

**Postgraduate Student Brochure**  
**School of Economics**  
**Zhejiang University**

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## Overview

### School of Economics

The School of Economics, Zhejiang University (ZJU) has time-honored academic tradition.. In 1929, the Department of Economics was established in the National Zhejiang University. In June 1999, the new School of Economics was established on the basis of the combination of faculties of economics in Zhejiang University, the former Hangzhou University, and the former Zhejiang University of Agriculture. We adhere to our ZJU's motto, *Seeking Truth and Pursuing Innovation*, and to our school's philosophy, Truth-seeking and Innovation, State Governance and People-Benefiting.. Also, we endeavor to be the top leading school with research-oriented, innovation-oriented and internationalized qualities.

#### Faculty and Staff

We now have 4 departments, 8 research institutes and 12 research centers. Our school has 115 permanent staff, among whom are 35 professors, 41 associate professors and 26 lecturers..who would have great influence on academics or young academic leaders with remarkable achievements. We have 12 part-time professors from honorable foreign universities. Two of them, Professor Ruqu Wang and Professor Yongmin Chen, are experts of the National "Thousand Talent Program." Professor Jinchuan Shi, an experienced professor of the liberal art, is expert of the National "Ten-Thousand Talent Program". Professor Xianhai Huang is the Ministry of Education "Yangtze Scholar Chair". Professor Bing-yuan Hsiung is the expert of the provincial "Thousand Talent Program."

#### Departments

We have four departments as follow

Department of Economics

Department of Finance

Department of International Trade Economics

Department of Public Finance.

#### Education

We have a whole set of education and research platforms for Bachelor's degree, Master's degree and Doctor's degree. Political Economics is the national key discipline. Theoretical Economics and Applied Economics are two first-level PhD programs, under which we have 12 second-level PhD programs. Theoretical Economics and Applied Economics are two first-level master programs, under which we have 13 secondary-level master programs and 5 undergraduate majors.

#### Students

There are 1300 undergraduates, 300 postgraduates, and 200 doctoral students in our school.

#### Employment

In recent years, the employment rate of undergraduate students has been maintained at around 97%, and that of postgraduate students at around 99%.

#### Research Achievement

In the past 5 years, we have published around 140 papers in Top 3 Chinese economic journals and SSCI journals, over 400 papers in Top Chinese journals. More than 100 books are published. We have gained 140 grants from national, provincial and ministerial funds in China, some of them are national social science projects, with annual average 15 million RMB of research funds. We have won 40 prizes in national, provincial, and ministerial governments and institutions.

#### International Cooperations

We have attached great importance to international exchanges and global partners, and have

maintained intensive academic exchanges and mutual visiting with famous universities from the United States, Europe, Australia, Japan, Singapore and other countries and regions. We has held 10 high level international academic conference annually.

**Facilities**

We have excellent teaching facilities with 10 thousand square meters of teaching and researching office. There are a collection of over a hundred thousand books and over 300 Chinese and foreign periodicals in the library of school. We're also in possession of 5 laboratories such as the e-commerce lab, the financial lab and the economics and trade lab, with the total assets amount to RMB 10 million.

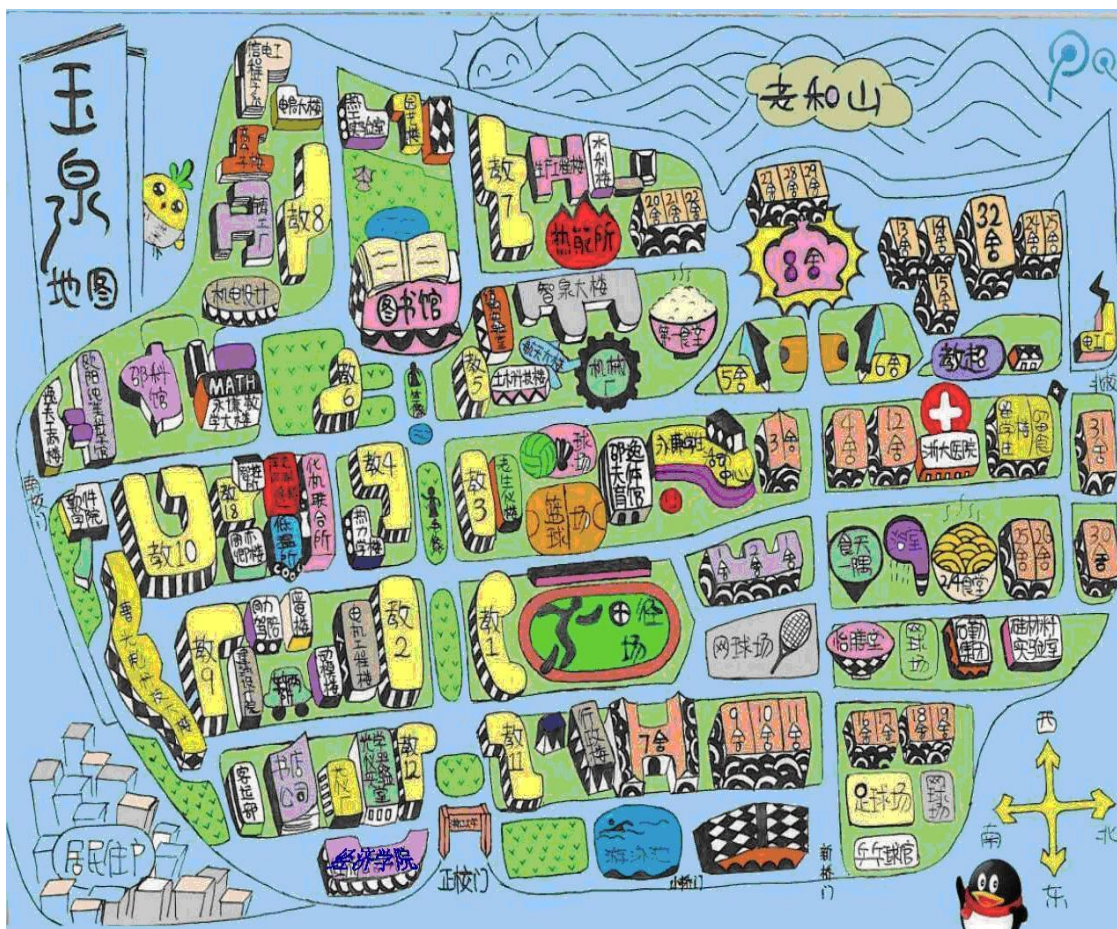
**Consultation and Social Services**

In recent years, we have contributed to social services on national and local governments, and the private and state-owned firms through the following three channels. Government policy suggestions. We have published *The Research Digest* that briefly introduce the academic research and policy implications. We commit to the establishment of high-level Think Tanks and National and Provincial Major Project. We have won several large projects financed by the National Social Science Funds, and many major projects financed by the provincial and ministerial funds. In 2015, we have trained over 5,000 entrepreneurs, managers and government officials.

**Alumni**

**Quick Guidance**

**Yuquan Campus Map**



## **The Graduate Administrative System**

*The Graduate Administrative System* (<http://grs.zju.edu.cn/grsinfo.html#aname>) is an online system that covers the full stages of graduate training, including enrollment, curriculum, and degree application among others. Each graduate must sign up for this system. Before enrollment and entrance registration, new graduate entrants should maintain his/her personal information in the system. Any change of information should be updated in time.

### Information Maintenance for New Graduate Entrants

In accordance with the requirements of the Ministry of Education, each university should report the accurate list of new students at the beginning of new academic year. Each graduate student is required to maintain his/her personal information after enrollment. The procedures are as follows:

#### **Maintenance Time**

Within one month from the new enrollment date.

#### **Maintenance Methods**

The homepage of the Graduate School, Zhejiang University → The Graduate Administration System → log in with a student ID (username), the last six digit of passport number (login password) to log in the Graduate Administrative System of Zhejiang University → enter "modify personal information" → select the column above the information box → maintain "basic personal information", "the source of information", "family information" respectively → save the information after being modified. If the password is unknown or incorrect, you should consult the postgraduate division of the school for correct information.

#### **Basic Information Maintenance**

It is including passport number, birthday, nationality, native place, personal telephone number, e-mail address, marriage status, family member information, home address, home telephone number and personal resume.

Those who have no photos in the system should log in (on or off campus) at the entrance to "the student login", upload your own digital photos in the interface of "query personal information" which are papers dedicated (color, positive, mug shot) and the specifications for the photos are 200\*150 pixels whose file should not exceed more than 100KB. (The file's name had better not contain any symbols other than Chinese characters, numbers, and English letters, otherwise it cannot be uploaded. )

To amend information such as name, passport number and nationality, the personal application (with the signature of the head of the Graduate Office at the School of Economics and the official seal), and the household registration certificate (issued by the Public Security Bureau), are required to hand over to the Management Office of student status of the postgraduate management department of the university (for Zhejiang province Department of Education to assess).

# Admission Policies & Procedures

International student must apply through the Institute of **International Education**



## Requirements

Health:

Non-Chinese citizens with good health condition (no infectious disease or any physical or mental diseases)

Under the age of 45 (Age limit is flexible for healthy applicants with certain work experience and academic competence).

Language

HSK test at level 5 or above, or new HSK test at level 4-score 210 or above for Chinese programs of literature, history, philosophy, education and law ;

HSK test score of level 4 or above, or new HSK test level 4-score 190 or above for other Chinese programs;

The TOEFL test score 90 or above, or IELTS test score 6.5 or above for English-speaking class (excluding English native speaker).

## Training

### Graduate Programs

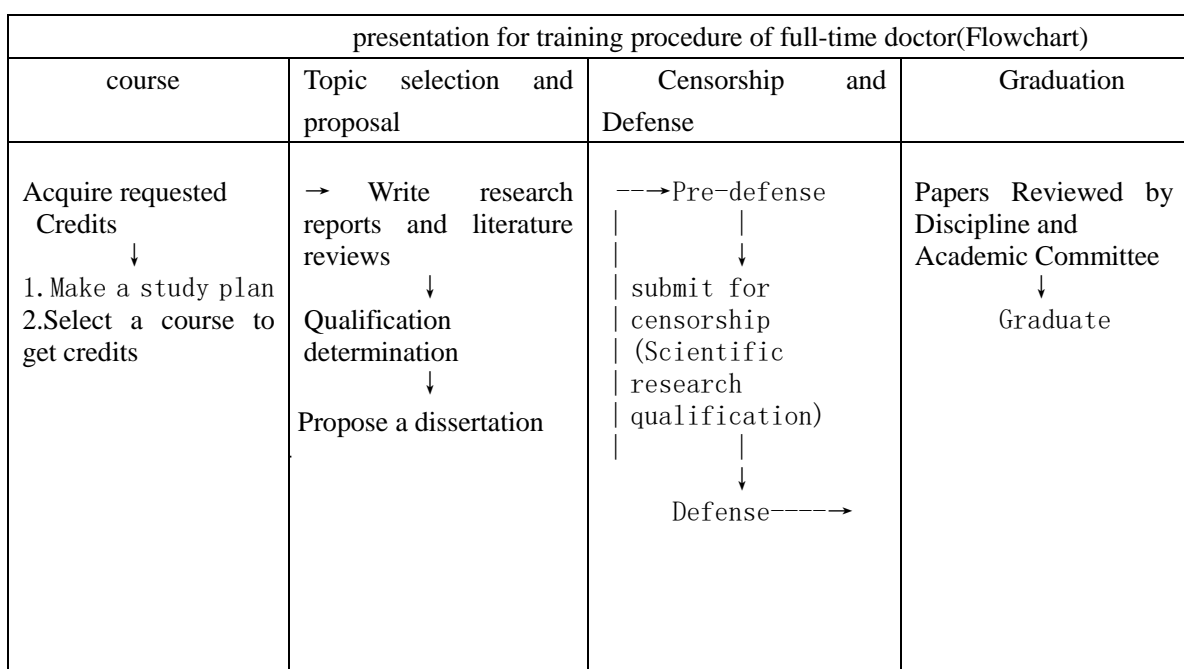
#### The type and system of postgraduate training in the School of Economics

No.	Discipline Code	Discipline / Name of professional degree category	Discipline Level / Professional Degree Category	Training Type (Please tick in the appropriate columns)			Degree Type
				Master	Doctor		
1	020221	Internet Finance	Secondary disciplines	2years	3.5 years		Academic Degree
2	020101	Political Economics	Secondary disciplines	2years	3.5 years		Academic Degree
3	020102	History of Economic Thought	Secondary disciplines	2years	3.5 years		Academic Degree
4	020104	Western Economics	Secondary disciplines	2years	3.5 years		Academic Degree
5	020105	World Economy	Secondary disciplines	2years	3.5 years		Academic Degree
6	020106	Population, Resources and Environmental	Secondary disciplines	2years	3.5 years		Academic Degree

7	020205	Industrial Economics	Secondary disciplines	2years	3.5 years		Academic Degree
8	020206	International Trade	Secondary disciplines	2years	3.5 years		Academic Degree
9	020207	Labor Economics	Secondary disciplines	2years	3.5 years		Academic Degree
10	020203	Public Finance	Secondary disciplines	2years	3.5 years		Academic Degree
11	020202	Regional Economics	Secondary disciplines	2years	3.5 years		Academic Degree
12	020209	Quantitative Economics	Secondary disciplines	2years	—		Academic Degree
13	020103	Economic History	Secondary disciplines	2years	3.5 years		Academic Degree
14	020201	National Economics	Secondary disciplines	2years	—		Academic Degree
15	020204	Finance	Secondary disciplines	2years	3.5 years		Academic Degree
16	025100	Finance	Professional Degree Category (Full-time)	2years	—		Professional Degree
17	025400	International Business	Professional Degree Category (Full-time)	2years	—		Professional Degree
18	025300	Tax Administration	Professional Degree Category (Full-time)	2years	—		Professional Degree
19	085239	Project Management	Professional Degree Category (Part-time)	2years	—		Professional Degree

## II. Training process

Postgraduate training begins with the enrollment and ends up to graduation, which covers the whole learning stage of the postgraduate study. Making a reasonable plan and completing the correspondent link on time is the premise to finish the study smoothly and to obtain the diploma and degree certificate.



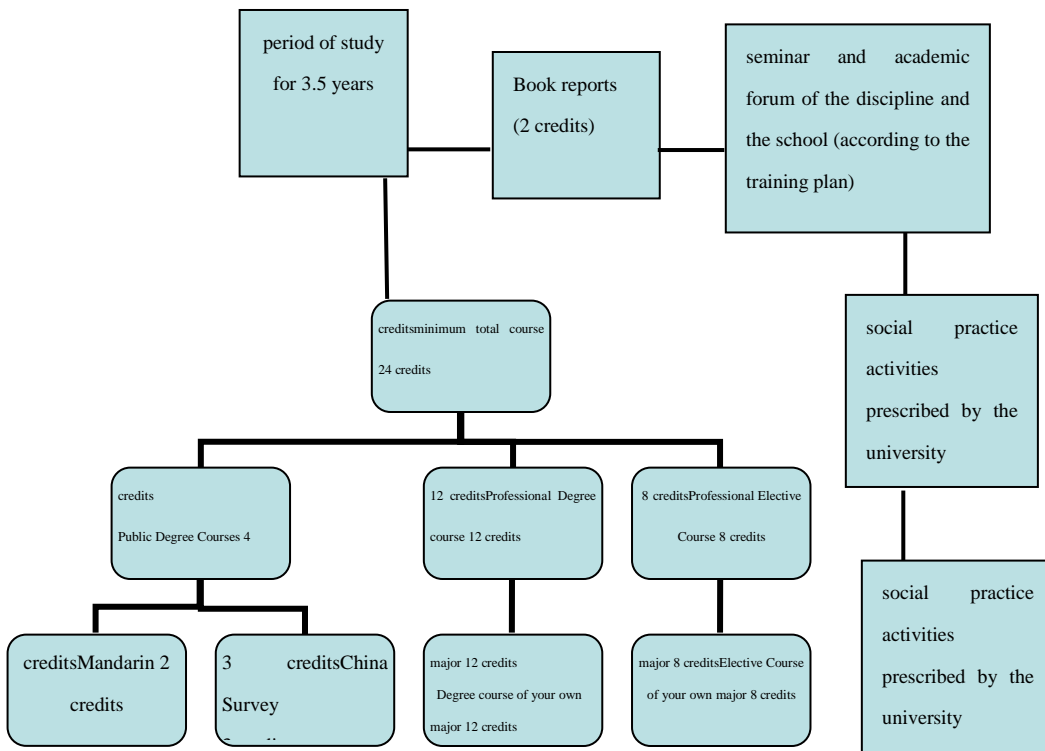
diagrammatic presentation of training procedure of full-time master

course	Topic selection and proposal	Censorship and Defense	Graduation
Acquire requested Credits ---> ↓ 1. Make a study plan 2. select a course to get credits	→ Collect data and write a proposal ↓ Propose a dissertation defense ----->	---> submit for censorship (Scientific research qualification) ↓ Defense ----->	Discipline and Academic Committee Review papers ↓ Graduate

A.

Period of Study and Curriculum System

1. Period of Study for Full-time doctoral candidates (seeking a PhD after getting a master degree) is 3.5 years



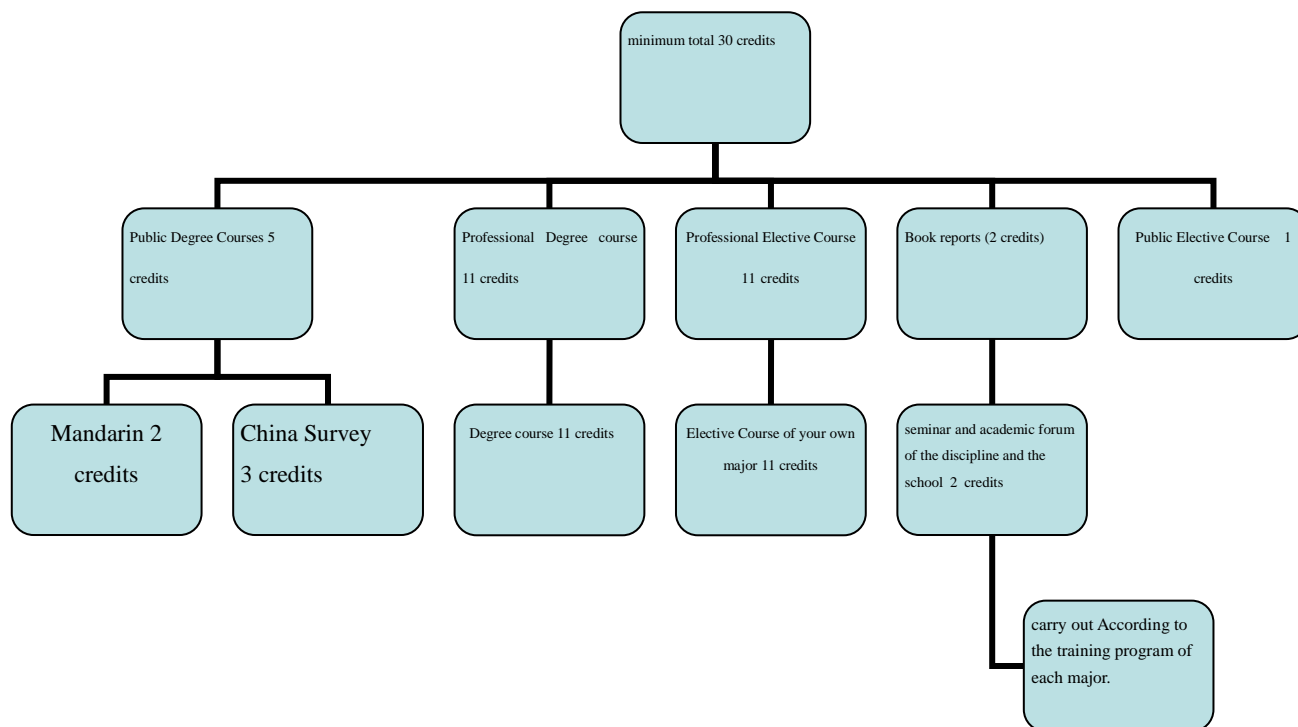
Credit system is implemented at school and there are four semesters in each academic year. Full-time doctoral candidates should properly arrange studying time and acquire the credits under the guidance of mentor before the doctoral dissertation submitted for censorship according to the requirements of scientific research and dissertation.

2. Normal period of study for Full-time postgraduates is 2 years.

Credit system is implemented at school and there are four semesters in each academic year.



Postgraduate students should properly arrange learning time and acquire the credits under the guidance of a mentor before the dissertation defense according to the requirements. In general, the courses will be completed in three semesters (Some majors may be extended to another academic year depending on circumstances) and the rest of the time will be spent on researching, practicing and completing the master dissertation.



### III. Personal Training Program

Online personal training plan and online course selection (dropping) system applied to postgraduates who are required to select courses, only at the beginning of fall semester and spring semester online respectively for the next two semesters (autumn/winter, or spring/summer semesters). Selection would be regarded invalid if conducted in other periods. Each postgraduate must, in accordance with the basic requirements of the training program, make a comprehensive plan for personal training under the guidance of his/her instructor. Please print the plan before the end of the first semester (i.e., after you picking up your instructor), and then hand over to instructor for signature and finally send to the postgraduate management office of the school for the record.

#### A. Course Credit

##### 1. Regular doctoral candidates

During the period of studying for a degree, minimum credit required for graduation is 12, including 4 credits for public degree courses, 8 credits for professional degree courses and electives, and 2 credits for book reports.

##### Public degree course (2 courses)

Course code: 5002001 汉语 Chinese Language (2 credits)

Course code: 5012001 中国概况 Survey of China (2 credits)

##### Professional degree courses and electives

Doctoral candidates should acquire at least 12 credits for professional degree courses. [Conditions vary from different majors, please conform to the training program of your major.]

Doctoral candidates should select an foreign language as a professional course (1 credit) and electives of the major (8 credits).

Non-native English speaker should major a second foreign language.

### **Book report**

All doctoral candidate are required to report once at the Postgraduate Forum of school of economics, Zhejiang university during the period of learning, to make at least one academic report at academic seminar domestically or abroad; to attend to the seminar held by shool of economics or by discipline should be no less than 8 times, and to submit 6 book reports related to the discipline , which is of certain academic value(2 credits).

### **Make up the master's course**

The school does not undertake such courses, but the assigned courses must be made up if required by your instructor. The doctoral candidate should finish the mak-up master's courses by the end of the first academic year, who can select the course in the postgraduate course selection system. The courses are not included in the credit system; A doctoral candidate should finish completing the make-up courses before applying for a dissertation proposal.

## **2. Postgraduate**

For postgraduates, minimum credit,required for graduation is 26, including 5 credits for public degree courses, 10 credits for professional degree courses, 9 credits for electives and 2 credits for book report.

### **Public degree course(5 credits)**

Course code: 5002001 汉语 Chinese Language (2 credits)

Course code: 5022001 中国概况 Survey of China (3 credits)

### **Professional degree courses and electives**

▲Minimum credit for professional degree courses is 11, which depends on personal training program. The credits of professional degree courses can be substituted as that of professional electives.

▲Major elective courses include three categories: the electives of the major, public electives for the entire school and trans- major elective courses of master degree, among them, 5 credits is required at least for the electives the major..

▲Postgraduates are required to take at least one of public quality courses. (For details, please refer to the homepage of the postgraduate course, in which there is a list of public quality courses.)

▲A second foreign language (German, Japanese, French, etc.) is a non-designated electives for master.

### **Book Report**

All postgraduates are required to attend to the seminar eight times during the period of learning, and to submit 6 book reports related to the discipline , which is of certain academic value(2 credits).

[The above requirements are prescribed by college, please take your personal training plan of your school as standard if the requirements of some majors is higher ]

### **B. Selection of Postgraduate Courses**

#### **1. Online course selection procedure**

##### **1.1. basic requirements:**

1.1.1 The system of the online course selection (dropping) applies to the postgraduates who are required to select course only at the beginning of fall semester and spring semester online respectively for the next two semesters(fall/winter semester, or spring/smmmer semester). Preliminary selection is arranged at the mid-term summer/winter holiday to terms begins; By-election(Dropping) starts at the first week to the second week during the fall/spring semester; You can select or drop the course of winter/summer semester beginning at the ninth week at the fall/spring semester until the second week of the winter/summer semester; course at winter/summer semester is only available to select or drop at the semester, but not available to the course of fall/spring semester, nor can you have courses of the two semesters all the time.

1.1.2. Postgraduates shall select courses according to the regulations and procedures stipulated in “Notes for Online Course Selection. The Graduate Office at school of economics will support students by responding to their selection of core courses within allotted time and announcing the results in graduate management system.

1.1.3. During the preliminary course selection online, the selection is in a random order, and all the records of selection will be kept as candidate applications, which will be selected randomly by the system.

1.1.4. After the results are announced, postgraduates can drop certain courses directly online in winter and summer semesters at the beginning of the winter and summer semesters. The Graduate Office of ZJU, the school of economics Graduate Office and lecturers will not deal with individual dropping of course.

1.1.5. The postgraduates who make up (drop) the course selection in winter (summer) semester and the undergraduates who is qualified for course selection can make up (drop) the selection of courses in winter (summer) semester (excluding successive fall/winter or spring/summer semester courses), during which all electives need not to be dealt with and confirmed by the training division of postgraduates or Graduate Office of the school. Courses with capacity are valid when chosen while courses without capacity can be waited for in advance until someone has dropped selection. Students will be selected in proper sequence according to the list of candidates.

1.1.6. The course selection [including preliminary selection, make-up (drop) selection] will be completed within the specified time, and the results will be published online. After the completion of the course selection process, the postgraduate training division will duplicate the data of the results. The final result of the postgraduate course selection will take backup data as standard, List of students for certain courses will be conformed after the online course selection(dropping) is completed.

## 2. Online course selection procedure

### 2.1 Associated training program

2.1.1. Each postgraduate specializing in different majors will have your own training program, which can be viewed in the page : "training" - "direction selection".

2.1.2. If there is no training program on this page, you can't select the courses online. Please contact the Graduate Office of your school to complete the corresponding professional training program as soon as possible.

### 2.2 Choose the research direction

2.2.1. There may be many different research directions in the training program. Please discuss with your supervisor and choose one of them as a guide for future courses.

2.2.2. After choosing the research direction, please don't change it at will. Once the changes are made, the following related personal study plans will be automatically cleared.

### 2.3 Develop a personal study plan

2.3.1. Please select the courses in your choice of the research direction to develop your personal study plan. To develop a good personal study plan, your curriculum needs to satisfy the stipulated requirements for the credit and compulsory courses in the training program. In principle, the Graduate Office of each school should complete the examination of the personal study plan within two months after the postgraduate freshmen have began their study (the specific time is determined by the school).

2.3.2. As the basis for the examination of course credits upon graduation, personal study plan is the minimum requirement. If a student has not completed his course study according to his study plan, he/she is unable to graduate smoothly. Hence, the courses irrelevant with graduation aren't suggested adding to the personal study plan.

2.3.3, Personal study plan won't take effect until being examined by your instructor and Graduate Office of the school, which can no longer be changed in principle upon passing examination and being put into practice. If it does need to be modified out special reason, you have to resubmit the revised

personal study plan, which will take effect only after being re-examined and approved by your instructor and Graduate Office of the school.

2.3.4. If , for some special reasons (including interdisciplinary students or Master's-PH.D. Students), the personal study plan cannot satisfy the prescribed course requirements of the professional training program, it can be developed at first according to the actual courses, before getting special approval.

#### 2.4 Online course selection

2.4.1. In the page "my course", you can check the study progress of all courses including all the courses in your personal study plan, and the courses selected by yourself. The learning program is based on the individual study plan developed by the graduate students, combined with the history selection and the actual course of the current semester; The progress in individual learning plans is reflected through the course study of "course search."

2.4.2. if the course in individual learning plan wouldn't work online, the course might not be offered this semester(part of the course would be offered in the program in this semester, but may be canceled for some reason, you can check the "Courses offering" online or consult the Graduate Office of your school .), you can select course next time. The study plan can be changed to select another course under the guidance of supervisor or Graduate Office of your school.

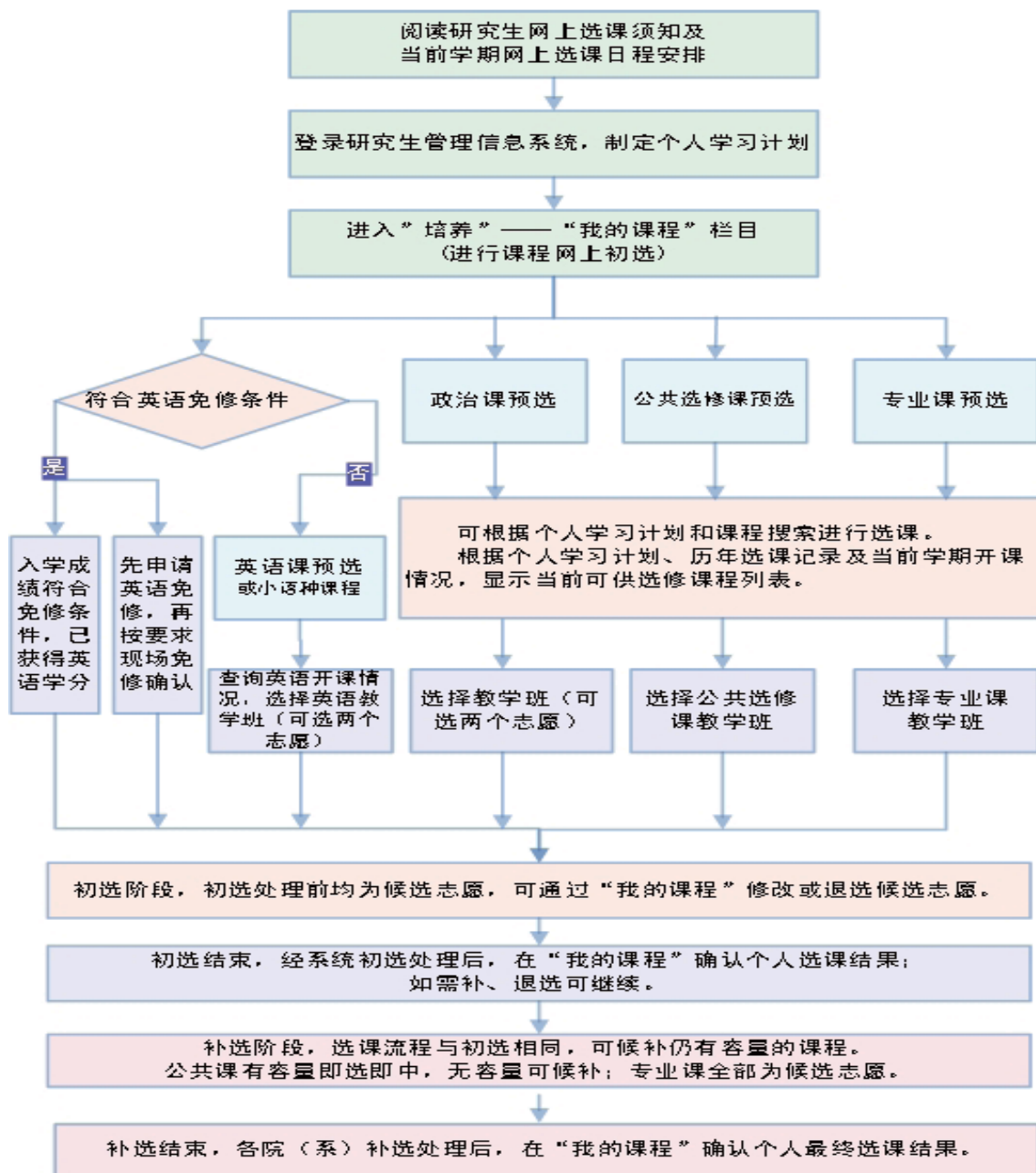
2.4.3 If you fail to take a course in your personal study plan this time, you can select the course next time. The study plan can be changed to select another course under the guidance of supervisor or Graduate Office.

2.4.4, if there was "at least one public quality course" on number "0000999" in training program, which is actual not offered. The course can be substituted by one of "Public Quality Course" up in the right, after being included in the individual learning program through the "my courses" online courses. If the course can be concluded as professional course and public quality course, the credits gained from this course can be counted as professional course or public quality course.

2.4.5. If you want to choose the courses not in the personal study plan, you can select the courses directly through "training" -- "my course" -- "course search".



## 研究生网上选课流程图



### IV. Examinations and Scores

#### A. Course exemption, course retake and examination postponing

If a postgraduate student has a solid foundation on a certain course, he can apply for the exemption. The application should be made by the postgraduate himself (with relevant certificates). One could be granted to the course exemption only when he/she passing the interview by the teacher teaching the course and getting approve from the director. At the end of the course, he/she has to take the examination with those postgraduates who have studied the course.

School of economics will not organize make-up examination for postgraduates who fail examination or are absent. Students can apply for retaking the course in selecting courses online in set time and take the examination again. Please note that every course can be studied for only once and the second examination score will replace the first score or “absent.” However, students have to refer to the first score in the overall assessment. If the course is suspended for certain reason, with the approval from the School, students can select the similar one under the

guidance of the supervisor and take the examination. The course cannot be restudied if the student passes the examination.

Postgraduates who cannot take the examination should submit a written request for leave. With the approval of the Graduate Office, the according lecturer and the Graduate Office(for archives), students can postpone the examination. The score is temporarily “absent” and school of economics will not organize make-up examination. Students need to retake the course when selecting courses online and take the examination again, If the course is suspended for certain reason, with the approval from the School, students can select one under the guidance of supervisor and take the examination.

## B. Course assessment

Postgraduates need to be assessed for all courses. The assessment includes two types: examination and overall evaluation. Core courses(including public core courses and professional core courses) and a second foreign language have to adopt examinations while optional courses can adopt overall evaluation. The examination can take the forms of open-book examination, close-book examination, course paper, and oral and written tests. The overall evaluation is based on the attendance, assignments, class discussion, research report and social practice. Plagiarism is forbidden in course papers and assignments.

## C. Management of Academic Record

If postgraduates fail or miss the examination of optional courses, they can retake the course or just adjust their study plan to obtain the qualification of graduation and applying for dissertation defense, yet failing or missing the examination will be recorded in the file of individual performance. Students must retake the core courses if they fail or miss the examination. Otherwise, they are not eligible for graduation.

## V. The Mid-term Assessment for Doctoral Students

### A. Time Nodes of Assessment

Comprehensive review time and period: the end of the first year for PhD students.

### B. Conditions for Assessment

Combined with our actual circumstances, hereby we formulate the detailed rules of the implementation of the doctoral mid-term assessment. Please refer to No.(22) 2012 2012 Implementation Measures of Mid-term Examination for PhD students and No.(81)2014 Announcement of Managing Grants for ZJU Postgraduate (Trial) for more details. The main contents are as follows:

### C. the Content of Comprehensive Assessment

The comprehensive assessment for doctoral students consists of the core course examination and research capacity assessment. The core curriculum is composed of three courses: advanced macroeconomics, advanced microeconomics and advanced econometrics. The research capacity assessment is made up of two parts: supervisors and examination group assessment and scientific research achievements.

### D. Calculation Method for Comprehensive Assessment Results

Doctoral students' comprehensive assessment result equals to the examination results of the core curriculum multiply the weightings of it, plus the score for research capacity assessment

1. The examination results of the core curriculum equals to average scores of the three courses: advanced macroeconomics, advanced microeconomics, advanced econometrics

If the score of the course retake is more than 60, it is calculated as 60, but if it was under 60, the actual score will be put on record.

2. The weightings of the core curriculum: the first (medium) assessment is 1, the second is 0.6, and the third is 0.3.

3. The research capacity assessment is made up of two parts: supervisors and examination group assessment and scientific research achievements.

(1) Supervisor group assessment: according to the course grade, research capacity and the research assistance situation, etc., the groups will comprehensively assess their doctoral students. The assessment result is divided into pass or fail, which is not scoring by quantitative analysis..

(2) Scientific research achievements scores (Scientific research achievements should be published or obtained during the doctorate study with Zhejiang University as the first affiliation) :

a. An academic paper published in the authoritative academic journal (announced by the Personnel Office of the university), the first author will be scored 80, the second author 40, and the third author 5.

b. Publishing a paper in SCI and SSCI, the first author will be scored 80, the second author 40, and the third author 5.

c. Publishing an academic paper in a domestic first-level journal, the first author will be scored 40, the second author 20.

d. Publishing an academic paper in the core journal, the first author will be scored 5 and the rest author won't get score points.

e. Any academic paper employed by EI is counted as a first-level journal paper; Each meeting paper employed by EI, CPCI-S, CPCI-SSH is counted as a core journal paper.

f. Presiding over the national-level subject will be scored 80 per item and presiding over the provincial-level subject scored 40 per item.

g. The author of a press release is regarded as the first author. If the first author and the author of the press release are not the same person, and both of them need to be assessed, then his/her academic papers are graded 80% of the above criteria.

h. If the first author is the doctoral supervisor and the second author is the doctoral student himself, the second author is regarded as the first author. Similarly, the rest authors are sorted by the above standard. .

i. Other scientific research achievements that need to be specifically recognized will be determined by the school's comprehensive assessment committee for doctoral students.

The mid-term assessment for doctoral students will be carried out in November. Period for scientific research achievements spans from registration year to August 31<sup>st</sup> of the examining year.

## E. Rewards and Punishments of Comprehensive Assessment

### 1. The Mid-term Assessment for Doctoral Students

The result of the mid-term assessment for doctoral students include two ranks: qualified and unqualified. For qualified doctoral students, both their courses examinations and research capacity assessment should be qualified. The core curriculum examinations are qualified if the scores of either two courses of advanced macroeconomics, advanced microeconomics and advanced econometrics scores no less than 60.

All doctoral students should pass the mid-term assessment within the academic years, otherwise they will be eliminated or be turned into master students..

2. Authoritative publications and the first-level journals shall be announced by the university-level staff department; Core journals are composed of two parts: journals collected by the Chinese Science Citation Database (CSCD) and by Chinese Social Science Citation Index (CSSCI). Within the same year when the paper is published, the publications should be collected by CSCD or CSSCI.

## **Chapter Four the Academic Degree**

### **I. Application for Doctoral Advisor's Team Members**

Some Articles are interpreted hereby as follows:

*Measures for Implementation of Zhejiang University Postgraduates Dissertation Defense and Dgree Application* issued by the university and *its interpretation of some articles* pointed out: in terms of article 9.1, " If a doctoral candidate guided by a group of supervisors(usually no more than 3 people), the academic outcome can be recognized if a supervisor from the group is the first author and the candidate is the second author. The list of member of the supervisor group shall be reported to school's graduate office within one year of the student's enrollment and become effective after being recorded in the "Postgraduate Education Management" by a staff of the Graduate Office, who shall be one of the supervisor as well." It shall be implemented differently in cases of the following situations:

Any ordinary doctoral candidate with 3-4 years of length of study shall confirm supervisors and input the name into Graduate Education Management System within 1-1.5 years of enrollment.

### **II. The Academic Degree dissertation Proposal**

#### **A. Master's Degree dissertation Proposal**

The master's dissertation is proposed twice a year, respectively in May and December..dissertation proposal defense committee normally consists of 3-5 at least associate professors of related disciplines from this university. Postgraduates shall input the information about dissertation defense into Postgraduate Education Management System one week before the anticipated defense date so as to make announcement online.

In application for dissertation defense, postgraduate have to handover formal text of 3-5 copies of his proposal report and literature review and one copy of "*the Review Table of Master Degree Dissertation Proposal Report, Zhejiang University*" to the expert panel for review 7 days prior to dissertation proposal.

After the review of the proposal, the postgraduate student shall input the panel's opinion into "The Administrative System of Postgraduate Educational Information". and he shall submit "*theProposal Review Table of Master Degree Dissertation, Zhejiang University*" commented by the panel, and one copy of a master degree dissertation proposal and literature review revised in accordance with the panel's opinion to the Postgraduate Education Division to be reviewed and to be kept in a file.

#### **B. the Determination of the Doctoral Qualification and Dissertation Proposal**

According to *the Implementation Plan of Doctoral Candidate Qualification in the School of Economics of Zhejiang University*, the doctoral candidate qualification will be held simultaneously with the proposal and defense.

### **Examine doctoral students qualification and dissertation proposal**

(1) the doctoral student shall get required credits; complete the book report, attend seminar and pass mid-term assessment.



- (2) finish the dissertation pre-proposal
- (3) complete literature review and research report.

### **Requirements for literature review and research report**

- (1) literature review: it is required to carefully read the domestic and foreign frontier literature of your professional research field and write a written report with more than 20,000 words. References should be listed in standard format behind the text.
- (2) Research report: it is required to make a written report or publish academic achievements with over 10000 words on the basis of in-depth study of the frontier problems in this research direction.

### **Examine doctoral students qualification and proposal process**

- (1) the doctoral student should fill in *the Application Form of Doctor's Degree* before applying for qualification examine.
- (2) applicants are required to provide to the Postgraduate Education division: a copy of *the Application Form of, Doctor's Degree* , a copy of literature review, a copy of the research report and a copy of the dissertation pre-proposal.
- (3)The qualification of doctoral candidates and the information of the applicant for proposal will be demonstrated in the Research and Education Division of the school online , and the qualification examine and proposal are required to be completed within three months.
- (4) applicant's doctoral qualification materials shall be carried out by the school accreditation committee and the disciplinary review panel.
- (5) doctoral qualification examine and proposal is carried out by the PhD student in the form of defense. The applicant should inform the Research and Education Division of the School ahead of a week. Materials needs to review includes the research report of the doctoral dissertation proposal, literature review and the research capacity assessment. The doctoral qualification is divided into four grades: excellent, good, qualified and unqualified. The doctoral students who are in qualified grade should meet the qualified standard for the research report of their dissertations, literature reviews and the research capacity assessment.
- (6) a doctoral candidate who is not qualified at the first review is allowed to apply for a reassessment after half a year or within academic year. The doctoral candidate who is still unqualified after the re-review will be eliminated or be turned to a master.
- (7) The school accreditation committee of the doctoral qualification shall review the list of evaluation results assessed by the disciplinary review panel and shall determine the final list.
- (8) The doctoral student who has the objection to the assessment result can lodge a complaint with the Graduate Office of the School within 7 days from the date of publication of the results. The school will organize people to verify and review the entire assessment process and make a reply soon. The committee member who have involved in the first review will no longer participate in the re-review phase.

### **Doctoral qualification examine and time for proposal**

Application for qualification is permitted four times a year, generally receiving applications in early March, June, September and December of each year.(specific time,can be seen inthe notice on website of the school.)

Note: the above requirements are mainly applicable to PhD students of full-time academic degree and professional degree.

### III. the Dissertation Pre-Defense (Doctor)

When the doctoral candidate completes the first draft of the dissertation which has been reviewed by supervisor, she/he has to submit the application for pre-defense before the dissertation being sent for trial.

The pre-defense application for doctoral dissertation should be completed after the proposal defense. Meanwhile, the doctoral students applying for paper review this quarter must complete the pre-defense ahead of two weeks before the submission of this paper review. (Time for review: late march, late may, late September and early December.)

The pre-defense of the dissertation is organized by the applicant's instructor. The first draft of the dissertation is reviewed by 3 to 5 professors related disciplines or associate professors with doctoral degree. A doctoral candidate who applies for pre-defense should submit the first draft of a dissertation to the expert responsible for defense seven days prior to the pre-defense.

The student who has passed the pre-defense shall fill in *the Pre-defense Table of Doctoral Dissertation of the School of Economics, Zhejiang University* and submit it to the postgraduate management office of the school for archives.

The student who has passed the pre-defense shall make revision in accordance with the opinion given by the expert panel of the pre-defense. Only after the revision of the dissertation which reviewed by and got approval from them can he/she apply for the dissertation appraisal. The student who has failed the pre-defense must make substantive revision, about the problems in the dissertation, according to the opinion given by experts, he/she can apply again for dissertation pre-defense.

#### IV. the Academic Degree Dissertation Submission for Censorship

The annual degree-awarding time is usually at the late March, June, September and December of each year. The arrangement is as follows:

Degree Awarding Period	Dissertation Material Submission Date	Time of Application for the Submission of Dissertations for Censorship and Defense (confirmation time at your school)		The time for defense materials submission after the defense	Degree Granting Time
		Master	Doctor		
The first season (spring)	Before last November, 20th	Before January, 15th	Before February, 10th	Before March, 6th	March, 30th
The second season (summer)	Before March, 20th	Before April, 20th	Before May, 10th	Before June, 6th	June, 30th
The third season (fall)	Before June, 20th	Before June, 30th	Before July, 5th	Before September, 6th	September, 30th
The fourth season (winter)	Before September, 20th	Before October, 20th	Before November, 10th	Before December, 6th	December, 30th

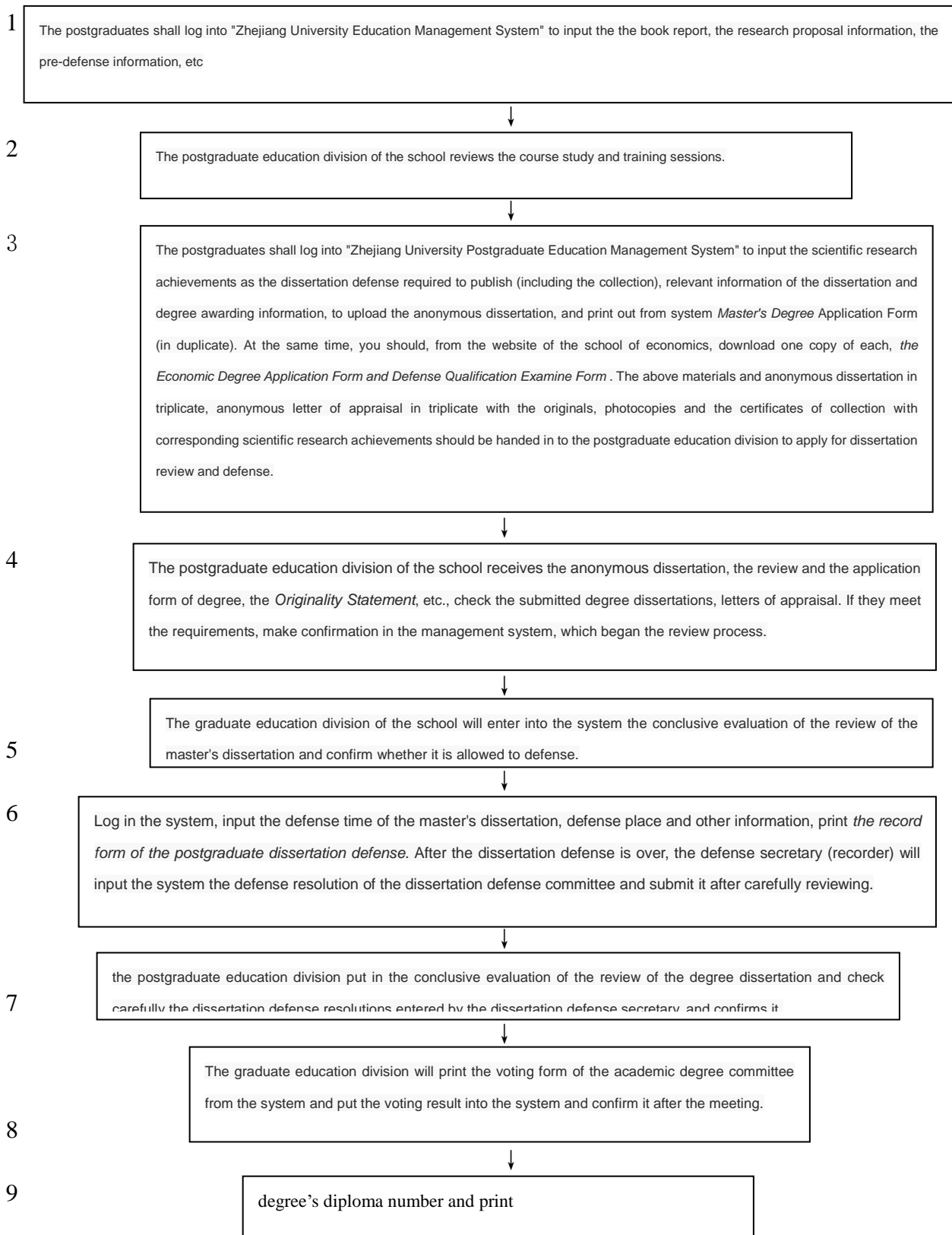
The defense time may not be 2 months prior to the normal termination of the students' status, but those who make a request for finishing defense ahead of 2 months should comply with the provisions. Applicants who apply later than the specified time are postponed to the next round of defense. (the specified time is in accordance with the relevant notice of the year)

##### A. Master's Dissertation Submission for Censorship

###### Dissertation defense qualification

- (1) only after the postgraduates complete all the required training sessions: course credits, book reports, proposal and degree dissertation can he/she apply for the dissertation defense.
- (2) the title of the dissertation is basically in line with the proposal.
- (3) the dissertation should be conformed to the Dessertation Format, School of Economics, Zhejiang University

The basic flow of Application for dissertation defense



## B. Doctor's dissertation Submission for Censorship

### **Dissertation defense qualification**

(1) the postgraduate student shall complete all the training session: course credits, book reports, qualification examine(PhD), proposal, dissertation defense (PhD). Only after completing the dissertation can you apply for a dissertation defense..

- (2) the title of the dissertation should be basically in line with the proposal.
- (3) you should publish the paper according to the school's regulation.
- (4) writing the dissertation according to the school's prescribed format.

**The basic flow of the application for dissertation defense**



**V. the Academic Degree Dissertation Submitted for Approval**

The dissertation defense of master degree is usually arranged by the school. Only a few students need to contact the instructor in person and organize the defense committee to conduct the defense according to the requirements.

**Requirements for Composition of the master's defense committee:**

Master's dissertation defense committee generally consists of 3-5 associate professors at least from this university. There shall be experts from the departments or related discipline. President of the committee shall be a professor or experts with equivalent professional title; the supervisor of the applicant is not allowed to be a member.

The doctoral dissertation defense committee is generally composed of 5-7 experts with senior ranks, there shall be 4 doctoral supervisors and at least 2 experts from other universities, departments or related disciplines. President of the committee shall be qualified doctoral supervisor.; Supervisor of the applicant is not allowed to take the position as president of the committee.,

The doctoral candidate is allowed, after his dissertation passing the anonymous review, to organize a defense committee by himself to conduct a defense within the time specified by the postgraduate division.

# Chapter Five Requirements for the Publication of Postgraduate Dissertation

## I. Requirements for the Publication of Master's Academic Dissertation

Master candidates of economics( include full-time postgraduates and postgraduates with equivalent level or those with professional degree. High-equality academic papers are encouraged to publish but not generally required when applying for master degrees.

## II. Requirements for the Publication of Doctor's Dissertation

According to *The implementation measures for the degree dissertation defense and degree application of the postgraduates of Zhejiang University* "(revised in September 2009). Combined with the actual situation of the social sciences department, the requirements for postgraduate publications are formulated as follows:

1. Doctoral candidates shall produce creative fruits in scientific researches or expertise during the study. Unless other specified regulations, doctoral candidates have to meet the following requirements before applying for dissertation defense.

(1) Attained an award for scientific research achievements at national level, or a provincial award for scientific achievements with the first or second scholarship as the fourth co- author at least.

(2) Before applying for PhD degree, each candidate in all majors is required to publish one dissertation-related research paper in academic journals including SSCI, AHCI and SCI. Alertatively each candidate is required toor have at least one academic paper related to dissertation published on first-level journals as specified by university personnel Dept, and at least one academic paper related to dissertation published(including employment) on core journal.

2. Other research achievements shall be counted by the following methods:

(1) Each authorized patent of invention is counted as an SCI academic paper; each authorized practical patent is counted as a core journal paper.

(2) Any academic paper accepted by EI is counted as a first-level or core journal paper..

(3) Any conference dissertation collected by EI, ISTP and ISSHP, is counted as a core journal paper.

(4) Anyworks (excluding teaching materials) with 50000 words or more is counted as a core journal paper.

(5) Each National Natural Science Foundation project in which the student is the first major participant during the period of PhD education is counted as a first-level or core journal paper.

(6) If an academic paper with high impact factor is co-authored by several postgraduates, the key participant may apply for dissertation defense with this paper, on the premise of his/her major achievements(the actual contribution of key participant) made up the core parts of the paper. High impact factor journal will be identified by the disciplinary academic degree committee.

(7) If in some cases ,candidate's achievements cannot be properly evaluated by the above standard and application for degree is impeded, the supervisor should write a written report and specify reasons to faculty's academic degree comittee, who shall then assess candidates research achievements and verify

whether he/she has met the requirements of application for dissertation defense or not. After signed by director of faculty'academic degree committee, these materials shall be reported to the responsible president for approval. With approval, the candidate is allowed to the procedures of applying for dissertation defense and doctoral degree.

3. All the above mentioned research achievements shall have ZheJiang University as first affiliation and the student as the first or second author( if being the second , the first author must be the supervisor). The following situations are exception.

(1) If a doctoral candidate is guided by a group of supervisors(usually no more than 3, including a supervisor and 1 or 2 cooperative or assistant supervisors), the academic achievement is recognized if a supervisor from the group is the first author and candidate is the second author. The list of members of the supervisor from the group shall reported to school's(departments)graduate office within one year of the student's enrollment and become effective after being recorded in the "Postgraduate Education Management System" by a staff of the Graduate Office, who shall be one of the supervisors as well.

(2) For any ZJU doctoral candidate in a joint training program with an overseas university, his/ her research projects and results guided by a professor of the cooperative university is recognized if meeting the following conditions:

1) ZJU doctoral candidate is the first author with both ZheJiang University and the cooperative university are listed as the author's affiliation.

2) The professor from the cooperative university is the first author, ZJU doctoral candidate is the second and Zhejiang University is the candidate's first affiliation.

3) The doctoral candidate is the second in the author list but is specified as first co-author. Zhejiang University is the candidate's only first affiliation.

4.For an application of postgraduate degree, if dissertation hasn't yet been published, he/she can apply for dissertation defense and review by valid acceptance notification with specific time. The application can be submitted to the disciplinary academic degree committee for discussion after you submitting the original publication which passes the review.

5..If a postgraduate fails to publish research results in time during the study, but the dissertation has reached requirements of Program Objectives, he/she can apply for dissertation defense after going through procedures of personal application, recommendation from the supervisor, approval by the director of disciplinary academic degree committee and being filed by the university academic degree office. After passing the dissertation defense, the student may apply for graduation to school of economics and get employed, but application for a degree is not allowed. For any postgraduate passing the dissertation defense as regulated but failing to get a degree, if she/he can officially publish research results as required by the above regulation within 3 years, he/she may apply for a degree to correspondent disciplinary academic degree committee; If the postgraduate fails to publish research results as required within 3 years or fails to file an application, the university will not accept degree application anymore.

6. In terms of any student applying for a degree with equivalent educational level, the research achievements required for dissertation defense shall follow the above measures for implementation.



# Chapter Six Extracurricular Activities and the Service Guideline

## I. Extracurricular Activities

### Academic Activities

#### PhD students' Forum

The forum, holding the spirit of “seeking truth and pursuing innovation”, is an inter-disciplinary activity for academic exchange.



PhD students' Forum

#### **Guess of the Nobel Economics Laureate & case analysis:**

As the iconic activity of the school of economics, Guess of Nobel Laureate has lasted for 17 years, welcoming full-time PhD, postgraduate and undergraduate, which is supported by Microeconomics & Macroeconomics, a key subjects in Zhejiang Province and first initiator of which is Professor Ravi Kanbur.



**The awarding ceremony of the guess of the Nobel Laureate and case analysis contest**

## **Recreational Activities and Sports**

### **College Activities:**

#### **Spring Sports Meeting (fun) :**

To enrich students' extracurricular life, improve students' physical and mental health, and promote the construction of campus sports culture, the Spring Sports Meeting of Zhejiang University will be carried out in May every year at Zijingang track, basketball arena and Yuquan track.

#### **Autumn Sports Meeting (Track and Field) :**

In order to promote the development of mass sports activities in schools, the Autumn Sports Meeting will be held in October every year.

#### **Three-Virtue Cup Matches:**

In order to promote the development of mass sports activities in schools and enrich the campus sports culture life, the school has carried out a series of matches of "Three-Virtue Cup" such as badminton, table tennis, tennis, football, volleyball, basketball, la la drilling, taekwondo, aquatic sports, etc..

#### **Activities at school of economics:**

The school fully expands outdoor physical and mental development activities, including basketball game, the game of la la drilling, outdoor quality development, seven-school union and so on.

#### **Challenge Cup Competition:**

"Challenge cup" national college students extracurricular academic science and technology works competition is undertaken by the Central Committee of CYL, Chinese Association for science and

technology, Ministry of education, All-China Students' Federation, sponsored by the local provincial (city's) government.

### **Social practice--PhD students' secondment for social practice(compulsory):**

Social practice has been listed in the required course of PhD students training. The school has established a practice base to organize students to carry out activities such as exercise on secondment for getting experiencing, volunteer service, technological services, social investigation and so on.

### **Leadership training for female students in the school of economics**

The leadership promotion training course for female students in Zhejiang University is jointly established by the Students' Work department of the Party Committee and the school of economics, which is hosted by Women's professional trait research and Development Center. In response to meet society's demand for high-level female talents and to focus on the KAQ2.0 students' training goal for female gender and workplace characteristics, the leadership promotion training course for female students aims to, based on a second class, build an innovative training and education platform, with independent professional characteristics.

In the three plates training of female professional ability ascension, female leadership training and female charm shaping, we aim at gender traits and workplace characteristics to increase offering the female sex sociology course, classical music appreciation course, serial story of excellent female growth, activities such as "art travel", etc. It would help to explore and cultivate the advantages and potentials of female college students.



**Excellent female growth series stories**



**The closing ceremony and the PROM**

## II. the Service Guideline to Learning and Living on Campus **popular website for postgraduate students**

1. Zhejiang university, <http://www.zju.edu.cn/>
2. school of economics of Zhejiang university <http://www.cec.zju.edu.cn/>
3. Graduate school of zhejiang university, <http://grs.zju.edu.cn/>
4. The Administrative System of Postgraduate Educational Information of zhejiang university: <http://grs.zju.edu.cn/>
5. Party committee postgraduate work department of zhejiang university, <http://ygb.zju.edu.cn/>
6. Zhejiang university library, <http://libweb.zju.edu.cn/libweb/>
7. Zhejiang university unified identity authentication, <http://zuinfo.zju.edu.cn/>
8. Zhejiang university, comprehensive service <http://www.zju.edu.cn/zhfw/>
9. Zhejiang university network operation system <http://myvpn.zju.edu.cn/login.action>
10. Zhejiang university campus card integrated services website, <http://ecard.zju.edu.cn/>
11. Zhejiang university student apartments <http://home.chinasinew.com/>
12. Employment and guidance center of zhejiang university <http://www.career.zju.edu.cn/default.html>
13. Zhejiang university administrative service hall, [http://bsdt.zju.edu.cn/zftal-web/web/index\\_index.html](http://bsdt.zju.edu.cn/zftal-web/web/index_index.html)
14. Email system of zhejiang university: <http://mail.zju.edu.cn/>
15. Zhejiang university hospital, <http://zdy.zju.edu.cn/>
16. Integrated service network of zhejiang university logistics group (<http://zulg.zju.edu.cn/>)
17. CC98 BBS <http://www.cc98.org/>
18. Zhejiang university, the school bus query <http://elife.zju.edu.cn/BusSearch/Main/Index>
19. Zhejiang university, large equipment sharing management platform <http://equip.zju.edu.cn/xin/>
20. Electronic school of zhejiang university system, <https://zjuam.zju.edu.cn:8443/amserver/UI/Login?Goto=c.zju.edu.cn/lxdxt/uniloginServlet.do> = <http://app1.sd>



**WeChat Official Accounts**



Zhejiang University



Postgraduate of  
Zhejiang University



Graduate student  
union of  
Zhejiang University



doctoral and postgraduate  
students' Union of  
the School of Economics of ZJU



ios Edition



Android Edition

**telephone introduction**

campus card transfer and prepaid phone business (tel: 88981606)

residential certificate (tel: 88206065)

network account payment (tel: 88981611)

the fixed intelligent pass of transportation (tel: 88981685)

online account application (tel: 88981611)

## Contact Us

Way to contact to the relevant staff of graduate education department

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The statement

1. The right of explanation to this manual belongs to the school of economics, zhejiang university;
2. This manual will be finalized in August 2017. If there are any differences in regulations between government departments and your school, the new regulations shall prevail.