Requirements for Graduate Theses Online Submission of Southeast University

The graduate students of Southeast University must submit the full texts and attachments of the electronic forms of theses to the archives after passing the defense of their theses. The electronic forms of theses must be identical to the hard copies submitted to the archives. Half an hour after the approval of electronic version of the submitted thesis, the data will be automatically uploaded to the departure system of Southeast University. Students then will have completed the section in the archives. There is no need to go to the archives for stamping except in special circumstances.

Confidential theses are not allowed to be submitted online. The student should burn the thesis into a CD-ROM and send the *Application Form for the Confidentiality of Southeast University Graduate Thesis* signed by the Confidentiality Office, directly to the archives and go through relevant procedures (delivery time: Monday to Friday, telephone: 83792861, 83793803-808).

For non-confidential theses (technically protected internal theses can be submitted directly online, but the student needs to bring the *Application Form for Technical Protection of Southeast University Graduate Theses* to the archives to complete the school-leaving procedure), the submission method is as follows:

1. Step One:  Click on Homepage of Southeast University → Archives → Theses Online Submission System of SEU → Theses Submission to register student information and click on "Submit".

Step Two:  Fill in the general information of the thesis and click on “Submit”.

Step Three:  Upload the thesis and click on “End Submission”.

Those who declare excellent theses need to upload the declaration attachments when filling out the basic information of the theses and indicate “declaration of excellent theses” in the remarks column.

2. After three workdays of the successful submissions of theses, the graduates can re-login to the “Theses Submission” page in the “Theses Online Submission System of SEU” to check the review results by themselves. If the thesis is not approved, please revise the original text according to the review comments. After revision, please delete the original thesis, re-uploaded the revised version and submitted again until the review is passed.

Please refer to the annex or the relevant websites of the archives for specific requirements and precautions regarding the online submission of graduate theses.

Annex:

Precautions for the Online Submission of Graduate Theses

1. No garbled letters or characters are allowed in the title nor abstract. If the garbled letters or characters are caused by formulas, molecular formulas or other special characters that cannot be input, please temporarily replace them with sign #.

2. The electronic text of the thesis can only be one file. The file format is in principle required to be a PDF vector document (you can use Adobe Acrobat Profressional, doPDF and other softwares to convert the WORD document into a PDF file). The content of the file should be the whole thesis and must include: a Chinese cover, an English cover, an originality statement, a Chinese abstract, an English abstract, a catalogue, the main body, bibliography and necessary appendices, which are completely consistent with the hard copy of the thesis and cannot be formed into multiple documents in separate chapters.

The file naming rule is: Department Code + Name + Student ID. Do not put spaces before the name and Student ID. For example, “301Li Tao000123”, where “3” is the fixed classification number of the archives, “01” represents the department, and “000123” is the student ID.

3. To improve the one-time pass rate of the theses review, hereby some important details of online submission of theses are noted as follows:

(1) Students can only submit their theses after the thesis defense.

(2) The Chinese cover should follow the uniform style of the Graduate School. The student ID, classification number, secret level, UDC number, the date of the thesis defense and the name of the Thesis Defense Committee Chairman must be completed.

(3) The page numbers of catalogue must be consistent with the chapters of the main body and the appendix.

(4) When the file is too large (several hundred megabytes for example), the student should unload the thesis by FTP (FTP address: 58.192.114.32, username: lwtj, password: lwtj) after completing the bibliographic information. When the full text is uploaded, please log in Theses Online Submission System of SEU again and click the “Full Text of the Thesis and the Declaration Materials” button to finish the submission.

4. Those who declare excellent theses should indicate “Declaration of excellent theses” in the remarks column when filling out the basic information of the theses.