**南方科技大学**

**硕士研究生年度考核报告**

**题 目：**

**院 （系）**

**学 科**

**导 师**

**研 究 生**

**学 号**

**年度考核日期**

**研究生院制**

说 明

一、年度考核报告应包括下列主要内容

 目录

1. 引言

 包括研究背景和意义、研究基础、研究范围和目标等。

1. 研究内容

各项研究内容的研究方案、研究方法、研究过程、研究结果等信息，提供必要的图、表、实验及观察数据等信息。

1. 结论

 阐述主要研究发现，可包括研究成果的作用、影响、应用前景，和研究中的问题、经验和建议等。

4．参考文献

二、年度考核报告字数应不少于5000字。

三、学习年限为2年的硕士研究生须在入学后第三学期结束前完成考核，学习年限为3年的硕士研究生须在入学后第四学期结束前完成考核。研究生每延长学习年限一年须增加一次考核，延长半年及以上、不满一年的，按一年计算。

四、考核小组至少由3名相关学科的硕士研究生导师组成，可包括导师。考核决议采取不记名投票的方式，经全体成员三分之二或以上同意方可通过。

五、考核未通过的硕士研究生应根据考核意见修改年度考核报告，需在两个月内进行第二次考核，仍未通过者，应予以退学。

六、年度考核结束后，考核委员会要填写《硕士研究生年度考核表》，“表决票”，一同上报院（系）研究生教学秘书备案。学生需将修改过的《年度考核报告》经导师签字确认后，于年度考核结果告知后一周内上传研究生综合信息管理系统，并上交院（系）研究生教学秘书备案。

七、字体、字号及其他规定

论文中所用中文字体（除各级标题外）为宋体，各级标题用黑体；论文中所用数字、英文为新罗马字体。

节标题 小3号字，建议段前0.5行，段后0.5行；

条标题 4号字，建议段前0.5行，段后0.5行；

款、项标题 小4号字， 建议段前0行，段后0行；

正文 小4号字，建议段前0行，段后0行，每页约33行。

八、层次代号及说明

|  |  |  |
| --- | --- | --- |
| 层次名称 | 示 例 | 说 明 |
| 节 | 1 □□……□ | 题序顶格书写，阐述内容另起一段 |
| 条 | 1.1 □□……□ |
| 款 | 1.1.1 □□……□ |
| 项 | （1）□□…□ □□…□□…□□□□…… | 题序空4个半角字符书写，内容空4个半角字符接排 |

九、常用的四种参考文献类型标注形式。

（1）图书文献：

[1] 唐绪军. 报业经济与报业经营[M]. 北京：新华出版社，1999：117-121.

[2] 霍斯尼 R K. 谷物科学与工艺学原理[M]. 李庆龙，译. 北京：中国仪器出版社，1989：32-35.

（2）期刊论文

[1] 覃睿，田先钰. 从创新潜力到创新成果：一个创新潜力形成与释放模型[J]. 科技进步与对策，2007（2）：148-152.

（3）学术会议

[1] 张佐光，张晓宏，仲伟虹，等. 多相混杂纤维复合材料拉伸行为分析[C]//第九届全国复合材料学术会议论文集（下册）. 北京：世界图书出版公司，1996：410-416.

（4）学位论文

[1] 金宏. 导航系统的精度及容错性能的研究[D]. 北京：北京航空航天大学自动控制学科博士学位论文，1998：60-63.

**Southern University of Science and Technology**

**Study Progress Report of Master’s Students**

**Title：**

**School（Department）**

**Discipline**

**Supervisor**

**Student**

**Student Number**

**Submission Date**

**Graduate School**

**Instruction**

**I The contents of study progress report**

Table of Content

1. Introduction

The purpose, significance, background and scope of the study

1. The main research contents

These sections should present the results, and their interpretation, in context with the experimental section, which should provide a clear, unambiguous description of materials, methods, and equipment in sufficient detail.

1. Conclusion

The main research findings, including the function, influence, applications of the research results.

1. References

**II** The written report should be no less than 5,000 words.

**III** For students in the 2-year master’s programs, the review should be completed at the end of the third academic semester. For students in the 3-year master’s program, the review should be completed at the end of the fourth academic semester. Every one-year extension to program duration requires one additional review. Extension of 6 months or more, but less than 12 months are counted as one year.

**IV** The assessment team should be composed of at least 3 graduate advisors in relevant disciplines. The supervisor of the reviewee could be one of the members. The assessment resolution shall be adopted by secret ballot and be passed with the consent of two thirds or more of all members.

**V** If a student fails for the first time, s/he should revise the report and submit it again within two months. On the condition of a second failure, her/his studies shall be terminated.

**VI** The assessment team should complete the ***Progress Review Form*** and ***the Voting Ticket***. The form, the ticket, and the original records for study progress report will be submitted to the secretaries of related schools (departments) for record keeping. Master’s candidates must submit the revised study progress report to supervisors for approval, and then to the SUSTech Graduate Information System and their secretaries of related schools (departments) for record keeping within one week.

**VII** Font, size, and other regulations

The proposal written in English should use Times New Roman font with size 12 in the main text, and use bold characters for titles, and capitalize the first letter of each substantive in the title.

Section head Size 15, 6 pound before and after paragraph

Article title Size 14, 6 pound before and after paragraph

Item title Size 12, 0 pound before and after paragraph

Main body Size 12, 0 pound before and after paragraph, 33 lines each page

**VIII Level mark and illustrations**

|  |  |  |
| --- | --- | --- |
| Name | Example | Illustration |
|  Section | 1 □□……□ | The title should be written in a sequence style, and the content should be written in a new paragraph. |
|  Article | 1.1 □□……□ |
|  Item | 1.1.1 □□……□ |
| Sequence Number | （1）□□…□ □□…□□…□□ | The sequence number should be written after four half-width character space, and the content is following another four half-width character space by row. |

**IX Reference annotation form**

Number citations consecutively in square brackets. And number them in superscripts in the main text where it should be.

(1) Journal

[1] Chiu, S., Fuzzy model identification based on cluster estimation. Journal of Intelligent and Fuzzy Systems[J]. 1994.2 (3): 267–278.

(2) Text book

[2] M. Akay. Time frequency and wavelets in biomedical signal processing[M]. Piscataway, NJ: IEEE Press, 1998:123-135.

(3) Conference article

[3]J. E. Monzon. The cultural approach to telemedicine in Latin American homes[C]//Proc. 3rd Conf. Information Technology Applications in Biomedicine, ITAB´00, Arlington, VA, 2002:50-53.

(4) Dissertation

[4]J. R. Boheki. Adaptive AR model spectral parameters for monitoring neonatal EEG [D]. Biomed. Eng. program, Univ. Fed. Rio de Janeiro, Rio de Janeiro, Brazil, 2000.