硕士研究生学位论文开题报告的有关要求

硕士研究生学位论文开题是整个学位论文顺利进行的必要基础，是保证学位论文质量的重要环节，硕士研究生、导师、学科和院（系）应给予充分的重视。

一、开题工作安排

1.硕士研究生学位论文开题报告必须先经导师审阅同意，方能申请开题。

2.由各学科组织开题报告评议小组，采取答辩方式对硕士研究生学位论文开题报告进行审查评议。评议小组由教授或具有硕士生导师资格的教师组成，一般不得少于5人。

3.硕士研究生的开题报告时间由各院（系）根据研究生工作进度确定，但一般应于第二学年秋季学期开学后三周内完成。鼓励研究生利用暑假进一步丰富开题报告内容。

4.学位课程成绩筛选“黄牌”的研究生的开题报告应在其所属学科学位分委员会进行。

5.开题报告通过六个月以上方可办理硕士学位论文答辩手续。

二、开题报告的内容

1.课题来源及研究的目的和意义；

2.国内外在该方向的研究现状及分析；

3.主要研究内容及研究方案；

4.预期达到的目标；

5.已完成的研究工作与进度安排；

6.为完成课题已具备和所需的条件和经费；

7.预计研究过程中可能遇到的困难和问题以及解决的措施；

8.主要参考文献。

三、对开题报告的要求

1.开题报告字数一般应在5000字以上，重点阐述第二项中的1、2、3、4、5条。

2.阅读的主要参考文献应在20篇以上，其中外文文献应不少于三分之一。硕士研究生应在导师的指导下着重查阅近年内发表的中、外文期刊文章，本学科的基础和专业课教材不应作为参考文献。

3.硕士论文开题以答辩形式进行，研究生个人汇报时间10-15分钟，评议小组提问时间10-15分钟。

四、论文开题的审核

论文开题的评议结果采用五级分制，记为“优秀、良好、中等、合格、不合格”。一般“优秀”不超过25%，“合格、不合格”不少于15%。未经批准，研究生不按时开题，成绩按“不合格”记载。开题不及格的研究生必须在两个月内重新申请开题。第二次开题仍未通过者，将被取消学籍。

五、开题报告的保存

开题报告结束后，评议小组应填写《硕士学位论文开题报告评议结果》，内容包括论文选题的合理性、可行性，及对文献综述、研究生的工作能力等方面的评价，并上报各院（系）教学秘书，由院（系）负责保存至学生毕业后1年。

六、开题信息的网上录入

完成开题报告后，相关信息需在网上录入研究生教育综合管理系统。对涉密学位论文，按哈工大涉密管理条例相关规定执行。

**Requirements concerning** **Thesis Proposal of Master’s Candidates**

Thesis proposal is the basis for master’s candidates to complete their thesis and is viewed as vital to the quality of thesis. Master’s candidates, their supervisors, related disciplines and schools (departments) should attach great importance to thesis proposals.

**I. Arrangements for thesis proposal**

1. Master’s candidates’ thesis proposals should be submitted to their supervisors for approval.

2. An evaluation panel is formed by each discipline to review and evaluate thesis proposals of master’s candidates by means of oral defense. The evaluation panel consists of professors or associate professors who are master’s supervisors. The number of members in the evaluation panel should be no less than 5.

3. The time for the oral defense of thesis proposals of master’s candidates is determined by related schools (departments). A common practice for oral defense of master’s thesis proposals is that master’s thesis proposals are completed within the first three weeks of the second academic year (Autumn Semester). Postgraduates should be encouraged to make a good use of their summer holidays and enrich their thesis proposals.

4. For those master’s candidates who have received yellow warning for their degree course grades, their oral defense of thesis proposals should be conducted under the guidance of the Sub-Committee of Academic Degrees within the discipline.

5. Oral defense of master’s thesis may be implemented after the pass of master’s thesis proposal, to be specific, more than six months after the pass of master’s thesis proposal.

**II. The contents of thesis proposals**

1. Topic source, research objective and significance;

2. Research at home and abroad and analysis;

3. Main research contents and research plan;

4. Expected objectives;

5. Research work already done and time scheme;

6. Conditions and funds required;

7. Anticipated problems and solutions;

8. Major references.

**III. Requirements for thesis proposals**

1. The length of thesis proposals should be no less than 5000 words, with emphasis on the first 5 points listed above.

2. Major references should be no less than 20, among them foreign references should account for no less than one third. References should mainly involve articles published in recent academic journals at home and abroad. Basic and major course textbooks within the discipline are not acceptable references.

3. Master’s candidates’ thesis proposal takes the form of oral defense. Master’s candidates should spend 10-15 minutes to report to the evaluation panel, and question time is 10-15 minutes.

**IV. Inspection of thesis proposals**

The results of the evaluation of the thesis proposals of master’s candidates are graded on the five point scale system: excellent, good, average, pass, and failure. In general, “excellent” should not exceed 25%, and “average”, “pass”, “failure” should be no less than 15%. Without approval or failure to present thesis proposals as scheduled, the grade should be recorded as “failure”. In the case of “failure”, graduate students must re-apply for thesis proposals within two months. If the second thesis proposal fails, the academic registration of the candidate will be cancelled.

**V. Filing of thesis proposals**

Evaluation panel should fill out the Evaluation Results Form for Thesis Proposals of Master’s Candidates, which involves evaluation of the rationality and feasibility of the proposals, as well as evaluation of master’s candidates’ ability to review literatures and to do research. The form will be submitted to the secretaries of relevant schools (departments) for filing until 1 year after the graduation of those master’s candidates.

**VI. Online entry of thesis proposal information**

After the completion of the oral defense of thesis proposals, master’s candidates should input their thesis proposal information online into the Graduate Education Integrated Management System. If the thesis involves confidential information, it should be handled according to the *Administrative Measures for Confidential Information in HIT*.