

编号/Serial No. : \_\_\_\_\_



# 本科毕业论文（管理报告）开题、指导、答辩 工 作 记 录 表

**Worksheet of DUFE Undergraduate Final Year Project  
Proposal, Supervision and  
Oral Defence Records**

题 目/Title of FYP \_\_\_\_\_

学生姓名/Student Name \_\_\_\_\_

年级专业/Programme \_\_\_\_\_

学 号/Student ID \_\_\_\_\_

指导教师/Supervisor \_\_\_\_\_

成 绩/Level of Grade \_\_\_\_\_

☐优秀/Distinction    ☐良好/Merit    ☐中等/Satisfactory    ☐及格/Pass    ☐不及格/Fail

东北财经大学教务处制/© Academic Affairs Division of DUFE

# 承诺与使用授权书

本人已详细阅读《东北财经大学本科毕业论文（设计）工作规程》、《东北财经大学毕业论文（设计）质量标准》和《东北财经大学本科毕业论文结构格式标准》，了解上述文件的各项内容、要求以及学院对本科毕业论文（设计）的相关要求，保证按规定要求认真完成毕业论文（设计）的写作与答辩。

本人愿意在导师的指导下，独立进行研究和写作，充分尊重他人的知识产权，在论文（设计）中注明对本研究工作做出重要贡献的个人和集体。

本论文（设计）的研究成果归东北财经大学所有，本人同意学校采取影印、缩印、刻录或其他复制手段保存论文（设计），并在需要时向有关部门送交论文（设计）的复印件和电子版本。

学生本人签字：

年 月 日

## DECLARATION

*"I, \_\_\_\_\_ , declare that this final year project has been conducted on my own and has not been submitted in any form for other purposes or degree at any University. Information derived from the published and unpublished work of others has been acknowledged in the text and is given in a list of references.*

***I agree that the University has the right to check the originality of my work and the authorization of using the paper"***

SIGNATURE:

DATE:

## 一、论文（设计）开题报告 /I. Final Year Project Proposal

<b>联系方式 Contact Information</b>	<b>手机 Mobile Phone Number</b>	<b>宿舍电话或办公电话 Office Phone Number</b>	<b>电子邮箱 Email Address</b>
<b>学 生 Student</b>			
<b>导 师 Supervisor</b>			
<b>学生选题 FYP Topic</b>			
<b>选题来源 Sources of Topic</b>	选题指南中的题目/From a guide book (     ) / 学生自行确定的题目/Student choosing by himself/herself (     )		
<b>论文（设计）属性 FYP Type</b>	1.科学研究/Academic Research (     )     2.调查报告/Investigation Report (     ) 3.学术思想综述/Literature Review (     )     4.应用方案设计/ Practical Proposal Design (     ) 5.其他/Others _____		
<b>拟采取的研究方法 Research Method</b>	1.规范研究/Standard Research (     )     2.实证研究/Case Study (     ) 3.现场调查/Investigation and Interview (     ) 4.其他 Others _____		
<b>一、选题动机（研究意义）或写作背景/Significance of Research and Introduction</b>  <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 10px;"></div>			


## 二、国内外研究情况综述或主要支撑理论/ Literature Review

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

### 三、研究内容、结构框架、研究特色和创新点/ Framework, Hypothesis, Innovation and Methodology

---

---

---

[illegible]

---

---

---

---

四、主要参考文献/ References & Bibliography

作者/Author 标题/Title 发表刊物或来源/Publication & Resource 发表年份/Published Year 月份或期数/Periodical

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

导师具体意见/Supervisor Comments : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p>指导 教师 审核 意见 <b>Supervisor Approval Suggestions</b></p>	<p>收到本报告的时间为 The proposal was submitted on ____月/MM____日/DD____年/YY。</p> <p>我完全同意 I totally agree (    ) / 基本同意 almost agree (    ) / 不同意 disagree (    ) 其论文(设计)开题 this final year project proposal。</p> <p>指导教师(签字)/signature of supervisor: _____</p>
<p>教研 室复 查意 见 <b>Faculty Review Comments</b></p>	<p>开题报告符合 This proposal accords with (    ) / 不符合 does not accords with (    ) 规定要求 final year project requirements, 报告内容完整 The contents of this proposal are integrated (    ) / 不完整 are not integrated (    ), 导师的意见有指导意义 supervisor's suggestions are useful (    ) / 一般 (    ) general / 过于空洞 useless (    )。</p> <p>同意开题 Approved (    ) / 不同意开题 Disapproved (    )。</p> <p>教研室主任(签字) signature of faculty director: _____</p>
<p>学院 验收 意见 <b>Quality Check by the Institute</b></p>	<p>开题报告报告质量合格 Pass(    ) / 基本合格 Pass after revising(    )/不合格 Fail(    )。</p> <p>验 收 人(签字) Signature: _____</p>



## 二、论文（设计）写作指导过程记录/II. Final Year Project Supervision Records

### (一)论文（设计）题目确定、写作计划指导情况

#### (1) Supervision on Final Year Project Topic and Writing Plan

导师与学生共同确定的论文（设计）题目/Topic Agreed both by Student and Supervisor

---

---

---

论文（设计）写作计划/Final Year Project Writing Plan

\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY~\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY 搜集资料/Data Collection; \_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY~\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY 撰写大纲/Writing Outline; \_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY~\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY 撰写初稿/Writing First Draft; \_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY~\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY 撰写二稿/Writing Second Draft; \_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY~\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY 修改并最终定稿/ Final Draft Completion。

学生签字/Student Signature: \_\_\_\_\_

指导教师意见（要点）/Supervisor Comments (Main Issue) \_\_\_\_\_

---

---

---

---

---

指导教师规定的论文（设计）大纲初稿提交时间/Final Year Project Outline Submitting Date Required by Supervisor\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY

指导教师签字/Supervisor Signature: \_\_\_\_\_

\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY

## (二)论文（设计）大纲指导情况

### (2) Supervision of Final Year Project Outline

指导教师对大纲的修改意见（要点）/ **Supervisor Comments on FYP Outline (Main Issue)**\_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

指导教师规定的论文（设计）初稿提交时间/**Final Year Project First Draft Submitting Date Required by Supervisor**: \_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY

指导教师签字/**Supervisor Signature**: \_\_\_\_\_  
\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY

## (三)论文（设计）初稿、二稿指导情况

### (3) Supervision of Final Year Project First and Second Draft

论文（设计）应结构完整、层次分明、论点突出、论述充分、资料丰富、语言流畅、格式准确，不能有抄袭行为。/ Final year project should be well structured; contents needs to be clear and logic with good research; using fluent language and no plagiarism.

指导教师对初稿的修改意见（要点）/ **Supervisor Comments on the First Draft (Main Issue)**\_\_\_\_\_

---

---

---



指导教师规定的论文（设计）定稿提交时间/ **Final Year Project Final Draft Submitting Date Required by Supervisor:** \_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY

指导教师签字/**Supervisor Signature:** \_\_\_\_\_

\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY

#### (四)论文（设计）定稿情况

##### (4) Final Year Project Final Draft Completion

论文（设计）定稿提交时间/**Final Year Project Final Draft Submitting Date:** \_\_\_\_月/MM  
日/DD\_\_\_\_年/YY 一式/**Amount of Hard Copies**\_\_\_\_份

学生签名/**Student Signature:** \_\_\_\_\_

指导教师审核意见/**Supervisor Approval:**

同意推荐 **Agree**☐ / 不同意推荐 **Disagree**☐ 参加论文（设计）答辩 **to take final year project oral defence**。

不同意的理由 **Reasons if disagreed:** \_\_\_\_\_

指导教师签字 **Supervisor Signature:** \_\_\_\_\_

\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY

### 三、论文（设计）答辩情况记录/III. Final Year Project Oral Defence Record

[illegible]

(二)二次答辩情况/Secondary Oral Defence Record (经答辩机构审定需要重新答辩者填写) /for students failed in the first oral defence ONLY	
提 问 人 /Questioned by	提 出 的 问 题/ Questions
学 生 答 辩 要 点/Students Answers	
答辩小组秘书签字/ Sectary Signature: _____	

#### 四、论文（设计）成绩评定记录/IV. Final Year Project Grades

(一)指导教师成绩评定记录 (1)Grading Records from Supervisor							
指标 /Standards	一/One	二/Two	三/Three	四/Four	五/Five	总分 /Total	
评分/Grades							
(二)论文（设计）初次答辩成绩评定记录 (2)Final Year Project Oral Defence Grades							
答辩委员对论文（设计）写作及 答辩质量评价的无记名投票结果 （由秘书根据答辩委员的无记名投票 意见填写，并计算总分）/Final Year <b>Project Oral Defence Committee</b> <b>Anonymous Vote</b> (calculated by the secretary)	指 标/Standards	一/One	二/Two	三/Three	四/Four	五/Five	总分/Total
	答辩委员一/Judge 1						
	答辩委员二/Judge 2						
	答辩委员三/Judge 3						
答辩机构对论文（设计）的成绩 评定（由秘书计算答辩委员评分的平均分， 答辩委员审核确认）/Final Year Project <b>Grade by Oral Defence Committee</b> (calculated by the secretary, approved by Defence Committee)	论文（设计）得分/Final Year Project Grade: <div style="text-align: center; font-size: 1.2em;">_____分</div>						
同意在 2 周内重新答辩 Agree <input style="width: 40px; height: 20px;" type="checkbox"/> / 不同意在 2 周内重新答辩 Disagree <input style="width: 40px; height: 20px;" type="checkbox"/> to take the second time oral defence in 2 weeks							
答辩委员签字/Signatures of Committee Members <div style="border-bottom: 1px solid black; height: 20px; width: 100%; margin-top: 10px;"></div>							
_____月/MM_____日/DD_____年/YY							

### (三)论文（设计）二次答辩成绩评定记录

#### (3) Final Year Project Second Oral Defence Grades

答辩委员对论文（设计）写作及答辩质量评价的无记名投票结果 （由秘书根据答辩委员的无记名投票意见填写，并计算总分）// <b>Final Year Project Oral Defence Committee Anonymous Vote</b> (calculated by the secretary)	<b>指 标/Standards</b>	<b>一/One</b>	<b>二/Two</b>	<b>三/Three</b>	<b>四/Four</b>	<b>五/Five</b>	<b>总分/Total</b>
	答辩委员一/Judge 1						
	答辩委员二/Judge 2						
	答辩委员三/Judge 3						
答辩机构对论文（设计）的成绩评定（由秘书计算答辩委员评分的平均分，答辩委员审核确认）/ <b>Final Year Project Grade by Oral Defence Committee</b> (calculated by the secretary, approved by Defence Committee)	论文（设计）得分/ <b>Final Year Project Grade:</b> _____分						
<b>答辩委员签字/ Signatures of Committee Members</b>  _____ 、 _____ 、 _____  _____月/MM_____日/DD_____年/YY							
<b>论文（设计）最终成绩</b> （由秘书计算成绩分数，并折算成等级成绩，答辩委员审核确认）/ <b>Final Year Project Final Grades</b> (Approved by the Defence Committee)	<b>论文（设计）百分制成绩/ Final Year Project Grading System (100%):</b> 指导教师评定成绩（占 30%）/30% from supervisor ( ) + 答辩机构评定成绩（占 70%）/70% from Oral Defence Committee ( ) = ( )。						
	<b>论文（设计）等级成绩/Final Year Project Grades Levels:</b> <input type="checkbox"/> 优秀/Distinction <input type="checkbox"/> 良好/Merit <input type="checkbox"/> 中等 /Satisfactory <input type="checkbox"/> 及格/Pass <input type="checkbox"/> 不及格/Fail						



## 五、论文（设计）成绩评定标准/V. Final Year Project Grading Standards

### (一)指导教师对论文（设计）评价的指标、评价等级及对应的得分/

#### (1)Management Report Grading by Supervisor

评价指标/Standards	评价等级及对应得分/Levels and Grades				
	优秀 /Distinction	良好 /Merit	中等 /Satisfactory	合格 /Pass	不合格 /Fail
1.选题与研究主旨 / Topic Choosing & Research Purpose	19-20	17-18	15-16	12-14	<12
2.写作过程 / Writing Progress	19-20	17-18	15-16	12-14	<12
3.总体结构及逻辑性 / Structures and Logicality	19-20	17-18	15-16	12-14	<12
4.能力水平 / Research Ability	19-20	17-18	15-16	12-14	<12
5.成果质量 / Overall Quality	19-20	17-18	15-16	12-14	<12

#### 评价指标的含义/Details of Standards

**1.选题与研究主旨：**根据具体企业的某项管理的实际问题作为题材，为改善企业管理水平，通过自己的实地观察、调研与企业内部资料收集、部分二手资料，运用本专业所学理论与方法，提出改善的建议。也可以是针对某项管理问题进行的一手数据的调查与研究。/1. **Topic Choosing & Research Purpose:** Using a company's management issue as researching material, observing, investigating, researching, collecting and analyzing internal data and parts of second-hand data, using knowledge of student's own major to provide management suggestions for the company. Or investigate and research on a particular management issue via collecting and analyzing first-hand data.

**2.写作过程：**学生写作态度认真，通过面谈、电子邮件、电话等方式与教师及时沟通，且应当有两次以上的面谈指导。在规定时间内提交选题、大纲、初稿等，按照导师要求修改报告，不得未经教师同意擅自改题。/2. **Writing Progress:** Students should have serious attitude, communicate with supervisor via meeting, email, telephone positively, including at least twice face to face meetings. Submit topic, outline, draft and other material on time. Modify management report according to the suggestions. Do not change topics without supervisor's permission.

**3.总体结构及逻辑性：**总体结构清晰、逻辑性强。报告遵循实践研究的总体思路，介绍了具体企业的基本情况，对针对的管理问题进行界定，分析产生的原因，应用本专业所学理论与方法，提出解决问题的具体建议。创业计划书、商业计划书、营销策划方案等报告符合此类报告的通行结构。/3. **Structures and Logicality:** Clear structures and strong sense of logic. Introducing general information about the company, identifying problem, explaining reasons, and providing suggestions with theory of student's major. Business Plan, Entrepreneurship Plan, and Marketing Plan should be complied with the normal frameworks.

**4.能力水平：**杜绝抄袭，反抄袭软件检测重复率（扣除引用部分）低于 20%。具有实地调研、查阅二手文献资料能力，具有一定的一手数据调研能力，具有理论与方法的综合运用能力，具有对企业实际管理问题的判断、分析与解决能力，具有英文应用能力。/4. **Research Ability:** No plagiarizing. Copy rate should be below 20% (exclude citing parts). Good ability to investigate, collect first-hand or second-hand data, use theory into practice, identify, analyze, and solve management issue. Good ability to use English.

**5.成果质量：**提出的观点符合企业情况，具有可行性和一定的创新性。文题相符，格式与体例规范，内容摘要、注释、参考资料等组成部分齐全，字数合乎要求，图表丰富、数据充实，没有错别字，语言流畅。/5. **Overall Quality:** Suggestions are complied with the real situation of the company, proper to carry out, with kind of creativity. Complying with the topic, standard format and structures, including abstract, notes, references. Enough length, tables, figures, and data. Without spelling mistake, without awkward language.

## (二)答辩机构对论文（设计）评价的指标、评价等级及对应的得分/

## (2)Management Report Grading by the Oral Defence Committee

评价指标/Standards	评价等级及对应得分/Levels and Grades				
	优秀 /Distinction	良好 /Merit	中等 /Satisfactory	合格 /Pass	不合格 /Fail
1.选题与研究主旨 / Topic Choosing & Research Purpose	19-20	17-18	15-16	12-14	<12
2.总体结构及逻辑性 / Structures and Logicality	19-20	17-18	15-16	12-14	<12
3.能力水平 / Research Ability	19-20	17-18	15-16	12-14	<12
4.成果质量 / Overall Quality	19-20	17-18	15-16	12-14	<12
5.答辩质量 / Oral Defence Quality	19-20	17-18	15-16	12-14	<12

### 评价指标的含义/Details of Standards

1.选题与研究主旨：根据具体企业的某项管理的实际问题作为题材，为改善企业管理水平，通过自己的实地观察、调研与企业内部资料收集、部分二手资料，运用本专业所学理论与方法，提出改善的建议。也可以是针对某项管理问题进行的一手数据的调查与研究。/1. **Topic Choosing & Research Purpose:** Using a company's management issue as researching material, observing, investigating, researching, collecting and analyzing internal data and parts of second-hand data, using knowledge of student's own major to provide management suggestions for the company. Or investigate and research on a particular management issue via collecting and analyzing first-hand data.

2.总体结构及逻辑性：总体结构清晰、逻辑性强。报告遵循实践研究的总体思路，介绍了具体企业的基本情况，对针对的管理问题进行界定，分析产生的原因，应用本专业所学理论与方法，提出解决问题的具体建议。创业计划书、商业计划书、营销策划方案等报告符合此类报告的通行结构。/2. **Structures and Logicality:** Clear structures and strong sense of logic. Introducing general information about the company, identifying problem, explaining reasons, and providing suggestions with theory of student's major. Business Plan, Entrepreneurship Plan, and Marketing Plan should be complied with the normal frameworks.

3.能力水平：杜绝抄袭，反抄袭软件检测重复率（扣除引用部分）低于 20%。具有实地调研、查阅二手文献资料能力，具有一定的一手数据调研能力，具有理论与方法的综合运用能力，具有对企业实际管理问题的判断、分析与解决能力，具有英文应用能力。/3. **Research Ability:** No plagiarizing. Copy rate should be below 20% (exclude citing parts). Good ability to investigate, collect first-hand or second-hand data, use theory into practice, identify, analyze, and solve management issue. Good ability to use English.

4.成果质量：提出的观点符合企业情况，具有可行性和一定的创新性。文题相符，格式与体例规范，内容摘要、注释、参考资料等组成部分齐全，字数合乎要求，图表丰富、数据充实，没有错别字，语言流畅。/4. **Overall Quality:** Suggestions are complied with the real situation of the company, proper to carry out, with kind of creativity. Complying with the topic, standard format and structures, including abstract, notes, references. Enough length, tables, figures, and data. Without spelling mistake, without awkward language.

5.答辩质量：学生对论文（设计）内容熟悉，能准确地把握文章的观点，掌握本专业及相关领域中应当了解的知识，回答问题准确、完备。/5. **Oral Defence Quality:** Being clear about the management report contents and viewpoints. Understanding the knowledge in his/her major and relevant researching field. Giving accurate and adequate answers in the oral defence.

## 六、学院对论文（设计）开题、指导、答辩工作的验收意见

### /VI. Review and Examination by the Institute

学院意见/**Institute Comments:**

论文（设计）开题过程/**Progress of Final Year Project Proposal Supervision:**

合格 **Qualified** ☐、不合格 **Disqualified** ☐。

论文（设计）指导过程/**Progress of Final Year Project Supervision:**

合格 **Qualified** ☐、不合格 **Disqualified** ☐。

论文（设计）答辩过程/**Progress of Final Year Project Oral Defence:**

合格 **Qualified** ☐、不合格 **Disqualified** ☐。

主管领导签字/**Signature:** \_\_\_\_\_

\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY

## 七、学校专家组评估抽查意见/

### VII. Comments of Spot-checking by University Appraisal Group

专家组评估抽查意见/**Comments of Spot-checking by Appraisal Group:**

专家组抽查人签字/**Signature:** \_\_\_\_\_

\_\_\_\_月/MM\_\_\_\_日/DD\_\_\_\_年/YY