

控制科学与工程学院

关于研究生学位论文撰写和答辩语言的意见

(2016.12.19 学科学位评定委员会讨论通过)

1、本单位研究生学位论文一般应用汉语撰写和答辩。外国来华留学研究生、本单位与海外高校联合培养的研究生，可以在汉语和英语中选用一种语言撰写论文和答辩。

2、研究生一般于开题报告（中期考核）时确认学位论文的撰写语言。开题报告（中期考核）后赴海外进行联合培养的研究生，可以在出境后三个月内提出更改学位论文撰写和答辩语言的申请。

3、研究生如需更改学位论文撰写和答辩语言，应向指导教师提出申请，报控制学科学位评定委员会审批。（附 1：学位论文撰写和答辩语言更改申请表）

4、如学位论文用英语撰写，应符合浙江大学、信息学部和控制学科有关研究生学术规范，并采用与主要英语系国家学位论文一致的格式。（附 2: Guidelines for the Format of Thesis）

5、如学位论文用英语撰写和答辩，其评阅专家和答辩委员会成员原则上应有海外学术机构任职经历或在海外高校获得博士学位，评阅专家可以采用汉语或英语撰写学位论文评阅意见。

6、因学位论文抽查需要，如学位论文用英语撰写，在通过学位答辩后，外国来华留学研究生应提交不少于 5000 字的详细中文摘要，本单位与海外高校联合培养的研究生应提交学位论文中文版，导师和学科两级审核通过后方可授予学位。所提交的中文摘要和学位论文中文版应符合浙江大学和信息学部有关研究生学术规范和论文编写规则。

For foreign students:

1、The thesis should be written in Chinese. Students who can demonstrate a need to use English to write their theses, should seek prior approval from the Academic Degree Evaluation Committee in Control Science and Engineering via Principal Supervisor.

2、It is advisable that students apply for change of language as soon as they have decided the topic, in any case no later than the initial timeline for confirmation of candidature. Any delay in the application rendering cumulative work already written in any other language shall not be the justification for the change of language.

3、Students should complete the Form ***Request for Change of Language for Writing Thesis*** and provide detailed justifications. If approved, students are required to submit an extended abstract of the thesis (not less than 5000 Chinese characters). Applications submitted after the said period will normally not be considered.

4、The thesis written in English should follow the ***Guidelines for the Format of Thesis***. The extended abstract in Chinese should follow the ***Academic Norms and Thesis Writing Rules*** of Zhejiang University.

学位论文撰写和答辩语言更改申请表

Request for Change of Language for Writing Thesis

姓名 Name of Student		联系电话 Tel.	
学号 Student No.		电子邮箱 Email	
主导师 Principal Supervisor		合作导师 Co-Supervisor	

论文撰写语言 Language for Writing Thesis:

☐ 由中文改为英文 Change from Chinese to English

论文题目 Research Topic / Preliminary Title: (in English and its translation in Chinese)

☐ 由英文改为中文 Change from English to Chinese

论文题目 Research Topic / Preliminary Title: (in Chinese)

申请理由 Justifications:

学生签名 Student's Signature

日期 Date

导师意见 To: the Academic Degree Evaluation Committee in Control Science and Engineering

同意申请.

I support the application in view of the justifications provided above.

导师签名 Principal Supervisor's Signature

日期 Date

控制学科学位评定委员会审批

Approval from the Academic Degree Evaluation Committee in Control Science and Engineering

主席签名 President's Signature

日期 Date

Guidelines for the Format of Thesis

Applicability

These Guidelines shall apply to theses, published work and dissertations submitted for Doctorate and Master 's degrees and should be read in conjunction with the Regulations for those degrees. Hereafter, the term "Thesis" shall be understood to include a thesis, published work submitted for the degrees of Doctor and Master of Philosophy and a dissertation. Though submission of a bound thesis copy is not mandatory, candidates are still required to prepare the thesis in accordance with the guidelines and if so required by the Supervisor to provide a bound thesis copy, the guidelines should also be followed.

Length of the Thesis

The thesis may not exceed 60,000 words, excluding appendices, except with the approval of the Graduate School and the recommendation of the supervisor. Any such recommendation and approval shall be regarded as an exception.

Writing Format

The thesis shall be presented in a permanent and legible form either in original typescript, plain paper photocopy or a comparably permanent process.

Paper Size

International A4 size 80 lb. paper of good and opaque quality shall be used for the thesis, which is recommended to be typed on both sides of the paper. In an exceptional case, paper other than international A4 size may be used when the nature of the thesis requires it.

Spacing and Margins

All text material and preliminary pages, including the abstract, should be double-spaced. Notes, bibliographic references, and long quotations may be single-spaced. The document should be arranged as if it were to be single-sided. The left and right margins should be 1-1/2 inches wide. The top and bottom margins should be one full inch.

Font Size

As a general guideline, the lower-case x-height of characters shall not be significantly larger or smaller than 0.2 cm*. Double or one-and-a-half spacing shall be used, except for abstract, indented quotations or footnotes where single spacing shall be used.

Pagination

The title page should be lowercase Roman numeral "i" but not typed. Subsequent pages should

be typed as “ii, iii,” etc., until the thesis proper is reached. The first page of the thesis proper is Arabic “1” and repeats the title only. Pagination appears within the one-inch margin, recommended about 3/4” from the top and right hand edges of the paper or 3/4” from the bottom edge of the paper, centered. Pagination that includes pages such as “10a,” “10b,” etc., should be avoided.

Order of the Contents

The final thesis or dissertation should be assembled in the order listed below:

1. Title page

The title page of the thesis shall give the following ordered information in Chinese or English, depending on the language in which the thesis is written.

- The title
- The full name of the candidate (whose surname should be in BLOCK CAPITALS preceding his/her Chinese given names, and where an English Christian name is applicable, should follow the Chinese given names), to be identical with that shown on the ID card or passport.
- The degree for which the thesis is submitted.
- The name of the candidate’s Principal Supervisor.
- The name ‘Zhejiang University’.
- The month and year of submission.

2. Declaration

The declaration should be bound into the thesis before the abstract. The lower case Roman numerals shall start from this page.

3. Abstract

The abstract of contents and the certificate relating to composition and presentation shall be bound into the thesis before the acknowledgements. (required; 350 words or less for doctoral dissertations, 150 for the master’s thesis; both double-spaced)

4. Acknowledgments (optional)

The acknowledgements shall be bound into the thesis before the table of contents.

5. Table of contents

The table of contents shall be bound into the thesis before the main text.

6. List of Tables, Figures, Symbols and Abbreviation (if any)

List of Tables, Figures, Symbols and Abbreviation, if any, shall be bound into the thesis after the table of contents and before the main text.

7. Main Text

- The main text shall be bound into the thesis before the appendices and bibliography and/or list of references.

- Whenever practicable, diagrams, maps, illustrations, computer printouts, published papers and tables shall be bound into the thesis at a point accompanying the corresponding text.
- Folded diagrams or charts included in the text shall be arranged so as to open out to the right.
- Photographic prints shall be on single weight paper or permanently mounted on cartridge paper for binding and shall be securely fixed in the thesis. The guideline on margins above should be observed. Illustrative material which cannot be conveniently bound in the text (such as maps and slides) shall be packaged in such a way that it can be bound with the thesis. If the amount of such material is substantial, it shall be gathered into a supplementary volume and packaged in a rigid container similar in format to the bound thesis. All loose materials shall be marked with the candidate's name and degree for which the work is submitted so that it can be readily linked with the thesis.

8. Appendices and Bibliography and/or List of References

Appendices and bibliography and/or list of references shall be bound into the thesis after the main text.

9. Curriculum Vitae

A page of curriculum vitae of the author and page number is also required to form the last page of the thesis. A sample of the Curriculum Vitae is given as Annex 4.