, the supervisor may serve as one of the members of the committee, but not as the chairperson. The examination committee may recruit a secretary responsible for specific affairs such as note taking and audio recording, etc.. The establishment of the examination committee is subject to the approval by the college/institute academic degree evaluation subcommittee.

Prior to the comprehensive disciplinary examination, the examination committee shall draft an examination syllabus or establish the examination paper based on a full understanding of the Doctoral students' study plans and research works. The examination questions shall cover both fundamental theories and specialized knowledge (including knowledge of the related disciplines), aiming to evaluate the Doctoral students' ability to analyze and solve problems.

When the comprehensive disciplinary examination is completed, the examination papers and audio recordings shall be retained and kept with due care in the teaching archives by the college/department concerned.

#### VI. Academic degree dissertation

As a major step toward developing Doctoral students' abilities to innovate and practice, and an approach to nurturing their pioneering spirit, dissertation writing shall be completed independently by the graduate students under the guidance of the supervisor. It shall take at a minimum of two years for Doctoral students to complete their dissertations and three years for graduate students in the combined Master-Doctoral or Bachelor-Doctoral degree programs. The degree dissertation does not result in any credit.

2. After admission to XMU, Doctoral students shall be clear about their research orientations under the guidance of their supervisors. They shall be properly directed by the supervisor to choose the leading-edge topics in their specialized field or projects which are significant for the economic and social developments of China, and to highlight the originality of the degree dissertation. Generally, the dissertation

proposal shall be submitted one year after admission to solicit comments and remarks in an extensive way.

3. The Doctoral dissertation shall manifest that the author has firmly grasped the breadth of the basic theories in his/her fields of study and acquired the systematic and comprehensive knowledge of their specialized subjects. It shall also indicate that the author has developed the ability to conduct scientific research independently and obtained significant achievements. The dissertation shall have a substantial academic or application value.

#### VI. Other requirements

The formulation and the revision of the degree programs shall be initiated by the academic leader of a discipline, who shall organize a discussion with the teachers involved in the given discipline. All the formulations and revisions shall be submitted to the college/institute academic degree evaluation subcommittee concerned for examination and approval. The newly formulated or revised programs shall be indicated and marked with the corresponding and suitable school year and be submitted on time to the Graduate School for record.

#### Professional Doctoral students

The professional Doctoral programs shall be formulated with reference to *the Advisory Regulations for the Professional Doctoral Programs* stipulated by the academic degree program advisory committee of every discipline in accordance with the actual conditions of XMU.

# **Measures for Course Selection and Result Management of the Postgraduates of Xiamen University**

XMUGS [2009] File No. 29

To further regulate course selection and result management, the relevant provisions for course selection, curriculum assessment and result management of the postgraduates of Xiamen University (hereinafter abbreviated and referred to as XMU) are hereby amended and published as *Measures for Course Selection and Result Management of the Postgraduates of Xiamen University* (XMUGS [2009] File No. 29).

## 1. Basic Principles

1.1 In accordance with the requirements for the postgraduate programs, the academic programs for graduate students may be divided into degree courses (including university-wide common degree courses and specialized degree courses) and optional courses (including university-wide common optional courses and specialized optional courses); the degree programs for graduate students may be divided into degree courses (or compulsory courses or core courses) and optional courses.

1.2 Students are required to select courses in accordance with their specialized programs under the guidance of their supervisors. The supervisors and the secretaries of graduate students' affairs of every college/institute shall give postgraduate students instructions on course selection in accordance with the postgraduate programs of each discipline and major, as well as the actual situation of each postgraduate student.

1.3 In principle, the Graduate School is responsible for the unified arrangement of university-wide common courses. Degree courses, core courses and compulsory courses shall be selected from the course group listed in the corresponding programs and optional courses may be selected from the optional courses offered by the corresponding colleges, departments and institutes, as well as the university-wide common courses offered by XMU.

1.4 Each semester, graduate students are required to log on to the information management system to select their courses online within the specified time. When the

selected course is identified in the system as “*chosen*”, the course selection is valid. Graduate students who have not selected their courses online or failed to be “*chosen*” online are not entitled to participate in any postgraduate course and the registration of their course grades is denied.

## 2. Qualifications for Course Selection

In accordance with “*Interim Provisions for All the Students enrolled into Xiamen University on the Registration Management with All the Due Fees Paid*”(XMU Finance [2004] File No.6), the registered graduate students shall pay in full their tuition for the current year to be eligible for registration and course selection. For students who are unable to pay in full their tuition due to personal financial difficulties shall, in accordance with the prescribed procedures, apply for the “*green passage*” and follow the registration formalities to be eligible for course selection.

## 3. The Management of Course Selection

3.1 Information concerning the training programs, curricula and various courses for all disciplines and majors is available from the postgraduate information management platform. Graduate students shall select their courses in accordance with the course information and the requirements of the training programs for their own disciplines.

3.2 In principle, doctoral students shall fulfill the study plan for all courses within the first academic year and obtain the required credits. In principle, master students shall fulfill the study plan for their degree courses within the first academic year, and fulfill the study plan for all their courses and obtain required credits within the first and the second academic years.

3.3 Schedule. Under normal circumstances, the first two weeks of each semester are the period for course selection, and courses may be dropped within the first five weeks, subject to the schedule released by the Graduate School each semester. Graduate students must strictly comply with the schedule to select and drop their courses within the specified period.

3.4 Dropping courses. Graduate students may drop courses online before the deadline for dropping courses. In order to prevent a waste of educational resources, after the deadline, courses chosen by graduate students are not allowed to drop.

3.5 Retaking courses. If a graduate student is required to retake a course offered by the Graduate School, he/she shall apply to the Graduate School and if a graduate student is required to retake a course offered by a college (or an institute), he/she shall apply to the course-offering college (or institute).

3.6 Teaching Assessment. Teaching assessment is one of the major measures to advance and promote the teaching quality of curricula at the post-graduate level. All graduate students are required to assess curricula they attend by logging onto the scoring system in the postgraduate information management platform before their score for the curriculum may be accessible.

3.7 Password Protection. The User ID and Password at the homepage correspond to the student number of every postgraduate. Note that the password must be changed by the student for safety reasons. Each postgraduate shall take full responsibility for any alteration of the curriculum selected due to personal negligence.

#### 4. Means and Requirements of Assessment

4.1 Assessment of curricula may be undertaken in two forms, i.e. test (typically test paper) and exam (typically a term paper). In principle, core courses or compulsory courses are subject to a test; optional courses, social investigation, teaching practice, symposium, literature review or other courses may be assessed in the form of an exam.

4.2 The test may be in the form of written or oral examination or a hybrid of the two. Written tests may be conducted with or without reference to necessary resources, such as course books, dictionaries, papers, etc., depending on the instructor's judgment of the curricular specificities.

4.3 Assessment typically occurs whenever the teaching of a curriculum ends. Arrangement of common curricula assessment will be released on the webpage of the graduate school. Assessment for curricula offered at the college/institute level is subject to the respective colleges/institutes, the arrangement of which, however, shall be reported to the Graduate School for record ahead of the schedule.

4.4 Assessment of common curricula must be conducted in strict accordance with the prearranged time and the described location, and any variance of which will invalidate the final results.

## 5. Management of Results

5.1 Results of curricula and other teaching programs for postgraduate shall be graded under the 100% mark system. The conversion standard between the 100% mark system and the four-level system shall be: Excellence (85~100), Merit (70~84), Pass (60~69); Failure (below 60). Passing marks for degree curricula and other courses (or other teaching programs) shall be 70 and 60 respectively. Attainment of credits shall not be made until the minimum requirements are satisfied.

5.2 Retaking Courses. Postgraduates who fail to pass degree courses, core courses or compulsory courses must retake these courses. In case of failure in other courses, postgraduates may either opt for a retake of the same course or select an alternative course. The maximum retaking of the same course shall be twice only. Postgraduates may take a similar or senior course, in cases of curricular rearrangement.

5.3 Truancy and non-attendance in examination. All postgraduates shall participate in the class sessions of the courses selected, accomplish tasks assigned and attend the final examinations according to the schedule of curricula. In cases of accumulated trancies, exceeding 1/3 of class sessions or non-attendance of the examination without prior notification shall result in no score credited for the course.

5.4 Examination Suspension. Examinations subject to excused absences must not be suspended until the submission of the *Application Form for Examination Suspension of Graduate Courses of Xiamen University*, with an instructor's signature and the approval by the responsible dean of the concerned college (note: the examination suspension of public graduate courses is subject to the approval of the Graduate School). Those who obtain the approval for a suspension of examinations must take the tests of the same courses in the next academic year. No special makeup test or ahead-of-time test shall be arranged.

5.5 Inter-university study. Those graduate students who pursue inter-university learning (including the curricula in conjunction with overseas or overseas Chinese

universities) shall limit their course selections to the curricula acknowledged by the college/institute-level degree evaluation committee and approved by the Graduate School, or the curricula approved under the joint agreement between XMU (including its affiliated colleges) and the university where such courses are offered. Applications for inter-university study shall be filed by postgraduates, with the acknowledgements from supervisors and responsible college deans and the approval from the Graduate School.

Upon completion of an inter-university curriculum, the graduate student shall, on the basis of the score transcript, syllabus, original papers, etc. issued by the joint university, follow the course recognition procedures. Study materials of public courses in foreign languages or politics in joint universities shall be recognized and filed by the Graduate School of XMU. Materials of additional courses shall be recognized by the relevant college degree evaluation committee or the responsible dean of the concerned college in accordance with the requirements of the professional training programs, and submitted to the Graduate School for screening and record before the final record filing by the relevant college/institute. In principle, the effective credits for attending inter-university programs shall be no more than 30% of the total credits stipulated in the relevant professional training programs. The credits of courses exceeding this percentage shall not be recognized.

5.6 Interdisciplinary course selection. Interdisciplinary selection of graduate courses or senior undergraduate courses (i.e. professional basic theoretical courses and experimental courses) is encouraged. The results of attending interdisciplinary senior undergraduate courses shall be recorded in the performance management system of the information management platform only after they have been recognized by the relevant college degree evaluation committee. The results of attending interdisciplinary postgraduate courses and the recognized senior undergraduate courses may be recorded in the personal files of the graduate student, but effective credits shall not exceed thirty percent of the total credits of optional courses stipulated in the relevant professional training programs; The credits of courses exceeding this percentage shall not be recognized.

5.7 If a registered undergraduate takes a postgraduate course as an optional course, the result and the credit obtained after passing the examination shall be recognized as the result and the credit for the same course at his/her postgraduate stage.

5.8 The results and credits obtained from the postgraduate training classes shall not be recognized as the results and credits at the postgraduate stage.

5.9 Those postgraduates with equivalent academic qualifications or with trans-disciplinary undergraduate backgrounds before their enrollment into postgraduate programs may take major undergraduate courses, as determined by their supervisors according to the actual situations of those postgraduates. All the courses taken may be recorded in the files of those students, but no credit shall be recorded.

5.10 In cases where a postgraduate violates a rule in an examination, the result of the course shall be invalid and a disciplinary action shall be taken against the postgraduate in accordance with *The Disciplines and Measures for Examinations of Xiamen University*.

These Measures shall come into force upon publication in July, 2009 and the Graduate School shall be responsible for their interpretation. The original “*Measures on the Management of Course Selection of Xiamen University((2008)* ” (XMUGS [2008] File No.11) shall be therefore nullified.

# **The Specifications for Academic Activities of Graduate Students of Xiamen University (Tentative version)**

XMUGS (2008) File No.30

## **Chapter I General Provisions**

Article 1 In order to maintain good academic ethics, normal academic conducts and strict academic disciplines, *the Specifications for Academic Activities of Graduate Students of Xiamen University (Tentative version)* (hereinafter referred to as *the specifications*) are formulated in accordance with the relevant national laws and regulations, and *the University/College Student Management Regulations by the Ministry of Education of the People's Republic of China*.

Article 2 In *the specifications*, “graduate students” refer to those who are undertaking general/public postgraduate education in Xiamen University (hereinafter referred to as XMU).

## **Chapter 2 Academic Specifications for Graduate Students**

Article 3 In academic activities, the graduate students must strictly follow and observe the basic specifications below: (1) the relevant national laws and regulations; (2) the generally recognized academic ethics, the norms of thesis/dissertation writing, academic citations, academic achievements, academic evaluation and other aspects; (3) accurate record or report or saving of the experimental results, the investigation findings and statistical data; (4) the basic disciplines of the relevant subjects; (5) the published papers and other academic achievements shall be actually signed by the genuine authors who shall bear all the corresponding responsibilities; the permission shall be requested of the collaborators before the cooperative results are to be published; (6) full respect shall be paid to the research results of others, and no intellectual property rights of others shall be infringed; (7) the relevant provisions for confidentiality.

Article 4 No graduate students shall commit the following violations of *the specifications*. (1) making the quotation section an inappropriate one against the regulations concerning fair quotations in the copyright laws, or making the quotation section constitute a major or substantial part of the academic result of the quoting person. (2) fabricating experimental data, survey results and statistics, tampering with quoted data; intentionally destroying the primary and original experimental data. (3) being the one whose academic paper or dissertation is written by a ghost writer or being the one who acts as a ghost writer of academic papers or dissertations for others. (4) publishing papers without the true name of the author, or without the true name of the first author's employer, or without actual participation in research, or without the permission of collaborators. (5) making a false report of academic achievements, forging or tampering letters of recommendation, reviewing remarks, expert evaluation views, transcripts or other materials reflecting individual academic ability or performance, fabricating letters of acceptance for publishing articles. (6) interfering by improper means with research project applications or results assessment or expert evaluation or scholarship appraisal or academic paper reviews or academic defenses or any other academic awards; (7) deliberate exaggeration of the academic value, economic and social benefits of one's research results, with the aftermath of a negative social impact. (8) deliberate publication of one's research results with the same content as published previously. (9) violating the provisions for confidentiality and leaking confidential secrets. (10) any other violations of academic norms.

### Chapter 3 Awards and Punishments

Article 5 Awards are given to these graduate students who comply with *the specifications* and achieve outstanding results in academic activities. Awarding measures are regulated elsewhere in another file.

Article 6 The graduate students violating the norms of academic activities shall be given criticism or disciplinary punishment in accordance with the severity degrees of the circumstances and effects. There are five disciplinary punishments: caution, serious caution, demerit record, probation, and expulsion.

Article 7 The graduate students subject to disciplinary penalties for violating the norms of academic activities are disqualified from all the scholarships and all the honorary titles for one year following the effective date of punishment.

Article 8 Even after graduation, the graduate students whose violations of the norms of academic activities during their study period in XMU are exposed and verified shall be punished in accordance with the severity degrees of the infraction. The most severe punishment is the revocation of all the relevant awards and the degree conferred.

#### Chapter 4 Disposing Procedures for Violations of Academic Norms

Article 9 Having found any graduate student who is suspected of violating the norms of academic activities, the college/institute shall be responsible for organizing a panel, consisting of not fewer than three members and excluding any teacher who may have common interest or close relation with the suspected student, to investigate and identify the suspected student's behavior.

Article 10 The investigation panel shall, with the principle of seeking the truth, conduct a careful and serious investigation of the student's violations of the academic norms and submit to the college/institute a report of the investigation and an identified conclusion. The college/institute-level academic committee or degree evaluation committee shall examine and approve the conclusion of the investigation panel and put forward a preliminary proposal for the disposal.

Article 11 Any identified violation of the academic norms shall be handled in accordance with the relevant regulations stipulated in the Provisions for Student Disciplinary Penalties of Xiamen University.

Article 12 The college/institute shall be responsible for investigating any degree-conferment-related violation of the norms for academic activities, identifying the facts, collecting evidence, and submitting the relevant materials and the preliminary conclusion of the college/institute-level degree evaluation committee to the Degree Evaluation Committee of XMU for approval.

The Degree Evaluation Committee of XMU shall reexamine the relevant materials submitted upon receiving them and if necessary, organize the relevant

parties for discussion and identification. For an intended revocation of a degree, the Degree Evaluation Committee of XMU shall either authorize the relevant college to hear or directly hear the statements and arguments from the person concerned or his/her agent. If the person concerned may not be notified in person, the Degree Evaluation Committee of XMU shall publish a notice on the bulletin board of XMU to inform the person concerned of his/her rights to defend himself/herself, which is deemed as served after 30 days upon publication. If the Degree Evaluation Committee of XMU decides to revoke the degree of a student, a written decision for the revocation of a degree shall be sent to the student himself/herself. If the student may not be served in person, the Degree Evaluation Committee of XMU shall publish a notice on the bulletin board of XMU to inform the student, which is deemed as served after 15 days upon publication.

Article 13 Before the Degree Evaluation Committee of XMU makes any decision for punishment, all the participants shall be obliged to keep the investigation and the relevant materials undisclosed.

#### Chapter 5 Supplementary Provisions

Article 14 The on-the-job graduate students, the candidates for degrees with equal academic/educational levels/qualifications, the participants of the postgraduate programs shall refer to and observe the specifications.

Article 15 The specifications shall come into effect upon publication in December of 2008. The Degree Evaluation Committee of XMU is responsible for the interpretation of the specifications.

# **Detailed Rules for the Conferment of Degrees of Master and Doctor by Xiamen University**

XMUGS [2011] File No.3

## **Chapter I General Provisions**

Article 1 These detailed rules are formulated in accordance with *The Regulations on Academic Degrees of the People's Republic of China, The Interim Measures for the Implementation of the Regulations on Academic Degrees of the People's Republic of China, The Circular for the Conferment of Degrees of Doctor* issued by the Committee for Academic Degrees of the State Council, and the actual situation of Xiamen University (hereinafter abbreviated and referred to as XMU) .

Article 2 With the approval of the State Council, XMU is authorized to confer academic degrees of Master and Doctor in the ten disciplines such as philosophy, economics, jurisprudence, education, arts and humanities, history, science, engineering, medical science and management, and all kinds of specialized degrees as well.

## **Chapter 2 Academic Degree Evaluation Committee**

Article 3 XMU shall establish the Academic Degree Evaluation Committee of XMU. With a term of three years, the Academic Degree Evaluation Committee of XMU shall be composed of a body of twenty five persons including the principal leaders and professors of XMU, with the posts of one chairperson and two vice-chairpersons. The chairperson shall be acted by a principal leader of XMU. The name list of the Academic Degree Evaluation Committee of XMU shall be nominated by the Graduate School, approved by the chairperson and reported to the relevant departments of the State Council and sent for record to the Committee for Academic Degrees of the State Council.

The Academic Degree Evaluation Committee of XMU shall perform the following duties:

- (1) Determine the conferment of degrees of Master and Doctor;
- (2) Pass the name lists of persons nominated to be conferred upon with the honorary

- doctor's degrees;
- (3) Make decisions to revoke the degrees already conferred because of fraudulences and other violations of regulations;
  - (4) Select doctoral supervisors, accredit and revoke the title of doctoral supervisors;
  - (5) Review and approve the name lists of persons applying for a full or partial exemption from examinations in the required courses;
  - (6) Study and review the development plans for postgraduate majors and disciplines of XMU;
  - (7) Review and approve the lists of disciplines and majors for the self-reviewed conferment of degrees of Master and Doctor;
  - (8) Review and approve the lists of authorization-free establishment of disciplines and majors under class-I discipline doctoral programs;
  - (9) Study, review and handle all controversies over degree conferment and relevant issues in postgraduate education;
  - (10) Review and formulate the policies and documents for degree management and relevant issues in postgraduate education of XMU;
  - (11) Complete other assignments set by the Committee for Academic Degrees of the State Council.

Article 4 Branches of the Academic Degree Evaluation Committee of XMU shall provide assistance to their parent body. The branches shall, in principle, be established by class-I disciplines, allowing for coordinating administration at both the university level and the college level as well. The branches shall be made up of seven to fifteen persons among whom there should be a certain number of qualified middle-age and young persons who are outstanding in teaching and research. Generally a branch shall consist of a chairperson and a vice-chairperson, with the former acted by a member of the Academic Degree Evaluation Committee of XMU or by disciplinary leaders. With a term of three or four years, the members of the branches shall mainly (with a minimum rate of 2/3) be acted by professorship holders.

The lineups of branches shall be nominated by colleges, reviewed by the Graduate School and reported to the chairperson of the Academic Degree Evaluation

Committee of XMU for approval.

The branches of the Academic Degree Evaluation Committee shall perform the following duties:

- (1) Study and formulate the cultivation programs and teaching plans of the particular disciplines and majors, and review their implementation;
- (2) Stipulate the entrance-examination subjects, specifying the testing scopes of basic theoretical courses and major courses; review and approve the name lists of examiners-in-chief and members of examination committees for master's and doctor's programs of the particular disciplines;
- (3) Study and stipulate, in accordance with the standards set by the parent body of XMU,, the regulations on publication for the requirements for degree application relevant to the particular disciplines and majors;
- (4) Review and receive the applications for master's and doctor's programs of the particular disciplines and majors; review and approve the name lists of the members of the oral examination committees for master's and doctor's degrees of the particular disciplines and majors; review the submitted materials for thesis defense for master's and doctor's degrees to approve the holding of oral examinations; review and confirm the resolutions adopted by oral examination committees of the particular disciplines and majors; review and confirm the relevant research achievements submitted by applicants for master's and doctor's degrees;
- (5) Review and confirm the name lists of persons for the conferment of master's and doctor's degrees of the particular disciplines and majors before submitting to XMU's parent body for approval; recommend the name lists of persons for the conferment of honorary doctor's degrees in the particular disciplines and majors;
- (6) Assist XMU's parent body in handling of controversies over degree conferment and relevant issues in postgraduate education;
- (7) Stipulate the accrediting criteria for the enrolment by the postgraduate supervisors in the particular disciplines and majors; preliminarily review the selecting and accrediting applications of doctoral supervisors of the particular disciplines and

majors; finalize the name lists of those who are qualified to supervise postgraduate students; recommend to revoke the title of doctoral supervisors of the particular disciplines and majors;

- (8) Study and stipulate the development plans for postgraduate majors and degrees; propose the addition of lists for master's and doctor's degree conferment in the subjects and majors under the particular disciplines; propose the lists of disciplines and majors under Grade I doctoral programs of the particular disciplines;
- (9) Complete other assignments set by the XMU Academic Degree Evaluation Committee.

Article 5 Academic degree evaluation groups may be established in colleges and/or institutes where academic degree evaluation committees have not yet been established. The groups shall generally be composed of five or seven persons, with a director and a vice-director. With a term of three or four years, the members of the groups shall be mainly comprised of professors.

The establishment of academic degree evaluation groups shall be proposed by colleges or institutes, be reported to, apply for approval from the branches of academic degree evaluation committees of the relevant disciplines, and be submitted for review and approval by the Academic Degree Evaluation Committee of XMU.

The academic degree evaluation groups shall perform the following duties:

- (1) Review and stipulate the cultivation programs and the teaching plans of the particular disciplines and majors/specialties in the entities concerned, and confirm their implementation;
- (2) Stipulate the entrance-examination subjects and specify the testing scopes of basic theoretical courses and major courses; review and approve the name lists of examiners-in-chief and members of examination committees for Master and Doctoral programs of the particular disciplines;
- (3) Study and stipulate, in accordance with the standards set by the Academic Degree Evaluation Committee of XMU, the regulations on the publication for the requirements for degree applications relevant to the particular disciplines and

majors/specialties in the entities concerned ;

- (4) Review and accept the applications in the entities concerned for Master and Doctoral programs of the particular disciplines and majors/specialties; review and approve the name lists of the members of the oral examination committees in the entities concerned for Master and Doctor degrees of the particular disciplines and majors/specialties; review the submitted materials for thesis defenses in the entities concerned for Master and Doctor degrees to approve the holding of the oral examinations; review and confirm the resolutions adopted in the entities concerned by the oral examination committees of the particular disciplines and majors/specialties; review and confirm the relevant research achievements in the entities concerned submitted by the applicants for Master and Doctor degrees.
- (5) Review the name lists for the conferment of Master and Doctor degrees in the relevant disciplines and majors/specialties of the particular entities before submitting to the Academic Degree Evaluation Committee of XMU for review and final approval;
- (6) Assist the Academic Degree Evaluation Committee of XMU in dealing with the controversies over the degree conferment and the relevant issues in postgraduate education;
- (7) Stipulate the accrediting criteria for the supervisors of Master students in the particular disciplines and majors/specialties; finalize the name list of those who are qualified to be the supervisors of Master students in the particular disciplines and majors/specialties;
- (8) Complete other assignments authorized by the Academic Degree Evaluation Committee of XMU and its branches.

In addition, the academic degree evaluation groups shall assist the branches of the Academic Degree Evaluation Committee of XMU with the final authority remaining at the branches in the following duties:

- (1) preliminary review of the selection and accreditation of the applications for doctoral supervisorship in the particular disciplines and majors/specialties; examining and finalizing the name list of those who are qualified to supervise the

- Doctoral degree candidates in the particular disciplines and majors/specialties;  
making suggestions to revoke the title of doctoral supervisors of those who are no longer qualified in the particular disciplines and majors/specialties;
- (2) proposing to add into the new list those subjects and majors under the particular disciplines which are qualified to confer Master and Doctor degrees;
  - (3) proposing the new list of disciplines and majors to be established under the class-I disciplinary doctoral programs;
  - (4) Other assignments from the Academic Degree Evaluation Committee of XMU.

### Chapter III Academic Measures for Testing Academic Competence and Application Procedures for Academic Degrees

Article 6 Academic degrees shall be conferred upon those applicants who have passed all the examinations in the required courses, have successfully defended their dissertations and have attained the following academic standards:

#### A. Master's degrees

1. Display a firm grasp of basic theories and a systemic command of specialized knowledge in the discipline concerned;
2. Exhibit the ability to undertake a scientific research or to engage in a special technical work.

#### B. Doctor's degrees

1. Display a firm and comprehensive grasp of basic theories and a profound and systemic command of specialized knowledge in the discipline concerned;
2. Exhibit the ability to undertake an independent scientific research and make a creative contribution to science or special technology.

Article 7 Any Chinese or foreign citizen who abides by the Constitution, laws and regulations of the People's Republic of China and has attained the following standards may apply to XMU for appropriate academic degrees in accordance with the provisions of these rules:

- (1) Complete the courses stipulated in the cultivation programs and obtain required credits after passing examinations;
- (2) approval from supervisors or particular recommenders that the dissertations are

eligible for application;

(3) Achieving scientific research results during postgraduate studies of degree programs. The requirements will be specified elsewhere in separate regulations.

Article 8 The academic degree candidates shall submit their applications and dissertations, etc. prior to the deadlines specified by XMU.

Article 9 The application for academic degrees by the persons with equivalent academic qualifications upon graduation shall be processed in accordance with the implementation measures issued by the Academic Degrees Committee of the State Council and *the Implementation Measures for the Conferment of Degrees of Master and Doctor upon Persons with Equivalent Postgraduate Qualifications on Graduation*.

#### Chapter IV Degree-required Courses and Examination Methods

Article 10 Required courses for Master's degrees include: (1) political theories; (2) basic theoretical courses and specialized courses (three or four, as a rule); (3) a foreign language. The passing grade for degree-required courses is 70 under the 100% mark system. Only after the required credits are obtained with the passing grades for degree-required courses and the passing grades for other courses shall dissertation oral examinations be held.

Article 11 Required courses for Doctor's degrees include: (1) political theories; (2) basic theoretical courses and specialized course (at least two); (3) a foreign language (and a second foreign language as compulsory or optional depending on disciplinary actualities). The passing grade for the degrees-required courses is 70 under the 100% mark system. Only after all the required credits are obtained with the passing grades for the degree-required courses and the passing grades in the comprehensive examinations shall dissertation oral examinations be held.

Upon recommendation of two professors or two specialists with equivalent qualifications and with the review-based approval from the college/institute academic degree evaluation subcommittee, the applicants who have written important works or made important inventions, discoveries or other contributions to the development of sciences and special technologies may submit for approval such materials as relevant

works, appraisals or certificates of discoveries and may be exempt from examinations in all or some of the required courses for Doctoral degrees.

Article 12 The comprehensive examination committees for doctoral degree candidates shall be formed by the specialists with senior professional titles of the relevant disciplines, and the name lists shall be reviewed and finalized by the college/institute academic degree evaluation subcommittees.

#### Chapter V Basic Standards for Theses and Dissertations.

Article 13 Dissertations shall be directed and guided by supervisors and be independently completed by candidates.

Article 14 The basic standards for master's theses are: (1) the fundamental arguments, conclusions and suggestions shall be of theoretical significance or practical value; (2) the content of theses shall be the indicators of the candidates' firm grasp of basic theories and good command of systemic specialized knowledge in the disciplines concerned; (3) the theses shall be proofs that the candidates have well commanded the research methodologies and skills of the projects concerned and have acquired the abilities to undertake the scientific research or to engage in the specialized technical work; (4) the theses shall contain the distinctive views and elicit fair achievements.

Article 15 The basic standards for Doctoral dissertations are: (1) the fundamental arguments, conclusions and suggestions shall be of substantial theoretical significance or practical value; (2) the content of dissertations shall be the indicators of the candidates' solid grasp of basic and broad theories and excellent command of systemic and specialized knowledge in the disciplines concerned; (3) the dissertations shall be proofs that the candidates have independently commanded the research methodologies and skills of the projects concerned and have acquired the abilities to undertake independently the scientific research; (4) the dissertations shall contain creative/original views and elicit fair achievements.

Article 16 Dissertations shall be written in Chinese (with exceptions for special majors). The Chinese versions shall be simultaneously submitted alongside the dissertations written in languages other than Chinese. The general structure of

dissertations includes an introduction, experiments and calculations, facts and theoretical analyses, conclusions and references, etc, together with abstracts and key words in Chinese and a foreign language. Arguments shall be theoretically supported or empirically verified in order to attest to the feasibility of adopted methodologies. Citations shall be faithful to the original and explicitly indicated. All the uses of the achievements from the collaborative researchers shall be noted. The language of dissertations shall strive to be succinct and fluent with logic, clarity and ordered graphs. The master's theses should be written with a minimum of 30,000 words and the doctor's dissertations, 50,000 words.

Article 17 Dissertations shall be printed subsequent to the review and approval of the colleges/institutes. The remarks and recommendations by supervisors shall be sealed for confidential delivery.

#### Chapter VI Dissertation Reviewing

Article 18 Upon nomination by departments or institutes, and with the approval from the college/institute-level academic degrees evaluation committees, specialists of the disciplines concerned, excluding the dissertation supervisors, shall be employed by colleges or institutes to review dissertations two months prior to their defense. Dissertations are, in principle, subject to a 'double anonymous review', the procedures of which are specified in *The Detailed Rules for Double Anonymous Reviewing of Master's and Doctor's Dissertations of Xiamen University*.

There shall be at least two reviewers for master's dissertations with at least one with professorship or associate professorship from other entities. There shall be at least three reviewers for doctor's dissertations with at least two from other entities. The reviewers shall be accomplished specialists with conscience, integrity and significant recent achievements in scientific research in the disciplines concerned.

The reviewers of doctor's dissertations shall, in general, be doctoral supervisors, leading specialists in the disciplines concerned or specialists who have engaged in the supervision of doctorate candidates.

The reviewers of master's dissertations shall be those with senior professional titles or qualifications as the supervisors for candidates for master's degrees.

Article 19 The reviewer should submit to the oral examination committee for reference a detailed academic remark on the dissertation and a grade under the 100% mark system. The reviewer may refer to the following aspects for reviewing: (1) the theoretical significance and practical value of research achievements; (2) whether the arguments and conclusions are correct and the evidences are adequate and reliable; (3) the academic standards and creativity of dissertations; (4) the main merits of dissertations (including research methodologies, writing techniques and logic, etc); (5) the demerits of dissertations.

The names and remarks of reviewers shall be kept confidential and away from degree applicants and be sealed for delivery.

Article 20 The implications of reviews by specialists:

- (1) Oral examinations may be prepared if over two thirds of the reviewers regard dissertations as meeting the required standards and over half of the reviewers agree to hold oral examinations.
- (2) If over two thirds of the reviewers regard dissertations as meeting the required standards but less than half of the reviewers agree to hold oral examinations, the applicants shall enrich and revise the dissertations in accordance with the specified suggestions for improvement and upon the agreement of supervisors, may apply for subsequent defenses. The dates of defenses shall be arranged by colleges in accordance with actual situations.
- (3) Dissertations which have failed to attain the above-mentioned reviewing results shall have to be revised or rewritten and may apply for defenses at least three months later. Reviewing shall be undertaken prior to defenses and the requirement for the review duration remains as the specified above.

#### Chapter VII Dissertation Oral Examination Committees and Regulations

Article 21 Oral Examination committees for master's degrees shall be formed by three to five specialists with senior professional titles or qualifications for supervisors, at least half of whom should be postgraduate supervisors. The dissertation supervisors shall not be members of the oral examination committees. There shall be a secretary for each oral examination committee. Oral Examination committees for master's

degrees in the newly-established or weak majors shall include specialists from other entities.

Oral Examination committees for doctor's degrees shall be formed by five to seven specialists with senior professional titles, over half of whom shall be doctoral supervisors and at least two of whom shall be the doctoral supervisors or specialists from other entities. The dissertation supervisors shall not be members of the oral examination committees. The committees are as a rule chaired by professors or specialists with equivalent qualifications. There shall be a secretary for each oral examination committee.

The degree applicants are prohibited from contacting any member of oral examination committees.

Article 22 Dissertation remarks shall be reviewed prior to conducting the oral examination; and no oral examination shall as a rule be held without complete collection of review feedbacks. No oral examination shall be held before the required standards for review feedback have been met.

Article 23 Dissertation defenses shall be held in public (with exception for the need of confidentiality). The general procedures for dissertation defenses are as follows: (1) the chair announces the commencement of the defense meeting; (2) the supervisor (or the oral examination secretary) briefs on the course completion and the dissertation work of the candidate; (3) the degree applicant presents the main content of the dissertation (within one hour); (4) oral examination committee members raise questions and the applicant defends (with or without an adjourned period of 15-20 minutes for preparation); (5) the committee adjourns to hold a meeting with the secretary announcing the remarks by the supervisor and reviewers, and subsequently define dissertation evaluation criteria and discuss the merits of the defense, making comments on the dissertation and a resolution on whether the dissertation shall pass and receive recommendation for degree conferment; (6) the chair announces the remarks by the committee, scoring grade and the result of the ballot.

To guarantee adequate time for dissertation defense, a period of time shall be

allocated (about four hours) allowing for one to two doctor's dissertations for defense, or three to four master's dissertations for defense, as a rule. The oral examination and defense details shall be drafted or recorded in sound, with the latter being compulsory for doctoral dissertation defenses.

Article 24 The oral examination committees shall adhere to academic standards and a truth-seeking attitude. The oral examination committees shall adopt anonymous ballots and grade under the 100% mark system for dissertation defenses and degree conferment. Consent by an over two thirds majority shall be regarded as pass.

Article 25 Upon the consent of over half the oral examination committee members, resolutions for revision within one year for a second oral examination may be made for those master's dissertations which fail to pass. Upon the consent by anonymous ballots of over half majority of committee members, resolutions for revision within two years for a second oral examination may be made for those doctoral dissertations which fail to pass.

With an exception for resolutions adopted by oral examination committees, no individual or organization other than this University's Academic Degree Evaluation Committee and its authorized institutions is entitled to make consent for the reorganization of oral examinations.

Article 26 Under circumstances where dissertations by the applicants for master's degrees attain the standards of doctoral dissertations, the oral examination committee may, while adopting resolutions for the conferment of a master's degrees, recommend the conferment of a doctor's degrees and process by the regulations as stipulated by these Rules. Under circumstances where dissertations by the applicants for doctor's degrees fail to attain the standards of doctor's dissertations and the applicants are not holders of master's degrees, the oral examination committee may make recommendations for the conferment of a master's degrees.

#### Chapter VIII Academic Degree Conferment

Article 27 Subsequent to the degree-conferment decisions adopted by the XMU Academic Degree Evaluation Committee, appropriate degree certificates shall be issued to all successful candidates. The conferment dates are the 30<sup>th</sup> of the month in

which approval of degree conferment from this University's Academic Degree Evaluation Committee is made.

The XMU Academic Degree Evaluation Committee holds three regular meetings every year, in June, September and December respectively. Doctor's degrees are issued after one month's period for dispute.

Dissents shall be submitted in written forms to the Office of Degrees and Disciplinary Construction of the Graduate School of XMU within the period for dispute and the Office shall submit to the University's Academic Degree Evaluation Committee or its authorized institutions for evaluation.

Article 28 The Office of Degrees and Disciplinary Construction of the Graduate School of XMU shall report the name lists of master's and doctor's degree conferment and relevant materials to appropriate departments and the Office of the Academic Degrees Committee of the State Council for official record.

Subsequent to the resolutions adopted by the Academic Degree Evaluation Committee of XMU, the Office of Degrees and Disciplinary Construction of the Graduate School of XMU shall publicize the name lists of master's and doctor's degree conferment in appropriate manner and shall in general provide personal service for the delivery of the negative decision for degree conferment.

Article 29 The Academic Degree Evaluation Committee of XMU is entitled to adopt resolutions for one-year suspension of degree conferment to the applicants who have been sanctioned with penalties at or below the grade of demerit due to examination cheating or violations of academic norms;

to adopt the negative resolutions for the degree conferment to the applicants who have been sanctioned with penalties at or above the grade of maintaining the student status and placing under probation due to examination cheating or violations of academic norms;

to adopt the negative resolutions for the degree conferment to the applicants who have not been sanctioned with any penalty at or above the grade of maintaining the student status and placing under probation for examination cheating or violations of academic norms because of some objective circumstances;

to adopt the review-based resolutions for revoking the mistaken degree-conferment or the degree conferment to the holders who committed serious academic fraudulences without being sanctioned with any penalty yet.

#### Chapter IX Honorary Doctor's Degrees

Article 30 Upon the nomination of the Academic Degree Evaluation Committee of XMU and the approval of the Academic Degrees Committee of the State Council, honorary doctor's degrees may be conferred upon Chinese or outstanding foreign scholars or social celebrities.

#### Chapter X Others

Article 31 The application for academic degrees by students from foreign countries or Taiwan, Hong Kong and Macao who are studying at this University shall be processed in accordance with these rules.

Article 32 Subsequent to the completion of dissertation defenses, the departments or institutes shall arrange and file degree applications, score reports, full texts and abstracts of dissertations, supervisor's remarks, dissertation remark forms, specialists' recommendations, resolutions by oral examination committees, defense records, recording tapes, ballots, registration forms of graduates (including graduation appraisals or remarks from the Party committees of applicants' organizations), Chinese and English abstracts, research achievements, etc, and submit these to XMU Archives for record.

Degree applicants shall submit dissertations in both paper and electronic forms to XMU library for record, and submit dissertations in the required number, with their correspondent electronic versions, to the Office of Degrees and Disciplinary Construction of the Graduate School of XMU for forwarding to the concerned institutions as required.

Article 33 The administrative measures for dissertations related to the military industry shall be stipulated in separate regulations. The administrative measures for dissertations related to business confidentiality shall be stipulated by branches of academic degree evaluation committees of the concerned colleges or institutes, in accordance with the respective regulations of XMU, and shall be reported to and put

on record at the Office of Degrees and Disciplinary Construction of the Graduate School of XMU .

Article 34 “Above” as mentioned in these Detailed Rules also includes the grading figure or level itself.

Article 35 These Detailed Rules shall be interpreted by the Academic Degree Evaluation Committee of XMU.

Article 36 These Detailed Rules shall go into effect as of January 20<sup>th</sup>, 2014. The former *Detailed Rules for the Conferment of Master’s and Doctor’s Degrees by Xiamen University* (XMUGS [2009] No.22) shall be repealed on the same date. The handling of examination fraudulence or violations of academic norms occurring prior to the publicity of these Detailed Rules shall be implemented in accordance with the former Rules.

**The Measures for the Implementation of the Conferment of  
Master's and Doctor's Degrees upon the Persons with Equivalent  
Postgraduate Qualifications by Xiamen University**

XMUGS [2006] File No. 29

Chapter I General Provisions

Article 1 These measures for implementation are formulated to promote the growth of specialized personnel in multiple fields, to meet the needs of the socialist modernization drive, and to conduct the conferment of Master's and Doctor's degrees on the persons with equivalent postgraduate qualifications, and in accordance with *The Regulations on the Academic Degrees of the People's Republic of China, The Interim Measures for the Implementation of the Regulations on the Academic Degrees of the People's Republic of China, the Regulations by the Academic Degrees Committee of the State Council on the Conferment of Master's and Doctor's Degrees upon Persons with Equivalent Postgraduate Qualifications and the Detailed Rules for the Conferment of Master's and Doctor's Degrees by Xiamen University.*

Article 2 Any person who upholds *the Constitution of the People's Republic of China*, abides by the laws and regulations, behaves with integrity, has made achievements in teaching or scientific research or special technologies or management, etc, has equivalent postgraduate qualifications, and has reached the degree conferment standards in academic or technological competence (hereinafter referred to as the persons with equivalent postgraduate qualifications), may apply to Xiamen University (hereinafter referred to as XMU) for Master's and Doctor's degrees in accordance with these measures for implementation.

Article 3 Only after the application to the relevant college academic degree evaluation committee, the approval from the Academic Degree Evaluation Committee of XMU and the report to and the approval from the Office of the Academic Degrees Committee of the State Council can the XMU's disciplines and majors which have ever conferred academic degrees upon postgraduates before accept the applications

for the conferment of Master's and Doctor's degrees in the concerned disciplines and majors.

## Chapter II The Application for and the Conferment of Master's Degrees

### Article 4 Qualification Review

- 1) The applicant shall be a Bachelor-holder for at least three years, or a Master's or Doctor's degree holder, and has made achievement in the major or relevant majors under the degree applied for. Bachelor's, Master's and/or Doctor's degrees obtained from foreign or overseas entities shall undergo attestation by the Chinese Service Center for Scholarly Exchange under the Ministry of Education, the People's Republic of China.
- 2) The applicant shall apply, within the first two weeks of the first or second semesters and through appropriate colleges/institutes, to the Office of Degrees and Disciplinary Construction of the Graduate School of XMU and submit the following materials:
  - (1) Certificate of Bachelor's degree (original and photocopy);
  - (2) The latest diploma (original and photocopy);
  - (3) An academic paper (over 3,000 words) relevant to the major under the degree applied for and published in a journal (excluding additional issues and conference proceedings), or a published monograph relevant to the major under the degree applied for (over 30,000 words);
  - (4) The qualification review form for the on-the-job personnel with equivalent postgraduate qualifications applying for Master's degrees of XMU (in duplicate copies).

The applicant shall not be permitted to make simultaneous applications to two or more degree-conferring entities.

3) Qualification review of the applicants by the Office of Degrees and Disciplinary Construction of the Graduate School of XMU shall be conducted within the two weeks upon receipt of the prescribed materials, and equivalent postgraduate qualifications shall be accredited to the qualified applicants in accordance with the requirements as specified by Article 5 of these Measures.

## Article 5 The Accreditation of Equivalent Postgraduate Qualifications

The accreditation of equivalent postgraduate qualifications by the Office of Degrees and Disciplinary Construction of the Graduate School of XMU shall be based on the following three aspects:

- 1) The accreditation of achievement made by applicants in teaching, scientific research, specialized technology and management, etc;
- 2) The accreditation of applicants' academic structure and competence in specialized fields.

### (1) Course examination organized by XMU

Colleges/institutes shall be in charge of organizing course examinations for all the applicants who have passed the qualification review. The examination shall cover the courses required in the cultivation programs of the concerned Master-degree majors of XMU and shall be conducted strictly in accordance with the requirements and standards for full time postgraduates.

### (2) Aptitude examination organized by the State

① The applicants shall pass the national aptitude test of foreign languages for the applicants with equivalent postgraduate qualifications for Master's degrees;

② The applicants shall pass the national aptitude test of comprehensive disciplinary knowledge for the applicants with equivalent postgraduate qualifications for Master's degrees .

From the date of passing qualifications, the applicant shall complete and pass all course examinations and the national altitude tests within four years, otherwise the particular application shall be nullified.

### 3) The accreditation of thesis aptitude.

Colleges/institutes shall assign a supervisor/supervisors to provide supervision over the thesis progress of the applicant. The applicant shall submit the thesis within one year after passing all examinations and tests, and apply for the thesis defense within the following two weeks through colleges/institutes to the Office of Degrees and Disciplinary Construction of the Graduate School of XMU. The following materials should be submitted simultaneously:

- (1) 15 copies of the thesis for the master's degree;
- (2) The originals and the copies of the grade report of course examinations, the passing certificates of the national aptitude test of foreign languages and the national aptitude test of comprehensive disciplinary knowledge; as from 2006, paper certificates are not issued by provincial departments of academic degrees and postgraduate education, and therefore the passing examinee shall provide the printout of online queries in the application for thesis defense.

The Office of Degrees and Disciplinary Construction of the Graduate School of XMU shall review the application within two weeks upon the receipt of all required materials. Subsequent to the passing of the review, colleges/institutes shall organize the evaluation and the oral examination of the thesis; the oral examination shall be completed within half a year upon submission of the thesis by the applicant.

1) Thesis Standards.

The thesis submitted by the applicant shall contain unique opinions to indicate that the writer has acquired the abilities to undertake scientific research, management or to independently engage in specialized technical work.

The section completed by the applicant in co-authored articles and writings or collaborative inventions and discoveries may be adapted by the applicant in person with attachments of written consent signed by the project director(s) or proof signed by other authors of the collaborative articles, writings, etc..

The thesis shall be written in Chinese with abstracts in both Chinese and a foreign language.

2) Thesis Review.

① Thesis Reviewers: colleges/institutes shall invite at least three specialists with senior professional titles as the reviewers for each thesis. The reviewers shall be accomplished specialists with conscience, integrity and recent significant research achievements in the disciplines concerned. There shall be at least one invited external reviewer from other entities which the applicant does not work for/with. The supervisor of the applicant should not be employed as a reviewer.

Theses shall be delivered by colleges and institutes to reviewers two months prior

to the date of oral examinations.

② Thesis Reviewing: reviewers shall review carefully, following the standards for a master's thesis, and provide reviewing comments and revision suggestions. The thesis is subject to double anonymous reviewing and reviewers' comments shall be sealed for delivery.

### 3) Thesis Oral Examination and Defense

① The composition of thesis oral examination committees: oral examination committees for master's degrees shall be formed by three to five specialists with senior professional titles, at least three of whom shall be postgraduate supervisors and one of whom shall come from other entities which the applicant does not work or study in/with.

The supervisor of the applicant shall not be included in the thesis oral examination committee. The nomination of the members of the thesis oral examination committee shall have attained the approval from the concerned branch of the Academic Degree Evaluation Committee of XMU.

Colleges/institutes shall deliver the theses to the oral examination committee members half a month prior to the date of oral examinations.

② The thesis defense: The thesis oral examination committee shall adopt a resolution regarding the conferment of the master's degree in accordance with defense performance. The oral examination committees shall adopt anonymous ballots, and the assent by over two thirds majority shall be regarded as *pass*. With the signature of the chairperson of the oral examination committee, the resolution shall be reported to the branch of the Academic Degree Evaluation Committee of XMU for further review and approval. Detailed records shall be kept for oral examinations. All the oral examinations shall be conducted in public.

③ A failed thesis defense shall nullify the particular application. Upon the suggestions for revision from the thesis oral examination committee, the failed theses may be given a second opportunity for defense within half to one year; a second failure or overdue application for oral examination shall nullify the particular application.

## Article 6 Degree Conferment

Upon the accreditation of equivalent postgraduate qualifications, the consent from the academic degree evaluation subcommittee and the approval from the Academic Degree Evaluation Committee of XMU, a Master's degree and a certificate shall be conferred upon the applicant.

## Chapter III Application for and Conferment of Doctor's Degrees

### Article 7 Qualification review

- 1) The applicant shall be a Master degree-holder for at least five years with at least five-year working experience;
- 2) The applicant shall have made outstanding achievements in teaching or scientific research or specialized technological fields, and shall have published in academic journals, independently or with the applicant as the first in co-authorship, at least ten articles relevant to the dissertation. The journals shall be domestic key journals and, for the applicants from the disciplines of natural sciences, at least one article shall be published in a SCI-indexed journal (or a quality monograph or textbook with exclusive authorship); for the applicants from the disciplines of arts & humanities or social sciences, at least one article shall be published in an authoritative journal of the concerned disciplines (or a quality monograph or textbook with exclusive authorship).
- 3) The applicant shall be a laureate of provincial or ministerial awards for at least one of the research achievements. For the applicants from the disciplines of arts & humanities or social sciences, the laureate-applicant shall be an independent or the first winner in the team placement (in the second-place awards), or at least the second winner (in the first-place awards); for the applicants from the disciplines of natural science, the laureate-applicant shall be at least the third winner (in the second-place awards).
- 4) Those persons with equivalent postgraduate qualifications who meet the above standards shall apply, within the first two weeks of the first or the second term through the respective college/institute, to the Office of Degrees

and Disciplinary Construction of the Graduate School of XMU, and submit the following materials:

- (1) Certificate of Master's degree (original and photocopy);
- (2) The latest diploma (original and photocopy);
- (3) Published academic articles and monographs, and attestation documents of awards for scientific research (originals and photocopies);
- (4) Sealed materials (with common seals stamped on each) provided by the applicant's employer for the degree-conferring entity, giving a brief introduction of the applicant about his/her resume, political performance, work achievements, scientific research achievements, professional competence, theoretical acquisition, specialized knowledge and foreign language competence, etc.
- (5) Sealed letters of recommendation by two professors or specialists with equivalent professional titles, including at least one doctoral supervisor.

The applicant shall not apply simultaneously to two or more degree-conferring entities.

Within one month upon receipt of the prescribed qualification materials, the Office of Degrees and Disciplinary Construction of the Graduate School of XMU shall organize a specialist panel to review the qualification of the applicant. The application shall be accepted upon a review-based pass by the Academic Degree Evaluation Committee of XMU and the approval from the chairperson. Equivalent postgraduate qualifications shall be accredited, by a specialist panel formed by at least three professors of the concerned or the relevant major(s), including a doctoral supervisor, to the qualified applicants in accordance with the requirements as specified by Article 8 of *these Measures*.

#### Article 8 The Accreditation of Equivalent Postgraduate Qualifications

The accreditation of equivalent postgraduate qualifications by XMU shall be based on the following three aspects:

- 1) The accreditation of the achievements made by applicants in duty performance, teaching, scientific research, specialized technology and

management, etc;

- 2) The accreditation of applicants' theoretical acquisition, academic structure and competence in specialized fields.

Colleges/Institutes are responsible for organizing course examinations for the qualified applicants, as required in the doctoral cultivation programs, and the Office of Degrees and Disciplinary Construction of the Graduate School of XMU is responsible for organizing the tests of the first foreign language. The applicant shall, from the date when the qualification review is approved, complete and pass all the course examinations within one year. Failure in the course examination shall nullify the particular application.

Upon the recommendation of at least two professors of the concerned major with the doctoral supervisorship and the review-based approval from the specialist panel, the consent from the academic degree evaluation subcommittee, report to the Graduate School for approval. Those who have written important works or made important inventions, discoveries or other contributions to the development of science or special technologies may be exempt from examinations in part or all of the required courses, but the Chinese applicants inside China shall not be exempt from the test of the first foreign language.

- 3) The accreditation of dissertation aptitude.

Colleges or institutes shall assign supervisor(s) to provide supervision over the dissertation progress of the applicant, who shall submit the dissertation within nine months after passing all examinations and tests, and apply for the thesis defense. The defense of doctoral dissertations shall be completed within one year after passing all examinations and tests.

- (1) Dissertation Standards and Scientific Research

The doctoral dissertation submitted by the applicant shall be of independent achievement in working practice to indicate that the writer has acquired the abilities necessary to undertake independent scientific research and to make creative achievements in science or specialized technical work.

- (2) The section completed by the applicant in co-authored articles and writings or

collaborative inventions and discoveries may be adopted by the applicant in person, with the attached written consent signed by the project director(s) or proof signed by other authors of collaborative articles, writings, etc.

(3) The dissertation shall be written in Chinese, with abstracts in both Chinese and a foreign language.

(4) Under the supervision of the assigned doctoral supervisor, the applicant shall participate for at least three months in the on-campus scientific research relevant to the dissertation and the applicant shall make a report of his/her dissertation progress to the supervision team of the degree program of the concerned discipline and answer the questions in person.

## 2) Dissertation Review

(1) Dissertation reviewers: colleges/institutes shall invite at least five professors or specialists with equivalent professional titles as the reviewers for each dissertation. At least three of the reviewers shall come from the entities other than XMU and the applicant's working institution. The reviewers shall be the accomplished specialists with conscience, integrity and significant recent scientific achievements in the disciplines concerned. The supervisor or the recommender of the applicant shall not be employed as a reviewer.

Dissertations shall be delivered by colleges/institutes to reviewers three months prior to the date of the dissertation defense.

(2) Dissertation reviewing: reviewers shall review carefully in accordance with doctoral dissertation standards and dissertation requirements, and provide reviewing remarks and revision suggestions. The dissertation is subject to the double anonymous review, and the reviewers' remarks shall be sealed for delivery.

## 3. Dissertation Oral Examination and Defense

(1) The composition of dissertation oral examination committees: the dissertation oral examination committee shall be formed by at least seven specialists with senior professional titles, of whom at least four shall be doctoral supervisors and two from entities other than XMU and the applicant's working institution. The supervisor or the recommender shall not be employed as a member of the dissertation oral examination

committee. The composition of the dissertation oral examination committee shall have attained prior approval from the academic degree evaluation subcommittee.

Colleges/institutes shall deliver dissertations to the oral examination committee members one month prior to the date of the dissertation defenses.

(2) Dissertation defense: The dissertation oral examination committee shall adopt a resolution for the conferment of the doctor's degree in accordance with defense performance. The oral examination committees shall adopt anonymous balloting and the consent by over two thirds majority shall be regarded as *pass*. With the signature of the chairperson of the dissertation oral examination committee, the resolution shall be reported to the college/institute level academic degree evaluation subcommittee for review. Detailed records shall be kept for all dissertation defenses. Dissertation defenses shall be conducted in public.

(3) A failed dissertation defense shall nullify the particular application. Upon receiving the revision suggestions from the dissertation oral examination committee, a failed dissertation may be offered a second chance for defense within half a year to two years. A second failure or overdue application for defense shall nullify the particular application.

#### Article 9 Degree Conferment

Upon the confirmation of equivalent academic qualifications, the consent from the college/institute academic degree evaluation subcommittee and the approval from the Academic Degree Evaluation Committee of XMU, the resolution for degree conferment shall be made; the name of the applicant and the dissertation title, etc shall be publicized to society and/or the applicant's working institution, and subsequent to the dispute period of three months, a Doctor's degree shall be conferred upon the applicant.

### Chapter IV Organization and Administration

Article 10 The academic degree evaluation subcommittees and colleges /institutes shall strictly conduct all the working procedures in reviewing and approving the applications for Master's and Doctor's degrees by the persons with equivalent postgraduate qualifications. Full-time staff shall be assigned to be in

charge of daily affairs.

Article 11 The applicant shall have to pay a certain amount of fees in submitting the application. The detailed standards and measures for the payment shall be referred to *the Interim Regulations on the Payment for the Application for Master's and Doctor's Degrees of Xiamen University by Persons with Equivalent Postgraduate Qualifications*.

Article 12 The applicant for doctor's degrees shall participate for at least three months in the on-campus scientific research relevant to his/her dissertation.

Article 13 The conferment of degree certificates upon the persons with equivalent postgraduate qualifications and the delivery of dissertations to the concerned departments by XMU shall be implemented in accordance with the relevant provisions of the Academic Degrees Committee of the State Council. Degree certificates shall be separately numbered.

Article 14 An applicant's fraudulence in the process of application shall nullify the particular application and shall be reported to the Academic Degree Evaluation Committee of XMU for subsequent revoking of the conferred degree. From the date of qualification review failure, the fraudulent applicant shall not be accepted by XMU for at least two years from the occurrence of the incident and the acquired course grades in the previous application shall no longer remain effective. The submitted fake certificates, including originals and copies, shall not be returned and the incident shall be reported to the applicant's working entity or supervising department. Where and when any law violation occurs, the details shall be transferred to the judicial departments.

#### Chapter V Supplementary Provisions

Article 15 The measures for the conferment of specialized degrees upon the persons with equivalent postgraduate qualifications shall be separately stipulated with reference to *The Measures for the Implementation of the Conferment of Master's and Doctor's Degrees upon the Persons with Equivalent Postgraduate Qualifications by Xiamen University*.

Article 16 *The Measures for the Implementation of the Conferment of Master's*

*and Doctor's Degrees upon the Persons with Equivalent Postgraduate Qualifications* by Xiamen University (XMUGS [2006] File No. 29) shall be interpreted by the Academic Degree Evaluation Committee of XMU.

Article 17 *The Measures for the Implementation of the Conferment of Master's and Doctor's Degrees upon the Persons with Equivalent Postgraduate Qualifications* by Xiamen University (XMUGS [2006] File No. 29) shall go into effect as of September 2006 upon its release. The former version of *The Measures for the Implementation of the Conferment of Master's and Doctor's Degrees by Xiamen University upon the Persons with Equivalent Postgraduate Qualifications* (XMUGS [2005] File No. 20) shall be annulled simultaneously.

# **Regulations on Academic Publication Standards for Application to Xiamen University for Master's and Doctor's Degrees**

XMUGS [2012] File No. 3

In an endeavor to regularize the work of degree-conferment so as to cultivate innovative talents through encouraging postgraduate students, especially doctoral students, to engage in scientific research and to participate in major national and local projects featured by the industrialization of research achievements, and to delegate more power to individual colleges, the following regulations on the standards of scientific research achievements for the application to Xiamen University (hereinafter abbreviated and referred to as XMU) for Master's and Doctor's degrees are hereby stipulated as follows:

1. Every college academic degree evaluation subcommittee/panel may, in accordance with the characteristics of the concerned disciplines, stipulate the academic publication standards for the application for master's and doctor's degrees of the concerned disciplines, and submit to the Academic Degree Evaluation Committee of XMU for review and approval prior to promulgation and implementation. Applicants shall meet the standards as stipulated and publicized by the concerned academic degree evaluation subcommittee/ panel.
2. The academic publication standards for the application for master's and doctor's degrees by applicants from foreign countries or Hong Kong, Macao and Taiwan shall be stipulated and promulgated by the respective academic degree evaluation subcommittees/panels, and be reported to and placed on record at the Office of Degrees and Disciplinary Construction of the Graduate School of XMU.
3. Doctor-degree candidates who have reached , within six years, the academic publication standards respectively stipulated by the concerned academic degree evaluation subcommittees/panels may apply through respective colleges to the

Graduate School for the conferment of doctor's degrees. Any overdue application shall be considered as a personal abstention from eligibility subsequent to this date.

Master-degree candidates who have reached, within four years, the academic publication standards stipulated by the concerned academic degree evaluation subcommittees/panels may apply through the respective colleges to the Graduate School for the conferment of master's degrees. Any overdue application shall be considered as a personal abstention from eligibility subsequent to this date.

4. The defining of core journals and JCR classification in the files of the respective academic degree evaluation subcommittees/panels shall be subject to the latest update of *The General List of Core Chinese Journals* issued by Beijing University, *The General List of Core Chinese Journals* issued by XMU and JCR classification, with the previous editions effective to one year. The JCR classification for the College of Chemistry and Chemical Engineering of XMU shall be subject to the regulations promulgated by the college/institute academic degree evaluation subcommittee.

5. These regulations are supplementary to *Detailed Rules for the Conferment of Master's and Doctor's Degrees by Xiamen University* and shall go into implementation as of the date of publicity. The former *Regulations on Academic Publication Standards for Application to Xiamen University for Master's and Doctor's Degrees* (XMUGS [2011] File No 36) shall be annulled simultaneously. To maintain policy continuance, the principle of 'where low requirement prevails' with respect to the academic publication standards shall be adopted for postgraduates admitted prior to September 2011. Where there is conflict in regulations between the files by colleges and this file, this file shall prevail.

# **The Measures for Double Anonymous Reviewing of Master's Theses and Doctor's Dissertations of Xiamen University**

XMUGS [2006] File No 36

To implement the Innovating Project for the Postgraduates of Xiamen University (hereinafter referred to as XMU) in perfecting quality guarantee and supervision mechanism for the improvement of postgraduate education, these Measures are stipulated in accordance with *The Circular for the Sampling Examination of Master's Theses and Doctor's Dissertations* (Fujian Degrees [2004] File No.5) issued by the Academic Degrees Office of Fujian Province and *Detailed Rules for the Conferment of Master's and Doctor's Degrees by Xiamen University* (Revised, September, 25, 2006).

1. Proportion of dissertations and theses for double anonymous reviewing sampling
  - (1) 100% in principle for doctor's dissertations;
  - (2) not lower than 30% in principle for master's theses;
  - (3) not lower than 30% in principle for professional master's theses, and the stipulation of the requirements for the anonymous reviewing of EMBA is authorized to the Academic Degree Evaluation Committee of the College of Management;
  - (4) not lower than 30% in principle for Master's theses by on-the-job college teachers and specialized secondary school teachers;
  - (5) 100% for both the theses for Master's degrees and the dissertation for Doctor's degrees submitted by the persons with equivalent postgraduate qualifications.
2. Procedures for double anonymous reviewing of theses/dissertations
  - (1) The double anonymous reviewing of theses/dissertations shall be organized and conducted by the departments/institutes under the respective colleges. The concerned materials shall be kept and processed by the personnel nominated and assigned by the concerned college/school.
  - (2) A single random sampling by category, major and student number shall be conducted in March for all prospective candidates. Dissertations and theses selected for external peer review shall be sent to the counterpart institutions of higher

education or research located in other provinces for double anonymous reviewing.

(3) Each sampled doctoral dissertation shall be sent for reviewing to three doctoral supervisors of the same major from the counterpart institutions of higher education or research located in other provinces and each doctoral dissertation by the applicants with equivalent academic qualifications shall be sent to five doctoral supervisors of the same major in other provinces and outside the applicants' working entities; each sampled master's thesis shall be sent for reviewing to two specialists of the same major and with senior professional titles in other provinces, and each master's thesis by the applicants with equivalent academic qualifications shall be sent to three specialists of the same major and with senior professional titles in other provinces and outside the applicants' working entities.

(4) Dos and don'ts for dissertation packing.

The information concerning the identities of authors and supervisors in dissertation texts shall be deleted prior to delivery for the anonymous reviewing.

The reviewing forms designed by XMU shall be used in the anonymous reviewing but the information concerning the identities of authors and supervisors which otherwise shall appear in the blanks shall be replaced by numbers.

(5) The selection of reviewers

The academic degree evaluation subcommittees at college level shall establish (or maintain) the databases of disciplinary specialists and select by random the reviewers from the concerned disciplines and majors.

The supervisor may tender a list of three specialists for withdrawal.

The detailed administrative measures for confidential dissertations shall be referred to *The Interim Regulations on Confidential Dissertations of Xiamen University*.

(6) Reviewing durations for anonymous reviewing

Theses or dissertations shall be printed and bound as required and sent by the concerned colleges to reviewers one month (for master's degrees) or one and a half months (for doctor's degrees) accordingly and respectively prior to the oral examinations and defenses. Theses or dissertations by the applicants with equivalent academic qualifications shall be sent two months or three months accordingly and

respectively prior to the oral examinations and defenses. The applicants shall take full responsibility for the aftermath and outcome resulted from their overdue submission of theses or dissertations for double anonymous reviewing and the corresponding delayed oral examinations and defenses..

(7) Reviewing forms shall be sealed with special envelopes by reviewers and returned directly to respective colleges.

(8) The returned reviewing comment and remark shall be opened by the assigned personnel for subsequent name blocking and confidential processing, and then the feedback shall be provided to the authors and supervisors with the names of reviewers and working entities fully blocked.

The respective colleges shall fill in the annual accumulative forms containing the information of sampled reviewing and report to the Office of Degrees and Disciplinary Construction of the Graduate School of XMU which shall report to the Academic Degrees Office of Fujian Province.

### 3. Other specifications

No degree applicants and other concerned personnel shall interfere with the proceedings of the double anonymous reviewing of theses or dissertations. Any violation shall be subject to penalty, as far as cancelling the degree application.

These Measures shall go into effect as of September 2006 upon its release. The former version of *The Measures for Double Anonymous Reviewing of Master's Theses and Doctor's Dissertations of Xiamen University* (XMUGS [2005] File No 29) shall be annulled simultaneously.

These Measures shall be interpreted by the Academic Degree Evaluation Committee of XMU only.

## **Interim Regulations on the Administration of the Secrecy-Related Dissertations of Xiamen University**

XMUGS [2006] File No.31

Article 1 The security of science and technology constitutes a critical part in the overall state security work for close relation between national defense and developments in science and technology and the economy. To safeguard the state security and enhance the pro-proceeding administration of military research projects at Xiamen University (hereinafter referred to as XMU), these regulations are hereby stipulated in accordance with the *Law of the People's Republic of China on Guarding State Secrets* and the *Regulations on the Security of Science and Technology* issued by the State Scientific and Technological Commission and the State Secrecy Administration Bureau, together with the *Regulations on Secrecy-Related Administration of Xiamen University* and the actual situation of the XMU's postgraduates' participation in scientific and technological projects for national defense.

Article 2 The 'dissertations' or 'articles' as mentioned in these regulations, except for special notes, cover dissertations for master's and doctor's degrees; the 'degree applicants' cover applicants for master's and doctor's degrees.

Article 3 The defining of secrecy-related dissertations

1. The secrecy-related dissertations in these regulations refer exclusively to the dissertations involved in confidential military projects and are eligible for dissertation confidentiality. Confidential military projects mainly include major scientific research projects approved by the State (including the national 863 project, the national 973 project and various national fund projects) and the scientific and technological projects and achievements of national defense assigned by such military industrial departments as COSTIND (abbreviation of Commission for Science, Technology and Industry for National Defense) .
2. Postgraduates involved in confidential military projects shall fill in the *Screening Form for Secrecy-Related Dissertations of Xiamen University* (see the attached)

prior to submitting for reviewing and define confidentiality grades and durations accordingly. The duration limit for the confidential grade is a minimum of 10 years, and for the secret grade a minimum of 5 years. Any practice exceeding these minimum duration limits shall be required to submit an application to the Secrecy Administration Office of XMU for approval.

3. Postgraduates involved in confidential military projects shall submit the three-party agreement, signed by supervisors (project heads), colleges and the Military Industry Office (or competent departments of military confidential projects) of XMU, to the Office of Degrees and Disciplinary Construction of the Graduate School for their records.

#### Article 4 The reviewing of secrecy-related dissertations

Secrecy-related dissertations are subject to reviewing as well, and the time limit and comment treatments shall be the same as those for non-secrecy-related dissertations, except for the exemption from anonymous reviewing.

Specialists from counterpart institutions of higher education or research or colleges approved by competent departments of military confidential projects may be invited to review secrecy-related dissertations. Confidential agreements shall be signed with any reviewing party and the dissertations sent for reviewing shall be returned intact and complete.

The reviewing of secrecy-related dissertations shall be handled by specially assigned personnel who are familiar with and supposed to observe the administrative regulations on secrecy of the State and XMU.

#### Article 5 The defense of secrecy-related dissertations

The procedures and requirements for defense of non-secrecy-related dissertations apply as well to secrecy-related dissertations except for that the dissertation copies the oral examination committee members keep for reference shall be returned the moment the oral examination is over and handled as regulated, and confidential agreements shall be signed with committee members. The oral examination and defense proceedings shall also be kept confidential.

#### Article 6 The administration of secrecy-related dissertations

(1) Secrecy-related dissertations are important academic works and achievements of scientific research. Secrecy-related dissertations shall be kept by specially assigned personnel in accordance with the time limits of confidentiality. Those personnel with access to secrecy-related dissertations shall not copy in any form any part or all of the dissertations.

(2) Defended secrecy-related dissertations (including their electronic versions) shall be kept by the secrecy administrator for the uniformed storage in the concerned department/institute, and no individuals are entitled to keep any copy or anything of this storage.

The concerned department/institute shall transfer the stored secrecy-related dissertations regularly to the XMU archives for record or regularly destroy the secrecy-related dissertations that no longer need to be kept in archives.

Secrecy-related dissertations shall be kept only in the XMU Archives. During the time limit of confidentiality, no one shall be permitted to borrow or read anything from the XMU Archives without the approval from the XMU Secrecy Administration Office. The online submitting of secrecy-related dissertations (print and electronic versions) shall be restricted to the information of author bios only, and the titles and contents of their electronic versions shall not be made available during the time limit of confidentiality. Special locations shall be designated by XMU library for the storage of secrecy-related dissertations and made inaccessible to users within the time limit of confidentiality.

(3) The secrecy-related dissertations shall be automatically decrypted upon the expiration of confidentiality. Forms of application and approval shall be filed in accordance with the confidentiality regulations of Xiamen University and secrecy-related dissertations shall be delivered and stored as ordinary dissertations. The print versions of decrypted secrecy-related dissertations shall be placed in dissertation reading rooms and their service shall be administered as ordinary dissertations; The electronic versions of decrypted secrecy-related dissertations shall be available for online service and their service shall be administered as ordinary dissertations.

Article 7 If the postgraduates involved in confidential military projects cannot provide publications as required, may, upon the application-based approval from the college-level academic degree evaluation subcommittee, submit for screening to the Academic Degree Evaluation Committee of XMU.

Article 8 Every college shall submit a list of all the secrecy-related dissertations with its official seal when submitting the materials for the application for degree conferment.

Article 9 Supervisors shall scrutinize the content of published articles and dissertations involving confidential military projects so as to avoid the leaking of project sources and models, etc.

Article 10 It is forbidden to deliver dissertations, information files and graphs related to confidential military projects via fax, e-mail or surface mail, or packages. The secrecy-related content shall be delivered via confidential mail correspondence.

Article 11 Overseas contribution of academic papers or drafts shall not involve any secrecy-related content.

Article 12 No materials or samples carried overseas in visits or for lectures or studies shall involve any secrecy-related content.

Article 13 Within the time limit of confidentiality of national defense projects, the publication of relevant articles and academic exchanges shall, in general, be forbidden. Where specific situations arise for publication or exchange, secrecy-related sections shall be segmented for secrecy attenuation to prevent state secrecy from leaking, and the concerned individuals shall apply in writing for approval from the respective departments of XMU. No publication or exchange shall exceed the scope as approved and specified at meetings or conferences. The individuals concerned shall be liable for any unauthorized publication and exchange.

Article 14 Students involved shall transfer all files and software, etc., to the concerned personnel and complete the transferring procedures prior to graduation check-out. The general decryption term is six months and all liability statements shall be signed. In cases of leakage or file theft, the personnel in charge shall report to their respective departments promptly and take emergency measures to prevent any further

dissemination and damage.

Article 15 The respective colleges/departments shall establish confidentiality measures for scientific research and check regularly in accordance with actual situation. Entities related to confidential projects shall be equipped with secured facilities and enhanced protective capabilities.

Article 16 The personnel in charge of security shall be responsible for the regular education of all staff of the concerned entities and the regular inspection of security measures, and shall report to the XMU Secrecy Administration Office whenever problems arise.

Article 17 Pending matters shall be interpreted by the Academic Degree Evaluation Committee of XMU.

Article 18 These Regulations shall go into effect as of September 2006 upon its publication.

# **Regulations on the Submission and Filing of Materials for Application for Master's and Doctor's Degrees**

XMUGS [2009] File No. 11

The Xiamen University (hereinafter abbreviated and referred to as XMU) Academic Degree Evaluation Committee holds three regular meetings annually for the degree conferment in June, September and December respectively.

## 1. Materials for degree application

Applicants for the Master's and Doctor's degrees shall submit to the respective college/ institute the following materials:

(1) Application by the graduating Master and Doctor candidates:

① degree application form in duplicate;

② basic data form for degree application (to be printed from the XMU students' system, and to be signed in person by the applicant );

③ three paperback copies of dissertations;

④ two electronic copies of dissertations (one for the secretary in charge of graduate student affairs to transfer to the Archives and one to be submitted by the applicant to the XMU Library before leaving XMU);

⑤ photos for degree certificates: a two-inch bust and hatless color photo and one electronic version (to be submitted to secretaries of the respective colleges/institutes.

Note: the photo submitted shall be the same as the one submitted to the XMU students' system).

(2) Application by the applicants with equivalent postgraduate qualifications:

① degree application form in duplicate;

② basic data form for degree application;

③ two paperback copies of dissertations;

④ two electronic copies of dissertations (one for the secretary in charge of graduate student affairs to transfer to the Archives and one to be submitted by the applicant to the XMU Library);

⑤ photos for degree certificates: a two-inch bust and hatless color photo and one

electronic version (to be submitted to secretaries of the respective colleges/institutes).

The college-level academic degree evaluation subcommittees are responsible for screening the application materials from applicants and shall submit the materials after screening to the Graduate School prior to June, September and the 15<sup>th</sup> December every year.

The Graduate School shall conduct a random examination of the screening work implemented by the college-level academic degree evaluation committees and publish the results in circulars.

The Graduate School is responsible for gathering and summarizing degree application materials and submitting them to the XMU Academic Degree Evaluation Committee for review and approval.

## 2. The Filing of Application-related Materials

Subsequent to the resolutions adopted by the Academic Degree Evaluation Committee of XMU for degree conferment, the respective colleges/institutes shall submit to the Archives for filing, in accordance with the specified time, the following materials:

### (1) Master's degrees

① one copy of the application form for Master's degree (another copy to be stored as the personal archives and to be delivered to the graduate's employer);

② remarks on the thesis by the supervisor;

③ reviewing forms of the thesis;

④ evaluating forms of the thesis;

⑤ one paperback copy of the thesis and one electronic copy of the thesis.

### (2) Doctor's degrees

① one copy of application form for Doctor's degree (another copy to be stored as the personal archives and to be delivered to the graduate's employer);

② remarks on the dissertation by the supervisor;

③ reviewing forms of the dissertation;

④ evaluating forms of the dissertation;

⑤ one paperback copy of the dissertation and one electronic copy of the dissertation;

⑥ one electronic copy of the abstracts in both Chinese and English (approximately 500 Chinese characters for the Chinese abstract and 3000-4000 characters for the English abstract).

(3) Applicants with equivalent academic qualifications for Master's degrees

① one copy of screening form for the applicants with equivalent postgraduate qualifications for academic degrees

② one copy of application form by the applicants with equivalent postgraduate qualifications for Master's degrees (another to be stored at the personal archives and to be delivered to the applicant's employer);

③ remarks on the thesis by the supervisor;

④ reviewing forms of the thesis;

⑤ evaluating forms of the thesis;

⑥ photocopies of the certificates of Bachelor's degree and approved graduation;

⑦ score reports of the courses for Master students;

⑧ photocopies of the qualification certificates of the national tests for foreign languages and for comprehensive disciplinary aptitude;

⑨ photocopies of the published articles, monographs or other achievements relevant to the applied degree;

⑩ one paperback copy of the thesis and one electronic copy of the thesis.

(4) Applicants with equivalent postgraduate qualifications for Doctor's degrees

① one copy of the screening form for the applicants with equivalent postgraduate qualifications for academic degrees

② one copy of the application form by the applicants with equivalent postgraduate qualifications for Master's degrees (another copy to be stored as the personal archives and to be delivered to the applicant's employer);

③ two recommendation forms for the application for Doctor's degrees by the applicants with equivalent postgraduate qualifications;

- ④ remarks on the dissertation by the supervisor;
  - ⑤ reviewing forms of the dissertation;
  - ⑥ evaluating forms of the dissertation;
  - ⑦ photocopies of the certificates of Master's degree(s) and approved graduation;
  - ⑧ photocopies of the published articles, monographs and awards for academic achievements relevant to the applied degree;
  - ⑨ remarks on the applicant by the employer;
  - ⑩ one paperback copy of the dissertation and one electronic copy of the dissertation.
- (11) one electronic copy of the abstracts in both Chinese and English (approximately 500 Chinese characters for the Chinese abstract and 3000-4000 characters for the English abstract)..

# **The Measures for Selecting and Awarding Excellent Doctoral Dissertations of Xiamen University**

XMUGS [2011] File No. 26

In cooperation with the national and the provincial selecting of excellent Doctoral dissertations, while encouraging the innovativeness of Doctoral students and promoting the growth of high level creative talents through improving the overall quality of Doctoral dissertations and Doctoral education, and through establishing the effective supervision and encouragement systems for quality-oriented postgraduate education, Xiamen University (hereinafter abbreviated and referred to as XMU) is scheduled to conduct an annual selection of excellent Doctoral dissertations and entitle them with excellent Doctoral dissertations at the university level and recommend them as the candidates for the entitlement of excellent Doctoral dissertations at both the provincial and the national levels.

## **1. Eligible candidates**

All the Doctoral dissertations that obtained the degree conferment in the previous year are eligible for application. Upon recommendation of the peer experts, all those Doctoral dissertations that obtained the degree conferment but the entitlement of excellent Doctoral dissertations in earlier years may apply as well.

## **2. Eligibilities**

The candidate's dissertation shall, in principle, be written in Chinese and shall meet the following standards:

- (1) The topic of the dissertation shall center around the significant theoretical and practical issues. Particularly encouraged are those applicable and technological topics closely related to economic development, scientific progress and societal growth;
- (2) The content of the dissertation shall be highly innovative with significant implication or application;
- (3) The research outcome may herald a breakthrough in the concerned discipline or may have important immediate applicability;

- (4) The methodologies or the technological approaches merit important breakthroughs;
- (5) The candidates shall publish articles in the specified key journals during their Doctorate pursuit (either as the first author or the co-author with supervisors).

### 3. Selecting procedures

- (1) The application shall be submitted first by the candidate or the supervisor. The application shall be submitted either through the college/institute-level academic degree evaluation subcommittee or directly to the Graduate School.
- (2) Upon accepting the application, the Graduate School shall organize personnel to screen the application materials and submit the screened application to the September meeting of the Academic Degree Evaluation Committee of XMU.
- (3) After the discussion and ballots of the Academic Degree Evaluation Committee of XMU, excellent Doctoral dissertations will be selected and awarded and the list of excellent Doctoral dissertations shall be recommended and submitted to the Provincial counterpart.
- (4) Excellent Doctoral dissertations selected by the Academic Degree Evaluation Committee of XMU shall undergo a one-month fair show. In cases of violating law or ethics such as plagiarism, lifting or falsification, etc. or serious problems such as invalidity of major conclusions, oppositions may be raised in writing to the Graduate School within the one month. Verified fraudulences or flaws shall be publicized on campus and shall be dealt with accordingly.

### 4. Awarding standards

(1) For the excellent Doctoral dissertations at the University level, RMB 1,500 *yuan* shall be bestowed and the certificates of honor be issued to the authors and the supervisors; for the excellent Doctoral dissertations at the provincial level, RMB 3,000 *yuan* shall be bestowed to the authors and the supervisors; for the excellent

Doctoral dissertations at the national level, RMB 20,000 *yuan* shall be bestowed to the authors and the supervisors, and meanwhile RMB 10,000 *yuan* to the supervising groups/panels; for the nominated excellent Doctoral dissertations at the national level, RMB 8,000 *yuan* shall be bestowed to the authors and the supervisors, and RMB 4,000 *yuan* to the supervising groups/panels; the above awards shall be only counted according to the highest rank without accumulative awarding.

(2) For those laureates of excellent Doctoral dissertations at the national level who are faculty members of XMU, XMU shall provide the coordinating funding as required by the State in their application for the special fund of higher learning institutions for the authors of excellent Doctoral dissertations at the national level.

5. These Measures shall be interpreted by the Academic Degree Evaluation Committee of XMU only.

6. These Measures shall go into effect as of January 20<sup>th</sup>, 2011 upon its release. The former *Measures for Cultivating and Selecting Excellent Doctoral Dissertations of Xiamen University* (XMUGS [2008] File No 25) shall be repealed on the same date.

# **Measures for the Appraisal of University-Level Scholarships for Postgraduates of Xiamen University (Revised Edition)**

XMUGS [2013] File No. 17

## **Chapter I General Provisions.**

Article 1 Scholarships for postgraduates of Xiamen University (hereinafter abbreviated and referred to as XMU) are established to encourage postgraduates to study hard toward innovation and to create favorable environments for the improvement of postgraduate education. These measures are hereby stipulated to regularize the application and the appraisal of university-level scholarships for postgraduates.

Article 2 The appraisal of university-level scholarships for postgraduates shall adhere to the innovation-oriented, quality-based, balanced and fair principle.

Article 3 Any registered full time postgraduate with enrollment status is eligible for the application for university-level scholarships.

## **Chapter II Eligibilities**

### **Article 4 Basic eligibilities**

- (1) Being devoted to the State and XMU, with integrity and without any record of violating the laws and regulations of the State and XMU;
- (2) Being credible and honest, with fair record in ethical evaluation;
- (3) Being diligent, with excellent course scores and without any failure in course examinations;
- (4) Being outstanding in both academic achievements and innovativeness in scientific research.

### **Article 5 Detailed eligibilities**

- (1) Applicants for Lim Boon Keng Prize, Peng-Tung Sah Prize and Wang Yanan Prize shall make high-level first-authored achievements (one of the four below):

- ① publication in at least grade I key journals (subject to definition by the Personnel Division) for humanities and social sciences, and in at least JCR1 journals for natural sciences and engineering;

② publication of quality monographs for humanities and social sciences, and innovative patents for natural sciences and engineering;

③ awarded by provincial authorities for scientific research achievements (with certificates stamped by ‘national emblem’ official seals);

④ other outstanding contributions acknowledged by the XMU Appraisal Committee.

(2) Applicants for other university-level scholarships shall have publications in high-level journals, or patented technologies, or published monographs, or awards for high-level scientific research achievements or have other outstanding achievements acknowledged by the college-level appraisal committee as academically or practically valuable.

(3) The authorship of all achievements in application materials for university-level scholarships shall be affiliated to Xiamen University. Additional journal issues, abstracts, conference proceedings, news bulletins, articles without CN numbers, unpatented inventions, etc. shall not be listed in the application for scholarships

4. The respective candidate list for Lim Boon Keng prize, Peng-Tung Sah prize and Wang Yanan prize is to be nominated and submitted by the respective colleges/institutes which shall list in detail the comprehensive performance of candidates (including the supervisors’ remarks and recommendations, etc.).

#### Article 6 Other eligibilities

(1) Outstanding comprehensive performance. With the same achievements in scientific research, those with outstanding performance in social practice, voluntary service, sports competitions and art contests shall prevail in accessibility to scholarships.

① being devoted to cultural and spiritual or social progress with readiness to help and contribute;

② being devoted to substantial contribution to social practices or organizing and planning influential social activities which produce some social influence;

③ active participation in voluntary work;

- ④ making outstanding achievements in art or in sports competitions.
- (2) Postgraduates delayed for graduation due to participation in excellent dissertation projects, or government-funded overseas study projects, and the XMU-funded exchange programs are eligible in the delayed period for the application of scholarships.
- (3) The application by full time professional postgraduates shall be processed by colleges/institutes as separate section in the gross numbers, and with reference to these measures.

### Chapter III Evaluating process

Article 7 The key steps of the evaluating process are as follows:

- (1) XMU shall publish the circular for scholarship appraisal and specify the vacancies for recommendation;
- (2) Postgraduate-applicants shall submit applications to the respective colleges/institutes within the specified time limits, and failure to submit applications prior to the deadline shall be considered abstention;
- (3) Qualification previewing and document screening shall be conducted in colleges/institutes; the college/institute appraisal committees shall establish the name lists in accordance with the appraisal measures of colleges/institutes and hold a 3-day fair show before submitting to the Graduate School for screening; colleges/institutes are responsible for checking all application materials.
- (4) The secretariat of the XMU Appraisal Committee shall check and confirm the qualifications of the recommended lists ;
- (5) The XMU Appraisal Committee shall hold a three-day fair show for the name lists of laureates, then submit the surviving name lists to the competent XMU leader for approval and afterwards publish the awarding notice.
- (6) The issuing of scholarships and certificates.

Article 8 A competitive selection is practiced for Lim Boon Keng prize, Peng-Tung Sah prize and Wang Yanan prize and the laureates of these prizes shall in principle abstain from a second application.

Article 9 No applicant shall apply for the scholarships of the same class within one

academic year; whereas in application for the scholarships of the same class in different academic years, no applicant shall be permitted to use twice his/her scientific research achievements.

Article 10 Those with disputations about the scholarship laureates shall appeal to the appraisal committees of colleges/institutes during the period of fair show at the college/institute level and the latter shall make a corresponding and prompt reply. In cases of remaining disputations, those opposing shall appeal to the secretariat of the XMU Appraisal Committee during the period of fair show at the university level.

#### Chapter IV Supplementary provisions

Article 11 Anyone of the following cases shall lead to the disqualification of application or awarding:

- (1) academic fraudulence;
- (2) regulation violators and penalty-receivers in the year of application;
- (3) deceptions in application or appraisal.

Article 12 The respective colleges/institutes shall stipulate the implementing measures with higher standards than *These Measures* and promulgate them upon the review and approval of the Graduate School. The implementing measures shall be reported to and placed on record at the secretariat of the XMU Appraisal Committee.

Article 13 *These Measures* shall be interpreted by the secretariat of the XMU Appraisal Committee.

Article 14 *These Measures* shall go into effect as of its date of release. The former version of *Measures for the Appraisal of University-Level Scholarships for Postgraduates of Xiamen University* (XMUGS [2011] File No.29) shall be annulled simultaneously.

# **LIXUE (Study-encouraging) Scholarship Scheme for Postgraduates of Xiamen University**

XMUGS [2013] File No. 23

Chapter I General provisions.

*LIXUE (Study-encouraging) Scholarship Scheme for Postgraduates of Xiamen University* (Xiamen University is hereinafter abbreviated and referred to as XMU) is founded to encourage postgraduates in innovative research, all-round development and social practice, with an aim for the overall improvement of postgraduate education.

## Chapter II Awards for scientific research achievements

### Article 1 Standards

#### (1) Basic standards

① being devoted to the State and XMU, with integrity and team spirit but conducts of violating the laws of China and the regulations of XMU;

② outstanding in both scientific research and innovation;

③ in principle, the registered postgraduate students of XMU are eligible for applying for the awards for scientific research achievements and those who have made outstanding research achievements within the one year after their graduation are also eligible. The faculty members doing on-the-job postgraduate studies are not eligible for applying for this award, but are eligible for applying for the awards designed for teachers.

#### (2) Standards in details (at least one of the following shall be met)

① publication in Grade I key journals for humanities and social sciences, and in JCR2 journals for natural sciences and engineering;

② invention patented by the State;

③ award by the provincial/ministerial/state authorities for scientific research achievements (with certificates stamped by 'national emblem' seals).

The achievements mentioned above shall be those published in the previous year with XMU as the first affiliation, and the student as the correspondent or the first

author (excluding the cases with his/her supervisor as the first author).

#### Article 2 Major procedures and steps

- (1) Notification and proportional allocation of quota by the Graduate School.
- (2) Consideration shall only be given to these applicants who have submitted their individual applications to the respective colleges/institutes at the specified time.
- (3) Screening by colleges/institutes shall be conducted to examine the basic qualifications and research achievements of the applicants for the preliminary selection in accordance with the allocated quota, and a three-day fair show at the college/institute level shall be held before the submission to the Graduate School. The Graduate School shall sample check the screening work done and submitted by colleges/institutes and publicize the result of the sampling.
- (4) The Graduate School shall gather all the necessary data, and hold an administrative meeting for appraisal. Brilliant applicants, if any, shall be publicized and awarded with Special Prize upon the resolution made collectively by the administrative meeting for appraisal of the Graduate School and the approval from the competent vice president of XMU.

#### Chapter III Awards for academic contests

##### Article 3 Principles and prizes

- (1) Awarding principles

Registered postgraduate students who are laureates at national academic contests are eligible for these awards. The definition of national academic contests is to be recognized by the academic committees of colleges/institutes and shall be submitted to the Graduate School for approval.

- (2) Awarding prizes

Team award prize: RMB 5,000 *yuan* ; individual award prize: RMB 2,000 *yuan*

Team award prizes are designed for the contests with at least half of the contestants being postgraduate students.

##### Article 4 procedures and steps

- (1) Notification and proportional allocation of quota by the Graduate School;

- (2) Screening by colleges/institutes for the contests the applicants participated in and the awards the applicants obtained in the previous year to establish a name list of laureates for at least a 3-day fair show;
- (3) Submitting of award certificates and other documents by colleges/institutes to the Graduate School;
- (4) Review by the Graduate School of all the materials submitted for appraisal during its administrative meeting. Distinguished contest laureates shall be recommended for Special Prize upon the resolution made collectively by the administrative meeting and the approval from the competent vice president of XMU

#### Chapter IV Others

Article 5 Postgraduate students may apply through colleges/institutes to the Graduate School for the awarding for honors through major social influence and/or contributions in other aspects. The Graduate School shall bestow special honorary awards accordingly.

#### Chapter V Supplementary provisions

Article 6 Those with disputations about the scholarship laureates shall appeal to the appraisal committees of colleges/institutes during the period of fair show at the college/institute level and the latter shall make a corresponding and prompt reply.

Article 7 Anyone of the following cases shall lead to the disqualification of an award:

- (1) academic fraudulences;
- (2) regulation violators and penalty receivers;
- (3) deceptions in application and appraisal.

Article 8 The key journals and JCR journals are subject to the definition and promulgation by the Graduate School.

Article 9 These Measures shall be interpreted by the Graduate School only.

Article 10 These Measures shall go into effect as of the date of their release. The former version of *Measure for the Appraisal and Awarding of Research Achievements by Postgraduate Students of Xiamen University* ( XMUGS [2009] File No. 16) shall be annulled simultaneously.

# **Xiamen University Guidelines for Academic Programs and Degree Conferrals for International Graduate Students**

XMU Graduate (2014) No.43

## **Chapter I General**

**Article 1** These Guidelines have been established in accordance with the *Regulations of Higher Education Institutions Admitting International Students* jointly issued by the Ministries of Education, Foreign Affairs and Public Security, and the *Interim Provisions on the Conferral of Academic Degrees upon International Students by Higher Education Institutions* issued by the State Council Academic Degrees Committee, as well as the reality of Xiamen University (XMU). The purpose of these Guidelines is to advance XMU's international exchange and cooperation, maintain the normal order of education and teaching at XMU, and ensure the quality of the education of international graduate students enrolled at XMU.

**Article 2** International graduate students in China shall abide by the laws and statutes of the People's Republic of China and XMU's rules and regulations. They shall also follow XMU's policies on academic degrees and graduate education and code of academic integrity.

## **Chapter II Cultivation of Graduate Students**

**Article 3** The duration of academic programs for international doctoral students is four years, and the students may remain at XMU for three to seven years. The duration of academic programs for international master's students is two to three years, and the students may remain at XMU for two to five years.

**Article 4** Each school/institute of XMU shall draw up specific cultivation schemes for international graduate students on the basis of similar schemes in the same discipline and area of specialization, as well as the reality of the relevant discipline. Such schemes shall be submitted to the Training and Supervising

Committee for First Class Disciplines for review and approval before being filed with the Graduate School for record.

Prior to the defense of their dissertations, international graduate students shall complete the required number of credits in accordance with the requirements set forth in their cultivation schemes.

**Article 5** International graduate students admitted to degree programs offered by XMU shall, in principle, study at XMU on a full-time basis; in other words, they shall complete the entire program at XMU. If absolutely necessary and subject to the approval of his or her supervisor, school/institute and the Graduate School, an international graduate student may spend some time in his or her home country working on his or her thesis; however, he or she shall spend at least half a year working on his or her thesis at XMU. All international graduate students shall defend their thesis at XMU.

**Article 6** When an international master's student who has taken a compulsory course in a related academic program abroad is applying to a master's degree program at XMU, if the course is recognized by the experts, the student will be exempted from retaking the same course at XMU.

A student applying for exemption from retaking the course shall submit the title and transcript of the course completed abroad, as well as two letters of recommendations issued by experts (equivalents of associate or full professors). The application materials will be reviewed by an expert panel consisting of three to five associate or full professors in the same field of study.

**Article 7** International graduate students shall take two general required courses – the Chinese Language and China Profile. These courses are conducted by the Graduate School. Students who qualify for an exemption from these courses shall submit an application for exemption with certificates of prior completion of the courses.

**Article 8** The school/institute at which the international graduate student is enrolled will determine whether the student shall complete a social application program, on the basis of the needs of his or her academic studies.

### Chapter III Degree Conferral for Graduate Students

**Article 9** International graduate students applying for degree shall follow the procedures specified in *Detailed Rules for the Conferment of Degrees of Master and Doctor by Xiamen University*.

**Article 10** Under the *Xiamen University Regulations on the Publication of Academic Papers by Master's and Doctoral Students*, research output requirements for international doctoral students studying at XMU shall, in principle, be the same as those for their Chinese counterparts. Specific rules will be formulated and promulgated by the relevant Degree Assessment Subcommittee (the Degree Assessment Work Group) before being submitted to the Graduate School for record.

**Article 11** An international doctoral student shall submit a dissertation that demonstrates his or her ability to conduct scientific research independently and contains original findings in science or specialized technology. A dissertation submitted by an international doctoral student in Engineering, Clinical Medicine or any other applied discipline or field of study shall have significant practical value and demonstrate that its author has the ability to conduct specific research or engage in specialized technical work independently.

An international master's student applying for a master's degree shall complete a thesis. Different disciplines and fields at XMU have different requirements for such theses. A thesis may be an academic research report or a science or technology report; alternatively, it can be a report on specific research, an engineering design, or a case analysis. The report shall demonstrate the applicant's ability to conduct scientific research or apply a combination of fundamental theory and specialized knowledge to resolve practical issues.

International graduate students shall complete their theses independently under the guidance of their supervisors.

A specified number of the copies of the thesis manuscript will be printed after the thesis is reviewed and accepted by the school/institute) at which the student is

enrolled. The supervisor's comments on the thesis and his or her recommendation to award a degree shall be transmitted in a sealed envelope and kept confidential.

**Article 12** The theses of international graduate students will be reviewed according to "Dissertation Reviewing" of the *Detailed Rules for the Conferment of Degrees of Master and Doctor by Xiamen University*..

The theses of international graduate students will be reviewed anonymously by experts randomly selected from the expert databank established by the Assessment Subcommittee of the school/institute at which the student is enrolled.

**Article 13** The defense of theses/dissertations and the conferral of master's or doctoral degrees to international students shall be in accordance with the provisions of "Dissertation Oral Examination Committees and Regulations" and "Academic Degree Conferment" of the *Detailed Rules for the Conferment of Degrees of Master and Doctor by Xiamen University*.

**Article 14** International students studying for a master's or doctoral degree at XMU can write and defend their theses or dissertations in Chinese or in English (graduate students in linguistics or literature programs may write and defend their theses or dissertations in the language that they are studying). The abstract of theses and dissertations shall be submitted in both Chinese and English. The format of theses and dissertations shall be in strict accordance with the *Xiamen University Guidelines for the Formats of Graduate Degrees*.

#### Chapter IV Miscellaneous

**Article 15** Doctoral and master's degrees and graduation certificates presented by XMU to international students are printed in Chinese, with duplicates of the degrees certificates in English. Both versions are equally authentic.

**Article 16** Foreign nationals with equivalent graduate qualifications who are applying for a doctoral or master's degree from XMU shall follow *The Measures for the Implementation of the Conferment of Master's and Doctor's Degrees upon the Persons with Equivalent Postgraduate Qualifications By Xiamen University*.

**Article 17** For matters not covered in these Guidelines, the regulations for XMU graduate students in the same category shall apply.

**Article 18** These Guidelines shall become effective upon promulgation and supersede the *Xiamen University Interim Guidelines for the Academic Programs and Degree Conferrals for International Graduate Students (XMU Graduate [2008] No. 45)*. In the spirit of consistency of policies, for international graduate students who began their studies at XMU in or before 2014, where there are different sets of research output requirements from different periods, the lowest one applies.

**Article 19** The XMU Degree Assessment Committee is responsible for interpreting these Guidelines.

**Article 20** Where there is any discrepancy between the Chinese and English versions of the Guidelines, the Chinese version shall prevail.

# **Notice on Xiamen University Guidelines for Graduate Theses/Dissertations**

XMU Graduate (2005) No. 28

The following guidelines for graduate theses and dissertations have been established in accordance with the University regulations on the management of academic degrees and are applicable to all schools/institutes at the University:

## **I. Manuscript Layout**

The various sections of the thesis/dissertation and the order in which they appear shall be as follows:

1. Front Cover;
2. Declaration of Originality;
3. Declaration of Authorship;
4. Abstract in Chinese;
5. Abstract in English;
6. Keywords;
7. Table of Contents;
8. Main Body:
  - (1) Introduction;
  - (2) Experiment and calculation, or factual or theoretical analysis; and
  - (3) Conclusion;
9. Appendix;
10. Bibliography;
11. Acknowledgements;
12. Back Cover

## **II. Manuscript Format**

The thesis/dissertation shall be formatted in accordance with the *Xiamen University Guidelines for the Format of Graduate Thesis/Dissertation Manuscripts* (see Exhibit 1). The front cover, the Declaration of Originality and the Declaration of Consent to Grant Rights of Use shall be in the unified formats specified by the

Graduate School (see Exhibits 2, 3 and 4).

### **III. Manuscript Length**

In general, a thesis shall be no less than 30,000 Chinese characters, and a dissertation shall be no less than 50,000 Chinese characters.

### **III. Manuscript Copies**

For a thesis, 20 copies of the manuscript shall be printed, and for a dissertation, 40 copies of the manuscript shall be printed.

### **Exhibits:**

1. Xiamen University Guidelines for the Format of Graduate Thesis/Dissertation Manuscripts
2. Xiamen University Format of the Front Cover of Graduate Thesis/Dissertation Manuscripts
3. Xiamen University Declaration of Originality for Graduate Theses/Dissertations
4. Xiamen University Declaration of Consent to Grant Rights of Use for Graduate Theses/Dissertations

## Appendix 1:

# Xiamen University Guidelines for the Format of Graduate Thesis/Dissertation Manuscripts

This document sets forth the format requirements for graduate thesis/dissertation manuscripts at Xiamen University. These requirements are applicable to all schools/institutes at the University.

Format Requirements for Graduate Thesis/Dissertation Manuscripts:

1. The manuscript of a thesis or dissertation should be printed on A4 paper.
2. The Front Cover of the Manuscript:
  - (1) Color: Light (white, light yellow, light green, or light blue);
  - (2) The font type and size and the format of the front cover should follow the *Xiamen University Guidelines for the Format of the Front Covers of Thesis/Dissertation Manuscripts*; and
  - (3) The title of the thesis or dissertation should be written in both Chinese and English, with the English title placed under the Chinese one.
3. The Spine of the Bound Copies of the Manuscript:

The title of the thesis/dissertation and the name of the author should be typed on the spine of the bound copies of the manuscript in Times New Roman with a fitting font size.
4. The pages following the front cover should be the *Xiamen University Statement of Originality of Graduate Theses/Dissertations* and the *Xiamen University Statement on the Copyright Ownership of Graduate Theses/Dissertations*.
5. Table of Contents
  - (1) The Table of Contents should, as a minimum requirement, list the titles and page numbers of the chapters and sections. Both Chinese and English versions of the Table of Contents should be provided.
  - (2) Chapter titles should be typed in Times New Roman bold 14 pt;
  - (3) Section titles should be typed in Times New Roman bold 12 pt;

(4) Subsection titles should be typed in Times New Roman 12 pt.

## 6. Abstract

(1) The Abstract should be written in both Chinese and English. The Chinese version of the abstract should be typed in “*Songti*” “Smaller 4”, and the English version should be typed in Times New Roman 12 pt.

(2) The Chinese version should be approximately 600 Chinese characters, and the English version should be approximately 600-800 words;

(3) The Abstract should summarize the topic, significance and innovation of the research, as well as the main viewpoints and findings.

## 7. Keywords

(1) The number of keywords in Chinese and English should be three to five, and the keywords should reflect the main contents of the thesis or dissertation and conform to academic norms;

(2) The Chinese version of the keywords should be typed in “*Songti*” “Smaller 4”, and the English version should be typed in Times New Roman 12 pt. Each keyword shall contain no more than five Chinese characters or five equivalent English words.

(3) The keywords should be separated by semicolons;

(4) An example of the format:

关键词：资产重组；市场反应；实证研究

Keywords: Capital Reorganization; Market Reaction; Empirical Study.

## 8. Manuscript Text

(1) The text of the manuscript should be typed in Times New Roman 12 pt;

(2) The text should be one-and-a-half spaced;

(3) Each page should have a header and be numbered sequentially.

## 9. Titles in the Manuscript Text

(1) Chapter titles should be typed in Times New Roman bold 15 pt;

(2) Section titles should be typed in Times New Roman bold 14 pt;

(3) Subsection titles and paragraph titles should be typed in Times New Roman bold 12 pt;

(4) Titles should be concise and capture the main points; no punctuation should be used in the titles;

(5) All chapters and sections of the text should be numbered sequentially in a consistent manner.

#### 10. Tables

(1) Tables should be numbered sequentially and table titles should be typed in Times New Roman bold 12 pt; table numbers and table titles should be center-aligned above the table, and the measuring unit should be right-aligned above the table;

(2) Data source should indicate the author, source and period of the data, be typed in Times New Roman 9 pt, and place left-aligned below the table;

(3) A blank line should be left between the table and the preceding and subsequent paragraphs of the text.

Example:

Table 1: ICBC Assets and Liabilities from 1995 to 1998 Amounts in RMB billions

Year	1995	1996	1997	1998
Total Assets				
Net Assets				
Total Liabilities				

Data Source: People's Bank of China: *1999 Year Book*, China Statistics Press, May 2001

#### 11. Figures

(1) Figures should be numbered sequentially and figure titles and measuring units should be typed in Times New Roman 12 pt.; figure numbers and titles should be center-aligned above the figure;

(2) All figures should indicate their measuring unit;

(3) Figure source should indicate the author, source and period of the data, be typed in Times New Roman 9 pt, and place left-aligned below the figure;

(4) A blank line should be left between the figure and the preceding and subsequent paragraphs of the text.

Example:

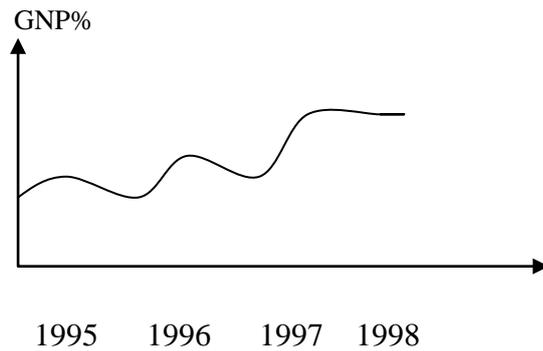


Fig. 1: Xiamen's GDP Growth from 1995 to 2000

## 12. Notes

Notes should be given about the titles and authors of the articles cited or about a particular point in the text. Notes about titles and authors should be placed at the foot of the page, and notes about a particular point in the text can be placed in a parenthesis inserted in the text or placed at the foot of the page. Notes should be numbered sequentially with numerals in circles.

## 13. Bibliography

Each school/institute may decide on the sequence of works listed according to the customary practices in the relevant field of study.

All works cited in the text should be listed alphabetically by first author's last name in the bibliography. For each work cited, the first line should be typed flush with the left margin, and any additional lines are indented as a group a few spaces to the right of the left margin (this is called a hanging indent).

Capitalize the first words, the last words, and all principal words, including those that follow hyphens in compound terms. Use lowercase abbreviations to identify the parts of a work (e.g., Vol. for volume, Ed. for editor) except when these designations follow a period. Separate author, title, and publication information with a period followed by one space.

The following marker designations should be followed for works cited:

M for monographs; C for paper collections; N for newspaper articles; J for journal articles; D for dissertations; R for research reports; S for standards; and P for patents.

Works extracted from monographs or paper collections should be marked as “A”, and for other types of works without a designation, use the mark “Z”.

Example:

Blommaert, J., & Bulcaen, C. 2000. Critical discourse analysis [J]. *Annual Review of Anthropology*, 29, 447-466.

Cupach, W. R., & Imahori, T. 1993. Identity management theory [A]. In R. L. Wiseman & J. Koester (Eds.), *Intercultural communication competence* [C]. 112-131. Newbury Park, CA: Sage.

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- (1) Title and paragraph formatting should be consistent for chapters, sections and subsections (indented or flush with the left margin);
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