Official Document of Kunming University

KYJ [2024] No. 42

Notice on Issuing the *Administrative Measures for Undergraduate Graduation Theses (Projects) of Kunming University (Revised)*

All units and departments of the University:

The *Administrative Measures for Undergraduate Graduation Theses (Projects) of Kunming University (Revised)* has been reviewed and approved at the 20th President's Office Meeting on June 11, 2024. It is hereby issued for full implementation.

Kunming University
July 17, 2024

Administrative Measures for Undergraduate Graduation Theses (Projects) of Kunming University (Revised)

Graduation Theses (Projects) are core teaching and practical links to achieve talent cultivation objectives. They provide preliminary training for students to conduct scientific research by comprehensively integrating basic and specialized knowledge, and serve as a critical channel to develop students' problem-solving capabilities and integrate teaching, research and social practice. These Measures are formulated to realize scientific, standardized administration of undergraduate graduation theses (projects) and substantially improve their quality.

Chapter I General Provisions

Article 1 Graduation Theses (Projects) are practical teaching segments for comprehensive competency training that all undergraduates must complete. Their core objectives are to cultivate students' ability to independently analyze and solve medium-complex professional technical or operational problems through integrated application of foundational theories, specialized knowledge and skills, deliver further vocational training, and lay a solid foundation for post-graduation employment. This teaching link systematically develops students' research literacy, innovative thinking and practical competence.

Article 2 Graduation Theses (Projects) shall cultivate the following competencies:

1. Competence in research, Chinese and foreign literature retrieval and data collection;
2. Competence in theoretical analysis, scheme design, demonstration and comparative evaluation;
3. Competence in design, calculation and engineering drawing;
4. Competence in experimental research and data processing;
5. Competence in foreign language reading and translation;
6. Computer application competence;
7. Competence in comprehensive analysis, summary, technical document compilation, thesis writing and oral defense.

Article 3 All undergraduate graduation theses (projects) shall be managed via the full-cycle online Gedata Thesis Management System, including plagiarism detection.

Article 4 Graduation Theses (Projects) shall uphold originality and encourage innovation. Plagiarism, piracy, data fabrication, ghostwriting and AI-aided writing are strictly prohibited. Confirmed academic misconduct shall be handled in accordance with Article 43 of these Measures.

Article 5 The Academic Affairs Office shall issue university-wide guiding opinions on graduation thesis (project) work, conduct online and offline inspections, supervision and coordination, and organize irregular training sessions for supervisors as required.

Article 6 Each secondary school shall establish a Graduation Thesis (Project) Leading Group chaired by school administrators to oversee all thesis work within the school.

Article 7 Each teaching & research office shall organize and implement graduation thesis (project work for its respective programme.

Article 8 All teaching & research offices shall compile syllabi and supporting guiding documents for graduation theses (projects). The syllabi shall specify objectives, requirements, core teaching content and schedules aligned with programme training goals and disciplinary characteristics.

Chapter II Topic Selection for Graduation Theses (Projects)

Article 9 Topic selection shall be guided by Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era, comply with basic teaching requirements and programme educational objectives, reflect disciplinary strengths, and meet the comprehensive training standards specified in graduation thesis syllabi.

Article 10 Topics shall cover adequate disciplinary knowledge while matching students' academic capacity. Research and design tasks shall consolidate prior learning and develop practical problem-solving skills, with moderate difficulty and reasonable workload to ensure timely completion.

Article 11 Interdisciplinary integrated topics are encouraged to broaden students' academic horizons and facilitate disciplinary integration.

Article 12 Programme thesis topics shall be linked to supervisors' research projects, industrial production, teaching and scientific research practice. Priority shall be given to topics originating from industry demands, adopting the university-enterprise dual-supervisor model relying on off-campus practical bases and external supervisors under the principle of "genuine practical projects for real research". No less than 50% of graduation theses (projects) shall be based on experiments, internships, engineering practice and social surveys. Topics shall reflect contemporary social, economic and cultural real-world hot issues with novelty and academic value aligned with programme characteristics.

Article 13 Topic selection shall follow feasibility principles: moderate difficulty and scope with high controllability. The breadth, depth and workload shall match students' comprehensive training requirements to ensure deliverable phased outcomes and substantial academic improvement within the designated timeline.

Article 14 Topic selection shall have different emphases according to major characteristics. Graduation theses (projects) are generally divided into engineering design, theoretical research, experimental research, computer software design and comprehensive application types. Engineering majors shall increase the proportion of engineering design and engineering practice topics; appropriate techno-economic analysis shall be added to research-type topics. For computer software design and comprehensive application topics, projects with strong practicality combined with local and institutional teaching and scientific research development shall be selected. Specific requirements are as follows:

1. Engineering Programmes: Prioritize engineering practice topics; basic engineering training is mandatory, supplemented by advanced extended research projects. Practical design topics shall meet teaching standards and carry tangible industrial value.
2. Science Programmes: Theses shall maintain rigorous academic standards aligned with cutting-edge scientific and economic development.
3. Humanities & Social Science Programmes: Theses shall integrate social practice, feature innovation and address real social, economic, cultural and educational hot topics with solid academic merit.
4. Teacher Education Programmes: Prioritize basic education and curriculum pedagogy research. In line with OBE accreditation philosophy, no less than 50% of

topics shall directly or indirectly relate to basic education. **Integration with teaching internships is encouraged** to generate practical teaching solutions.

5. Art Programmes: Designs and theses shall address frontier representative industry issues with social, research and practical value, combining theory and practice with emphasis on originality and utility.

Article 15 Each teaching & research office shall systematically build a programme topic bank for student selection in accordance with topic selection principles.

Article 16 The "one student, one independent topic" rule shall be enforced. For large group projects requiring multiple participants, each student shall undertake distinct, clearly defined sub-tasks with controlled group size and reasonable workload allocation.

Article 17 Apart from topics proposed by supervisors, students may self-select practical research topics based on internship interests, subject to supervisor review and approval.

Article 18 Topic sources include off-campus industrial projects, university research & quality engineering projects (national, provincial, municipal, institutional), school-defined topics and student self-proposed topics.

Chapter III Qualifications of Graduation Thesis (Project) Supervisors

Article 19 The dual-supervisor model (on-campus supervisor + off-campus industry supervisor) is encouraged for all undergraduate graduation theses (projects). 100% dual-supervision is mandatory for students of Modern Industrial Colleges.

Article 20 On-campus supervisors shall hold Lecturer or above professional titles with proven supervision and practical experience. Teaching Assistants and laboratory technical staff cannot act as sole supervisors but may assist with supplementary experimental guidance. Thesis supervisors are primarily Major Compulsory Course instructors; qualified Disciplinary Foundation Course teachers may also be appointed.

Article 21 Off-campus supervisors shall be industry experts from primary & secondary schools, government agencies and enterprises, holding Intermediate Title or Master’s Degree or above, or serving as core professional backbones.

Article 22 Off-campus supervisors shall possess solid disciplinary foundations, abundant practical experience and refined professional skills with willingness and capacity to supervise undergraduate theses. Schools and teaching & research offices shall maintain regular communication, conduct progress and quality inspections and resolve issues to meet basic teaching standards.

Article 23 Supervisors shall uphold ethical teaching standards, integrate moral education with academic guidance, adopt a rigorous, responsible attitude and cultivate students’ scientific rigor, truth-seeking work style and innovative capacity.

Article 24 During the thesis supervision cycle, supervisors shall not take extended leave. Special long-distance absence requires alternative instructors assigned by the teaching & research office.

Article 25 To guarantee thesis quality, each supervisor shall guide no more than 10 students; supervisors for engineering and art design projects shall supervise a maximum of 8 students.

Article 26 Supervisors shall impose strict academic standards, educate students against plagiarism, fabrication, ghostwriting and AI-aided writing, and require independent completion of all thesis tasks.

Article 27 Core responsibilities covering full online and offline thesis supervision:

1. Select research topics and compile thesis assignment briefs approved by the office director and school leadership for distribution to students;
2. Provide reference literature catalogues, guide literature retrieval and review student research proposals;
3. Inspect research progress, discuss emerging challenges and propose solutions;
4. Guide standardized thesis/technical report writing with coherent logic and mandatory formatting, printing and binding requirements;
5. Upon the completion stage of Graduation Thesis (Project), the supervisor shall review the student's completion of assigned tasks in accordance with the requirements specified in the *Assignment Brief* and *the Format Specifications for Graduation Theses (Projects) of Kunming University*, guide students to conduct similarity detection of the full text of their thesis (project) via the thesis management system, conduct a pre-qualification review for thesis defense, and provide guidance for students to participate in the graduation defense.
6. Collect full thesis materials post-defense, compile filing inventories, and write evaluation comments and preliminary grades based on student attitude, competence and thesis quality.

Chapter IV Schedule and General Requirements for Graduation Theses (Projects)

Article 28 Thesis schedules shall comply with each programme's talent training plan. All online workflows on the Gedata System shall be completed within the time limit specified by the Academic Degrees Committee of the Ministry of Education in JXF [2024] No.5.

Article 29 Thesis mobilization, topic selection, supervisor assignment and distribution of assignment briefs shall be completed in Semester 7.

Article 30 Prior to thesis commencement, each secondary school shall organize training sessions covering these Measures, the *Format Specifications for Graduation Theses (Projects)*, programme syllabi and internal school rules for all supervisors and students.

Article 31 Thesis proposal defense shall be completed within two weeks of the start of Semester 8. Supervisors shall upload assignment briefs and research proposals to the Gedata System within this timeframe. Each school shall submit the *Graduation Thesis Summary Form* and *Supervisor Filing Form* to the Academic Affairs Office for review and archiving.

Article 32 The school Thesis Leading Group shall conduct scheduled progress inspections throughout the thesis cycle, focusing on work advancement, supervisor guidance and deliverable quality, resolve emerging issues promptly and upload the *Mid-term Inspection Form to the Gedata System*.

Article 33 All students shall submit completed theses to supervisors for review by Week 10 of Semester 8. Apart from supervisor comments, each thesis shall receive detailed written feedback from a second reviewer appointed by the teaching & research office.

Article 34 Each secondary school shall organize thesis defenses in Weeks 11–12 of Semester 8 and assign final grades.

Article 35 Within one week after concluding defenses in Semester 8, each school shall submit the completed *Graduation Thesis Summary Form* (with full grades) and *Thesis Quality Analysis Report* to the Academic Affairs Office.

Article 36 Prior to the end of Semester 8, each school shall select outstanding theses, submit electronic copies to the Academic Affairs Office and conduct internal self-inspection in preparation for national undergraduate thesis random sampling.

Chapter V Thesis Defense and Grade Assessment

Article 37 All students must participate in thesis defense. In principle, students completing off-campus research shall return to campus for defense. Students serving military service or with special exceptions shall apply to the Academic Affairs Office in advance for approved online defense with full video archiving. All schools shall host public defense sessions for demonstration and exchange purposes.

Article 38 Each secondary school shall establish a Defense Committee chaired by the Dean or Vice Dean for Teaching, with 3–5 committee members. Thesis supervisors cannot serve as committee chairs.

Article 39 Each programme shall set up defense panels of no fewer than 3 members with Associate Professor or above as panel chairs. Panel members may include programme faculty and relevant off-campus supervisors.

Article 40 Students who fail the preliminary thesis evaluation are ineligible for defense, will not receive corresponding practical credits and shall be delayed graduation. After revision under supervisor guidance, they may re-apply for defense with the next graduating cohort.

Article 41 Prior to defenses, each Defense Committee shall hold a meeting to unify evaluation standards which all panels shall strictly implement. Panel members shall examine students' core disciplinary knowledge, methodologies and comprehensive competence via targeted questions.

Article 42 Students shall prepare written defense outlines covering research tasks, objectives & significance, core references, thesis content, methodologies, outcomes, conclusions and self-evaluation.

Article 43 Post-defense, each panel shall submit written evaluations of thesis quality and defense performance, upload defense grades to the Gedata System and complete all online procedures. Supervisors may not sit on panels evaluating their own students.

Article 44 Each secondary school shall strictly verify defense eligibility; students under any of the following circumstances shall be disqualified and awarded a failing grade:

1. Cumulative absence accounting for one-third or more of the full thesis cycle;
2. Failure to complete all thesis requirements;
3. Non-compliance with the *Format Specifications for Graduation Theses (Projects)*;
4. System plagiarism rate exceeding 30% or flagged high AI writing risk;
5. Confirmed plagiarism, piracy, fabrication or ghostwriting, to be sanctioned per the *Regulations on Undergraduate Student Learning Management of Kunming University*.

Article 45 Final grades shall be determined comprehensively based on student work attitude, professional proficiency, written thesis/design quality and defense performance.

Article 46 Grading shall follow strict standards integrating supervisor score, reviewer score and defense score under a five-tier scale: Excellent: $90 \leq \text{Score} < 100$; Good: $80 \leq \text{Score} < 90$; Medium: $70 \leq \text{Score} < 80$; Pass: $60 \leq \text{Score} < 60$; Fail: $\text{Score} < 60$.

Article 47 Students who fail defense may revise their theses within one week and apply for a second defense upon majority panel approval.

Article 48 Outstanding theses shall account for no more than 10% of the graduating cohort per programme. Eligibility requirements: plagiarism rate below 15%, medium/low AI risk flagged by the system, full defense participation. Students absent from defense cannot be rated Excellent.

Chapter VI Quality Monitoring of Graduation Theses (Projects)

Article 49 After secondary schools submit *Supervisor Filing Forms of Kunming University* and *Thesis Summary Forms of Kunming University*, the Teaching Quality Monitoring and Evaluation Center shall review supervisor qualifications and organize expert validation of all thesis topics.

Article 50 Each school shall submit defense schedules to the Teaching Quality Monitoring and Evaluation Center one week prior to defenses, which will assign expert observers to attend defense sessions.

Article 51 Upon the conclusion of Graduation Thesis (Project) work (Week 14 to Week 15), each secondary school shall conduct internal self-inspection of graduation theses (projects) for the graduating cohort in accordance with the indicators and requirements of the national random sampling of undergraduate graduation theses. The Teaching Quality Monitoring and Evaluation Center, jointly with the University Teaching Steering Committee, shall carry out a 5% random spot check on graduation theses (projects) of current graduating students. All secondary schools shall submit the complete set of materials for the sampled students' graduation theses (projects) to the Teaching Quality Monitoring and Evaluation Center, and the Teaching Steering Committee shall organize experts to conduct formal review and verification. The scope of review covers the following items: research proposals, quality of completed theses, thesis similarity rates, and grade assessment results.

Article 52 After thesis completion, each teaching & research office shall compile a summary covering implementation of university rules, innovative practices, existing deficiencies and improvement suggestions, and submit feedback on university-wide thesis administration.

Article 53 All online Gedata System workflows shall be finalized within one week post-defense, including final manuscript upload and grade entry by supervisors. Supervisors shall strictly review final manuscripts to avoid failing grades in national random sampling; supervisors of substandard sampled theses shall be held accountable.

Article 54 To guarantee quality and eliminate academic misconduct, each school shall conduct a full cohort "final filing plagiarism scan" after online procedures and before electronic archiving: a third universal plagiarism check for all students with a maximum acceptable repetition rate of 20%. The system will generate individual and batch detection reports for Academic Affairs Office review.

Article 55 Within one week after defenses conclude, each school shall submit the Thesis Summary Form, Supervisor Filing Form and Quality Analysis Report to the Academic Affairs Office, which will compile an annual university-wide written quality summary.

Article 56 After thesis work concludes, each school shall complete electronic archiving via the Gedata System. Electronic files shall be stored on dedicated separate USB/hard disk drives. Hard-copy printing is not mandatory unless required by internal work; physical archives shall be retained by each school for five years. Selected outstanding, published or industrially adopted designs may be submitted to the University Archives for permanent storage.

Chapter VII National Random Sampling of Graduation Theses (Projects)

Article 57 In accordance with regulations of the China Academic Degrees & Graduate Education Development Center, national undergraduate thesis random sampling shall be conducted every September. Each school shall assign dedicated staff to fully upload all graduating thesis data to the national sampling platform strictly complying with annual provincial education department circulars.

Chapter VIII Supplementary Provisions

Article 58 These Measures apply to all undergraduate programmes of Kunming University.

Article 59 These Measures shall take effect upon issuance and shall be interpreted by the Academic Affairs Office. The former *Regulations on Undergraduate Graduation Thesis (Project) Work (Revised)* (Shi Jian [2018] No.4) are hereby repealed.

Annexes:
1. Supporting Documents for Graduation Thesis (Project Work)
2. Thesis Document Templates
3. Format Specifications for Graduation Theses (Projects)

General Office of Kunming University Issued on July 18, 2024