

关于本科生赴境外进行毕业实习 和毕业论文工作的管理规定（暂行）

Rules and regulations of China Pharmaceutical University undergraduates who conducted graduation practice and thesis in overseas areas

为规范我校学生在境外进行毕业实习和毕业论文工作，特做如下规定
Regulations of students who conducted graduation practice and thesis in overseas areas are formulated as follows:

一、毕业论文的选题原则

Project choosing

课题的选择应符合所在专业培养目标、满足实习教学的基本要求，并有一定的深度与广度，鼓励学生的创造力。工作量饱满，使学生得到充分的综合训练。

The selection of the subject should be in line with the incubation objectives of student's major, meet the basic requirements of the practice teaching, possess certain depth and breadth and innovate students' creativity. The workload of project should be full so that students could be trained in an adequate and comprehensive way.

二、指导教师的工作要求

Requirements of the advisor

1、重视对学生分析解决问题能力和创新能力的培养，充分发挥学生的主动性和积极性。

Attach importance to the cultivation of students' analysis and innovation ability, fully inspire students' initiative and enthusiasm;

2、经常检查学生课题的进展情况，对实习中的问题予以指导和解决。

examine students' project progress frequently, guide and solve problems that students run into;

3、加强对学生毕业论文撰写的指导，认真审阅并帮助学生完善毕业论文。

guide students in their graduation thesis compiling, carefully review and help students refine their graduation thesis;

4、根据学生的工作能力、论文质量及工作态度等对实习学生的表现进行实习鉴定，并对论文写出评阅意见。

evaluate students' performance in accordance with students' ability, paper quality and attitude, give comments on the thesis;

5、负责组织实习生的毕业论文答辩。

in charge of the organization of students' thesis defense.

三、对学生的要求

Requirements for students

1、以严谨求实的态度，积极认真地开展毕业实习工作，严禁弄虚作假、投机取巧等不良行为。

Conducted graduation practice with a rigorous and pragmatic attitude. Falsify and opportunism are strictly prohibited.

2、自觉遵守实习单位的纪律和各项制度，爱护仪器设备。

Conscientiously abide by the discipline and rules of the received unit, take care of the equipment.

3、及时向院部汇报实习的进展。并按学校规定时间向论文管理系统上传毕业实习和毕业论文的有关材料。

report the progress to the department in a timely manner;

upload relevant materials to online thesis management system in time as required;

4、尊重实习单位的知识产权，遵守学校及实习单位有关科研成果保密的规章制度。

respect intellectual property of received unit and abide by the rules and regulations regarding the confidentiality of research results.

四、毕业论文及答辩要求

Requirements of thesis and thesis defense

作为毕业考核的重要内容之一，每位学生必须在规定的时间内完成毕业论文的撰写。论文应包括以下内容：

As an indispensable part of graduation, each student should finish the thesis tily as required

封面（中英文对照，参照中文论文模板）Cover (bilingual, refer to the Chinese template); (2) 摘要（中英文，各 200 字（词）左右）及关键词（中英文，小于 5 个）Abstract (bilingual, 200 words in each language), key words (bilingual, no more than 5 words); (3) 目录 Table of contents; (4) 前言 Preface; (5) 正文 Body; (6) 参考文献 Reference ; (7) 致谢 Acknowledgements.

其中 3~7 部分均用英文书写，格式编排参照 *Chinese Journal of Natural Medicines* 《中国天然药物》文稿要求，版面使用 A4 纸设置，文字采用 12 号 Times New Roman 字体，1.5 倍行距，前言及正文部分篇幅合计不得少于 10 页。

3-7 should be written in English. The format should be follow *Chinese Journal of Natural Medicines* with layout arranged in A4 size paper, font size 12, font type Times New Roman and 1.5 times line spacing. The total length of the preface and body should be no less than 10 pages.

五、毕业论文（设计）的评阅与答辩

Review and defense of graduation thesis (design)

学生完成毕业论文（设计）后，应经过审阅、评审、答辩 3 个环节的考核，以评定成绩。凡未提交毕业论文（设计）的学生，不得参加考核。

Upon completing the graduation thesis (design), students' paper should be reviewed by the advisor, assessed by teachers and defended before the committee in order to be evaluated.

Students who have not submitted their thesis (design) are not allowed to participate.

1、审阅：学生将完成的毕业论文（设计）及有关附件按期交给各自的指导教师审阅。指导教师要认真审阅的基础上对论文提出修改意见。

Review: graduation thesis (design) and relevant attachments should be handed over to the advisor for review in a timely manner. Instructor should give comments for refining the paper after a careful review.

2、评审：由指导教师和相关专业教师分别对学生的毕业论文（设计）进行评阅，写出评语，并填写《中国药科大学本科生毕业论文（设计）评阅意见表》（见附件 4），在正式答辩前交答辩小组。

Judging: Advisor and other professional teachers will review and write down comments respectively, fill out the "China Pharmaceutical University Undergraduate Thesis Review Sheet" (see Attachment 4) and submit it to the committee before the formal defense.

- 3、答辩：答辩小组由3名或3名以上专业教师组成，其中一名为答辩小组组长，应具有副教授以上职称。答辩小组的职责是：审阅学生毕业论文（设计），拟订答辩提纲，组织答辩过程，组织答辩小组进行评价及成绩评定。

Defense: The committee should consists of 3 or more teachers, one of whom is the leader with the title of associate professor or above. Responsibilities of committee are: reviewing student's graduation thesis (design), formulating defense outline, organizing the defense and evaluation.

答辩过程应包括学生汇报毕业论文（设计）、答辩及考核评议3个环节。其中学生汇报10~15分钟，教师提问及答辩5~10分钟。论文答辩会应有完整的记录交学生所在院部存档。

Defense should cover three sections: student's report, defense and assessment. Students' report should lasts for 10 to 15 minutes and Q&A for 5 to 10 minutes. A complete record of thesis defense should be kept in the department where the student is in.

六、成绩评定

Assessment

不同专业应根据各自的专业特点，参照学生实习期内的基本情况、论文水平和答辩报告情况等综合评定学生的毕业论文（设计）成绩。成绩评定应严格按照标准，实事求是，从严要求，防止随意性。成绩由指导教师、答辩小组采用百分制评定。评分与评定等级关系如下：

Different majors should comprehensively assess the graduation thesis (design) scores according to the characteristics of their majors, students' performance during practice period, quality of the thesis and defense. Students' performance should be evaluated strictly in accordance with the standards. The results are assessed in percentage system by the advisor and defense committee. The relationship between rating and scores is as follows:

得分 Range (%)	90~100	80~89	70~79	60~69	59 及以下 59 or less
等级 Definitions	优秀 Excellent	良好 Good	中等 Adequate	及格 Marginal	不及格 Failure

有以下情况之一者将视其毕业论文（设计）不合格：

Students who have evidence of one of the followings will be judged as failed:

- 1、纪律松懈，经常缺勤者；
low attendance rate
- 2、未能达到所在专业毕业论文基本要求者；
dissatisfy the thesis requirement of students' major
- 3、未提交毕业论文（设计），或未参加答辩，或答辩未通过者；
thesis(design) unsubmitted, not attend the defense, or failed in the defense
- 4、弄虚作假，剽窃他人成果，严重违背科研道德者。
use of fabricated data; plagiarism or other academic dishonesty behaviors