

Guidelines on French major bachelor thesis and second degree report

交大巴黎高科学院法语专业本科毕业设计（论文）要求与管理规范

The training objective of French major is to cultivate interdisciplinary elite talents in all aspects with solid foundation in both language skills, Chinese and western cultures and in science and technology. Accordingly, on the one hand, the students, first of all, will master proficiency skills in French listening, speaking, reading, writing and translating, as well as some background on French or European politics, economy, finance, management, literature, society and cultures; on the other hand, students will obtain profound knowledge and skills related to one of the 3 engineering majors: mechanical engineering, information engineering, energy and power engineering. What is more, the ability of critical thinking, intercultural communication, and problem solving will be trained.

法语专业的培养目标是培养在语言技能、中西方文化、科学技术等方面有着扎实基础的跨学科精英人才。因此，一方面，学生首先要熟练地掌握法语听力、口语、阅读、写作和翻译的技能，以及法国或欧洲政治、经济、金融、管理、文学、社会与文化等背景知识；另一方面，学生将获得与机械工程、信息工程、能源和动力工程三个工科专业之一相关的深厚知识和相关技能。更重要的是，学生的批判性思维、跨文化交际和解决问题的能力能够得以训练。

In accordance with the training objectives, French major students have been designed a broad French major curriculum with bachelor degree of arts; at the same time, they all have a second engineering major with SJTU second major bachelor degree in engineering. Upon successful completion of academic requirements of both French Major and the second engineering major on graduation, the two bachelor degrees will be conferred jointly on August 15.

根据培养目标，法语专业学生通过开设的大量的法语专业课程，可以获得文学学士学位；同时，他们也都需要完成上海交通大学工科专业二专，并获得工学学士二专学位。在成功达到法语专业和工科二专的学业要求后，这两个学士学位将在八月十五日同时授予。

To fulfill the dual requirements, each French major student should have 2 supervisors, one for graduation thesis of his/her French major and the other for graduation report of his/her engineering

major. The French major bachelor graduation thesis will be written in French with 8 credits, and the engineering report will be written in Chinese or English with 2 credits.

为了满足双学位要求，每个法语专业学生都应该有 2 名导师，一位负责法语专业毕业论文，另一位负责工科专业毕业报告。法语专业本科毕业论文用法语写成，计 8 学分，工科报告用中文或英文写成，计 2 学分。

In order to guarantee the thesis and report could attain the academic standards, guidelines are provided in the following session.

为了保证论文和报告能够达到学术标准，特制定本规范。

I. Guidelines on French major bachelor thesis

法语专业一专学士学位管理规范

The thesis work will start from fall semester of year 4, and ends in the 3rd week of the following summer semester.

论文工作将从四年级的秋季学期开始，并在夏季学期第三周结束。

1. Thesis topic selection (选题)

The topics, in most cases, will be provided by Chinese and French language teachers from SPEIT as well as those invited from SJTU foreign language school by SPEIT or SPEIT partner institutes; moreover, students could also propose topics under the condition that they can find a supervisor. In general, one supervisor could guide no more than 5 students. A supervisor from SPEIT partner institute should have a SPEIT supervisor to jointly supervise the student bachelor thesis and this is not count in the quota of the SPEIT supervisor.

在大多数情况下，这些题目将由巴黎高科学院任职的中、法籍法语组教师以及由巴黎高科学院邀请的上海交通大学外语学院或其他合作学校教师提供；此外，在可以确定导师的前提下，学生也可以自拟题目。一般情况，一名导师可以指导不超过 5 名学生。合作学校的导师应该与一位巴黎高科学院的导师来共同指导学生的学士学位论文，不计入学院导师的限额内。

The topics could be related to broad ranges of liberal arts: such as, history of specific science and technology, industrial revolution, technology and language, language itself, literature, society, cultures, translation and etc.

题目可与广泛的人文科学相关：如具体的科技史、工业革命、科技与语言、语言本身、文学、社会、文化、翻译等。

What is more, the topics should have certain innovation and theoretical basis; at the same time, they need to be arranged with a reasonable workload by putting difficulty into consideration.

而且，课题应具有一定的创新性和理论基础；同时，需要安排具有适当难度的合理工作量。

In principle, each student should have a separate topic so there should be no two students working on the same topic. The topics among students could be similar to each other but with different emphasis.

原则上，每个学生需要一个单独的课题，不可有两个学生研究同一课题。学生之间的话题可以相似，但研究的侧重点不同。

2. Thesis proposal (开题)

The proposal should be provided within the 2nd week of spring semester. The specific requirements on proposal are:

开题应在春季学期第二周内。开题的具体要求如下：

a) The proposal should be written in French.

开题报告应用法语写成。

b) Critical review of literatures shall be carried out before the proposal, and at least five subject-related references shall be reviewed. Please refer to *Shanghai Jiao Tong University Undergraduate Graduation Project (Thesis) Writing Norms* (上海交通大学本科生毕业设计(论文)撰写规范) for the writing of the references.

开题前需进行文献查阅，论文研究有关的主要参考文献数量不少于 5 篇。参考文献的书写规范请参考《上海交通大学本科生毕业设计（论文）撰写规范》。

- c) The proposal shall consist at least 2500 foreign printed characters (about 600 French words), and the literal expression shall be clear, rigorous, fluent and logical. Abbreviations appearing the first time shall be given the full name. As for font and type size, use Times New Roman 12 for French, and SimSun 12 for Chinese.

开题报告须至少包括 2500 个外语印刷字符（约 600 个法语单词），文字表达要清晰、严谨、语句通顺，条理清晰。法语请使用 Times New Roman 字体 12 号字，中文请使用宋体 12 号字。

3. Mid-term examination and defense 中期检查及答辩

To understand the progress of students' bachelor thesis, urge students to carry out the graduation project-related research and practice on time according to the requirements, and improve the quality of bachelor thesis, SPEIT will arrange the mid-term examination and defense.

为及时了解学生本科毕业论文的进展情况，督促学生根据要求按时开展相关研究和实践，提高本科论文的质量，学院将安排中期检查和答辩。

- a) Students shall complete the mid-term report on time and submit it in the Moodle System by the 10th week of spring semester.

学生应按时完成中期报告，并在春季学期第十周前将其提交至 Moodle 系统。

- b) Mid-term report format requirements

- Mid-term report should be written in French.
- The literal expression shall be clear, rigorous, fluent and logical. Foreign words should be expressed in both original language and French at the same time. Abbreviations appearing the first time shall be given the full name.
- The mid-term report shall include at least 6,000 foreign printed characters (about 1,500 words). Use Times New Roman 12 for French and SimSun 12 for Chinese.

中期报告格式要求

- 开题报告应用法语写成。

- 文字表达应要明确、严谨，语句通顺，条理清晰。外来词应同时用原文和法文表示。第一次出现的缩写须标明全称。
- 中期报告应至少包括 6000 个外文印刷字符（约 1500 个单词），法语请使用 Times New Roman 字体 12 号字，中文请使用宋体 12 号字。

c) Oral defense check

According to the mid-term reports and proposal reports, the coordinators will ask 20%-30% of the students to participate in the mid-term defense according to the progress of the work done, the content of the subject and the task arrangement at the later stage. The defense committee should consist of least 3 experts; the coordinator and supervisors of the students shall attend in principle.

The defense time for each student is 15 minutes, including 10 minutes' PPT presentation and 5 minutes' Q&A.

论文中期答辩检查

专业负责人根据学生中期报告以及开题报告，结合学生所做毕设的工作进度、课题内容、及后阶段任务安排等情况，抽查 20%-30% 的学生参加中期答辩；答辩小组由相关专业至少 3 名专家组成；专业负责人和答辩学生导师原则上必须参加。

每位学生的答辩时间约 15 分钟，包括 10 分钟 PPT 内容陈述，5 分钟专家提问。

4. The final thesis requirements and defense 最终论文要求及答辩

The thesis defense is arranged in the third week of the summer semester, and the results will be released in the fourth week.

论文答辩安排在夏季学期的第三周，结果将在第四周公布。

a) Requirements on thesis 论文要求

- i. The thesis shall be written in French with innovative and practical content, and the literal expression shall be clear, rigorous, fluent and logical. The number of words in the text shall be no less than 8000, and a trilingual abstract (Chinese, English and French) shall consist of 300-500 words with 3-5 key words respectively. In addition, an extended abstract in Chinese with 2000 characters (字数) must be provided.

论文须用法语撰写，内容兼具创新性、应用性与实践性，语言严谨，语句通顺，条理清晰。正文字数不得少于 8000 个单词。摘要须用三种语言（中文、英文和法文）

撰写，分别包含 300-500 个单词及 3-5 个关键词。此外，还必须提交 2000 字的中文大摘要。

- ii. The thesis submitted shall be a complete document in Word format or PDF format, and the unified template should be used, which consists of Inside Cover → Chinese Abstract → English Abstract → French Abstract → Contents → Main Body → References (→ Appendix) → Acknowledgement → Extended Chinese Abstract. The template can be download from institute website.

提交的论文为一个完整的 Word 或 PDF 文档，并使用统一模板，包含：内封面 → 中文摘要 → 英语摘要 → 法语摘要 → 目录 → 正文 → 参考文献 (→ 附录) → 谢辞 → 中文大摘要。该模板可参照系统下载中文件。

- iii. In order to enhance academic integrity and eliminate academic misconduct such as plagiarism in thesis, the repetition rate of the thesis content shall not be higher than 15%.

为加强学术诚信，杜绝论文抄袭、剽窃等学术不端行为，学生论文查重比例不得高于 15%。

- iv. The final thesis shall be written and bound according to the requirements of *Shanghai Jiao Tong University Undergraduate Graduation Project (Thesis) Writing Norms*, with unified format, unified cover and unified binding order.

最终论文应根据《上海交通大学本科毕业设计（论文）撰写规范》的要求撰写和装订，统一格式、统一封面、统一装订顺序。

b) Requirements on defense 答辩要求

- i. SPEIT shall set up a defense committee for thesis, with the Vice Dean in charge of teaching as the director and the coordinator as members of the committee. Each defense jury shall consist 3-5 members, with at least one SPEIT teacher in the Jury. The Jury leader and members shall be appointed by coordinator and there shall be one defense secretary for each group. Supervisors may attend the defense but shall grade the thesis of his/her students only if there are 5 or more members in the jury.

学院成立毕业设计（论文）答辩委员会，由主管教学院长担任主任，各专业负责人为答辩委员会委员。各专业相应建立答辩小组，每一答辩小组成员 3—5 人，其中一名成员须是交大-巴黎高科学院教师。组长与成员均由专业负责人安排指定，同时配备

1 名答辩秘书。导师可参加自己指导学生答辩，但只有在答辩小组中有 5 名及以上的成员时，才可以对该学生的论文进行评分。

- ii. Before the defense, the defense committee shall formulate a unified defense requirement and evaluation standard. The defense Jury must implement it carefully. The defense time for each student is 15 minutes, including 10 minutes' PPT presentation and 5 minutes' Q&A.

答辩前，答辩委员会应制定统一的答辩要求和评分标准，各答辩小组务必认真执行；答辩时间约 15 分钟，其中 10 分钟陈述，5 分钟提问。

- iii. Students shall submit their final theses in Moodle System one week before the defense and the supervisors shall complete the review three days before the defense.

答辩之前，学生至少提前 1 周在 Moodle 系统提交论文定稿，并及时请指导老师评审，指导教师必须在学生答辩前三天完成评审。

- iv. The thesis must be reviewed by at least one another professor besides the supervisor. Supervisors and reviewers shall judge the student's defense qualification and make recommendations on their thesis scores for the defense Jury's reference.

论文终稿除了指导教师审核外，还必须至少由一位评阅老师来评审。指导老师、评阅老师须对学生的答辩资格进行评判，并对其毕业设计（论文）成绩进行建议，供答辩小组参考。

- v. If the review opinion of the supervisor or reviewer is "I do not agree with him/her attending the defense", then the student cannot participate in the defense and the result shall be directly recorded as "F".

如指导老师或评阅老师评审为“不同意答辩”，则不能参加答辩，成绩直接记录为“F”。

c) Result evaluation 成绩评定

- i. Before the defense, each thesis shall be reviewed by at least one teacher from relevant subject, and the review results are for the defense jury's reference. The specific result shall be made by the defense jury based on the defense performance.

在答辩前，每份论文由至少一名相关专业教师进行评阅，评阅成绩供答辩小组参考，具体成绩由答辩小组根据答辩情况进行评定。

- ii. The number of thesis graded A (including A-) shall not exceed 20%. The final results shall be reviewed by the Vice Dean in charge of teaching, and then be submitted.

毕业设计（论文）成绩 A 级（含 A-）的比例不能超过 20%；其它等级由答辩小组进行评判；论文最终成绩由教学院长审核后提交。

II. Requirements on the Second Bachelor Degree Report of French Major Students

法语专业二专学士学位报告要求

1. General requirement 总体要求

The report for second Bachelor degree will have the same time schedule as French Bachelor thesis and that of other engineering major students.

二专学士学位的报告将与法语一专学士学位论文和其他工科专业学生的时间节点安排相同。

The topics will be provided by engineering supervisors, and the content could be consistent with the engineering major that the student registered (Mechanical engineering, Information engineering, Energy and power engineering). What is more, it needs to be, to some extent, innovative and practical.

One supervisor shall guide one student, which is the same as first major engineering students.

课题将由工科导师提供，内容须与学生注册的工科二专专业（机械工程、信息工程、能源和动力工程）相一致。此外，课题需要具有一定的创新性和实用性。

一名指导教师应指导一名学生，相关要求与工科专业一专学生相同。

2. Control of the process 过程控制

All the processes including topic selection, proposal submission, mid-term report has the same time schedule and requirement as the first major; however, all the documents related should be

submitted in Moodle system rather than SJTU Undergraduate Graduation Project/thesis Management System (本科毕业设计/论文管理系统).

所有过程, 包括选题、开题报告、中期检查报告都应于一专有相同的要求和时间安排; 不同的是, 所有相关文件应提交至 Moodle 系统, 而不是上海交通大学本科毕业设计/论文管理系统。

3. Requirement on the report and defense 报告和答辩要求

1) The report shall be written in Chinese or English with innovative and practical content, and the literal expression shall be clear, rigorous, fluent and logical. The number of words in the text shall be no less than 10000 (the ones in type of design shall be no less than 8000). If written in English, the number of words should be the similar to Chinese in promotion. Then, and 2 abstracts in Chinese and English should be provided including 300-500 words with 3-5 key words respectively. In addition, an extended abstract in Chinese with about 5000 characters (字符数) must be provided.

报告须用中文或英文撰写, 内容兼具创新性和实用性, 语言严谨, 语句通顺, 条理清晰。正文字数不少于 10000 字 (设计类不少于 8000 字)。英文撰写的正文字数要求参照中文论文字数进行折算。摘要需用中/英文撰写 2 篇, 分别包含 300-500 个单词及 3-5 个关键词。此外, 还必须提交一篇 5000 字的中文大摘要。

2) The report submitted shall be a complete document in PDF format, and the unified template should be used, which consists of Cover → Inside Cover → Chinese Abstract → English Abstract → Contents → Main Body → References (→ Appendix) → Acknowledgement → Extended Chinese Abstract.

提交的报告应为一个完整的 PDF 格式文档, 并使用统一模板, 包含: 封面 → 内封面 → 中文摘要 → 英文摘要 → 目录 → 正文 → 参考文献 (→ 附录) → 谢辞 → 中文大摘要。

3) Defense 答辩

The defense will be organized together with other engineering students of the same major. The defense committee and jury will be the same too; nevertheless, the students will be evaluated based on different criteria, and the grading will be in parallel with engineering students with 20% A+, A or A-.

答辩将在相同的答辩委员会和答辩小组下，与工科同专业的学生一起进行，一/二专学生会根据不同的标准进行评估，并行按照 20% 成绩 A 级（含 A+、A 及 A-）的比例进行最终成绩评定。

III. Selection of excellent thesis

In order to encourage students to conscientiously carry out their bachelor thesis and second degree report, cultivate and improve their practical and innovative abilities, SPEIT will conduct an annual "Excellent Graduation Thesis" selection and choose the best 10% to commend. The bachelor thesis and the second degree report will account for 50% respectively for the selection.

为鼓励学生切实认真开展学士学位论文和二专学位报告，培养和提高他们的实践和创新能力，学院每年将进行“优秀毕业设计（论文）”评选，遴选出最优秀的 10% 的毕设进行表彰。学士学位论文和二专学位报告在评选中将分别占 50%。

IV. Materials archived 资料归档

The archival materials should include all students' paper thesis and reports, electronic version in CD-ROM, comments(评语), question & answer record during defense (答辩提问录), summary of grades (成绩汇总表), as well as the management regulations of the bachelor thesis (管理规定), syllabus (教学大纲), proposal summary (选题汇总表), work summary (工作总结) and other teaching management records.

归档资料应包括所有学生的纸质论文和报告、电子版论文光盘、评语、答辩提问录、成绩汇总表等，以及管理规定、教学大纲、选题汇总表、工作总结和其他教学管理记录材料。

V. Miscellaneous 其他

If the student wants to go abroad for bachelor thesis or second degree report, he/she must apply officially and get approval by SJTU online approval system (因公出国审批).

如果出国进行本科学位论文或二专学位报告，学生必须正式申请并获得上海交通大学在线审批系统（因公出国审批）的批准。

Other matters shall be carried out in accordance with *Shanghai Jiao Tong University Management Specification for Undergraduate Graduation Project (Thesis)*

其他事项应按照“上海交通大学本科毕业设计（论文）管理规定”执行。