Flowchart of Doctoral Degree Thesis Defense

Time	Graduate School	School/Department	Doctoral Candidate
			The candidate's dissertation should have passed pre-defense, qualified for submission and reviewed by supervisor.
1 week before defense		**Form Defense Committee** Each discipline forms an examining committee consisting of 5 or 7 experts (no more than 2 associate professors with PhD), 2 of whom should be from outside SJTU. If the candidate's mentor is a member of the committee, then 1) he should not chair the committee, 2) there has to be 7 members.	
3 days before defense		**Upload Dissertation, Print Forms and Submit Application Files** The candidate shall upload the transcript for the defense, the publication of the dissertation to Graduate Information System. The secretary (or the candidate) shall record the list of committee members, print out and fill in Doctoral Degree Application Form and Dissertation Evaluation and Feedback Form and so on to the designated school or department.	
		Qualification Review and Notice Review: 1. Is the Doctoral Degree Application Form complete; 2. whether dissertation has passed review (2 blind reviews and 1 appraisal), is the Dissertation Evaluation and Feedback Form signed by mentor; 3. whether the candidate's published papers meet school and department quantity and quality requirements. The list of qualified candidates will be put on SJTU website.	
	Sample check		**Defense of Doctoral Dissertation**
Within 30 days after defense	**Review**		**Upload final draft, Submit Degree Application Files** Upload the final draft of dissertation to GIS for filing; submit Pre-Defense Review Form, Appraisal Form, Defense Transcript, Defense Votes, the original Defense Outcome Form, Doctoral Degree Application Form, Dissertation Evaluation and Feedback Form and any other required files.
		Degree Application and Awarding	