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GRADUATE  
STUDENTS  
ACADEMIC GUIDE

研究生学业指南

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清华大学

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# STUDENT STATUS MANAGEMENT

## ◀ ADMISSION

### ◀ Registration

As a newly-admitted postgraduate student of Tsinghua University, your first task upon arrival on the beautiful campus is to complete your registration.

You should register at the assigned location with your Tsinghua University Letter of Admission and other required documents within the stipulated time.

The schools and departments will carry out a preliminary examination on your admission qualifications and then conduct the admission procedures (for instance, registering of students, issuing of campus cards, password seals and other materials) after the examination. If you fail to pass the examination (for instance, in violation of the National Entrance Examination Regulations), the schools or departments concerned will report to the University to disqualify you from admission.

You should fill out the registration card (in duplicate) and obtain a postgraduate identity card. All personal information should be accurate and corresponds with the information on your identification documents.

If you are unable to register in time due to exceptional reason(s), you should apply for leave in writing to the postgraduate management office of the school or department concerned and provide relevant documents as evidence (in case of sick leave, a medical report is required). Your leave time shouldn't exceed two weeks. If you do not apply for leave or fail to return to the University within the time limit, you will be deemed to have abandoned your admission, unless there are legitimate reasons such as force majeure.

### ◀ Review

The University will review your qualification in line with the National Admission Regulations within three months from your admission into the University.

#### The main review process will include :

1. To see whether the admission procedures correspond with the National Admission Regulations.
2. Whether your admission qualification is true and accords with relevant regulations;
3. Whether your personal information corresponds with your certificate, admission notice and examined files, etc.
4. Whether your physical and mental health conditions meet the health requirements of your major or professional category, and whether you can lead a normal campus life.

#### After the review :

1. The Postgraduate Identity Card will be issued to you if you pass the review;
2. If you are found to have cheated during the review, you will fail the review, and your student status will be revoked. If the circumstance is serious, the case shall be reported to the relevant departments for investigation.

## Registration and Application for Leave

### Registration

As a postgraduate student at Tsinghua University, you should register at the registration center of Tsinghua University within the required time before the semester commence. Postgraduate students cannot register if they have not paid their tuition fees or are unqualified for other registration conditions.

If you are unable to register on time, you should write to the Postgraduate Academic Affairs Management office of the schools or departments concerned and provide relevant documents as evidence at the same time (if you have already been assigned to a supervisor, you should ask for his/her permission first). If you do not register in the first two weeks without asking for leave or without the approval of leave, you will be expelled from the University.

### Application for Leave

You should write an application and send it with relevant materials as evidence to the Postgraduate Academic Affairs Management office of the schools or departments concerned for approval (if you have already been assigned to a supervisor, you should ask for his/her permission first) to carry out the relevant procedures. One week leave period is subject to approval by the Associate Dean (Deputy Director) in charge of the schools or departments concerned. Two weeks leave is subject to approval by the Dean (Director)

and a leave exceeding two weeks should be reported to the Graduate School after being approved by the Dean (Director).

You should provide a medical report when asking for sick leave. For other reasons, you should also provide necessary supporting documents.

#### Notice

Postgraduate students' accumulated leaves for personal affairs shall not exceed one month within one semester. If the sick leave lasts for more than two months, you should apply for suspension from the University.

Postgraduate students who are not registered after the second week without approval or application for leave would be expelled from the University. Students leaving school should return to the University on time and report on coming back from leave to the Postgraduate Management Office of the schools or departments concerned. Students who do not return to the University on time or leave the University without approval shall be disciplined or expelled from the University depending on the seriousness of the case.

## Graduation and Completion of Study

### Graduation

Postgraduate students are allowed to graduate from the University after being reviewed by the school or department council and approved by the University when they have completed the relevant tasks required in their training programs and passed the assessments and their thesis defense within the length of study. The University will grant the graduation certificates to the postgraduate students after they have completed the relevant procedures to leave the University. Postgraduate students allowed to graduate will be awarded the relevant degrees and diplomas if they are qualified after a degree review. Please refer to the notification of the schools or departments concerned for the specific graduation procedures and the deadline for submitting the materials. Postgraduate students are allowed to participate in the oral defense only once. The students, whether they pass the oral defense or not, have to finish their studies (by graduation or completion) before the period for graduation procedures closes and finish procedures for leaving university.

### Length of Study

In general, you should complete your study within the standard length of your program. Postgraduate students who have reached the maximum length of their program shall terminate their study and carry out the relevant procedures to leave the University.

1. The standard length of study; two to three years for master's degree candidates and three to four years for doctoral candidates.
2. The maximum length of study for full-time students; three years for master's degree candidates and six years for doctoral candidates.
3. The maximum length of study for part-time students; five years for master's degree candidates and eight years for doctoral candidates.

4. Postgraduate students may extend their maximum length of study accordingly due to temporary suspension from the University.
5. Changing majors is not considered a reason to extend the maximum length of study.

Requirements for Extension Application: Postgraduate students who have reached the top of the standard length of their program and have not been able to complete their studies owing to the objective (exceptional) reason(s) or will make better achievements in their research if the length of study is extended for a period may apply for the extension of studies. The length of extension cannot exceed the maximum length of study.

Procedures for Extension Application: Postgraduate students should apply in person and fill in the *Tsinghua University Extension Application Form* and report to the Graduate School for record after obtaining approval from their supervisors and the school or department concerned.

Where to download?

Tsinghua University Information Portal (清华大学信息门户) → Department Information (部门信息) → Graduate School (研究生院) → Download Forms (表格下载) → Student Status Management (学籍管理)

### Completion of Study

You will be granted Completion of Studies and be awarded a course-completion certificate by the University if you have not passed your thesis defense after a review by the school or department council and approval from the University. Under such circumstances, if the defense committee offers you a second chance to review your thesis and participate in a second defense within a certain time limit, your course-completion certificate will be replaced with a graduation certificate if you pass the second thesis defense. The time limit should not extend more than two years after the completion of study for a doctoral candidate and more

than one year after the completion of study for a master's candidate. Otherwise, the University will not accept your degree application again and no graduation certificate will be awarded to you.

If you have completed the standard length of study and have not reached the maximum length of study, (that is, you only meet the requirements of completion of study instead of the academic requirements for graduation), you may apply for completion of the study.

The requirements are as follows:

1. The course credits obtained should not be lower than the minimum credit requirement of the training program;
2. The number of failed degree courses should not exceed two. Or degree courses cannot be failed more than two times;
3. Having completed the topic-selecting report, academic activities and other requirements of the training program.
4. Submitting of research thesis report.

Postgraduate students who meet the four requirements above may apply for completion of the study in person with their supervisors' comments. The school or department council will decide whether to approve the application. And the course-completion certificate will be awarded after approval by the University.

Postgraduate students who have been awarded a Course Completion Certificate upon completing all their courses, training programs, and degree thesis, and have met the requirements may apply for participating in a second thesis defense within a certain time limit. This time limit should not extend more than two years after the completion of study for a doctoral candidate and more than one year after the completion of study for a master's degree candidate. Postgraduate students who pass the thesis defense will have the course-completion certificate replaced with a graduation

certificate. However, a doctoral course-completion certificate shall not be replaced by the masters' graduation certificate. Postgraduate students will be awarded relevant degrees and diplomas if they meet the requirements for the awarding of degrees. If they fail to pass the defense, the course-completion certificate issued cannot be replaced by a graduation certificate. The University will not accept any further degree application.

Details on application procedures are as follows:

1. Postgraduate students will fill in the Application *Form for Completion of Study* and submit it in person. Supervisors should make comments;
2. Write and submit the *Thesis Research Report* in the format of a postgraduate thesis;
3. The Postgraduate Management Office of schools or departments concerned will review the postgraduate students' course credit and whether they have completed the relevant training tasks and the *Thesis Research Report*;
4. The school or department council will carry out a full review of the performance of the postgraduate students and decide whether they are approved to complete the study. The final name-list will be reported to the Graduate School.

Postgraduate students who fail to pass the thesis defense are not required to apply for completion of the study of the above procedures.

For postgraduate students who have completed their doctoral studies and have to meet the requirements for applying for a master's degree, but have not yet obtained a master's degree in this discipline, they may apply for a master's degree by the relevant requirements of degree application. In this case, the course-completion certificate cannot be replaced by a graduation certificate and the University will no longer accept their applications for the doctoral degree.

## « Suspension

### « Application Procedures

You can apply to the Graduate School for suspension in person after obtaining permission from the supervisors, schools or departments concerned with necessary materials as evidence.

Where to download *Tsinghua University Postgraduate Suspension Application Form*?

Tsinghua University Information Portal (清华大学信息门户) → Department Information (部门信息) → Graduate School (研究生院) → Download Forms (表格下载) → Student Status Management (学籍管理)

### « Application Period

If there is any need to suspend your studies due to sickness, you can apply for suspension of studies and resumption of studies at any time according to your physical and psychological conditions. As for postgraduate students suspending their studies for other reason(s), the Graduate School will handle the applications for the suspension or resumption of studies four times every year, namely before March 10, June 10, September 10 and December 10. Applications made at any other time will not be accepted.

In general, postgraduate students may only apply for suspension of studies for one semester. If they cannot return to the University on time, an application for an extension should be submitted by the postgraduate students in person to the Graduate School for approval after permission from the supervisors and the schools or departments concerned. The maximum accumulative length of suspension cannot exceed one year in principle.

If you do an internship in an International Organization, especially a full-time internship in a major International Organization recognized by the nation and the University, the suspension can be extended to two years after approval from the University. The suspension period for postgraduate students starting a business can be extended to three years after approval from the University.

### « Supporting Documents Required

Diagnosis certificates (in Chinese or English) are required for suspension of studies due to illness or pregnancy.

Applying for suspension of studies due to starting a business requires a copy of the business license. If the postgraduate student is not the legal representative, he/she should also provide the certificate (with the legal representative's signature and the company's official seal) issued by the legal representative to prove that the postgraduate student applying for suspension of studies is the partner or the shareholder of the company.

A copy of the formal notice of enlistment or notice of service in the army is required when applying for suspension of studies due to enlistment.

In case of applying for suspension of studies for other reasons, the corresponding documents should be provided as evidence.

#### Notice

Postgraduate students applying for suspension of studies should carry out the relevant checkout procedures and leave the University within two weeks after obtaining approval from the University. During the suspension period, the University will reserve your student status but you will not enjoy the relevant treatment as a postgraduate student any longer. The medical treatment expenses of postgraduate students applying for suspension due to sickness will be taken care of according to the relevant rules and regulations of the nation and Beijing Municipality.

## ◀ Resumption of Studies

### ◀ Application Procedures

If you want to continue to study at Tsinghua University, you should apply to the Postgraduate Management Office of your school or department concerned in writing for the resumption of study before the suspension period expires and report to the Graduate School for approval after authorization by the schools or departments concerned.

Where to download *Tsinghua University Postgraduate Resumption of Study Application Form*?

Tsinghua University Information Portal (清华大学信息门户) → Department Information (部门信息) → Graduate School (研究生院) → Download Forms (表格下载) → Student Status Management (学籍管理)

### ◀ Application Period

You should apply to the postgraduate management office of the schools or departments concerned in writing for the resumption of study before the suspension period expires. If you suspend study due to sickness, you can apply for resumption of studies at any time according to your physical and psychological conditions. As for postgraduate students suspending their studies for other reason(s), the Graduate School will handle applications for the resumption of studies four times every year, on the first ten days in March, June, September, and December (weekdays only). Applications made at any other time will not be accepted.

### ◀ Supporting Documents Required

Postgraduate students applying for the resumption of studies after recovery from sickness should provide a certificate of health. The infirmary should carry out a review and present another certificate of health, which will be inspected by the schools or departments concerned to prove that the students are fit to continue their studies. The application will be reported to the Graduate School for approval after authorization by the schools or departments concerned.

#### Notice

When postgraduate students' suspension period expires, should any of the following situations occur, they will be expelled from the University: not applying for resumption of studies within the stipulated time; not passing the review when applying for resumption of studies, or not returning to the University within two weeks after obtaining permission for resumption of studies.

## ◀ Changing Majors

### ◀ Basic Requirements

In the circumstances such as major adjustment, supervisor's job changes, and other exceptional reasons, postgraduate students may apply to change their majors. In general, the application will not be accepted if it has passed less than one year since the postgraduate students are admitted to the University. For postgraduate students admitted specially, no change of major is allowed if the relevant regulations forbid so or if an agreement has been reached between the postgraduate and the University before admission. Postgraduate students in other circumstances specified by the national rules may not change their major, either.

### ◀ Application Procedures

If you are applying for a cross-school/department change of major, you should do the application in person and obtain permission from the supervisors of the two majors and the original schools or departments. The receiving schools or departments will arrange assessments based on the

requirements of their postgraduate admission interviews and the relevant application materials. The assessment results will be published for not less than five working days. The Graduate School will approve the application if no objection occurs.

If you are applying for a change of major within a school/department, the application should be reported to the Graduate School on time after being permitted by the original supervisors and the receiving supervisors and approved by the schools or departments concerned.

#### Notice

Changing major is not considered a reason to extend the maximum length of study.

## ◀ Changing Supervisors

Postgraduate students should clearly state specific and sufficient reasons for changing supervisors. Generally speaking, students can change their supervisors under the following circumstances:

1. When the supervisor can no longer perform his/her duty owing to retirement, resignation or other reasons;
2. When conflicts between the student and the supervisor are difficult to solve;
3. The school/ department or the supervisor, him/herself, considers it necessary.

### ■ Application Procedures:

1. Before applying for a change of supervisor, postgraduate students must obtain the approval of the former supervisor and the new supervisor;
2. Postgraduate students must fill in the *Application for Change of Major or Supervisor for Graduate Students* (《研究生调换学科专业 / 指导教师申请审核表》);  
Where to download?  
Tsinghua University Information Portal (清华大学信息门户) → Department Information (部门信息) → Graduate School (研究生院) → Download Forms (表格下载) → Supervisor-related Form (指导教师相关)
3. Both the former and the new supervisors must make comments and their signatures;
4. The school or department concerned will review the application;
5. The school or department concerned will report it to the Graduate School for approval.

### Notice

1. Changing supervisors usually takes place before the thesis proposal.
2. Applicants should take part in teaching and scientific research activities as normal while going through the procedures of changing supervisors;
3. Work assigned by the former supervisor cannot be published by the applicant personally or be used to apply for a degree without the permission of the former supervisor;
4. In a situation that the former supervisor refuses to make any comment, the school or department concerned may make the final decision on whether the applicant can change a supervisor. The decision will be made through discussion at school or department meetings and their investigation of the situation. The final decision must be reported to the Graduate School for approval;
5. The school or department can examine and approve an application made by a masters' degree candidate who wants to change supervisors (other than changing his/her major) based on these Regulations. It is not necessary to report to the Graduate School;
6. If the school or department has special regulations on the changing of supervisors for postgraduate students, the applicant should also refer to such regulations.

## ◀ Withdrawal from the University

You can apply for withdrawal from the University due to difficulty in studying, sickness or other exceptional reasons leading to the incapability of continuing your studies.

Should any of the following situations occurs, postgraduate students will be expelled from the University:

1. Failing three-degree courses (including retake courses) or failing degree courses for three times;
2. Not applying for an extension within the stipulated time limit or the extension disapproved when the standard length of study ends;
3. Failing to graduate or complete the study within the maximum length of study;
4. Being unable to continue studying at the University due to sickness or accidental disability diagnosed by the infirmary;
5. Not applying for the resumption of studies within the stipulated time before the suspension period ends, failing to obtain permission for the application or failing to return to the University within two weeks after obtaining permission for resumption of studies;
6. Having not participated in teaching and research activities of the University for two consecutive weeks or more without asking for leave or obtaining permission for leave;
7. Failing to register within two weeks overdue without asking for leave or obtaining permission for leave.

### ◀ Application Procedures

Postgraduate students applying for withdrawal from the University must fill in the *Tsinghua University Postgraduate Withdrawal Application Form* and submit it to the Graduate School for approval after the supervisors and the schools or departments concerned have signed and made their comments. The form should be stamped with the school/ department official seal.

Where to download?

Tsinghua University Information Portal (清华大学信息门户) → Department Information (部门信息) → Graduate School (研究生院) → Download Forms (表格下载) → Student Status Management (学籍管理)

### ◀ Application Period

Postgraduate students may apply for withdrawal from the University at any time.

The Graduate School will accept the official dismissal suggestions made by the schools/departments four times every year, on the first ten days in March, May, September, and November.

### Notice

As a drop-out postgraduate student, you should go through the relevant procedures and leave the University within two weeks after approval from the University or receipt of the letter of decision. Specific application procedures are as follows:

#### Getting a Certificate of Withdrawal

After approval from the University, drop-out postgraduate students can get their certificates of withdrawal at the management office of the Graduate School after completing all relevant procedures with the Campus Leaving Procedure Sheet of Withdrawal from Tsinghua University for International Postgraduate Students.

Where to download?

Tsinghua University Information Portal (清华大学信息门户) → Department Information (部门信息) → Graduate School (研究生院) → Download Forms (表格下载) → Student Status Management (学籍管理)). And you get the transcripts at the registrar's office with the Certificate of Withdrawal.

While receiving the Certificate of Withdrawal, postgraduate students who have studied at the University for one year or more should also submit two colored photos (two-inch each) to the Graduate Scholarship and Grants Management Office of the Graduate School (Address: B221-2 Lee Shau-

kee Science and Technology Building) to obtain a certificate of incompleteness.

Postgraduate students dropping out of the University or whose student status is canceled cannot recover their student status.

## Apply for Non- Private Overseas Visits (including Taiwan, Hong Kong, and Macau)

### Application Procedures

- Fill in the required information in the University's online application system [Log in to Tsinghua University Information Portal (清华大学信息门户) → Application System (new) for Non-Private Overseas Visits (including Taiwan, Hong Kong, and Macau); after submission, print out the Non- Private Overseas Visit (including Taiwan, Hong Kong, and Macau) (因公出国(境)申报系统(新)) Application Form for Postgraduates;
- Have the paper application form reviewed and signed by your supervisor, Fund Director, and Director of Teaching Affairs and then stamped by the Postgraduate Teaching Office of your school or department;
- Sign the application form and then submit it to your school or department. They will review your application online.  
Your application will go through one of the following processes online:  
New application → your school or department → Graduate School → International Office (first review) → International Office (final review).
- If your application status remains unchanged for more than two working days, you can call the relevant office to remind them (call 95623 if the Graduate School is reviewing your application);
- When your application status shows that your application is under review by the University, you can fill in a dispatch certificate in English or in Chinese, depending on your choice. Print out and submit it to the Dispatch Department at the Office of International Cooperation and Exchanges (Address: B409, Lee Shau Kee Science, and Technology Building) to have it signed and stamped;
- You can print out the approval when it is granted. However, you will have to request for the original copy at the Dispatch Department of the Office of International Cooperation and Exchanges if you need to exchange RMB into foreign currency before departure.

### Documents Required for Online Application

- A letter of invitation from the country or region you are going to visit;
- A Certificate of Eligibility for the CSC's Studying Abroad Financial Assistance, if your visit is part of the Government-sponsored Study-Abroad Program for Outstanding Postgraduates;
- An acceptance letter from the Short-term Overseas Study and Visit Funds for Doctoral Candidates of Tsinghua University and an English statement of financial support, if this fund sponsors your visit;
- A copy of Form I20 or DS2019, if you are going to visit the United States on an F-1 Visa or J-1 Visa;
- A copy of the Expenses Review Form, if you are applying to be reimbursed by the University for the expenses incurred by you during a period of 20 or more days of your visit.

### Documents Required for Applying for an Extension

- A copy of the Extension Application Form must be signed by the applicant's Supervisor and the Dean of his/her school or department, and stamped by the Postgraduate Teaching Management Seal of the applicant's school or department;
- A copy of the letter of invitation from the country or region you are visiting;
- The Expenses Review Form, if you are applying to be reimbursed by the University for expenses incurred by you during a period of 20 or more days of your visit.

All documents mentioned above should be submitted to the Graduate Scholarship and Grants Management Office of the Graduate School (Address: B221-2, Lee Shau Kee Science and Technology Building; phone: 95623).

### Miscellaneous

- If your visit lasts for three or more months, you must complete a registration form for leaving and returning to the University and go through the procedures specified in the form.

This form consists of the following three specific forms:

The Registration Form for Doctoral Candidates Leaving for or Returning from Short-term Study and Visit Sponsored by the Short-term Overseas Study and Visit Funds for Doctoral Candidates of Tsinghua University;

The Registration Form for Government-sponsored Postgraduate Students in Co-run Programs Leaving for or Returning from Short-term Studying Abroad Visits — for postgraduate students sponsored by the China Scholarship Council (CSC); and

The Registration Form for Postgraduate Students Leaving for or Returning from Short-term Overseas Visits (including Taiwan, Hong Kong, and Macau) during Their Postgraduate Programs — for other postgraduate students.

Where to download?

Tsinghua University Information Portal (清华大学信息门户) → Department Information (部门信息) → Graduate School (研究生院) → Download Forms (表格下载) → International Affairs-related (外事相关).

- If you have any questions about approval and visas, please contact the Dispatch Department of the Office of International Cooperation and Exchanges (Address: B409, Lee Shau Kee Science and Technology Building; phone: 94714).
- If you have any questions about the International Conference Funds for Doctoral Candidates and the Short-term Overseas Study and Visit Funds for Doctoral Candidates, please contact School of Graduate and Postgraduate Education Office (Address: B222, Lee Shau Kee Science and Technology Building; phone: 94515 (for queries about the first fund) and 80499 (for queries about the second fund)).



## Degree Thesis Co-supervisor or Assistant Supervisor

The following principles shall be followed when the supervisor appoints the co-supervisor or associate supervisor:

1. If there is a need for thesis guidance, the supervisor may, after examination and approval, appoint an expert with the title of associate professor or above as the associate supervisor of a doctoral student. For doctoral candidates engaged in interdisciplinary research, they may, when necessary, appoint doctoral supervisors of relevant disciplines as co-supervisors after examination and approval.
2. There will be no associate supervisor for master's thesis.
3. For postgraduate students applying for a professional degree (e.g., Master of Engineering), because of its training-related regulations or interdisciplinary training needs, they can further appoint an expert with a senior professional title as co-supervisor from outside the University or other related programs in the University.
4. The co-supervisor or associate supervisor should have a stringent attitude and a fine ideological style, be able to impart knowledge and educate people, have certain academic credentials and undertake important research and design projects and has the capability to instruct postgraduate students in their respective scientific research fields and support their thesis-related work.

5. The term of a co-supervisor or associate supervisor depends on the requirements of the thesis-related work.
6. The leading supervisor will remain in charge of the overall training and management of the postgraduate student.

### Application Procedures:

The applicant must fill the *Application for the Appointment of Postgraduate Thesis Co-supervisor or Associate Supervisor* (《清华大学博士论文副指导教师（联合指导教师）审批表》). After signing and making comments by both the supervisor's school or department and the candidate's school or department, the name-list will be submitted to the Academic Degree Sub-committee for approval and hand over to the Degree Office of Graduate School for record filing.

### Where to download?

Tsinghua University Information Portal (清华大学信息门户) → Department Information (部门信息) → Graduate School (研究生院) → Download Forms (表格下载) → Supervisor-related Form (指导教师相关)

Please refer to the *Regulations on the Appointment of Postgraduate Degree Thesis Co-supervisor or Associate Supervisor, Tsinghua University* for detailed information.

### Notice

The appointment of co-supervisor or associate supervisor shall take place before the thesis proposal.



# TRAINING

# Training Steps and Requirements for Master's Degree Candidates

## Course Study

A master's degree candidate should obtain 23 credits or more for degree courses during the period of schooling for a master's degree. Among the courses, public (compulsory) courses should worth five (5) credits; specialized courses of a particular subject should worth no lesser than fifteen (15) credits; academic and professional development courses should worth no lesser than one (1) credit, and the compulsory tasks should worth two (2) credits. Foreign language degree courses are permissibly worth only two (2) credits. Specific requirements are as follow:

### Degree Courses and Tasks

#### 1. Public Courses (compulsory)

##### Political theory courses (3 credits):

- Study of the Theory and Practice of Socialism with Chinese Characteristics (60680012, two (2) credits)
  - Introduction to Dialectics of Nature (60680021, one (1) credit)
- Note: Students from Hong Kong, Macao and Taiwan regions of China as well as international students may select "Understanding China courses" worth 2-3 credits to replace the above political theory courses. Those of specialized courses can replace insufficient credits.

##### First Foreign Language (2) credits:

- The First Foreign Language for Chinese students is generally English (60640012);
- The First Foreign Language for International students is Chinese.

Note: Please refer to the *Arrangements for Postgraduate Foreign Languages Study of Tsinghua University* for detailed information.

#### 2. Specialized courses of a particular subject (≥ 15 credits)

Basic theory courses, professional basis courses, and specialized courses as well as other related interdisciplinary specialized courses.

#### 3. Academic and professional development courses (1 credit)

Academic norms courses, professional ethics courses, postgraduate and professional development courses.

#### 4. Compulsory tasks (2 credits)

- Literature review and topic selection report (69990021) / 1 credit / assessment.
- Academic activities (69990031) / 2 credits / assessment.

### Non-degree Courses

#### 1. Supplementary courses

#### 2. Optional courses

## Requirements for Degree Thesis

The degree thesis, like a miniature of your academic level, should truly reflect your research work and be independently completed under the supervision of your supervisor. The thesis should illustrate the purpose and academic meaning of your topic, or its value for social development, cultural progress, and national economic development. As the author of the thesis, you should highlight your work characteristics based on your understanding of the development trends of this research direction at home and abroad, and have new insights on the topic of your research.

If you are a postgraduate applying for a professional master's degree, your degree thesis may integrate such contents as survey research, applied basic research, planning & design, product development, case study, project management, literary and artistic works, etc. You must complete the degree thesis on your own, under the supervision of your supervisor or supervisor group.

### Research Proposal and Thesis Plan.

- Everything is always hard in the beginning. The research proposal should contain the literature review, significance, research content, research methods, working conditions

## Procedures for Applying for Master's Degree Thesis Defense

True gold fears no fire, so your degree thesis needs to be inspected through thesis defense. Before applying for thesis defense, you must study and work according to the individual training plans, pass all courses and tasks with course registration formalities listed in the training plans during assessments, complete all steps of the thesis work and meet the requirements. Procedures are as follows:

### 1. Checking course study plans

In the semester when you apply for thesis defense, you need to carefully check whether you have completed the study of all courses listed in the individual training plans and whether your credits have met the requirements of the training programs for your subject.

### 2. Checking the results of scientific research papers and the publishing status of academic papers

Please refer to the *Basic Requirements for Postgraduates' Publishing an Academic Paper during the Study in Tsinghua University* and the relevant regulations of the subject concerned.

### 3. Writing a degree thesis

You should finish the first draft of your degree thesis at least five weeks before thesis defense, while the overall structure, content, level, and format of the thesis will be subject to strict scrutiny by your supervisor.

### 4. Format review of a degree thesis

If your supervisor agrees to your application for thesis defense, you should apply for thesis defense at the postgraduate management office of the school or department at least four weeks before thesis defense. The school or department will arrange persons-in-charge to review the format of your thesis, and if your thesis is qualified, they will issue the "Degree Approval Material" form. After filling out the form, you should submit it to your supervisor for signature and comments.

### 5. Professional principals of a particular subject will review, and nominate thesis reviewers and members of the Thesis Defense Committee.

A team of Professional Principals for a particular subject (directors of teaching and research offices or directors of research institutes) will review the content and level of the thesis and give comments after the thesis has passed the inspection, negotiate with the supervisors in nominating

(budget, facilities, etc.), anticipated achievements and problems. You should consult a certain amount of, write a written report of no fewer than 5,000 words, and make a presentation at a research proposal seminar.

- The research proposal and thesis plan should be submitted to the postgraduate management office of the school or department concerned upon the approval of professional principals of your subject.
- Generally, the research proposal should be completed before the end of the second semester. It often takes not less than one year to conduct the thesis research.

### Mid-term Inspection of Thesis Work

With the progress of the thesis work, appropriate summarization and introspection can help you speed up the progress. Based on your subject, the school or department will arrange an inspection group to review your comprehensive ability, the progress of your thesis, the work attitude and your energy input before the end of the third semester. Postgraduates passing the inspection are allowed to proceed with the thesis work.

### Requirements on Publishing an Academic Paper

Postgraduates applying for a non-professional master's degree are required to complete at least one academic paper that is related with the content of the degree thesis and meets the requirements for public issuance. Different subjects should be contingent on plans formulated based on the current situation of the subjects and approved by the Academic Degrees Sub-committee of the University.

### Degree Thesis Writing

As a master's degree candidate, you should write your degree thesis according to the regulations and requirements listed in the Postgraduate Degree Thesis Writing Guide.

Where to download?

Tsinghua University Information Portal (清华大学信息门户) → Department Information (部门信息) → Graduate School (研究生院) → Training (培养) → Thesis and Thesis Defense (论文与答辩) → Postgraduate Thesis Writing and Defense Guide( 硕士论文写作与答辩指南)

members of the Thesis Defense Committee and thesis reviewers to be employed according to the *Procedures and Related Requirements of Master's Degree Thesis Defense*.

#### 6. Examination of secret-related degree thesis

Please refer to the *Management Methods of Tsinghua University for Confidentiality of Postgraduate Degree Theses* for the special requirements of secret-related theses.

#### 7. Review and approval by persons-in-charge of the schools or departments.

Degree (graduation) approval materials should be submitted to the persons-in-charge of the schools or departments.

#### 8. Review of degree thesis.

You should submit your degree thesis to two reviewers and the supervisor for review at least three weeks before thesis defense and will receive your review comments ten days before thesis defense.

#### 9. Review and approval by Chairman of the Academic Degrees Sub-committee.

You should submit your degree approval materials (including review comments from your supervisor and reviewers, the list of members of the Thesis Defense Committee and so forth) to the Chairman of the Academic Degree Sub-committee of your subject for review and approval at least one week before thesis defense.

#### 10. Sampling inspection of degree thesis and thesis defense

The Graduate School of Tsinghua University will conduct a sampling inspection of degree thesis and thesis defense of postgraduates planning to graduate or apply for an academic degree each semester, according to the requirements of the *Regulations on Sampling Inspection of Postgraduate Thesis and Oral Defense*.

#### 11. Applying for outstanding master's degree thesis at the university level

The authors of candidate thesis should submit an application, which will be subsequently recommended by the supervisors or the Academic Degrees Sub-committee. Please refer to the *Procedures for Selecting Outstanding Postgraduate Theses and Dissertations of Tsinghua University* for specific requirements.

## 《 Professional Practice

It is a critical link of the whole study for the postgraduates applying for a professional master's degree to implement a high-quality professional practice in relevant industry sectors. Professional practice is a compulsory task for full-time postgraduates applying for a professional master's degree and should be worth no lesser than three credits in general.

### Relevant Regulations

*Tsinghua University Regulations on Training for Postgraduates Applying for a Master's Degree.*

*Training Programs for Postgraduates of a Particular Subject.*

*Basic Requirements for Postgraduates' Publishing an Academic Paper during the Study in Tsinghua University*

*Management Methods of Tsinghua University for Confidentiality of Postgraduate Degree Theses Procedures and Related Requirements of Master's Degree Thesis Defense*

*Procedures for Selecting Outstanding Postgraduate Theses and Dissertations of Tsinghua University*

*Regulations on Sampling Inspection of Postgraduate Theses and Oral Defense*

*Arrangements for Postgraduate Foreign Languages Study of Tsinghua University*

# 《 Training Steps and Requirements for Doctoral Candidates

The training of doctoral candidates is different from that of master's degree candidates. Here are the key points of the *Tsinghua University Regulations on Training for Postgraduates Applying for a Doctoral Degree*:

## 《 Training Targets

The training of doctoral candidates should adhere to the principles of comprehensive development of morality, intelligence and fitness. Specific requirements are as follow:

1. Further study and understand the basic theories of Marxism and Maoism, uphold the four cardinal principles; love your country; observe disciplines and laws; be honest and have a sense of social responsibility.
2. Understand the basic theory of the subject to a solid and broad extent and acquire specialized knowledge and keep systematically and deeply; master a foreign language; have the ability to conduct academic research independently; make innovative contributions to the subject concerned.
3. Keep in good health.

## 《 Training Methods

The training of doctoral candidates gives priority to scientific research and focuses on cultivating candidates' ability to conduct academic research independently. Doctoral candidates should systematically learn the theory and methods of the subject concerned, broaden their scope of knowledge, and improve their analysis and problem-solving abilities through completing certain courses, including interdisciplinary courses.

Supervisors are responsible for the training. They may offer individual instruction or joint training with the advisory group.

## 《 General Requirements for Courses and Tasks

The schools or departments should formulate the training programs for doctoral candidates of the relevant subjects based on the basic requirements concerned and the degree standard of each subject; this could be considered as the main criterion for the training tasks. The schools or departments may raise higher requirements for the training of doctoral candidates based on the features and training targets of each subject.

Doctoral candidates should work out their training plans based on the training programs of the subject concerned under the guidance of their supervisors. Individual training plans include course (task) study plans and degree thesis plans. They can be considered as reference for the supervisors' instruction and candidates' learning and research as well as the approval for graduation and the degree review.

Doctoral candidates should work out their course (task) study plans within three weeks after admission into the University, and the thesis plans should be completed within the topic selection period.

Doctoral candidates must complete the courses and tasks listed in the training programs of the subject concerned and can apply for thesis defense only if they have passed the assessment of the courses and tasks (including degree courses and non-degree courses) going through course registration formalities.

**Arrangements and requirements for courses and tasks are as follow:**

### Courses and Tasks

These include degree courses and tasks as well as non-degree courses. Degree courses and tasks contain the following:

- Public courses (compulsory)

These, in general, include political theory courses and first foreign language courses.

- Specialized courses of a particular subject

These include basic theory courses, professional basis courses, and specialty courses as well as other related interdisciplinary specialized courses.

- Academic and professional development courses

These include academic norms courses, professional ethics courses and other postgraduate academic and professional development courses.

- Compulsory tasks

In general, compulsory tasks include the Qualification Exam, literature review and research proposal, academic activities, social practice and other tasks required by the schools or departments.

Doctoral candidates can select courses which are not included in their training programs, and these courses are non-degree courses. The corresponding credits obtained are not degree credits required. These, for instance, include supplementary courses, self-learning courses and optional courses selected based on individual interests and irrelevant to their degree.

#### Key points of courses and tasks:

1. They must meet the arrangements and credit requirements for courses and tasks of the subject concerned.
2. Please refer to the *Arrangements for Postgraduate Foreign Languages Study of Tsinghua University* for specific requirements and conditions for exemption of doctoral candidates studying a non-English major.
3. The selection of social practice tasks will be launched and organized in the spring semester of each year, with social practice conducted during the summer holiday, while the appraisal and rewards will be arranged during the autumn semester. Please refer to the *Regulations on the Administration of Compulsory Social Practice for Doctoral Candidates of Tsinghua University* and the work notices of that year for specific requirements and conditions for exemption.
4. The training requirements for international students (postgraduates) are basically identical to those for Chinese postgraduates. They can apply for exemptions from some public courses and compulsory tasks (such

as political theory courses, Chinese as the first foreign language, English as the second foreign language for some students, and social practice) on the precondition that the requirements for total credits remain unchanged.

Please refer to the *Introduction to the Exempted Courses of International Students (Postgraduate) of Tsinghua University* for specific requirements and conditions for exemption.

5. Interdisciplinary doctoral candidates can select two or more related courses of other subjects concerned on the premise that their degree courses have met the training requirements for their major discipline (the subject in which they apply for a degree). Their training plans should be implemented after recognition by the Academic Degrees Sub-committee.
6. Among credits of degree courses, foreign language degree courses are worth only two (2) credits. Doctoral candidates may select other foreign languages courses for personal needs, but the credits are not degree required. Doctoral candidates whose first foreign language is not English must select English as their second foreign language and take the relevant courses. The credits are not degree required.

#### The Qualification Exam for Doctoral Candidates

Tip: Candidates may present the research proposal only after passing the Qualification Exam.

#### Research Proposal and Dissertation Plan

Tip: It often takes no less than one year to apply for thesis defense after the report has been passed.

#### Academic Activities and Academic Reports

Tip: Candidates must write summaries of each activity.

#### Mid-term Inspection and Annual Report

Tip: Candidates who qualify may continue their thesis work.

#### The Final Academic Report

Tip: Candidates must present a summary report of the thesis work no later than three months before they formally apply for the thesis defense. Candidates may submit their thesis for review only after the final academic reports have been approved.

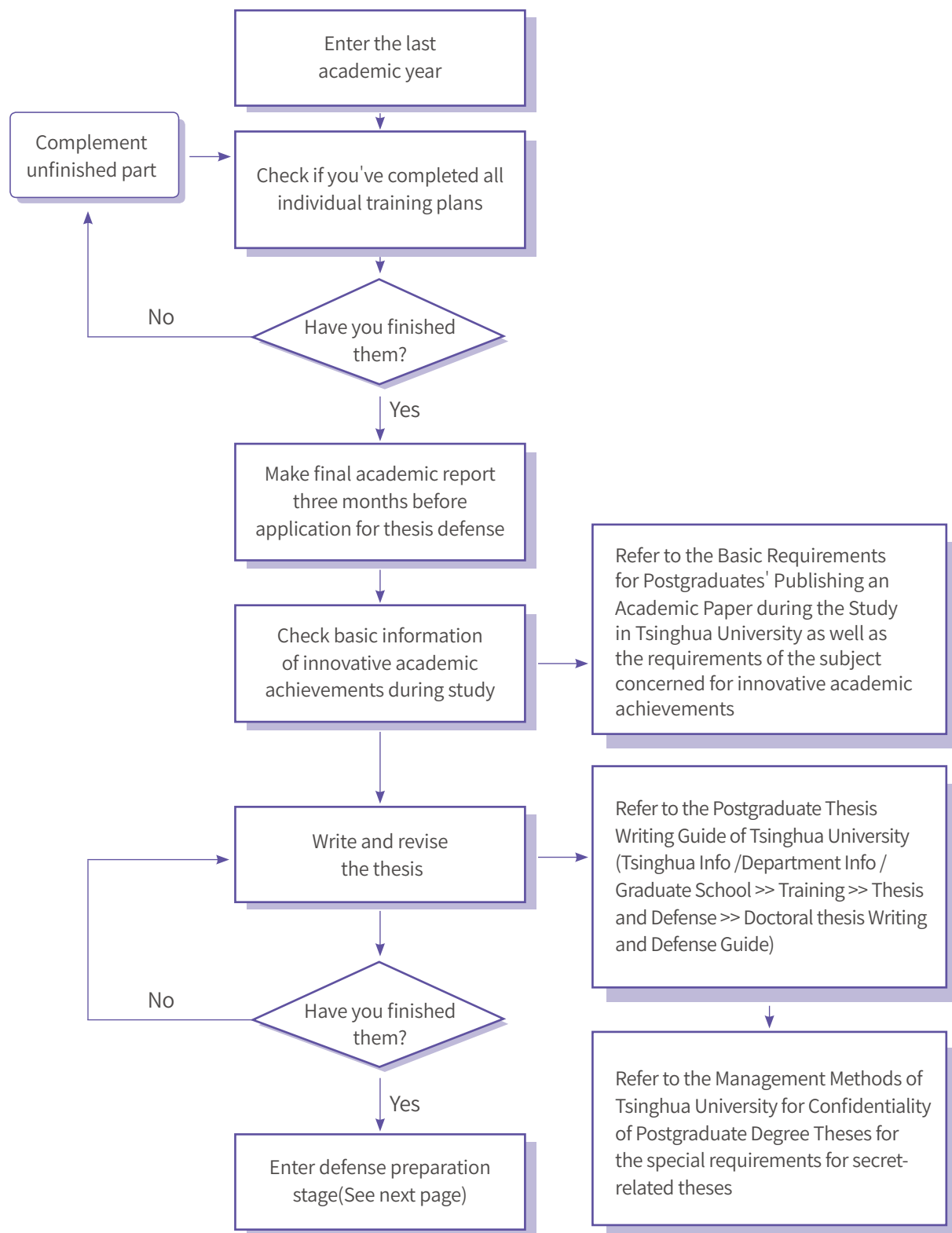
## « Requirements for Degree thesis

The key points of the relevant requirements for the degree thesis of doctoral candidates are as follows:

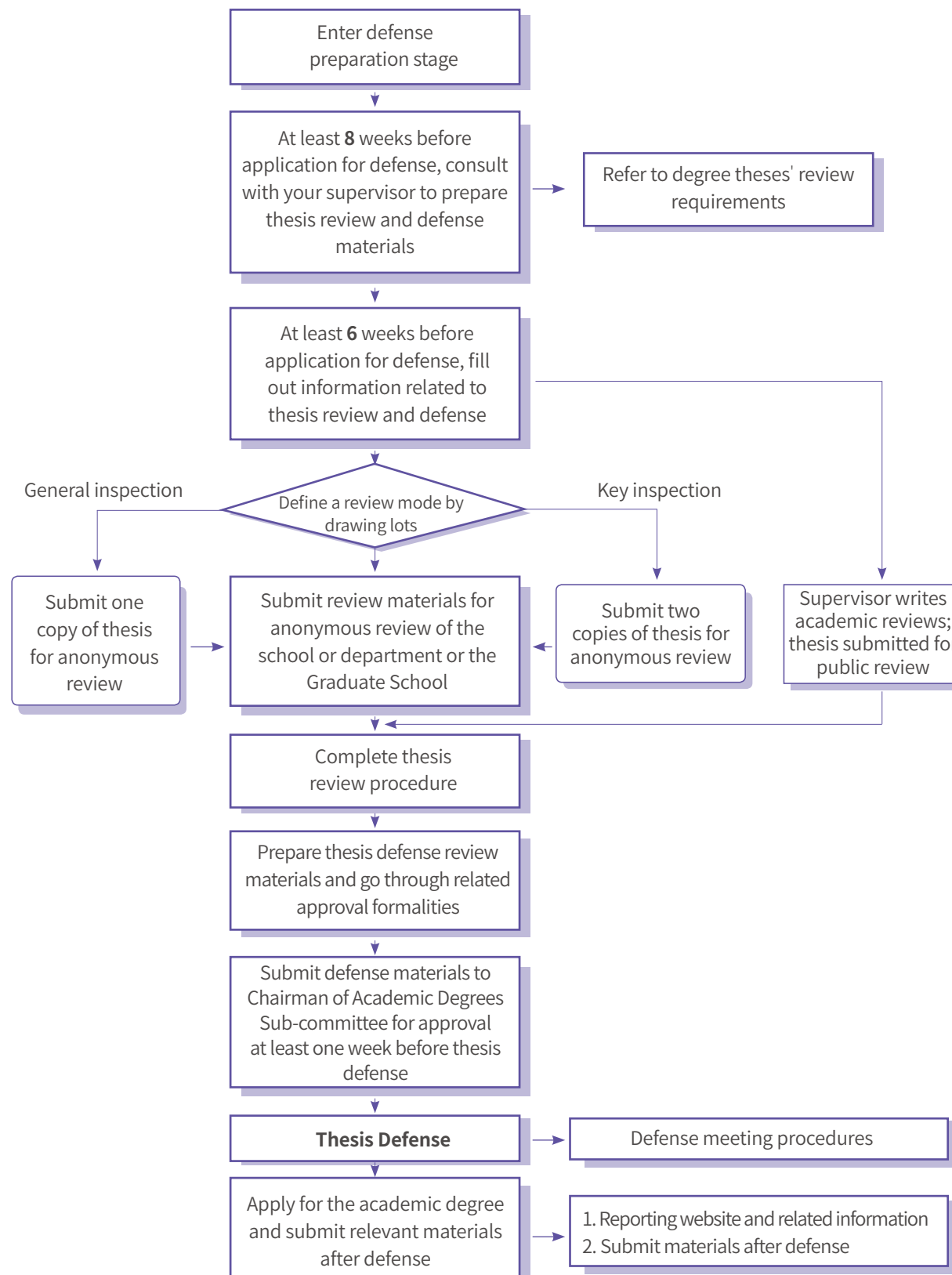
1. The actual working time for doctoral thesis research is no shorter than two years in general.
2. Doctoral candidates should have met the basic requirements for the innovative academic achievements of the subjects during their study at the University before applying for the degree review.
3. Doctoral candidates should write their degree thesis according to the regulations and requirements for the writing of postgraduate degree thesis.
4. Doctoral candidates may apply for thesis defense only after completion of individual training plans, having met the requirements stipulated in the training programs of the subject concerned, and after their degree thesis have passed the peer experts review.
5. Please refer to the *Procedures and Related Requirements of Doctoral thesis Defense* for detailed information about the thesis review, thesis defense, and materials required for submission after the defense.
6. Please refer to the *Measures for Implementing the Anonymous Review of Doctoral thesis by Peer Experts* as well as the relevant regulations of the schools or departments for detailed information.

7. For interdisciplinary thesis, experts of other subjects concerned should be employed to take part in the procedures such as the research proposal, mid-term inspection, final academic report, and dissertation review and thesis defense.
8. Sampling inspections for a doctoral thesis and oral defense should be carried out according to the *Regulations on Sampling Inspection of Postgraduate Theses and Oral Defense*.
9. The Graduate School organizes selection and recommendation activities for outstanding degree theses from Tsinghua University each year according to the Procedures for Selecting Outstanding Postgraduate Theses and Dissertations from Tsinghua University. The Academic Degrees Sub-committees formulate the selection methods for outstanding doctoral theses of respective subjects concerned according to the characteristics of the subjects. The authors of outstanding doctoral theses can receive subsidies from the “Publishing Fund for Outstanding Doctoral theses” established by the University.

10. Procedure tips for doctoral theses in the writing and completion stage:



11. Procedure tips for doctoral theses in the thesis defense stage:



**Relevant Regulations**

*Tsinghua University Regulations on Training for Postgraduates Applying for a Doctoral Degree*

*Training programs of the subject concerned for doctoral candidates*

*Procedures and Related Requirements of Doctoral Dissertation Defense*

*Measures for Implementing the Anonymous Review of Doctoral Dissertations by Peer Experts*

*Regulations on the Administration of Compulsory Social Practice for Doctoral Candidates of Tsinghua University*

*Basic Requirements for Postgraduates Publishing an Academic Paper during the Study in Tsinghua University*

*Regulations on Sampling Inspection of Postgraduate Theses and Oral Defense*

*Procedures for Selecting Outstanding Postgraduate Theses and Dissertations of Tsinghua University*

*Tsinghua University Regulations on Postgraduate Course Management*

*Arrangements for Postgraduate Foreign Languages Study of Tsinghua University*

*Introduction to the Exempted Courses of International Students (Postgraduate) of Tsinghua University*

# Course Study

Attending class is a significant process for students to acquire knowledge. Based on the individual training plans and the characteristics of courses, four types of courses - degree courses (including compulsory tasks), non-degree courses, PE courses and retake courses - are available for course selection by postgraduates.

## Course Selection / Course Withdrawal

**Formulating Individual Training Plans**

Under the guidance of your supervisor, you need to formulate the individual training plans (course/task study plans) of your subject/major training programs after admission into the University, and select courses based on the individual training

plans and the course catalog within the time limit prescribed by the registration center.

After making or reviewing the individual training plans, you should print, and submit them to the postgraduate management office of your school or department for record filing, after they are approved and signed by your supervisor and persons-in-charge of the school or department.

- ▶ You may not select a course that is not listed in the individual training plans.
- ▶ You can formulate or revise your training plans on the system at both the course selection and adjustment stages (course reselection and withdrawal). During the rest of the time, you are not allowed to formulate or revise your training plans.

▶ While making or reviewing the individual training plans, you can delete courses that you haven't selected from the list of courses according to personal circumstances; but cannot delete courses that you have selected and are already recorded on the transcripts (including "W").

**Course Selection**

Course selection is mainly divided into three stages: namely enrollment, adjustment and withdrawal. Please refer to related notices on the academic bulletin of the portal website of Tsinghua University for the specific schedule and precautions of the three stages in each semester. Students for professional development can select or withdraw courses within the prescribed time limit after the beginning of each semester.

Login entrance of course selection: Academic portal of Tsinghua University (<http://academic.tsinghua.edu.cn>). The course selection system offers Chinese and English languages, and students can select either choice of language to enter the system. Please refer to the webpage, [jwcbg/detail\\_cat.jsp?boardid=57&seq=5005](http://jwcbg/detail_cat.jsp?boardid=57&seq=5005), for the steps (captions) to enter the system.

In the course selection stage (or pre-registration stage), you may apply for courses by filling in an application form and then adjust your grades of preference based on published application information. When the pre-registration is over, the system will make arrangements by drawing lots.

The course adjustment involves three stages. In the course registration stage and adjustment stage I, you can adjust your courses on a first come, first serve basis within the scope of your course capacity. In the adjustment stage II, you can only delete selected courses, and these will not be recorded on your transcript.

The course withdrawal involves two phases. The Course Drop I generally occurs in the sixth week; the Course Drop II in the 10th-11th weeks, but courses already completed eight weeks before this stage cannot be withdrawn. Courses dropped at the course withdrawal stage will be recorded as a W (Withdraw) on transcripts.

**Grades of Preference for Course Selection**

Except for retake courses, the other three types of courses are classified into three grades of preference. Degree courses and non-degree courses for postgraduates are added with a priority grade of preference. When you are qualified for priority course selection conditions, the system will automatically adjust your preference as a priority status.

- ▶ Among all types of courses, the lowest grade of preference of a postgraduate degree course is higher than the highest grade of non-degree courses.
- ▶ Among courses of the same kind, the priority grade of preference ranks the highest, followed by first, second and third grades.
- ▶ There is a limitation on the quantity of the courses selected for each grade of preference. Except for P.E. courses, students have only one opportunity to apply for each course. A P.E. course may have some different codes. Students can specify one in the application form; however, each student can select only one PE course every semester.

**Other Precaution**

1. In principle, you are not allowed to select courses with a time conflict among classes or exams, but if you are indeed required to select conflicting courses due to the training needs and the course selection is approved, you should handle the conflicting course selection procedure within the prescribed time limit.
2. You must take part in the study and assessment of courses you have selected but cannot get the results and credits of a course you haven't selected. If you fail to complete the study of a course due to special circumstances, you should withdraw from the course within a time limit stipulated by the University. After selecting a course, if you fail to complete the course withdrawal procedure within the prescribed time, or haven't taken part in the course study or assessment without any justifiable reason, the result of this course will be recorded as an F (failure).
3. For a course you have failed, you can apply for a retake of the course or a resit exam. The retake of a course you have already got the credits is forbidden (unless otherwise stipulated).
4. You must obtain approval from your supervisor and recognition from the Academic Degrees Sub-committee of your subject in advance if you need to take a postgraduate course outside Tsinghua University as a required degree course. After selecting a course, you must complete all relevant course tasks and course assessments as required. Transcripts must be stamped by the postgraduate supervision department of the University offering the course, reviewed by the postgraduate management office of the school or department of the University, and submitted to the registration center, for you to earn the credits.

5. You are not allowed to enter the course selection system with the account and password of another person to select courses on behalf of that person without authorization. If you violate the rules, you will be punished by the University according to relevant regulations.

## « Course Results and Credits

1. There are two methods of evaluation for postgraduate courses, namely exams and assessments. The results of exams are recorded as A+, A, A-, B+, B, B-, C+, C, C-, D+, D or F; those of assessments are recorded as P or F.
2. The evaluation criterion for corresponding results is as follows:

Grading System	Grade Points	Evaluation Criterion
A+, A	4.0	Excellent: outstanding performance; having a profound understanding of the course; extensive and solid basic knowledge of the course; proficient in solving problems with concepts and knowledge. It is suggested that the number of students obtaining A- and above should not exceed 30% of the total number selecting this course (In special cases, the supervisor needs to explain to the teaching management department of the University); the number of students receiving A+ should not exceed 5% of the total number, and the supervisor needs to make explanations one by one.
A-	3.7	
B+	3.3	Good: having a good understanding of the course; making good use of concepts; able to solve problems involved in the course.
B	3.0	
B-	2.7	
C+	2.3	Fair: having an understanding of the course; able to solve easy problems; well-prepared for solving more complicated problems.
C	2.0	
C-	1.7	
D+	1.3	Poor but passing: meeting the minimum requirement for the understanding of the course; able to deal with some simple problems, but with obvious weaknesses.
D	1.0	
F	0	Failure
P	N/A	Passing
F	N/A	Failure
W	N/A	Withdraw: Courses been withdrawn during the course reselection and withdrawal stage at the beginning of the semester are not recorded on transcripts; courses withdrawn in the “course withdrawal stage” arranged subsequently are recorded on transcripts.
I	N/A	Incomplete: Student who is unable to attend the assessment of a course due to special cases such as illness should make the application, and the incomplete course should be recorded with the approval of the teaching management department. The original record of “I” will be canceled after the assessment of the course is completed within the prescribed time of the University and the result will be recorded into the system.
EX	N/A	Exempted: A course qualified for the training plans or related conditions should be recorded with the approval of the teaching management department.

3. The results of the assessment are recorded as A+, A, A-, B+, B, B-, C+, C, C-, D+, D or P (passing), and the results correspond to course credits.
4. You must obtain approval from your supervisor and recognition from the Academic Degrees Sub-committee of your subject in advance if you need to take a course outside Tsinghua University as a degree course. After selecting a course, you must complete all relevant course tasks and course assessments as required. Transcripts must be stamped by the postgraduate supervision department of the University offering the course, reviewed by the postgraduate management office of the schools or departments of the University, and submitted to the registration center, for you to earn the credits.

Note: For postgraduates admitted to the University from other universities who have attended postgraduate courses together with those of the University through formalities before entering the school, and the exam results are qualified, they can apply for recognition of their credits with the approval of the postgraduate management office of their schools or departments after entering the University.

5. You may apply for exemption of a course or task if you meet relevant requirements.
6. If a retaken course has been canceled, you may select a substitute course. The substitute course must be confirmed by the school or department offering the course and approved by the Graduate School. The credits of the substitute course should be not less than those of the retake course.
7. Should there be a time conflict between two exams, you should inform the postgraduate management office of the

school or department concerned of the situation as soon as possible and wait for further arrangements.

8. If you cannot attend an exam due to illness, you must apply for delaying the exam in advance. An Application Form for Delaying an Exam is required, together with the certification issued by the school infirmary of Tsinghua University. The postgraduate management office of the relevant school or department should handle the application. If the application is approved by the supervisor in charge of the school or department concerned, the postgraduate management office will keep the original copies of the form and certification, and photocopies will be sent to the course lecturers and the registration center.

Other personal affairs cannot be regarded as a reason to delay an exam. In exceptional cases, your application for delaying an exam shall be subject to examination by the school or department concerned and approval by the Graduate School.

There will not be any separate arrangements for delayed exams. The postgraduates concerned will attend the next exam of the same course.

9. If you have any objection to the evaluation of the results, you may apply for reconsideration at the school or department offering the course within the prescribed time limit. The reconsideration period is, in general, the first week of the next semester, but if overdue, the application will not be accepted.
10. If you fail to pass three courses out of the entire courses, the University may expulse you from the University according to relevant regulations on enrollment management.

### Relevant Regulations

*Tsinghua University Regulations on Training for Postgraduates Applying for a Master’s Degree*

*Tsinghua University Regulations on Training for Postgraduates Applying for a Doctoral Degree*

*Tsinghua University Regulations on Postgraduate Course Management*

*Arrangements for Postgraduate Foreign Languages Study of Tsinghua University*

*Regulations on Course Selection Management of Tsinghua University*

*Regulations on Course Results Management of Tsinghua University*

*Introduction to the Exempted Courses of International Students (Postgraduate) of Tsinghua University*

*Regulations on the Administration of Compulsory Social Practice for Doctoral Candidates of Tsinghua University*

## ◀ Oral defense

Due preparations make things easier. The lack of preparations may result to failure. Here is an introduction of the preparations for oral defense.

### ◀ Doctoral programs

#### ■ Doctoral oral defense committees

Doctoral oral defense committees are generally organized by the supervisor in compliance with the requirements on the members of defense committees. The list of the members of defense committees shall be subject to approval by the chairperson of the Academic Degrees Sub-committees.

The defense committees consist of five to seven people, who shall be teachers with the eligibility to advise doctoral candidates or experts with senior professional titles. The committee must meet the following requirements.

- › half of the members shall be eligible to advise doctoral candidates of the discipline or related subjects.
- › the panel shall include at least one thesis reviewer.
- › it shall include two to three experts from other universities and at least three experts from the University.
- › one or two experts in relevant fields shall be present at the defense of the inter-disciplinary thesis.
- › the panel shall include at least one member from Academic Degrees Sub-committees. (The Sub-committees may appoint teachers to substitute certain members on some special occasions.) The chairperson shall be a supervisor of doctoral candidates with a senior professional title. The thesis shall be sent to the panelists of the defense committee except for thesis reviewers at least a week before the oral defense.

The defense committee includes a secretary, who shall be a professional of the University with at least an intermediate professional title or a doctoral degree in relevant disciplines in the University. Schools or departments will offer the training for those who assume the role for the first time. Up to one supervisor can attend the defense as a panelist but not as a chairperson. The supervisor of any doctoral-degree

applicant whose thesis is sampling inspected cannot become a member of the defense committee.

Under the mechanism in team composition for thesis review and defense committee, relatives of the applicant shall not be a reviewer, a member of the defense committee or a secretary of the defense committee.

Defense committees shall include members from the Academic Degrees Sub-committees.

#### ■ Procedures for doctoral oral defense

1. A representative from the Academic Degrees Sub-committees announces the list of chairperson and members of the defense committee approved by the chairperson of the Academic Degrees Sub-committees. (The name list shall be affixed with the official seal of the Sub-committees.)
2. The chairperson of the defense committee declares the commencement of the oral defense.
3. The secretary of the defense committee introduces the doctoral degree applicant, including his/her basic information, academic performance and other facts in the University.
4. The doctoral degree applicant makes a presentation of the main contents of the thesis (for thirty to forty-five minutes).
5. Members of the defense committee and audience ask questions, and the doctoral degree applicant responds.
6. The defense adjourns, and the defense committee holds an internal meeting:
  - › The secretary of the defense committee reads the thesis reviews from experts in the field;
  - › The members of the defense committee discuss whether the doctoral degree applicant meets the academic requirements for obtaining a doctoral degree based on degree regulations;
  - › The committee cast ballots;
  - › The committee discusses and passes the resolution on defense;
  - › The committee signs the resolution.



# DEGREE



7. The oral defense resumes. The chairperson of the committee announces the voting result and the resolution of the committee.
8. The chairperson of the committee announces the end of the oral defense.

The oral defense of the sampling inspected dissertations shall follow the procedures outlined in the *Regulations on Sampling Inspection of Postgraduate Thesis and Oral Defense*.

#### ■ Duties and working procedure of the secretary of defense committees

1. The secretary shall examine whether the reviewers and the considered candidates for members of the doctoral defense committee are qualified based on the review requirements of academic degree thesis and the relevant composition regulations of the defense committee.
2. The secretary shall maintain the name list of the reviewers in the *Approval Documents for Doctoral Candidates (for graduation) of Tsinghua University*, and send the theses to reviewers.
3. The secretary shall collect the review files of the theses and maintain the *Summary Chart of the Reviews of Doctoral Dissertations of Tsinghua University*.
4. The secretary shall collect the materials needed for the defense and maintain the *List of the Considered Candidates for Members of the Doctoral Defense Committee* and send it to the chairperson to the Academic Degrees Sub-committees for approval (with the official seal of the Sub-committees).
5. The secretary shall assist in arranging when and where to hold the doctoral defense and update the latest information in the online system.
6. The secretary shall help the chairperson of the defense committee prepare the draft of the defense resolution, take notes during the defense and internal meeting and hand out ballots. (The ballots are only valid with the official seal of the Academic Degrees Sub-committees. The names of postgraduate students and the date for the defense shall be filled in advance). After reminding the committee of the explanatory words on the ballot before voting, he/she is also responsible for monitoring the voting.
7. The secretary shall collect and organize all the documents concerned with defense. (Signatures of the defense committee members are required on the attendees' list and that of the defense committee chairperson on the resolution.)

Note: The defense secretary shall update online and print the documents. Handwritings, in other cases, should be neat and discernible.

#### Resolution Shall at Least Include:

- ▶ The significance of the thesis; the progress of the work;
  - ▶ Major innovations in the work;
  - ▶ The assessments of basic knowledge, professional knowledge and research capabilities of the postgraduate student;
  - ▶ Assessments of the writing and the format of the thesis and evaluation of the defense;
  - ▶ Decisions on whether the student passes the defense and can be granted a degree;
  - ▶ If it is determined that a student can graduate but fails to be qualified for a degree, then the resolution should also include the committee's decision on whether to grant a two-year grace period for thesis revision and resubmission for defense.
8. The secretary shall submit the collected documents to the postgraduate academic affairs offices in the school/department.

## ◀ Master programs

#### ■ The organization of master's oral defense

Master's oral defense committees are commonly organized by programs in a centralized manner and attended by members appointed by the Academic Degrees Sub-committees. The defense committee consists of five to seven members, who shall be teachers with eligibility to advise master's degree candidates or experts with senior professional titles. Under special circumstances when the defense cannot be centrally organized, the defense committee can instead consist of three to five people. (Supervisors shall be excluded from a three-people committee and one supervisor may be included in a committee with four or more members.) Defense committees for students applying for professional master's degrees shall include an expert with a senior professional title in real practice in the related field (except for the co-supervisor). Half or more of the committee members shall have senior professional titles. A master's supervisor shall assume the chairperson with a senior professional title.

The defense committee includes a secretary, who shall be a professional with at least a primary professional title or a

master's degree in the relevant programs. Training will be offered by schools or departments for the doctoral teaching assistants assuming the role for the first time. A supervisor can attend the defense as a panelist but not as chairperson. The supervisor of the master's degree applicant whose thesis is being inspected cannot be a member of the defense committee.

Under the mechanism in the team composition for thesis review and defense committee, relatives of the applicant shall not be a reviewer, a member of the defense committee or a secretary of the defense committee.

#### ■ Procedures of master's oral defense

1. A representative from Academic Degrees Sub-committees announces the list of chairperson and members of the defense committee approved by the chairperson of the Academic Degrees Sub-committees.
2. The chairperson of the defense committee declares the commencement of the oral defense.
3. The secretary of the defense committee introduces the master's degree applicant, including his/her basic information and academic performance in the University.
4. The master's degree applicant makes a presentation of the main contents of the thesis (for twenty to thirty minutes).
5. The attendees of the oral defense ask questions, and the master's degree applicant responds (for about forty minutes).
6. The defense adjourns, and the defense committee holds an internal meeting, whose main agenda is as follows:
  - ▶ The members read the *Academic Reviews of the Master's Thesis from the Supervisor* and the *Academic Reviews of the Master's Thesis by reviewers*;
  - ▶ The members of the defense committee discuss the thesis and the defense;
  - ▶ The committee cast ballots;
  - ▶ The committee discusses and passes the resolution on defense;
  - ▶ The committee signs the *Defense Committee's Resolution on the Master's Thesis*.
7. The oral defense resumes. The chairperson of the committee announces the voting result and the resolution of the committee.

8. The chairperson of the committee announces the end of the oral defense.

#### ■ Duties of the secretary of the defense committee

Under the leadership of the chairperson of the defense committee, the secretary of the master's defense committee takes on specific responsibilities, which includes:

1. When the list of the members of the defense committee is determined, the secretary shall send out letters of appointment to the members and deliver the theses to those who did not participate in the review.
  2. The secretary shall help the research institute or office arrange when and where to hold the oral defense and release the latest information in the online system.
  3. A week before the oral defense, the Secretary shall collect all the reports from reviewers and comments from supervisors before submitting them to the academic affairs offices for postgraduate students.
  4. The secretary shall take notes during the defense and internal meeting and hand out ballots. Only ballots with the official seal of the Academic Degrees Sub-committees are considered valid, the names of postgraduate students and the date of the defense. After reminding the committee of the explanatory words on the ballot before voting, he/she is also responsible for monitoring the voting.
- Note: The defense secretary shall update online and print the documents. Handwritings, in other cases, should be neat and discernible.
5. The secretary shall organize all the following documents concerned with defense and submit them in time to the postgraduate academic affairs offices in the school/department. (The information shall be uploaded online and printed.)
    - a. Approval Documents for Master's Degree Candidates (for graduation) of Tsinghua University (one original document and one copied version);

- ▶ Academic reports of the courses in the master program
- ▶ Application document for the master's oral defense
- ▶ The Academic Reviews of the Master's Thesis from the Supervisor
- ▶ The Academic Reviews of the Master's Thesis by reviewers (two copies)

- › The Defense Committee's Resolution on the Master's Thesis
- b. The original copies of the defense notes and all the ballots (the number of which shall be the same with that of the members of the committee).

## « After the oral defense

### « Doctoral program

The oral defense is not the last step before graduation as the following tasks are also important. A doctoral candidate who passes the defense should submit the soft copy and the hard copy of the thesis and provide materials for degree approval and related information about the thesis on the following requirements.

#### ■ Submission of defense documents

After the defense, you should help the defense secretary with collecting, arranging and printing the Approval Documents for Doctoral Candidates (for graduation) of Tsinghua University and submit them to the postgraduate academic affairs offices of your school or department within the due time:

1. Two copies of the academic degree approval documents

A (original copy, classified into the dossier)

Approval Documents for Doctoral Candidates of Tsinghua University and related materials (which include all the original copies in the "C table of contents" and will be stored in the university archive);

B (photocopy, personal information record)

photocopies of some documents above and other related materials (which include item 1,2,3,7,8,9,10,12 and 13 in the "C table of contents" and will be incorporated into personal information record);

C Table of contents of the original documents in the archive

- › Application document for the doctoral oral defense
- › Academic reports of the doctoral courses and records of admission exams
- › Academic Reviews of Doctoral Thesis from Supervisors
- › The name list of the reviewers of doctoral thesis
- › The Summary Form of the Reviews of Doctoral Thesis of Tsinghua University
- › Academic Reviews of Doctoral Thesis ( \_\_ copies)
- › Considered Candidates for Members of the Doctoral Defense Committee
- › The Defense Committee's Resolution on Doctoral Thesis
- › The list of attendees of the doctoral oral defense committee
- › Approval Form for Doctoral Candidates (for Graduation) of Tsinghua University
- › Records of the doctoral oral defense
- › Graduation Registration Form for Postgraduates
- › Approval Form of Master's Degree Accreditation for doctoral degree candidates directly recruited from their bachelor's (including students with early admissions to doctoral programs)
- › Copies of Degree Certificate

2. Other materials

- A. Ten to fifteen copies of personal information and the Defense Committee's Resolution on Doctoral Thesis each (for sub-committees and other review processes).

- B. The original defense notes and all the ballots (the number of which shall be the same with that of the members of the committee).

#### ■ Information for academic degree application

After the oral defense, doctoral candidates should upload relevant information about the thesis in the academic degree application system for postgraduate degrees.

1. Doctoral thesis: basic information about the thesis and abstracts in Chinese and English;
2. Published papers: information about published theses or those with formal letters of acceptance;
3. Publications: information about the works;
4. Research achievements: experiences in research programs at school;
5. Employment: information about the job and the workplace.

#### ■ Submission of thesis

All doctoral candidates should submit the complete version (soft and hard copies) of their theses after defense.

As for public theses, three hard copies should be handed to the postgraduate academic affairs offices in the school or department, which will then send one copy to the university archive and two to the library. Electronic versions of the public theses should be submitted via the academic degree application system.

Schools and departments have the right to decide whether to save a copy of the theses of their students.

#### ■ Application for outstanding theses at the university level

In order to become a candidate for an outstanding thesis, the thesis should be recommended by the supervisor or the Academic Degrees Sub-committees in addition to the author's application. Academic Degrees Sub-committees are responsible for the selection of their programs and the delivery to the Graduate School. Please refer to *Tsinghua University Procedures for Selecting Outstanding Thesis* for more information.

## « Master's program

#### ■ Submission of defense documents

After the defense, you should help the defense secretary collect the Approval Documents for Master's Degree Candidates (for graduation) of Tsinghua University within the due time. They include:

- › Academic reports of the master's courses
- › Application document for the master's oral defense
- › Academic Reviews of Master's Thesis from the Supervisor
- › Academic Reviews of Master's Thesis (two copies)
- › The Defense Committee's Resolution on the Master's Thesis

#### ■ Information for academic degree application

Master's degree candidates should upload relevant information about the thesis in the academic degree application system for postgraduate degrees.

- › Master's thesis: basic information about the thesis and abstracts in Chinese and English;
- › Published papers: information about published theses or those with formal letters of acceptance;
- › Publications: information about the works;
- › Research achievements: experiences in research programs at school;
- › Employment: information about the job and the workplace.

Please visit <http://info.tsinghua.edu.cn> with your student ID as the username and the same password for course selection.

#### ■ Submission of theses

All master's degree applicants should submit the complete version (soft and hard copies) of their theses after the defense.

As for public theses, the hard copy should be handed to the postgraduate academic affairs offices in the school or department, which will then send it to the university library. An extra copy of the outstanding theses at the university level will have to be sent to the university archive. Electronic versions of the public theses should be submitted via the academic degree application system.

Schools and departments have the right to decide whether to save a copy of the theses of their students.

The above regulations concerning the oral defense are excerpts from the *Procedures and Requirements of the Doctoral Oral Defense* and the *Procedures and Requirements of the Master's Oral Defense*.

## Academic Degree Conferment

### Detailed Provisions on Academic Degree Conferment of Tsinghua University

The University awards degrees for qualified students by the degree classifications, programs and fields approved by the Academic Degrees Committee of the State Council. For more information, please refer to the *Detailed Provisions on Academic Degree Conferment of Tsinghua University*.

### Regulations for particular scenarios in degree conferment for postgraduates

By the *Regulations of the People's Republic of China on Academic Degrees*, the University strictly reviews the degree applications with a high standard. Students who fail to meet the requirements and violate regulations, academic integrity or academic norms will have degree applications denied, degree conferral postponed, or awarded degrees revoked. For detailed regulations, please refer to the *Regulations for Particular Scenarios in Degree Conferment for Postgraduates of Tsinghua University*.

## Thesis sampling inspections

### Sampling inspections on academic norms of theses

For theses submitted to the Academic Degrees Committee, 10%-30% will go through plagiarism sampling inspections. Theses with high duplication rate or other academic irregularities will be manually reviewed. Those with severe irregularities will be submitted to the Academic Degrees Committee for discussion and independent decisions. Applicants who fail to pass the inspection for the above reasons will face such consequences as follows:

1. A disqualification for reapplying for the degree;

2. One-year postgraduate enrollment suspension of the student's supervisor;
3. Reduction of the enrollment quota of the school or department by twice the number of failed degree applicants.

The above regulations are excerpted from the *Provision on Sampling Inspection of Academic Norms for Degree Theses*.

### Sampling inspections on theses of students awarded with degrees

The Office of the Academic Degrees Committee of the State Council, the Office of Degrees Committee of Beijing Municipality and Education Steering Committees inspect through sampling the theses of postgraduates awarded with degrees by regulations of the competent authorities. At the same time, the University will conduct sampling inspections randomly or via tracking with a focus on the theses with disproportionate negative comments in the reviews of sampling inspections on those with great disagreements in the reviews of Academic Degrees Sub-committees. Also, on those that are from the schools/ departments, the programs or supervisors with theses which have low quality under their supervision.

Theses that were identified as "failed" or "problematic" will go through the following procedures:

1. The Sub-committees will reexamine faulty theses and offer explanations for the experts' review.
2. On the basis of the investigation of the Sub-committees, relevant schools and departments can decide to suspend the supervisor's enrollment of postgraduates for one year;

if the same supervisor instructs another "problematic" faulty thesis, then the suspension will be extended to three years.

3. The number of quota for postgraduate enrollment will be reduced in the corresponding schools and departments. Responsible people from the School of Graduate will have meetings on the quality with the director/dean in charge of postgraduate education in the schools and departments and demand improvement in corresponding disciplines within a given period.
4. Theses that are confirmed to have an extremely low quality will trigger consequences involving "revoking degrees" according to Chapter Four of the *Regulations for Particular Scenarios in Degree Conferment for Postgraduates of Tsinghua University*.

For details, please refer to the *Regulations for Particular Scenarios in Degree Conferment for Postgraduates of Tsinghua University*.

#### Relevant regulations

*Implementation Measures on Granting Master's Degrees and Doctoral Degrees for Students with Equivalent Education Background from Tsinghua University.*

*Regulations on Sampling Inspection of Postgraduate Thesis and Oral Defense*

*Procedures for Selecting Outstanding Theses of Tsinghua University*

*Procedures and Requirements of the Doctoral Oral Defense*

*Procedures and Requirements of the Master's Oral Defense*

*Detailed Provisions on Degree Conferment of Tsinghua University*

*Regulations for Particular Scenarios in Degree Conferment for Postgraduates of Tsinghua University*

*Provision on Sampling Inspection of Academic Norms for Degree Theses*

*Regulations for Particular Scenarios in Degree Conferment for Postgraduates of Tsinghua University*



# SCHOLARSHIPS

Tsinghua University has established a comprehensive scholarship system for international postgraduate students in order to attract and cultivate top international talents with an appreciation of China, implement its "Double First-rate" strategy, promote international strategy and cooperation, and serve China's diplomatic policy, talent strategy, and education reform.

The Postgraduate Scholarship and Grants Management Office of the Graduate School is in charge of issues relating to university-level scholarships for full-time international postgraduate students. In addition, each school or department is encouraged to establish school-level scholarships for its full-time international postgraduate students. Prospective applicants can consult the target school or department for more information about scholarship matters.

Name	Applicant	Student Type	Duration	Dept./School/Program	Content	Application Channel
Chinese Government Scholarship	Incoming	Master's students	2 - 3 years	All	Full: tuition fees, free on-campus accommodation, living allowance, and comprehensive medical insurance	1. Incoming postgraduate students may choose only one of the following channels to apply through: a. A Chinese embassy / consulate etc. in their home country b. A Chinese university approved by CSC 2. Current postgraduate students may apply through embassies / consulates only.
		Doctoral students	3 - 4 years		Partial: subject to the regulations of the scholarship program concerned	
Youth of Excellence Scheme of China	Incoming	Master's students	1 year	IMPH	Tuition fees, free on-campus accommodation, living allowance, one-off settlement subsidy after registration, comprehensive medical insurance, and one-time round-trip international airfare	Incoming postgraduate students may choose only one of the following channels to apply through: a. A Chinese embassy/ consulate etc. in their home country b. A Chinese university approved by CSC
MOFCOM Scholarship	Incoming	Master's students	2 - 3 years	Designated programs	Tuition waiver, free on-campus accommodation, living allowance, one-off settlement fee, comprehensive medical insurance, and one-time round-trip international airfare	Through a Chinese embassy/ consulate etc. in their home country
		Doctoral students	3 - 4 years			
IMPA Scholarship	Incoming	Master's students	1 year	IMPA	Tuition fees, free on-campus accommodation, living allowance, one-off settlement fee, and comprehensive medical insurance	Through Tsinghua University
MIDG Scholarship	Incoming	Master's students	2 years	MIDG	Tuition fees, free on-campus accommodation, living allowance, one-off settlement fee, and comprehensive medical insurance	Through Tsinghua University

Name	Applicant	Student Type	Duration	Dept./School/Program	Content	Application Channel
Beijing Government Scholarship	Incoming & current	Master's students	1 year	All	Tuition (full or partial)	Through Tsinghua University
Beijing Government Belt and Road Scholarship	Incoming & current	Master's and doctoral students	1 year	Designated programs	Tuition (full or partial)	Through Tsinghua University
Beijing Government "Forbidden City Scholarship"	Incoming	Master's students	2 - 3 years	Designated programs	Tuition waiver, free on-campus accommodation, living allowance, comprehensive medical insurance, and one-time round-trip international airfare	Through Tsinghua University
Tsinghua University Scholarship	Incoming & current	Doctoral students	1 year	All	Tuition (full or partial)	Through Tsinghua University

## Scholarships Established by the National Government

### Chinese Government Scholarship (for master's and doctoral students)

The Chinese Government Scholarship (CGS) was set up by the Chinese government to sponsor international students, teachers and scholars to study and conduct research in Chinese universities. It is aimed at promoting mutual understanding, cooperation and exchange in various fields between China and other countries.

According to the *Measures of Annual Review of Chinese Government Scholarship Status* of the Ministry of Education, CGS holders who have studied in China for more than one academic year or who have to extend their CGS because of extending their study period should go through the Annual Review of Chinese Government Scholarship Status once a year. CGS holders who pass the annual review will continue to

be sponsored by the scholarship. Otherwise, the scholarship will be suspended or terminated.

Chinese Government Scholarships include but are not limited to the following sub-programs:

#### Bilateral Program

This includes full or partial scholarships in accordance with the educational exchange agreements or consensus between the Chinese government and the governments of other countries, institutions, universities or international organizations.

Applicants shall apply through the dispatching authorities for overseas study of their home countries.

#### Chinese University Program

This is a full scholarship for designated Chinese universities and certain provincial education offices in specific provinces or autonomous regions to recruit outstanding international students for postgraduate studies in China.

Applicants shall apply through the designated Chinese universities participating in this program. As one of the designated Chinese universities, Tsinghua University covers a wide range of disciplines including natural sciences, engineering, medicine, economics, law, management, pedagogy, history, literature, philosophy, fine arts, etc.

#### EU Program

This is a full scholarship to encourage students from EU member states to study and research in China in order to promote mutual understanding between China and EU members.

Applicants shall apply through the Office for Education and Culture, Mission of the People's Republic of China to the European Union.

#### AUN Program

This is a full scholarship for the ASEAN University Network (AUN) to sponsor students, teachers and scholars from ASEAN member nations to study in China and to enhance the academic exchange and mutual understanding between China and ASEAN members.

Applicants shall apply through the AUN Secretariat.

### Youth of Excellence Scheme of China (open to the International Master's Program in Public Health, IMPH)

The Chinese government established the "Scholarship for Youth of Excellence Scheme of China-Master Program (YES CHINA)" to promote the mutual understanding and friendship between China and other countries, and to provide educational opportunities to youths worldwide who enjoy good potential in their career development.

Entrusted by the Ministry of Education of the People's Republic of China, the International Master's Program in Public Health (IMPH) offered by the Research Centre for Public Health of Tsinghua University is a participant of YES CHINA Program.

This scholarship is fully funded by the Chinese government's

Study-in-China Fund and covers tuition fees, free on-campus accommodation, a living allowance, a one-off settlement subsidy after registration, comprehensive medical insurance, a one-way air ticket to China upon registration and a one-way air ticket back from China to the student's home country after completion of study, etc.

### MOFCOM Scholarship (open to master's and doctoral students in certain schools, departments, and programs)

The MOFCOM Scholarship was set up by the Ministry of Commerce of the People's Republic of China and is managed by the China Scholarship Council. The MOFCOM Scholarship mainly sponsors young and middle-aged talents from recipient countries to pursue a postgraduate degree in China and entrusts the China Scholarship Council (CSC) to administer the Scholarship. It aims to further strengthen the communication and cooperation between China and other countries as well as to develop talents for developing countries.

The specific programs of Tsinghua University available to the MOFCOM Scholarship for each year are subject to the approval of CSC.

In 2018, applicants of the following six programs can apply for the MOFCOM Scholarship:

- › International Master of Engineering Management (iMEM), Department of Industrial Engineering
- › Master's Program in Global Manufacturing, Department of Industrial Engineering
- › Master's/Doctoral Program in Advanced Computing, Department of Computer Science and Technology
- › Master/Doctor in Mechanical Engineering, Department of Mechanical Engineering
- › Master's/Doctoral Program in Environmental Engineering and Management, School of Environment
- › Master in Global Business Journalism, School of Journalism and Communication

This scholarship contains tuition waiver, free on-campus accommodation, a living allowance, a one-off settlement fee, comprehensive medical insurance and one-time round-trip international airfare (flying to China for the first time after enrollment, and flying back to the student's home country

after graduation), and a maximum of “n-1” (where “n” is for the length of schooling year which is set while the student was enrolled by the program) round-trip international airfares for home visits (one time per year set at the end of an academic year).

**《《 IMPA Scholarship (open to the International Master of Public Administration Program, IMPA )**

Entrusted by the Ministry of Education of the People's Republic of China and the Ministry of Commerce of the People's Republic of China, the School of Public Policy and Management at Tsinghua University launched the IMPA program in 2008. The Chinese government provides a full scholarship for the IMPA program. It is designed for government officials from developing countries and focuses on enhancing cooperation and exchange between those countries.

The IMPA Scholarship covers tuition fees, free on-campus accommodation, a living allowance, a one-off settlement subsidy and comprehensive medical insurance.

**《《 MIDG Scholarship (open to the Master of Public Administration in International Development and Governance, MIDG)**

Entrusted by the Ministry of Commerce of the People's Republic of China, the School of Public Policy and Management at Tsinghua University launched the Master of Public Administration in International Development and Governance (MIDG) in 2015. The MIDG Scholarship is provided by the Ministry of Commerce of the People's Republic of China. It aims to cultivate professionals engaged in international development and governance in developing countries.

The MIDG Scholarship covers tuition fees, free on-campus accommodation, a living allowance, a one-off settlement subsidy and comprehensive medical insurance.

**《《 Scholarships Established by the Beijing Government**

**《《 Beijing Government Scholarship for International Students (open to master's students)**

Established by the Beijing government, this scholarship provides financial support for outstanding international students of full-time master's and bachelor's degree programs in Beijing.

This scholarship covers full or partial tuition fee support with a duration of one academic year and can be applied

for year by year. A student may not simultaneously receive both the Beijing Government Scholarship and other kinds of scholarships that include tuition fee support, for example, the Chinese Government Scholarship.

For common programs, this scholarship can provide up to full tuition fee support; for high tuition fee programs, only partial scholarships are available.

**《《 Beijing Government Belt and Road Scholarship (open to master's and doctoral students in certain schools, departments, and programs)**

This scholarship was established by the Beijing government to provide financial support for full-time undergraduate and postgraduate students from the Belt and Road countries who are studying or applying to study in Beijing. It aims to promote “the Belt and Road Education Initiative” and education cooperation strategies of the Belt and Road countries.

In 2017, this scholarship is open to the International Hydraulic Engineering Program for the Belt and Road Initiative offered by the Department of Hydraulic Engineering at Tsinghua University.

This scholarship provides full or partial tuition fee support with a duration of one academic year and can be applied for year by year. A student may not simultaneously receive both the Beijing Government Scholarship and other kinds of scholarships that include tuition fee support, for example, the Chinese Government Scholarship.

**《《 Beijing Government “Forbidden City Scholarship” (open to master's students in certain schools, departments, and programs)**

This scholarship was established by Beijing Municipal Education Commission and Beijing Municipal Bureau of Finance. It is a vital part of the Beijing Government “Belt and Road” Countries Talent Cultivation Base Program. The scholarship provides financial support for full-time postgraduate students from the Belt and Road countries who are applying to study in Beijing.

This scholarship covers tuition fees, free on-campus accommodation, a living allowance, comprehensive medical insurance, and a one-way air ticket to China upon registration and a one-way air ticket back from China to the student's home country after completion of study.

**《《 Tsinghua University Scholarship (open to doctoral students)**

The Tsinghua University Scholarship was established to encourage and support outstanding full-time international postgraduate students at Tsinghua University.

It provides full or partial tuition fee support to full-time international doctoral students with a duration of one academic year and can be applied for year by year.

For common programs, this scholarship can provide up to full tuition fee support; for high tuition fee programs, only partial scholarships are available.

## Schwarzman Scholars Fund (open to Schwarzman College students)

The Schwarzman Scholars Fund is jointly founded by Mr. Stephen A. Schwarzman and Tsinghua University to inspire the next generation of global leaders. By linking China and the global community, the program offers the most profound and distinctive perspectives on key global issues, thereby shaping the world's future leadership.

For students enrolled in this College, this scholarship covers: tuition fees, free on-campus accommodation, a living allowance, transportation (traveling between Beijing and their home country from the start to the end of an academic year), research expenses, books and other materials, and comprehensive medical insurance.

## Scholarships Established by Schools and Departments

For information about these scholarships and the application procedures, please contact the relevant school or department.

## External Scholarships Established by Companies or Other Organizations

Tsinghua University is delighted to see companies and other organizations establish scholarships for international postgraduate students. When such scholarships are established, Tsinghua University will pass on their information, including their requirements, to the relevant schools or departments.

Applicants shall apply for such scholarships through the University or the relevant institution according to their requirements.



# TRAINING RESOURCES

## Overseas Scholarly Travel Grant

### 《 Funds for Attending International Academic Conferences

The University provides financial support for doctoral and master's degree candidates who have been invited to present a scholarly research paper at high-level international conferences or meetings. The amounts of funds awarded is mainly based on the conference level listed in the *Catalogue of Important International Conferences* of various disciplines and the form of the doctoral theses published presentation (poster or oral) at the international conferences.

For more information, please refer to the *Regulations on*

*Doctoral Candidates Training Funds Management, Tsinghua University* and the Graduate School official website: Tsinghua University.

Where to download?

Information Portal (清华大学信息门户) → Department Information (部门信息) → Graduate School (研究生院) → Training (培养) → Funds (基金资助) → Funds for Doctoral Candidates Attending International Academic Conferences (博士生出席国际学术会议资助资金)

## Internship and Practice

### 《 “From Knowledge to Action” Leadership Project

To further deepen the efforts to educate people through practice, combine practical work with serving the society, and encourage postgraduate students to carry out contemporary, in-depth and long-term research projects, the University has launched the “From Knowledge to Action” Leadership Project. The project is launched in both winter and summer vacation every academic year. It provides a platform to respond to national needs, study hot social issues, enhances the global competency of the outstanding graduate students and improves core leadership training system. Please refer to the annual work notice of the Department of Graduate Administration, Tsinghua University Committee of the CPC and the Communist Youth League Committee of Tsinghua University Graduate Students for the application procedures and management regulations of the project.

### 《 Employment Practice

Although it is significant to study hard, students have to step into the society and learn more about different professions.

To help the postgraduate students understand the developmental status quo of the nation, clarify their responsibility and historical mission, seek personal development, make lofty aspirations and choose the right jobs. The University in collaboration with the schools or departments concerned will offer opportunities to postgraduate students to carry out employment practices, including industrial investigation, scientific and technological support. The employment practice is conducted during winter vacation, middle term, and summer vacation every academic year. Please refer to the annual work notice of the Communist Youth League Committee of Tsinghua University Postgraduate Students and the General Branch of the Communist Youth League Committee of Departmental Graduate Students of the schools, faculties or departments regarding the application procedures and management regulations of the project.

### 《 Short-term Public Service Internship

As an important part of the postgraduate practice education, Tsinghua University selects a group of outstanding postgraduate students every year to serve temporary positions at local CPC and government departments in summer vacation. The Short-term Public Service Internship project can help the University choose and cultivate talented youth with firm political stand and excellent comprehensive ability and prepare them to enter party and government units in the future. It provides a channel that connects the University and local CPC and governmental departments and promotes reciprocal cooperation. The project is organized every spring term; please refer to the *Regulations on the Management of Short-term Public Service Positions for Core Members of Postgraduate Students of Tsinghua University* and the annual work notice for detailed application procedures and related requirements.

### 《 Project-oriented cross-disciplinary courses

Professional practice is an important part of the training of postgraduate students applying for professional degrees. The University has cooperated with CGN(China General Nuclear Power Group) and other enterprises and institutions in building a total of 71 professional practice bases for postgraduate students. The traditional professional practice is innovated into a practical course to improve your professional qualifications and teamwork ability.

The practical courses offered include High-end Equipment Practice with CRRC Qingdao Sifang Co. LTD and Tianjin Research Institute for Advanced Equipment. (Refer to the Department of Mechanic Engineering, Tel: 62784558/62785952), Artificial Intelligence Practice with Graduate School at Shenzhen, Sense Time and Tencent (refer to Graduate School at Shenzhen, Tsinghua University, Tel: 0755-26036079) and Big DataPractice with Institute for Data Science and Big Data Alliance (refer to the Institute of Data Science, Tel: 62772709).



## Interdisciplinary Training

### Minor Degree

If you have extra time and energy, you can pursue a second degree while completing your major studies, i.e., a master's degree in another discipline, for instance:

#### ■ Master's degree in Marxist Theory

Courses are offered by School of Marxism, aiming to combine Marxist Theory with the training of talents with professional skills.

#### ■ Master's degree for doctoral candidates without a master's degree in School of Architecture

Courses are offered by School of Architecture to meet the needs of the development of human settlements science and the training of compound urban construction talents.

#### ■ Master's degree for doctoral candidates without a master's degree in international development and governance major

School of Public Policy & Management offers courses, committed to high-level training professionals who can respond to national and international needs, have a deeper understanding of the nation's status quo, have confidence in China's future development and a global vision, and are qualified for working in international organizations in the future.

#### ■ Master's degree for doctoral candidates without a master's degree in global governance major

School of Social Science offers courses, aiming to train compound high-level strategic talents who are capable of working in international organizations, foreign affairs departments of governments, global operations departments of transnational corporations and international non-governmental organizations. It focuses on broadening the students' global vision and regional background and enhances their ability of global governance.

### Ability Cultivation Programs

Apart from the minor degrees, we also offer a variety of ability cultivation programs.

Since 2015, the University has carried out the programs by integrating on-campus resources, to guide graduate students' academic and vocational development, and to better equip them with professional skills that are much sought in employment. Students who have finished these program will be awarded relevant certificate as recognition of their competence.

These programs, conducted in the form of a workshop, focus on the following abilities:

#### ■ Innovation Ability

Jointly designed and carried out by the Graduate School and Tsinghua X-lab, the program aims to train innovative thinking and enhance innovation capability. The program includes three modules: thinking and skills, cross-disciplinary learning and practice & communication. It has three features: self-designed curriculum, cross-discipline and rich experience in practice.

#### ■ Intercultural Communication and Global Vision

Jointly designed and carried out by the Graduate School and School of Public Policy & Management, the program aims to improve students' language ability in cross-cultural communication, cultivate a sense of self-confidence and global citizenship, and train them to engage in international and regional problem analysis.

#### ■ Global Governance Ability

Jointly designed and carried out by the Graduate School and School of Social Science, the program aims to broaden students' global vision and regional background and enhance their ability of global governance.

#### ■ Teaching and mentoring

Jointly organized and implemented by the Graduate School, Institute of Education and Center for Teaching Excellence, the program offers postgraduate students who are interested

## Postgraduate Student Academic and Professional Development Courses

in education-related work in the future training in teaching methods and techniques through a series of workshops in fields like education, management, and psychology, etc. It also provides the teaching assistants with necessary pre-job training.

#### ■ Big Data Related Ability

Jointly designed and implemented by the Graduate School and Institute for Data Science, the Big Data Capacity Enhancement Program aims to cultivate  $\pi$ -type talents with big data thinking and innovation ability. It includes three modules: basic skills, data ability enhancement, and practice. The program features cross-discipline, a combination of online and offline teaching and real data cases.

#### ■ Legal Literacy

Jointly designed and offered by the Graduate School and School of Law, the Capacity Building for Rules of Law Program aims to train students to master the knowledge and thinking of law, raise their legal awareness and improve their ability to deal with legal affairs. It includes three modules: an introduction to law, major related legal courses, and legal practice, featuring diversified curriculum, a close combination of course learning and self-management and various internship and practice in legal sectors.

The Graduate School and 18 other schools and departments have opened more than 50 series courses in academic and professional development, which are open for enrollment to all postgraduate students of the University, including comprehensive lectures, courses focusing on frontier issues, academic ability related courses and professional quality related courses.

The comprehensive lecture and frontier issue module involves multidisciplinary thinking and various industrial frontiers. The academic ability module involves academic writing, academic integrity, and liberal arts education. The professional quality module involves innovation and starting a business, leadership and management ability, professional ethics, legal-literacy, big-data thinking, design thinking and psychological quality, etc.

## General Ability Training

#### ■ Tsinghua - Imperial College London joint summer program for doctoral candidates in academic and professional development

To improve the academic and professional skills and global competence of doctoral candidates, Tsinghua University and Imperial College London jointly funded the program, which is one of the university-level international summer programs. Based on Kolb's Experiential Learning Theory, the program integrates the existing academic and professional skills training resources of Tsinghua University and Imperial College of London and draws on the transferable skills training model of the latter. Through interactive learning, it helps doctoral candidates improve cross-cultural communication and negotiation, skills, have a better understanding of entrepreneurial innovation,

academic integrity and other related knowledge, raise their awareness of employment and entrepreneurship, enhance their planning ability and leadership development; promote their understanding of a dynamically-developing team and strengthen the relationship between supervisors and doctoral candidates of both sides.

Doctoral candidates who have completed the program will be jointly awarded the certificate of completion by the Graduate School of Tsinghua University and the Graduate School of Imperial College London. Also, they can obtain two-course credits for *Academic and Professional Development* (90519002).

## Discipline

As a postgraduate student at Tsinghua University, you must abide by both national and university laws, rules and regulations. When imposing disciplinary measures on students, the University should:

- › Observe the principle of combining education with punishment, and adapt the punishment to the nature and details of the prohibited behavior.
- › Observe the principle of education as the basis and prevention as the priority, learning from the past to avoid future mistakes, and "curing the disease to save the patient."
- › Ensure sufficient evidence, clear reasoning, accurate determination of the nature of the offense, justified procedures and appropriate punishment;
- › Respect and safeguard students' right to speak and defend themselves.

If you indulge in committing serious offenses (we hope not), the University shall criticize and educate you as well as carry out appropriate treatment or disciplinary measures against you by the seriousness of the case according to *Tsinghua*

*University Student Disciplinary Management Regulations and The Implementation Rules of Tsinghua University Student Disciplinary Management Regulations.*

**Prohibited behaviors include:**

- › To endanger the National or Public Security.
- › To infringe on the personal rights of others.
- › Encroaching on the Public or Private Property;
- › Damaging the reputation or interests of the nation or the University;
- › Academic misconduct or other behavior that violates educational discipline;
- › Disturbing the administration order of society or the University and causing adverse effects;
- › Violating social morality and causing adverse effects; or
- › Other prohibited behavior.

# CODE OF CONDUCT

## ◀ Academic Ethics

### ◀ Regulations on the Scientific Ethics of Postgraduate Students of Tsinghua

A nation's prosperity needs virtue and man or woman cannot stand on his or her own without virtue. The scientific ethics of postgraduate students are ethical regulations and norms which they should abide by during their scientific research, both in mind and in behavior, which not only reflect their professional ethics but also comprise an important part of their overall character. To reinforce ethical education, with scientific ethics at its core, among postgraduate students, Tsinghua University has put forward the scientific, ethical regulations and norms as follows:

1. Adhering to the philosophy of patriotism, responsibility towards society and serving the people; upholding the Four Cardinal Principles and contributing to the material and ideological progress of the socialist civilization.
2. Upholding the spirit of assiduous study, seeking the truth, perseverance, and professionalism; striving to achieve further developments in science, technology and the revitalization of domestic industries.
3. Advocating innovative awareness through adventurous exploration and pioneering practice; within a just, flexible and free academic environment, striving to master the advanced scientific technology from home and abroad to creatively undertake scientific research and academic activities.

4. Upholding the scientific research spirit of being strict, objective and practical. Respect the achievements made by others and opposing plagiarism. Fabricating experimental data and exam scores are forbidden. Cheating on exams or engaging in any form of dishonest behavior is forbidden. The order of authors' names in papers should reflect their corresponding contributions, any duplicate or multiple submissions of papers are forbidden; the intellectual property right of Tsinghua University should be protected, and any illegal transfer of technological results is forbidden.
5. Cultivating an ideology of respecting others, mutual assistance, unity, and cooperation; developing good relationships between individuals and the community and between students and mentors to create a harmonious and fair scientific research environment.

As a postgraduate student of Tsinghua University, you should understand and practice these regulations when engaging in your study, research and academic activities in Tsinghua. You must also strictly abide by school rules and regulations. Anyone whose behavior violates scientific ethics or the spirit of academic truth may not seek exemption from punishment with the excuse of not knowing these regulations or other Tsinghua school rules. Any postgraduate student committing serious violations will be punished accordingly.

Should you have any queries regarding these regulations, you may seek consultation from your supervisors or the postgraduate student management department at any time.



**PARTICIPATION IN  
THE UNIVERSITY  
MANAGEMENT**

## « Principal Open Day

Campus management needs everyone's effort. The University has been holding regular principal open day every two weeks for many years. The student union and postgraduate student union will make suggestions on strengthening and improving the teaching work, student work, logistics service, and management of the University have face-to-face communications with the University leaders and related department heads and discuss the measures to solve the problems in a friendly atmosphere. Students can also ask questions about problems and difficulties in their study and life. All departments of the University will cooperate with each other to solve students' problems and promote the construction of a harmonious campus with practical actions.

## « Postgraduate Student Training Advisory Committee

Established in June 2015, "Tsinghua University Postgraduate Student Advisory Committee" (from now on referred to as Postgraduate Advisory Committee) is composed of postgraduate students of Tsinghua University and serves as one of the bridges connecting the postgraduate students with the University directly. It also works out strategies for the postgraduate education development and policy-making and offers advice for the training, growth, and development of the postgraduate students. The Committee recruits staff at the beginning of each semester and welcomes all postgraduate students devoted to the postgraduate education field. You can also voice opinions and suggestions concerning the postgraduate training of Tsinghua University through the Committee. Our email address: yjszxw@tsinghua.edu.cn

## « Dean's Luncheon

You may be used to making lunch dates with good friends, but you may not know that you can also make lunch dates with the Dean of the Graduate School. The Graduate School will hold non-periodical Dean's Luncheon. We welcome all postgraduate students to participate, talk with the school leaders about your study and life in the University, express opinions and make suggestions.

## « Research on Doctoral Candidates' Learning and Development Environment

There's no right to speak without proper investigation. In order to fully understand doctoral candidates' conditions in different stages from admission to graduation, the key influence factors of doctoral candidate's learning, scientific research and personal development and better enrich their academic life, *Questionnaire on the Doctoral Candidates' Learning and Development Environment, Tsinghua University* consists of a series of questionnaires covering all stages from admission to graduation. Doctoral candidates are welcome to take a survey.

## « Postgraduate Student Education and Teaching Reform Project

To implement the *Opinions on Deepening the Education and Teaching Reform in an All-round Way*, the University encourages postgraduate students to participate in activities and apply for the postgraduate student education and teaching reform projects. The application can be made twice a year. For specific application requirements and notices, please refer to the "Academic Affairs Notice" on Tsinghua University's official website or the related emails sent by faculty members of the schools or departments concerned.