**Schedule for Foreigner Students’ Thesis Defense (2018)**

Starting from 01.04.2018, the FT-2018 graduation process is composed of 4 stages, with requirements and deadlines listed below:

I. Task specification (till 01.05.2018)

Before 01.05, you are required to contact your academic supervisor, telling him/her what topic and (rough) contents you are going to write about the thesis. Once you get approved by the supervisor, please fill the “Task Specification” and email it back to me. The form, required as a MUST for you to apply for TONGJI bachelor degree, will serve as a backup and quality control of your studies here.

The Task Specification includes your first ideas about the thesis, such as topic, first thoughts about what-to-do, the preliminary structure, and references etc.

On the other word, from the perspective of quality management, the Task Specification could be considered as 20% completed version of your final bachelor dissertation.

II. Proposal (till 01.06.2018)

Once stage I work is approved by your supervisor, you may go one step further, to carefully fulfill your bachelor thesis, including the literature review, the introduction and main structure of the thesis. Also, the proposal should be approved by your academic supervisor first, then emailed back to me again, as a backup.

(The proposal letter has two parts that need signatures from your academic supervisor, and from the head of department. Those two parts can be left blank to save you more time, and they will be signed at early July 2016, after the Verteidigung).

Similarly, the Proposal could be considered as 20-30% completed version of your final bachelor dissertation.

III. Formal Bachelor Thesis (till 30.06.2018)

The formal bachelor thesis (>20,000 words as required) should be completed before 30.06.2018 and emailed to me (word and PDF version) as a backup.
1) Tongji University has her own rules, however it mainly aims at Chinese students who write thesis in Chinese language. There are some minor differences between Chinese and English thesis writing, so the rules may not fit flawlessly. We translate some of the Tongji’s Rules into English, please see attached as reference. As to those rules, there’s a simple dissertation template also attached, in word format.

2) So FT of CDHAW suggests an alternative option, the IEEE style.

You are also welcome to manage the references by softwares such as Refworks, EndNote, and so on, which help to make your thesis-writting much easier.

You may follow either 1) or 2) to write your thesis (plz do follow ONLY ONE style all through your thesis). If you choose 1), the template attached might be of your interest. If you choose 2), please go to the official website<http://ieeexplore.ieee.org/Xplore/home.jsp> to read the details.

IV. Verteidigung(the first week of July, 2018)

The Verteidigung will be held around the first week of July ( 7th July). All requirements and detailed arrangements of your Verteiding  will be briefed to you after May.

**Note: After the final thesis defense, everybody should submit the files as follows:**

1. **The thesis;**
2. **Proposal;**
3. **Task specification**
4. **internship certificate**
5. **Defense PPT**
6. **Performance evaluation book(it could be got from the office assistant when you are coming to defense)**
7. **A CD with all the files above burned in.**