

## Guidelines on SPEIT French major bachelor thesis and minor final report

### 巴黎卓越工程师学院法语专业本科毕业设计（论文）与辅修毕业报告管理规范

The training objective of French major is to cultivate interdisciplinary elite talents in all aspects with solid foundation in language skills, Chinese and western cultures as well as in science and technology. Accordingly, in addition to proficiency skills in French listening, speaking, reading, writing and translating, the students will get to know 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.

巴黎卓越工程师学院法语专业的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复合型精英人才。一方面，学生首先要熟练掌握法语听、说、读、写、译等语言技能，同时具有法国或欧洲政治、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相关的基础知识和专业应用能力。学生的批判性思维、跨文化交际和解决复杂问题的能力亦能够得以提升。

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 minor engineering major with SJTU minor major bachelor degree in engineering. Upon successful completion of academic requirements of both French Major and the minor engineering major on graduation, the two bachelor degrees will be conferred jointly on June 30, and the minor major will be also identified in French major degree certificate.

根据专业人才培养目标，学生修读完成相应法语专业培养计划，可获得文学学士学位；同时完成工科辅修专业培养计划，可获得相应辅修专业工学学士学位。在主修法语专业毕业时，同时达到主修专业和辅修专业培养要求者，两个学位将于当年六月三十日同时授予，发放辅修专业证书，辅修学士学位在主修学士学位证书中予以注明。

To fulfill the dual requirements, French major students should have 2 supervisors, one for graduation thesis of French major and the other for final report of 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 other foreign languages with 2 credits.

为了满足双学位要求，法语专业学生采用双导师制，一位导师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须使用法语撰写，计 8 学分；工科报告须使用中文或其它外文撰写，计 2 学分。

In order to guarantee the thesis and report could meet the academic standards, guidelines are provided in the following session. Other matters not mentioned shall be carried out in accordance with *The Guidelines on SPEIT Graduation Project (Thesis)*.

为了保证论文和报告能够达到相关学术标准，特制定本规范。其他未尽事项应按照《巴黎卓越工程师学院本科毕业设计（论文）管理规范》执行。

## I. Guidelines on French major bachelor thesis

### 法语毕业设计（论文）管理规范

The thesis work will include 2 semesters of year 4.  
论文工作覆盖本科四年级 2 个学期。

#### 1. Thesis topic selection 选题选导

The topics, in most cases, will be provided by Chinese and French language teachers from SPEIT, as well as those invited from SJTU and from other SPEIT partner institutes out of SJTU; moreover, students could also propose topics under the condition that a supervisor could be found. In general, there is a limit to the number of students a professor can supervise. The supervisor out of SJTU should have a SJTU supervisor to jointly supervise the student bachelor thesis, and this will not be counted into the student quota of SJTU supervisor.

课题一般由巴黎卓越工程师学院任职的中外语言组教师以及学院邀请的上海交大或其他合作学校教师提供；此外，在确定导师的前提下，学生也可以自拟题目。原则上，一位导师指导的学生人数是有限制的。校外的导师应与校内导师共同指导学生论文，不计入校内导师的指导名额。

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.

选题可涉及广泛的人文科学：如科技史、工业革命、科技与语言、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.

课题应具有一定的创新性和理论基础，同时工作量安排合理。

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，课题不可重复。允许不同学生间的课题相似，但研究的侧重点不同。

#### 2. Thesis proposal 开题

Combined with the French language course offered in the fall semester of year 4, the proposal work should be completed within the fall semester. The specific requirements on proposal are:

结合开设于四年级秋季学期的法语语言课程，开题应在秋季学期内完成。开题的具体要求如下：

- a) The proposal report should be written in French. Please refer to the SJTU official template of bachelor project (thesis) proposal report (上海交通大学本科生毕业设计（论文）开题报告).

开题报告应使用法语书写。参照《上海交通大学本科生毕业设计（论文）开题报告》模板。

- b) Critical review of literatures shall be carried out before the proposal, and at least ten 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.

开题前须进行文献查阅，要求与论文研究有关的主要参考文献数量不少于 10 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.

开题报告字数至少不少于 2500 个外文印刷字符（约 600 个法语单词），文字表达需要清晰、严谨、语句通顺，条理清晰。法语使用 Times New Roman 字体 12 号字，中文使用宋体 12 号字。

- d) The proposal report should be submitted in the SJTU Undergraduate Graduation Project (Thesis) Management System (上海交通大学本科毕业设计（论文）管理系统) on time, which will be reviewed by the (internal) supervisor and the coordinator individually.

学生必须在毕业设计（论文）管理系统中按时提交开题报告，由（校内）导师和专业负责人分别进行审核。

- e) Students must complete a defense for thesis proposal. The defense jury shall be no less than 3 experts (supervisors may also be included).

学生必须完成开题答辩，开题答辩评审专家不得少于 3 人（导师也可包括在内）。

- f) Each student will have 10 minutes for the proposal defense, including 5-minute presentation with PPT slides and 5-minute Q&A from the jury. The defense will be conducted in French. Hard copies of thesis proposal report should be provided to defense jury.

每位学生开题答辩时间为 10 分钟，包含 5 分钟 PPT 内容陈述、5 分钟专家提问。答辩全程用法语完成。答辩时需提供纸质开题报告。

### 3. Mid-term examination 中期检查

To know well the progress of students' bachelor thesis, guide 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. Students shall complete a first draft version of thesis on time and submit it by the 8<sup>th</sup> week of spring semester.

为及时了解学生本科毕业论文的进展情况，指导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，学院将在中期检查时审核论文初稿。学生应按时完成论文进度，并在春季学期第八周前提交论文初稿。

This first draft version of thesis should be submitted in the SJTU Undergraduate Graduation Project (Thesis) Management System on time, which will be reviewed by the (internal) supervisor and the coordinator individually.

学生必须按时在毕业设计（论文）管理系统内提交中期检查报告，由（校内）导师和专业负责人进行审核。

After the mid-term check, no changes are allowed in the thesis project/title.

中期检查过后，原则上不可更改毕业设计课题。

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

The thesis defense is arranged in the 16th week of the spring semester.

论文答辩安排在春季学期的第十六周。

##### 1) Requirements on thesis 论文要求

- a) The thesis must be submitted in the SJTU Undergraduate Graduation Project (Thesis) Management System on time.

学生必须按学院规定的时间前在毕业设计（论文）管理系统中提交论文。

- b) 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。

- c) The thesis submitted shall be a complete document in Word format or PDF format, referred to the English version of SJTU official template of bachelor project (thesis) (上海交通大学学士学位论文英文模板), which consists of Chinese Title Page → English Title Page → French Title Page → Chinese Abstract → English Abstract → French Abstract → Contents → Main Body → References (→ Appendix) → Acknowledgement → Extended Chinese Abstract.

提交的论文为一个完整的 Word 或 PDF 文档，参照《上海交通大学学士学位论文》英文模板，包含：中文扉页→英语扉页→法语扉页→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。

- d) After the approval by supervisor, the thesis should be submitted for duplicate checking. In order to enhance academic integrity and eliminate academic misconduct such as plagiarism in thesis, only the repetition rate of the thesis content lower than 10% could be approved.

论文经导师确认后定稿，进入查重阶段，为加强学术诚信，杜绝毕业设计（论文）抄袭、剽窃等学术不端行为，文字复制比低于 10% 的论文则为通过。

- e) 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。

##### 2) Requirements on defense 答辩要求

- a) A student whose thesis has passed the duplicate check, the confirmation by the supervisor, the review of both the supervisor and another expert is allowed to participate in the defense.

只有论文通过查重、导师确认、导师评阅和专家评阅的学生才允许参加答辩。

- b) 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 are not allowed to be the jury member of his/her students.  
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。论文的指导教师不得担任本论文的答辩专家。
- c) Before the defense, the defense committee shall formulate a unified defense requirement and evaluation standard. The defense Jury must implement it carefully.  
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。
- d) 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。
- e) 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.  
论文终稿除指导教师审核外，还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，对其毕业论文打分并给出评语，供答辩小组参考。
- f) 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”，则该生不能参加答辩，成绩直接记录为“F”。
- g) Each student will have 15 minutes for the proposal defense, including 10-minute presentation with PPT slides and 5-minute Q&A from the jury. The defense will be conducted in French. Hard copies of thesis should be provided to defense jury.  
每位学生开题答辩时间为 15 分钟，包含 10 分钟 PPT 内容陈述、5 分钟专家提问。答辩全程用法语完成。答辩时需提供纸质论文。

### 3) Result evaluation 成绩评定

- a) Before the defense, each thesis shall be reviewed by at least one teacher from relevant field, 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，评阅结果供答辩小组参考，具体成绩由答辩小组根据答辩情况进行评定。
- b) At the end of the defense, the defense jury will give comments. The defense committee shall combine the opinions of supervisors, the reviewing experts and the defense jury to give the final grade. The final grades should be recorded as A+, A, A-, B+, B, B-, C+, C, C-, D and F (11 levels).

毕业设计（论文）答辩结束，答辩小组写出评语。学院答辩委员会应综合指导教师意见、评阅专家意见和答辩小组意见，给出最终成绩。毕业设计（论文）的评分按 A+、A、A-、B+、B、B-、C+、C、C-、D 和 F 方式（11 级）记载。

- c) The evaluation of grades should be based on SPEIT standards, and the proportion of grades in each level should be strictly controlled. The proportion of A- (or above) shall not exceed 20% in principle. Other grades will be strictly given by the defense jury according to the actual defense situation. The final results shall be reviewed and approved by the Vice Dean in charge of academic affairs, and then be submitted.

成绩评定应坚持标准，各档成绩比例要从严掌握，A-（含）以上比例原则不超过 20%；其它等级由答辩专家小组根据学生答辩实际情况严格给予；论文最终成绩由教学院长审核后提交。

- d) SPEIT participates in the competition of excellent bachelor theses at SJTU level, recommend candidates according to the proportion of 1%, and complete the relevant work based on the further requirement in the 17<sup>th</sup> week of the spring semester.

学院参加校级优秀学士学位论文评选，优秀学士学位论文比例为 1%，学院根据比例推荐，并配合学校在春季学期第 17 周完成相关工作。

- e) After passing the defense, the students shall submit the final version of the thesis to their supervisor for final review and approval. Then both the electronic version and hard copies with signatures need to be submit to SPEIT for eventual archiving.

学生答辩通过后需将论文终稿提交导师审核，审核通过后将毕业设计（论文）等相关资料提交至学院进行电子文件归档及纸质归档。

- f) Other matters such as fail the defense, application for delayed defense shall be carried out in accordance with *The Guidelines on SPEIT Graduation Project (Thesis)*.

其他关于答辩不通过、申请延期答辩等未尽事项应按照《巴黎卓越工程师学院本科毕业设计（论文）管理规范》执行。

## 5. Material archiving 资料归档

The archiving thesis shall be bound according to SJTU standard: SJTU Bachelor Thesis Cover → Chinese Title Page → English Title Page → French Title Page → Statement of Academic Integrity, Copyright → Chinese Abstract → English Abstract → French Abstract → Contents → Main Body → References (→ Appendix) → Acknowledgement → Extended Chinese Abstract.

用于归档的毕业设计（论文）须按统一标准装订：毕业设计（论文）封皮→中文扉页→英语扉页→法语扉页→学术诚信声明、版权使用授权书→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。

## II. Requirements on the Engineering Minor Major Final Report

### 工科辅修专业毕业报告要求

#### 1. General requirement 总体要求

Except the requirement on final thesis submission, the final report for minor Bachelor degree will have the same time schedule as Bachelor thesis of other engineering major students.

除论文终稿的提交外，辅修专业毕业报告的时间节点安排与工科主修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.

课题将由工科导师提供，内容须与学生的工科辅修专业（机械工程、信息工程、能源与动力工程）相一致。此外，课题需要具有一定的创新性和实用性。

Other matters of topic/supervisor selection shall be carried out in accordance with *Guidelines on SPEIT Graduation Project (Thesis)*.

关于选题选导的其他事项应按照《巴黎卓越工程师学院本科毕业设计（论文）管理规范》执行。

#### 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 engineering major; all the documents related should be submitted in SJTU Undergraduate Graduation Project (thesis) Management System (上海交通大学本科毕业设计（论文）管理系统).

所有过程，包括选题、开题报告、中期检查报告都应与工科主修专业有相同的要求和时间安排；所有相关文件也需提交至上海交通大学本科毕业设计（论文）管理系统。

#### 3. Requirement on the report 报告要求

- 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 (digits) should be 4:1 as the Chinese characters. Then, and 2 abstracts in Chinese and English should be provided including 300-500 words with 3-5 key words respectively.

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）。英文撰写的字数折算比例为每 1 万汉字对应 4 万外文印刷符号。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。

- 2) The report submitted shall be a complete document in Word or PDF format, which consists of Chinese Title Page → English Title Page → Chinese Abstract → English Abstract → Contents → Main Body → References (→ Appendix) → Acknowledgement  
提交的报告应为一个完整的 Word 或 PDF 文档，包含：中文扉页 → 英文扉页 → 中英文摘要 → 目录 → 正文 → 参考文献（→ 附录） → 谢辞。

- 3) The report should refer to the Chinese/English/LaTeX templates of "*Bachelor's Degree Thesis of Shanghai Jiao Tong University*", write in accordance with the "*Regulation of Undergraduate Graduation Designs (Theses) of Shanghai Jiao Tong University*", and bind the into a booklet.

报告要求统一封面、统一格式，参照《上海交通大学学士学位论文》中文/英文/LaTeX模板，按照《上海交通大学本科生毕业设计（论文）撰写规范》撰写，并装订成册。

- 4) Only after both the supervisor's and the student's signatures on the *Confirmation letter of submission information of minor report*, can the report be the approved final version which will be sent for duplicate checking, inspection, reviewing and grading. Moreover, the final grades will be used for both the evaluation of the minor project (thesis) and related courses.

只有经过导师及学生本人签署《辅修专业送审信息确认函》的报告，才是具有重复率检测、抽检、评审等流程的论文终稿，并将作为该生辅修专业本科毕业设计（论文）及相关课程成绩的评定依据。

#### 4. Materials archived 资料归档

The archival materials should include all student's reports (including electronic version), assignment book (任务书), proposal report (开题报告), mid-term check report (中期检查报告), evaluation form(评语表), 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报告（含电子版）、任务书、开题报告、中期检查报告、评语表、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。

The graduation report for archiving shall be bound in standard requirement: SJTU Minor Bachelor Thesis Cover → Chinese Title Page → English Title Page → Statement of Academic Integrity, Copyright → Chinese Abstract → English Abstract → Contents → Main Body → References (→ Appendix) → Acknowledgement.

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#### 5. Miscellaneous 其他

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

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上海交通大学巴黎卓越工程师学院

December, 2023

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