



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

Regulation on Undergraduate Student Graduation Project/Thesis at Wenzhou-Kean University (Interim)

Chapter 1 General Provision

Article 1 This Regulation is formulated in compliance with the *Regulation on Sampling Inspection of Undergraduate Projects in Zhejiang Province (2022)* and *National Teaching Quality Standards for Undergraduate Programs in Higher Education Institutions (2020)*, with the purpose to assure teaching quality of higher education and to ensure the self-appraisal, improvement, and innovation of Wenzhou-Kean University.

Article 2 This Regulation applies to all undergraduate students at Wenzhou-Kean University.

Chapter 2 Procedures

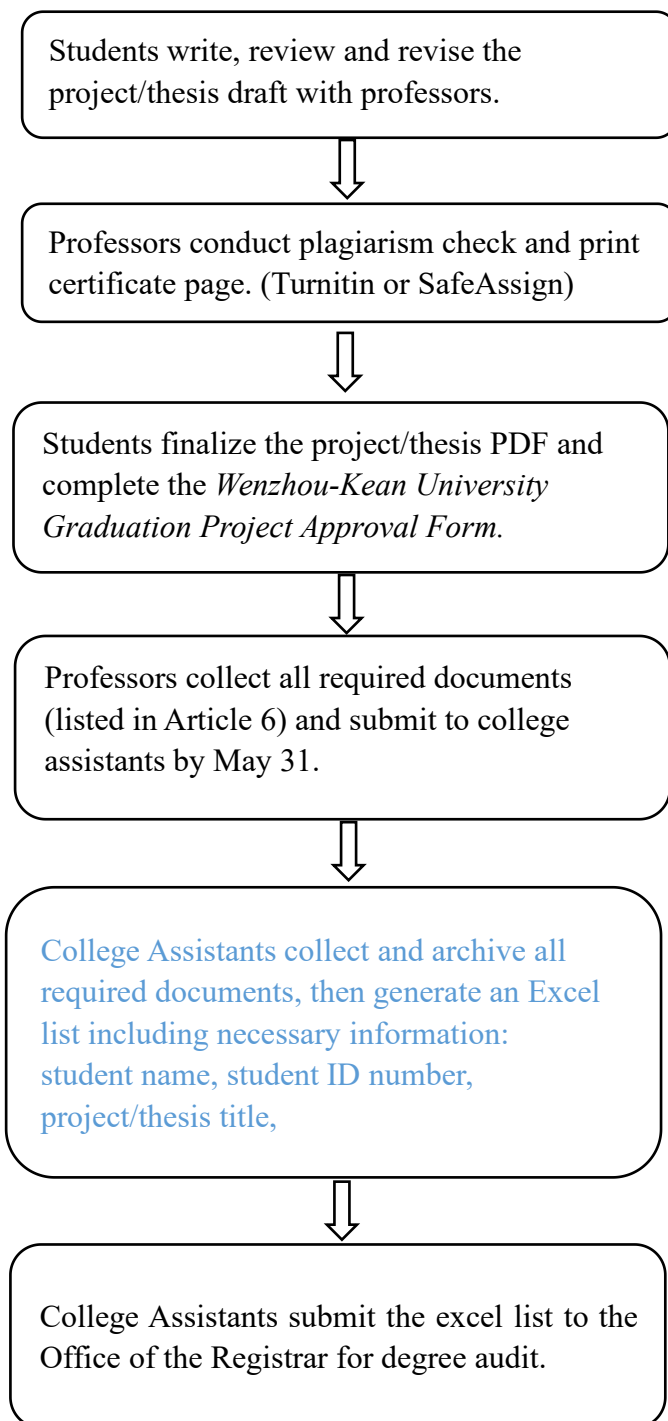
Article 3 Each college/department should develop specific requirements and guidelines for the content and evaluation of the graduation project/thesis in accordance with *National Teaching Quality Standards* and *Review Criteria of Undergraduate Graduation Projects of Zhejiang Province* (Appendix 1).

Article 4 Undergraduate student at WKU is required to complete and submit a graduation project/thesis report to qualify for degree conferral. Under no circumstances may students ignore regulation of Graduate project, as this is a breach of the Wenzhou-Kean University Academic Standard.

Article 5 The graduation project/thesis report submission procedures are as below:

Students finish and submit proposal to professors by March 31.





Article 6 At the time of final submissions, students need to provide electronic copy of the following materials to their professors:

- **Wenzhou-Kean University Graduation Project Approval Form** (available in WKU library website, Appendix 2)
- **Proposal.** The Proposal includes research plan (statement of purpose), research and writing timeline, bibliography and research protocols (if appropriate).

- **Thesis or project.** (Cover Page are required, Appendix 3)
- **Plagiarism Analysis Report.** (Turnitin or Safeassign, Appendix 4)
- **Wenzhou-Kean University Graduation Project Embargo Form.** (Optional, Appendix 5)

Article 7 Each college will collect and archive the documents from capstone course professors and submit to the Library.

Article 8 The Office of the Registrar should finish the degree audit. Only Students who complete all graduation requirements and submit the graduation project/thesis report will receive the diploma.

Chapter 3 Embargo

Article 9 The graduation project/thesis will be deposited into WKU's Institutional Repository and released for access worldwide in perpetuity. Students who wish not to immediately release their projects/theses need to obtain permissions from the advisors and submit a signed Graduation Project Embargo Request Form (Appendix 5) along with the final version of project.

Chapter 4 Accreditation

Article 10 To be eligible for Ministry of Education on Higher Education Degree Conferral Accreditation, WKU is required to submit the graduation projects to the Department of Education of Zhejiang Province. The graduation projects will be graded according to the *Review Criteria of Undergraduate Graduation Projects of Zhejiang Province*.

Appendix:

1. Review Criteria of Undergraduate Graduation Projects of Zhejiang Province
2. Wenzhou-Kean University Graduation Project Approval Form
3. Cover Page Format
4. Review Criteria of Undergraduate Graduation Projects of Zhejiang Province
5. Wenzhou-Kean University Graduation Project Embargo Form

Appendix 1

Review Criteria of Undergraduate Graduation Projects of Zhejiang Province

Items	Elements
Research Topic	<ul style="list-style-type: none">➤ Contribution to Discipline. Identify whether the research topic is based on the theoretical or practical problems in the field of study.➤ Significance of the Study. Demonstrate the significance of problem and worthiness of the study. Present the theoretical value or practical application value of the research topic.
Writing Arrangement	<ul style="list-style-type: none">➤ Proposal. Meet the major graduation project requirements.➤ Timelines. The writing progress needs to be well organized and completed on time.
Thesis	<ul style="list-style-type: none">➤ Content. The thesis should describe what the proposed research will attempt to accomplish, how it will be done, and why it is useful or valuable. In other words, the thesis should explain the research, clearly state what is intended to be done and how it will be done, and justify the research, giving a valid reason for carrying out the project. The thesis is designed in a systematic way, closely argued and well structured. Students' basic knowledge, research methods, and the level of difficulty of research content meet the requirements of the program.➤ Theoretical Framework. The thesis should reflect expertise, professional competence and professionalism in the field of specialization.
Professional	<ul style="list-style-type: none">➤ Professional Knowledge. Students are required to apply comprehensive

<p>Competence</p>	<p>professional knowledge to conduct theoretical research or solve practical problems (e.g. engineering problems).</p> <ul style="list-style-type: none"> ➤ Analytical ability.The graduation project should be rigorous and reasonable, and the point of view can reflect the ability to analyze problems independently. ➤ Innovation and Original. The graduation project should be creative and the research is guided by practice. (e.g. What practice problem does this project address? What is the potential value of your findings to practitioners in your specialization?)
<p>Academic Standards</p>	<ul style="list-style-type: none"> ➤ Academic misconduct. The most common forms of plagiarism are Copying, self-plagiarism (also called auto-plagiarism), collusion, fabrication or misrepresentation, commissioning work, buying essays and software, unacceptable proof-reading, etc. ➤ Thesis specification. The graduation project needs to be standardized and accurate in terms of text expression, writing format, chart annotation, citation and references. Adhere to all formal conventions and standards.



Appendix 2

Wenzhou-Kean University Graduation Project/Thesis Approval Form

Name: _____ Email: _____

Student signature: _____ Phone: _____

Project/Thesis topic:

Advisor signature: _____ Date: _____

Project/Thesis Committee: Committee usually consists of one supervisor and one reader.

Faculty Supervisor

Name: _____ Phone: _____

Office/mailling address: _____ Signature: _____

Date: _____

Agreed Reader

Name: _____ Phone: _____

Office/mailling address: _____ Signature: _____

Date: _____

Attachments

_____ Printout of Plagiarism Check Report

_____ Other Petition (specify, e.g., low GPA, advanced methods deferral) _____

Appendix 3



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One inch margins
on all sides.

Type thesis title in upper and lowercase letters with 12-point bolded Times New Roman and centered it in the upper half of the page(line 12). No more than 12 words in length and that it should not contain abbreviators or words that serve no purpose.

Title of project/thesis: Title of project/thesis

In Partial Fulfillment of the Requirements

for the Bachelor of **Degree** in **Major**

All text on the title page
and thesis should be
double-spaced.

e.g. Bachelor of
Science/Arts.

by

e.g. Accounting, Finance,
Global Business, Marketing
and Management.

LAST First name (Student Name)

XXXXXXXX (Student ID Number)

Month, Year (Graduation Time)

These lines should
be centered.

Appendix 4

Plagiarism Analysis Report

The screenshot shows a Turnitin plagiarism analysis report. At the top left is the Turnitin logo. The main content area is a light gray box containing the following information:

- Course ID: 18FAWZ_ACCT_4998_W02 - 18FAWZ SENIOR THESIS
- Title: Thesis draft 1
- Student name: [Redacted]
- Submission date: on Thu, Dec 13 2018, 1:47 AM
- Duplication rate: 12% highest match (highlighted with a red box)
- Submission ID: 64b62f29-6ca8-4bae-af30-29e48b07a13b

Below this information, there is a section titled "Attachments (1)" with a redacted list of files. Further down, there is a section titled "Thesis information" with several lines of redacted text.

Appendix 5

Wenzhou-Kean University Graduation Project Embargo Form

I hereby request an embargo of my graduation project/thesis titled
_____ for the period
indicated below (**choose one only**).

1. One Year
2. Two Years
3. Five Years

I understand that the descriptive metadata of the project/thesis will be incorporated into the library discovery systems and harvested by scholarly search engines.

Name of the Student (Print)

Student ID

Date

Signature

Name of the Advisor (Print)

Signature