

关于博士学位答辩及学位申请说明（含优博）

一、 学位论文信息

研究生教育管理系统（以下简称“系统”）培养模块培养办公室审核通过后，可进入学位模块。首先录入学位论文信息。相关信息内容后续环节可根据导师、评阅专家或答辩委员会的意见，在申请学位前系统均设置为可修改，不用退回。

二、 预答辩

系统学位论文信息录入提交后，进入“预答辩申请”环节，提交预答辩申请后，导师、学院审核通过后方可进行预答辩，预答辩委员应为校内专家。预答辩结束后，在系统中录入结果，提交相关表格后，导师、学院审核。预答辩要求详见《北京理工大学博士学位论文预答辩细则》

（http://grd.bit.edu.cn/xwgz/xwgz2/gzzd_xwgz/112587.htm）

三、 论文查重

预答辩通过后，在系统“学位论文查重”上传查重论文，提交申请（每人最多2次），学院送审，查重结果（网页版报告）学生本人、导师和学院可同时看到。此环节学校不设比例限制，是为避免学术不端提供帮助，建议按查重报告，在导师指导下修改学位论文，一般可不进行二次查重。

四、 论文评阅申请

论文查重完成且导师录入评语后，学生在系统“论文评阅申请”提交盲审学位论文、相关信息和材料，导师审核。在审核状态栏，可查看审核流进度。盲审结果和评阅书由学位办录入；明审结果和评阅书本人录入。导师审核。

出现 B、C、D 者，需按规定修改论文，并在系统中上传修改审核表。盲评结果为 AAC 或 AAD (A+)者可以申诉，在系统中上传申诉书，学位办审核。具体评阅要求详见《北京理工大学关于博士学位论文匿名评阅的规定》（校学位[2023]4 号）https://grd.bit.edu.cn/xwgz/xwgz2/gzzd_xwgz/b118958.htm。

学位办（研究生教学楼 220A）：程璐，clbit@bit.edu.cn，68911207

五、 论文答辩环节

V. Thesis Defense

1.导师在系统录入“对评阅结果的审定”及“是否同意组织答辩”后，学生在系统"论文答辩"申请答辩安排，必须点击“提交”。答辩要求详见《北京理工大学研究生学位论文答辩细则》研【2023】127号

(https://grd.bit.edu.cn/xwgz/xwsy/gzzd_xwsy/126883c0fcfd47a0aec6b496674b2bc9.htm)。

博士类别	委员人数	委员资格 (秘书不可作委员)	主席资格
1.全日制 2.同等学力	5 或 7	1.正、副高职称（副高须为博导）； 2.至少 2 位论文评阅人； 3.2 位及以上校外专家，委培、定向生和同等学力聘请的校外专家应为第三者单位； 4.半数以上为博导； 5.答辩委员至少有一位是本校专家； 6.申请人导师不能作为答辩委员，但需依规全程参加答辩。（含同等学力答辩）	1.正高职称(教授、研究员) 2.博导 3.非学生本人导师

2. 申请人携带表决票到学科对应的分会（研究生楼 220A）盖章，学部秘书会同时在系统中审核答辩安排。**机械与运载学部**匿名评阅结论有 2 个 B 或 C 或 D 的申请人答辩必须有学科责任教授参加；**信息与电子学部、理学与材料学部**要求盲评有 C 或 D 的申请人答辩必须有学部委员参加。

初次匿名评阅结论为“BBC”或“BBD”，且修改后送原评阅专家结果仍为“75-79B”的情况，由各学部负责组织相关学科 3 名小同行专家再次匿名评阅，再次匿名评阅结论需为“80B 及以上，方可按照有关规定申请答辩。

机械与运载分会：赵宁，danielle@bit.edu.cn， 8580；

信息与电子分会：王鹏，wpbit0804@bit.edu.cn， 1644；

理学与材料分会：于濛濛，yumengmeng@bit.edu.cn， 1990；

人文与社科分会：曹珊珊，caoss@bit.edu.cn， 8522；

交叉分会：王鸿，wangh9930@bit.edu.cn， 9930。

（表决票盖章时，申请者系统中需处于“论文答辩”环节，且答辩时间、地点及答辩委员会组成填写准确、完整。）

3. 申请人参加答辩，答辩秘书协助组织答辩并记录，答辩结束后，请答辩秘书及时向学院干事提交答辩成绩，由学院在系统录入。

注意：建议表决结果票数用“汉字大写数字”填写；建议表决意见为“经答辩委员会无记名投票表决，一致同意XX同学论文答辩通过，建议授予XX同学工学（或理学、管理学、经济学、教育学、艺术学、法学、工学专业）博士学位。”

六、 学位申请环节

申请人填写系统“学位申请”环节的相关信息，学术成果部分在北京理工大学奖学金填报平台（<http://10.0.11.180/fe/>）进行申报，数据可同步，并按学院要求提交相关纸质材料（纸质材料的内容和顺序须与系统完全一致）。

适用于普博、同等学力申请者

普通博士所发表学术论文（含其它成果）须满足校学位相关文件要求：
（研究生院网站中“学位与学部”下“学位申请与授予”下“规章制度”栏目内）

2016 级及以后执行校学位[2016]16 号文件；

同等学力申请者所发表学术论文（含其它成果）须满足校学位相关文件要求：

（见 https://grd.bit.edu.cn/xwgz/xwsy/gzzd_xwsy/b88047.htm）

2016 年及以后报到的同等学力人员执行校学位[2016]16 号文件。

说明：同等学力申请者发表学术论文（含其他成果）包括在读期间及报名时发表的学术论文（含其他成果）。

注意：务必核查学位申请环节填写的申请学位类别是否正确；已毕业或已上报毕业的学生放可申请学位。

七、 导师及学院审核要求

导师和学院干事就学术成果真实性及是否满足授予学位要求进行审核，并以学院为单位统一提交相关材料至学科所在分会。

在满足上述发表论文（含其它成果）要求基础上，提供以下证明材料：

1. 《北京理工大学博士学位论文答辩表》1 份（有全部签字）

（见 https://grd.bit.edu.cn/xwgz/xwsy/wjxz_xwsy/b179622.htm）；

2. 全部评阅书（与网上系统中顺序一致）；

3.评阅非全 A 者提供有全部签字的申述书、修改审核表，附在相应评阅书之后；

4.《博士学位论文修改审核表（答辩结束）》

（见 https://grd.bit.edu.cn/xwgz/xwsy/wjxz_xwsy/b119049.htm）；

5.学位论文纸质版 1 份（有全部签字）；

6.博士毕业生发表学术论文清单封面（作为证明材料的封面，须有导师签字，见附件 1）

（1）发表期刊或会议论文，提交：会议或期刊封面复印件（在线状态及国外期刊除外）+本人论文目录页（标注本人论文题目）+论文正文首页（标注 DOI 号、本人姓名）（论文顺序须与系统一致）；

（2）发表论文中如有会议论文，须另外提供图书馆检索证明；

（3）处于录用状态的论文（允许有 1 篇），提交：

①有确定卷期号的录用通知书；

②版面费收据或发票（复印件）；

③论文底稿。

其中，对于国外期刊录用情况，按以下内容提交：

①国外出版社的 Email 录用通知书或信函录用通知书；

②国外出版社提供的版权转让签字单；

③文章校样。

（4）发明专利须提供盖有国家知识产权局章的发明专利证书复印件；

（5）科技奖提供获奖证书复印件；

说明：

1、学位申请材料按上述顺序整理，递交学院审核。

2、提交的纸质材料符合自检表要求。

3、建议学生自行留存学位申请材料电子版。

4、答辩通过后可在程璐老师处开具答辩通过证明，论文答辩表上不予盖章。

另外，申请校级优秀博士学位论文者在上述材料基础上还须提交如下材料：

1、《北京理工大学校级优秀博士学位论文推荐表》

（研究生院网站中“学位与学部”下“学位申请与授予”下“文件下载”栏目内）

2、学位论文纸质版 1 份。

机械与运载学部申请校级优秀博士论文基本要求：

- 1、学位论文不涉密；
- 2、学位论文受到评阅人好评；
- 3、答辩成绩优秀（90 分及以上）。

信息与电子学部/理学与材料学部/人文与社科学部申请校级优秀博士论文基本要求：

- 1、学位论文不涉密；
- 2、学位论文受到评阅人好评（参评论文须有 3 份盲评结果，成绩均为 A+ 或 A）；
- 3、答辩成绩优秀（90 分及以上）；
- 4、学院推荐比例不超 8%。

（具体要求详见 https://grd.bit.edu.cn/xwgz/xwsy/gzzd_xwsy/b118989.htm）

Explanation and Requirements for Applying for a Doctoral Degree (Including Excellent Doctoral Dissertations)

I. Information on the Dissertation for the Degree

After the approval by the Cultivation Office of the Cultivating Module in the Graduate Education Management System (hereinafter referred to as the "System"), student can enter the Degree Module. Firstly, enter the information of the dissertation. The relevant information content can be modified before applying for the degree in the subsequent stages according to the opinions of the supervisor, review experts, or the defense committee, without the need to withdraw the application.

II. Preliminary Defense

After entering and submitting the information on the dissertation in the system, enter the "Preliminary Defense Application" link, and after submitting the application for the preliminary defense, it can be conducted after the approval of the supervisor and the college. The preliminary defense committee members should be experts from within the university. After the preliminary defense, enter the results in the system, submit the relevant forms, and then the supervisor and the college will review them.

For the detailed requirements of the preliminary defense, please refer to the "Detailed Rules for the Preliminary Defense of Doctoral Dissertations at Beijing Institute of Technology" (http://grd.bit.edu.cn/xwgz/xwgz2/gzzd_xwgz/112587.htm).

III. Thesis Plagiarism Check

After passing the preliminary defense, upload the thesis for plagiarism check in the "Thesis Plagiarism Check" link, then submit the application (with a maximum of 2 times per person). The college will send it for evaluation, and the student, the supervisor, and the college can simultaneously view the results of the plagiarism check (the web version of the report). There is no set proportion limit for this check in the school, as it is to provide assistance in avoiding academic misconduct. It is recommended to modify the dissertation under the guidance of the supervisor according to the plagiarism check report, a second check is generally not necessary.

IV. Thesis Evaluation Application

After the thesis plagiarism check is completed and the supervisor enters the comments, the student submits the anonymous evaluation dissertation, relevant information, and materials in the "Thesis Evaluation Application" link of the system, then the supervisor evaluates it. In the evaluating status bar, you can view the progress. The anonymous evaluating results and its reports are entered by the Degree Office; the open evaluating results and its reports are entered by the student himself/herself. The supervisor reviews it.

For those with grades B, C, or D, the dissertation needs to be modified according to the regulations, and the modification review form needs to be uploaded in the system. Those with anonymous evaluating results of AAC or AAD (A+) can appeal, and the appeal letter needs to be uploaded in the system for the review of the Degree Office.

For the specific evaluating requirements, please refer to the "Regulations on the Anonymous Evaluation of Doctoral Dissertations at Beijing Institute of Technology" (School Degree [2023] No. 4) https://grd.bit.edu.cn/xwgz/xwgz2/gzzd_xwgz/b118958.htm.

Degree Office (Room 220A, Graduate Teaching Building): Cheng Lu, clbit@bit.edu.cn, 68911207

V. Thesis Defense

1. After the supervisor enters "Review and Approval of the Evaluation Results" and "Whether to Agree to Organize the Defense" in the system, the student applies for the defense arrangement in the "Thesis Defense" link of the system and must click "Submit".

For the defense requirements, please refer to the "Detailed Rules for the Defense of Graduate Dissertations at Beijing Institute of Technology" Research [2023] No. 127 (https://grd.bit.edu.cn/xwgz/xwsy/gzzd_xwsy/126883c0fcfd47a0aec6b496674b2bc9.htm).

Category of Doctoral Degree	Number of Committee Members	Qualifications of Committee Members (The secretary cannot be a committee member)	Qualifications of the Chairperson
1. Full-time 2. Equivalent Academic Ability	5 or 7	1. Professors or associate professors with senior professional titles (associate professors must be doctoral supervisors); 2. At least 2 thesis reviewers; 3. 2 or more external experts, and the external experts invited for commissioned, targeted, and equivalent academic ability students should be from a third-party unit; 4. More than half are doctoral supervisors; 5. At least one of the committee members is an expert from the university; 6. The supervisor of the applicant cannot be a defense committee member, but must participate in the whole defense process according to regulations. (Including the defense committee of equivalent academic ability)	1. Professor with a senior professional title (professor, researcher) 2. Doctoral supervisor 3. Not the supervisor of the student himself/herself

2. The applicant brings the voting ballots to the corresponding faculty of the discipline (Room 220A, Graduate Teaching Building) for stamping, and the secretary of the faculty will simultaneously review the defense arrangement in the system. For the applicants of the **Faculty of Mechanical and Transportation Engineering** whose anonymous review conclusions have 2 Bs, Cs, or Ds, the defense must be attended by the responsible professor of the discipline; for the applicants of **the Faculty of Information and Electronics, the Faculty of Natural Sciences and Materials** whose anonymous evaluation results have Cs or Ds, the defense must be attended by a member of the faculty.

In the case of the initial anonymous review conclusion of "BBC" or "BBD", and the revised results sent to the original review experts are still "75 - 79B", the relevant faculty is responsible for organizing 3 peer experts in the relevant discipline to conduct another anonymous review. The re-evaluation conclusion needs to be "80B or above" before applying for the defense according to the relevant regulations.

Faculty of Mechanical and Transportation Engineering: Zhao Ning, danielle@bit.edu.cn, 8580;

Faculty of Information and Electronics: Wang Peng, wpbit0804@bit.edu.cn, 1644;

Faculty of Natural Sciences and Materials: Yu Mengmeng, yumengmeng@bit.edu.cn, 1990;

Faculty of Humanities and Social Sciences: Cao Shanshan, caoss@bit.edu.cn, 8522;

Faculty of Interdisciplinary: Wang Hong, wangh9930@bit.edu.cn, 9930.

(When stamping the voting ballots, the applicant's system should be in the "Thesis Defense" module, and the defense time, place, and the composition of the defense committee should be filled in accurately and completely.)

3.The applicant participates in the defense, and the defense secretary assists in organizing the defense and recording. After the defense, the defense secretary should promptly submit the defense results to the college clerk for entry in the system.

Note: It is recommended to fill in the number of votes in the "Chinese capitalized numbers" for the voting results; the recommended voting opinion is "After the anonymous voting by the defense committee, it is unanimously agreed that XX student's thesis defense is passed, and it is recommended to grant XX student a Doctoral Degree in Engineering (or Science, Management, Economics, Education, Art, Law, Engineering Specialty)."

VI. Degree Application Link

The applicant fills in the relevant information in the "Degree Application" link of the system, and the academic achievements are declared in the Scholarship Declaration Platform of Beijing Institute of Technology (<http://10.0.11.180/fe/>), the data can be synchronized. The applicant also submits the relevant paper materials according to the requirements of the college (the content and order of the paper materials must be completely consistent with the system).

Applicable to ordinary doctoral students and applicants with equivalent academic ability

The academic papers (including other achievements) published by ordinary doctoral students must meet the requirements of the relevant documents of the school degree:

(In the "Regulations and Systems" column under "Degree Application and Award" under "Faculty and Degree" in the Graduate School Website)

For the students enrolled in 2016 and later, the School Degree [2016] No. 16 document is implemented;

The academic papers (including other achievements) published by the applicants with equivalent academic ability must meet the requirements of the relevant documents of the school degree:

(see https://grd.bit.edu.cn/xwgz/xwsy/gzzd_xwsy/b88047.htm)

For the equivalent academic ability students enrolled in 2016 and later, the School Degree [2016] No. 16 document is implemented.

Note: The academic papers (including other achievements) published by the applicants with equivalent academic ability include the academic papers (including other achievements) published during the study period and at the time of registration.

Note: It is necessary to check whether the category of the degree application filled in the degree application link is correct; only the graduated or reported graduated students can apply for the degree.

VII. Requirements for the Review by the Supervisor and the College

The supervisor and the college clerk review the authenticity of the academic achievements and whether they meet the requirements for the award of the degree, and submit the relevant materials to the branch of the discipline where the college is located as a unit.

On the basis of meeting the requirements for publishing papers (including other achievements) mentioned above, the following supporting materials are provided:

1. Copy of the "Defense Form for Doctoral Dissertations of Beijing Institute of Technology" (with all signatures)

(see https://grd.bit.edu.cn/xwgz/xwsy/wjxz_xwsy/b179622.htm);

2. All evaluation reports (in the same order as in the online system);

3. For those with non-all-A evaluation results, provide the appeal letter with all signatures and the modification evaluation form, and attach them after the corresponding evaluation reports;

4. "Modification Evaluation Form for Doctoral Dissertations (After Defense)"

(see https://grd.bit.edu.cn/xwgz/xwsy/wjxz_xwsy/b119049.htm);

5. Paper copy of the dissertation (with all signatures);

6. Cover of the List of Academic Papers Published by Doctoral Graduates (as the cover of the supporting materials, it must be signed by the supervisor, **see Annex 1**)

(1) For published journal or conference papers submit a copy of the cover of the conference or journal (except for the online status and foreign journals) + the table of contents page of the applicant's paper (marking the title of the applicant's paper) + the first page of the main text of the paper (marking the DOI number and the name of the applicant) (the order of the papers must be consistent with the system);

(2) For conference papers included in the published papers, an additional library search certificate must be provided;

(3) For papers in the accepted state (**only 1 paper is allowed**) submit:

- ① The acceptance letter with the confirmed volume and issue number;
- ② The receipt or invoice of the page fee (copy);
- ③ The manuscript of the paper.

Among them, for the acceptance of foreign journals, submit the following:

- ① The Email acceptance letter or posted acceptance letter from the foreign publisher;
- ② The signed copyright transfer form provided by the foreign publisher;
- ③ The proofreading of the article.

(4) For invention patents, a copy of the invention patent certificate stamped with the seal of the State Intellectual Property Office must be provided;

(5) For science and technology awards, a copy of the award certificate must be provided;

Note:

1. Arrange the degree application materials in the above order and submit them to the college for review.
2. The submitted paper materials meet the requirements of the self-inspection form.
3. It is recommended that students keep the electronic version of the degree application materials by themselves.

After the defense is passed, a certificate of passing the defense can be issued at Teacher Cheng Lu's office, and the defense form will not be stamped.

In addition, those applying for the university-level excellent doctoral dissertation must submit the following materials on the basis of the above materials:

1. "Recommendation Form for the University-level Excellent Doctoral Dissertation of Beijing Institute of Technology"

(In the "File Download" column under "Degree Application and Award" under "Faculty and Degree" in the Graduate School Website)

2.1 paper copy of the dissertation.

Basic Requirements for Applying for the University-level Excellent Doctoral Dissertation in the Faculty of Mechanical and Transportation Engineering:

1. The dissertation is not classified;
2. The dissertation is highly praised by the reviewers;
3. The defense score is excellent (90 points and above).

Basic Requirements for Applying for the University-level Excellent Doctoral Dissertation in the Faculty of Information and Electronics, Faculty of Natural Sciences and Materials, and Faculty of Humanities and Social Sciences:

1. The dissertation is not classified;
2. The dissertation is highly praised by the reviewers (the papers must have 3 anonymous evaluation results, all with grades of A+ or A);
3. The defense score is excellent (90 points and above).
4. The recommendation ratio of the college does not exceed 8%.

(For the specific requirements, please refer to https://grd.bit.edu.cn/xwgz/xwsy/gzzd_xwsy/b118989.htm)