

Graduate Thesis Defense Schedule

No.	Item	Content	Persons Responsible
1	Submit the final version to thesis supervisor	Electronic or print version submitted to the supervisor get their feedback	Students
	Apply for study postpone	If the student would like to postpone the study to next year, the deadline for application is	
2	Arrange defense secretary	Arrange second-year students to be defense secretary; assigned task and training	Administrative Office
3	Supervisor submits comments	In duplicate, supervisor suggest the students who will not attend the defense to ask for an extension; Thesis Supervisor contact reviewers.	Thesis Supervisor
4	Contact Internal review	Supervisor will contact with interviewers for the thesis. Defense secretary will help to send the theses (can be electronic version), and "Academic Book Review" to the internal review experts. Each thesis need 2 professors' review, both of them should be above the associated professors, at least one of them is outside professor	Thesis Supervisor Defense Secretary
5	Contact External review	Supervisor will contact with interviewers for the thesis. Defense secretary can help to send the theses (can be electronic version), and secretary will send the approval sheet to the external review experts.	Thesis Supervisor Defense Secretary
9	"Academic Review" collection	Defense secretary collect the supervisor's reviews and review experts' comments of each student; if both review experts agreed, the student could attend the defense; if neither review experts agree, the student cannot attend thesis defense and will not get the degree; if only one review expert agreed, the theses should be modified based on opinions, and find another external expert reviewer and the external review fee, and express fee would be paid by advisor or student.	Defense Secretary Administrative Office
10	Prepare for the Approval of materials of Theses Defense.	After collected the academic reviews of theses defense, the Education Academic Office print student profiles, transcripts (two copies), stamped and signed by Dean. Defense secretary fill out the these defense approval form, signed by the person in charge of the academic committee for approval	Defense Secretary, Education Academic Office, Administrative Office

11	The defense committee review the theses	Defense secretary two days in advance to inform students print the theses and the number of defense members, each member has one copy. Defense secretary prepare for the letter of appointment, theses, defense approval form, the academic book review, votes and record form , the theses defense report, the Administrative Office notice the agenda to teachers in advance.	Defense Secretary, Students, Administrative Office
12	Theses Defense	30 minutes per person, 15 minute presentation and 15 minutes to defense, the defense secretary recording time.	Defense Secretary faculty
13	Defense Result	Defense result and comments from the committee members will be sent to students by mail two days after thesis defense.	Administrative Office
14	Classify the defense material	Print and Binding 4copies of theses (school library 1, University City Library 1, Education Academic Office 1, Business School 1) Defense Secretary classify the material (academic reviews, transcripts, defense approval form, defense records, defense report and the votes)	Defense Secretary Students
15	Defense material submitted	Administrative Office is responsible for defense material submitted	Administrative Office
16	School Academic committee review the theses	All students' theses and defense materials will be submitted to School Academic Committee for applying degree.	Administrative Office School Academic committee

Students are required to fill in the information in the system portal.pku.edu.cn in the meantime to submit the final version of theses. The material including the cover of defense materials, copyright statement, statement of originality, Thesis Supervisor's review, academic book review, defense approval form and so on.