# Harbin Institute of Technology

# Procedure for Processing Application for the Degree of Doctor

# (For Applicant)

# School of Computer Science and Technology

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| Submitter/receiver | Documents | Form No. | Remark |
| From applicant to School | 1. Documents should be submitted for expert evaluation: 2. Doctoral thesis 3. Expert List (with supervisor’s signature, Attachment 1) 4. Expert Evaluation Form (Attachment 2) 5. evaluation fee | - Attachment 1  - Attachment 2 |  |
| Applicant | 1. Revise the doctoral thesis according to experts’ comments |  |  |
| Applicant | 1. Enter the graduate system to fill in the degree information and print the relevant forms. |  |  |
| From applicant to Prof. Zhao Debin | 1. Documents should be submitted for evaluation: 2. Publications with retrieval certificate 3. Accepted articles and acceptance notice 4. Reviewers' comments on published or accepted international journal articles 5. Publication List (exported from system) 6. A hard copy of doctoral thesis 7. Pre-defense Information Sheet (exported from system and signed by Prof. Zhao Debin) 8. Pre-defense Check List (see Attachment 3) | If the paper is irrelevant to the course of doctoral study, the applicant should be categorized to “oothers”  - Attachment 3 |  |
| The secretary and the applicant | *Pre-defense, which is 2 months ahead of the thesis pre-defense, organized by 5 to 7 professors (two of which should be a member of the Academic Degrees Committee). This process is recorded by secretary and signed by the Chair.*   1. The following materials (with signatures) should be prepared by the secretary and presented to the committee in the thesis defense by the applicant. 2. Pre-defense Information Sheet (questions and comments can be attached in an additional page) 3. Transcripts 4. Expert Evaluation Form 5. Pre-defense Check List |  |  |
| Evaluation:  applicant | *The degree information will be processed after the candidate is considered qualified during pre-defense.*  ⑥The following materials (with signatures) should be submitted in hard copies for evaluation:  a. Pre-defense Information Sheet (1 copy)  b. 2 hard copies of Doctoral Thesis which are stapled and bound according to the requirement  c. 2 hard copies of HIT Evaluation Opinion Form for Doctoral Thesis, which should include the title, research direction, and subordinate discipline. The number of the thesis and the evaluation date should be filled by the Degree Committee. The form should be printed on A4 paper with the front page printed single-sided and the left two pages printed double-sided.  d. Publication List within the period of study (print from graduate student system) with signatures of supervisors and deans.  e. Two copies of one publicized pr accepted paper that is directly related to the doctoral thesis. (double-sided print)  f. Original copies of publication as well as their retrieval proof.  f. Applicants who are subject to non-anonymous evaluation for doctoral thesis should submit a copy of Recommendation Form for Non-anonymous Evaluation for Doctoral Thesis. Meantime, the applicant should also submit a soft copy of the thesis to [bsxwgl@hit.edu.cn](mailto:xueweiban@hit.edu.cn), which will be scrutinized by the Degree Committee through Academic Misconduct Detecting System. The format of the paper should be word document and the title should be named as “name\_student number.doc”  g. International students should also submit a copy of Reviewer List for Doctoral Thesis of International Students |  |  |
|  | ⑦ Evaluation feedback |  |  |
| Submit to Prof. Zhao Debin | ⑧The following materials (with signatures) should be submitted to Prof. Zhao Debin for evaluation:  a. Defense Committee Evaluation Form  b. Evaluation Summary (1 copy)  c. Eligibility Verification From (2 copies)  d. Defense Evaluation Form | - Attachment 4 |  |
| For Oral Defense | *The secretary will disseminate the notice on defense and prepare for it*  ⑨In addition to the materials required for oral defense by the university, the following materials should be submitted to committee members with copies for everyone:  a. Defense Evaluation Form (signature)  b. Pre-defense Information Sheet | - Attachment 4 |  |
| Applicant | ⑩ Revision:  a. Revise the doctoral thesis according to the opinions of the defense committee  b. Information Sheet on Revision of Doctoral thesis (2 copies) | -Attachment 5 |  |
| From the Secretary to the College | The following materials should be arranged in the same order and submitted to the college:  a. Application Form for Defense (2 copies)  b. Transcripts (3 copies)  c. Eligibility Verification From (2 copies)  d. Defense Information Form (2 copies)  e. Defense Ballot (7 copies)  f. Anonymous Evaluation Forms and Summary Sheet  g. Raw Data Sheet (1 copy)  h. Hard copies of publications and list  i. Degree Information Sheet (single-sided print), of which the creative outputs should be in accordance with the decision on defense information sheet  j. Disseration (3 copies), two of which should be attached with the below materials:   * Evaluation Summary * Evaluation Book * Pre-defense records * Defense records * Information Sheet on Revision of Doctoral thesis   k. Expert Evaluation Form  l. Eligibility Evaluation Process  m. pre-defense information sheet and pre-defense evaluation form  n. records on pre-defense and defense  o. defense evaluation form | -Attachment 6 | The number of the hard copies should be the same with the number specified in the publication list. The papers should be arranged in the same order as the list. Please mark the corresponding number with the publication list on the right corner of first page of every paper. |

Download the attachments from below website:

http://www.cs.hit.edu.cn/bsspy/list.htm