



I. About us

Our vision, mission, characteristics and values

Vision

Becoming a First-Class Internationalized MBA Program in China

Mission

Leading A New Generation of Global Managers

Brand positioning

Global Vision

Cross-Border Business Philosophy

Characteristics

Global Vision

English Instruction

Core values

We advocate the "SMILE" value to all teachers and students. This value is the value standard that all members of the MBA Education Center of GDUFS must abide by in their teaching activities and daily communications.

- Social Responsibility
- Mutual Respect
- Integrity
- Learning by Doing
- Entrepreneurship



Our University

Congratulations on becoming a member of the big family of Guangdong University of Foreign Studies!

Guangdong University of Foreign Studies was established in June 1995 through the merger of Guangzhou Institute of Foreign Languages and Guangzhou Institute of Foreign Trade. It is a teaching and research oriented university with distinctive international characteristics and an important base for training internationalized personnel in south China as well as for studying foreign language and culture, foreign economic and trade, and international strategies. The former Guangzhou Institute of Foreign Languages, one of three institutes of foreign languages under the direct jurisdiction of the State Education Commission (presently Ministry of Education), was established in the year 1965. The former Guangzhou Institute of Foreign Trade, one of the four institutions of international trade directly under Ministry of Foreign Trade and Economic Cooperation (presently Ministry of Commerce), was founded in 1980.

GDUFS has formed a discipline pattern of "two-wheel drive" of foreign language and non-foreign language disciplines, as well as coordinated and sustainable development of multi-discipline and multi-languages. it has 25 teaching units and an independent college (South China Business College). Currently the University offers 72 undergraduate majors, which fall into 8 disciplines, namely literature, economics, management, law, engineering, science, education, and art. Of all the degree programs offered to the students, seven are listed as key disciplines at the provincial level and one at the national level. Presently the University has one Post-doctoral Research Station, and offers two Category I discipline PhD program, 12 Category II discipline PhD programs, 12 Category I discipline MA program, 47 Category II discipline MA programs and 11 Professional Master's Degree Programs. In several rounds of discipline evaluation organized by China Academic Degrees & Graduate Education Development Center(CDGDC), the disciplines of Foreign Language and Literature in our university all rank high among the universities in China.



The two discipline projects, "Construction of Foreign Language and Literature Innovation System Oriented to International Language Service" and "Construction of an Integrated Innovation System of Economic and Management Disciplines to Serve the Major Strategic Needs of the 21st Century Maritime Silk Road", are selected as key discipline construction projects in Guangdong province high-level universities.

Adhering to the educational philosophy of "Whole person education and pursuit of excellence" and the values of "Excellence, integrity, tolerance and confidence", the school has built a campus culture of "diversity, flexibility and elegance". By taking the opportunities of the national "double first-class" construction, the construction of high-level universities in Guangdong province, the deepening of the comprehensive reform of independent school running and the project of "reinforcing school with innovation", GDUFS persists in its connotation development, accelerates its reform and innovation, vigorously promotes the internationalization strategy of education and strives to realize the internationalization of students, talents, teaching, scientific research and management. The school has been built into an internationalized high-level university with distinctive characteristics, excellent quality, social respect and international characteristics that satisfies the Party, the state and the people.

Introduction to MBA program

In September 2004, Guangdong University of Foreign Studies decided to set up an MBA preparatory organization led by Sui Guangjun, then vice-president, and attended by the persons in charge of Office of International Cooperation and Exchange and Graduate School of GDUFS. In June 2007, the MBA Education Center of Guangdong University of Foreign Studies was officially established as a college-level teaching unit specialized in MBA training and high-end training. The first enrollment was carried out in the spring of 2008. It has been a ten-year development course so far, and has gone through three stages: MBA Education Center of GDUFS from June 2007 to



August 2012; MBA College of GDUFS from September 2012 to August 2014 and MBA Education Center of School of Business of GDUFS from September 2014 to now. In the past ten years, MBA Education Center has gathered the best teachers and other high-quality teaching resources in the university and has already established an international team of actual combat oriented teachers. The Center actively absorbs international students to form a diverse group of students and devotes itself to building an international MBA education brand. It has trained more than 1,000 high-end management personnel for the international community, who are distributed all over the world and play an increasingly important role in the innovation and development of all walks of life.

MBA Education Center of School of Business adheres to the brand positioning of "Global Vision, Cross-border Business Philosophy". It is characterized by "Global Vision, English Instruction" and is dedicated to cultivating international management talents who integrate China and the west. Therefore, the center actively constructs an international MBA education system which includes a curriculum teaching system, a teacher development system, an international cooperation system, a social service system and a team management system. "Globalization is the name of Guangwai MBA, so we always put the world in our minds. When we mention 'Globalization', we mean not only 'Global Vision, English Instruction', but also 'Field Immersion, Local Solution'. Although 'we started late, our starting point was at a high level'. We won the first place in the MBA teaching qualification assessment organized by Ministry of Education of the People's Republic of China in 2011. We successfully passed AMBA international certification in 2015, becoming the 26th MBA program in China's mainland and the 225th MBA program in the world that has passed AMBA international certification. In 2018, MBA of School of Business of GDUFS passed AMBA recertification successfully. Chinese Advanced Management Education Accreditation (CAMEA) has been officially launched in 2017, and we has obtained the accreditation qualification. The School of Business is taking international certification as its focus to realize the continuous improvement of MBA education quality.



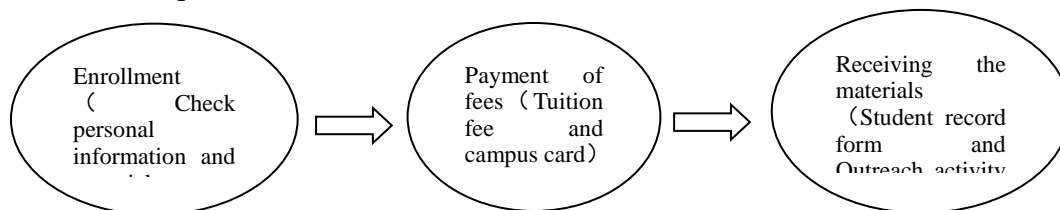
II. Guide for Freshmen

2.1 Enrollment procedures

(1) Enroll on time

Freshmen must take the letter of admission and relevant documents with them and finish the enrollment at the university according to the stipulated date. If there are special reasons for failing to enroll on time, it is required to take leave based on the relevant documentary proof, and the leave shall not exceed one month. Those who fail to enroll for two weeks overdue without giving any reason will be deprived of the right to enter.

(2) Basic procedures



(3) Material required

- ① ID Card;
- ② Letter of admission;
- ③ A signature pen;
- ④ Photo (Five small one-inch color identification photos), and sign your name at the back of the photos

(4) Payment method

The payment will be made by swiping the card at the registration site. Please directly go to the the payment office of the Center with your letter of admission to pay the fee by swiping the



unionpay card at the registration time. Students who do not pay their tuition fee within one month from the start of school will be automatically dropped out of school and their student status will be canceled.

2.2 Enrollment issues

(1) About household register (Hotline: 36207167)

Full-time self-financed freshmen can choose to move their registered permanent residence to the school according to their wishes. For more details, please visit the graduate enrollment network of GDUFS to download and query *Instructions for the Transfer of Freshmen's Registered Permanent Residence Related Issues* to go through the formalities of registered permanent residence of graduates. Processing time: One week before school starts; Venue: Security office of GDUFS.

Note: Freshmen of the entrusted training category do not need to go through this formality.

(2) About personnel files (Hotline: 36207044)

Full-time self-financed freshmen are required to transfer the personnel files to the school according to the regulations. For freshmen who apply not to transfer their files to the school, please contact the Center in a timely manner. Please pay special attention to it.

Note: Full-time freshmen of the entrusted training category do not need to go through this formality.

(3) About accommodation (Hotline: 36206361)

The school arranges accommodation for full-time MBA freshmen and those who are living outside Guangzhou. The student dormitory management department is responsible for the specific arrangement of the dormitory. For freshmen who need accommodation, please apply to the Center on the day of enrollment.

The accommodation fee is charged according to the standards approved by the Price Bureau of Guangdong Province, and it will be different depending on the housing situation. Students who fail



to pay their fee on time will not be allowed to accommodate in the school.

(4) About tuition fee (Hotline: 36209580)

On-the-job MBA tuition fee: 118,000 yuan (excluding teaching material fee). The tuition fee should be paid in two years respectively, with 5,900 yuan per academic year.

Full-time MBA tuition: 70,000 yuan (excluding teaching material fee), The tuition fee should be paid in two years respectively, with 35,000 yuan per academic year.

Tuition fee for the first academic year should be paid within one month after receiving the formal letter of admission, and the second payment will be made within half a month after the start of the second academic year. Students who fail to pay the tuition fees as scheduled will not be allowed to take classes or exams.

(5) Please contact the Center if there are any other unclear matters.

Enrollment and outreach activities outside school: Tel: 36209909

Registration and educational administration consultation: Tel: 86319207

Payment of tuition and accommodation fees: Tel: 36209580

2.3 Living guidance

(1) Transportation

Students who drive vehicles to take class can only enter through the south gate of GDUFS and park their vehicles in the north gate parking lot. The MBA Education Center is about 100 meters away from the north gate parking lot. GDUFS also has the front gate and the west gate.

Students can take the following buses, and get off the bus at the stop: Guangdong University of Foreign Studies.

Haizhu District: No.36.

Yuxiu District: No.76, No.76A, No.864, No.265.

Tianhe District: No.245, No.B18.

Guangzhou Railway Station: No.805, No.529.



(2) Diet

There are three canteens in the North Campus, which are Canteen No.1, Canteen No.2, Canteen No.3 and Qingyayuan cafeteria.

① Process the campus card

The students shall process the campus card with their letter of admission at the time of enrollment.

② Guest dining

Guests can use cash to buy food and drinks on the third floor of Canteen No.2 and the second floor of Qingyayuan cafeteria. Besides, guests can pay by cash at the third floor of Qingyayuan cafeteria to order meals.

(3) Accommodation

① Accommodation units in GDUFS include:

Ganxun Building (Next to the MBA Center)

Tel: (020) 36641900

Booking information: The accommodation cannot be booked. You can only pay for it at the time you arrive.

Charging standard: 150 yuan per day for the standard room

② Hotels around GDUFS include:

Poly Hotel (three-star hotel)

Address: Next to the north gate of GDUFS

Tel: 36640989

Booking information: It can be booked.

Charging standard: 290 yuan per day for the standard room

(4) Post office and bank

Huangpodong Post Office is located at the south side of the south gate of GDUFS, and next to the International College of GDUFS.

Bank of China, Guangzhou Huangshi East Road Subbranch is located at the right side of the



front gate of GDUFS.

(5) Medical service

The GDUFS outpatient department is located at the east side of the library of North Campus of GDUFS.

2.4 Freshmen scholarship

Evaluation method of scholarship for full-time MBA student in GDUFS

In order to implement the full-time MBA student scholarship system fairly, impartially and openly in GDUFS, the method is hereby formulated.

(1) Qualification evaluation

① Participants must meet all the following requirements at the same time

a) Students whose first choice is the full-time MBA program in GDUFS

b) Students whose total score of the joint examination is over 10 points (including 10 points) higher than the national eastern grade cut-off point.

c) Students who have passed the reexamination and the politics examination organized by GDUFS.

d) Students who have enrolled at the required time and attend full-time study.

② Participants who have one of the following conditions are not qualified for the scholarship or will be disqualified.

a) Students who have changed their educational system (from full-time to on-the-job) during their study;

b) Students who have withdrawn from school;

c) Students who have been disciplined above the level of warning (including warning);

d) Students who are punished for violating laws and regulations;

e) Other students who are not eligible for the scholarship as stipulated by the school.

(2) Evaluation basis



The evaluation of full-time MBA students' scholarship mainly includes two parts: the joint examination result and the reexamination result, i.e. the evaluation result = 40% of the joint examination result + 60% of the reexamination result.

(3) Evaluation procedures

① The Center determines the primary selection list based on the results of the joint examination and reexamination of full-time students admitted that year, and then submits it to the Graduate School of GDUFS for review.

② The list is posted after being audited by Graduate School of GDUFS. If anyone has any objection to the primary selection list, he shall apply to the scholarship review panel for reconsideration within 5 working days from the date of publicity;

③ After finishing the reconsideration and publicity, the Center determines the formal list and submits it to the finance department for the record.

(4) Grant of scholarship

The freshmen scholarship will be transferred at one time to the bank card of Bank of China issued by the school within 30 working days after the scholarship-winning students pay the full tuition fee. If there is any time change, the specific date of transferring shall prevail.

(5) The method shall be implemented from the date of publicity.

(6) The right to interpret of the method belongs to MBA Education Center.





III Teaching Affairs

3.1 MBA Program

3.1.1 Training Objectives

This program provided by the MBA Education Center, Business School at GDUFS is committed to cultivating talents for international management and administration and equipping them with global vision, innovative spirit, international business communication skills and cross-cultural communication ability. Students who are familiar with domestic culture and international rules are prepared to be excellent international managers with social responsibility in global cooperation and competition.

3.1.2 Research Direction

Marketing Management, Strategic Management, Human Resource Management, Financial Management and Operations Management

3.1.3 Program Duration

Full-time learning method is adopted.

The duration of autumn program (Class B) for full-time students is 2 to 4 years;

The duration of autumn program (Class C, D, E) for on-the-job students is 3 to 5 years.

3.1.4 Required Readings

Read literature relevant to graduation thesis and other learning materials as required by mentors.

3.1.5 Course Structure and Credit Requirement

Course Type		Course ID	Course	Teaching hours	Credit	
Course	Compulsory	Orientation	27513351	Orientation	8	0.5
			Subtotal			



	Public course	27513111	The Study of Theory and Practice of Socialism with Chinese Characteristics	32	2
		27513109	Comprehensive Business English 1	32	2
		27513110	Comprehensive Business English 2	32	2
		Subtotal			
	Fundamental Course	27513201	Managerial Economics	48	3
		27513205	Organizational Behavior	48	3
		27513306	Business Ethics & Social Responsibility	32	2
		27513327	Business Research & Statistical Analysis	32	2
		27513368	MBA Thesis Writing	16	1
		Subtotal			
	Core Course	27513210	Strategic Management	48	3
		27513202	Human Resource Management	48	3
		27513204	Accounting	48	3
		27513207	Financial Management	32	2
		27513203	Marketing Management	48	3
		27513312	Managerial Communication	48	3
		27513360	Operations Management	32	2
		27513301	International Business	32	2



			Law		
			Subtotal		21
	Forum	27513325	Executive Forum (MBA Forum, Chinese Culture forum and MBA New Vision Lecture)	16	1.5
			Yunshan MBA Forum (Innovation and Entrepreneurship Forum and Teaching Forum)	8	
			Subtotal		1.5
Thesis		Graduation Thesis			
Electives	Financial Management	27513362	Cross-border E-commerce ¹	32	2
		27513304	International Financial Management	32	2
		27513352	International Investment	32	2
		27513370	International Settlement	32	2
		27513366	International Accounting Standards Comparison	32	2
	Human Resource Management	27513333	Leadership Development	32	2
		27513313	Career Development	32	2
		27513356	High-Performance Team	32	2

¹ Cross-border E-commerce is a compulsory course.



			Management		
		27513364	Happiness	16	1
		27513371	International Human Resource Development	32	2
	Marketing Management	27513357	Public Relations & Crisis Management	32	2
		27513305	Consumer Behavior	32	2
		27513320	Branding Management & Marketing Planning	32	2
		27513367	Sales Management	32	2
		27513303	International Trade Practice	32	2
		Operations Management	27513358	Internal Control & Risk Management	32
	27513365		International Logistics Management	32	2
	27513369		International Procurement	32	2
	27513308		Global Supply Chain Management	32	2
	27513206		Data, Model and Decision Making	32	2
	Management Localization	27513331	Chinese Tao of Business	32	2
		27513372	Macroeconomics for Professional Managers	32	2
		27513354	Macroeconomics for Professional Managers	32	2
		27513355	Cantonese Merchant Culture	32	2



		27513363	China Economics & Enterprise Transformation and Upgrading	32	2
		27513307	Corporate Governance	32	2
	Practical Teaching	27513209	Management Information System	32	2
		27513211	Entrepreneurship and Innovation ²	32	2
		27513316	Business Decision Simulation	32	2
		27513359	Internet Finance	32	2
		27513344	Entrepreneurial Practice & Case Study ³	--	1
		27513345	Business Consulting ⁴	--	1
		27513346	International Exchanges ⁵	--	1
		Subtotal (Minimum Credits Required for Graduation)			
Total					50

3.1.5 Degree Thesis

1. Mentor

The school provides a team of professional mentors to advise our MBA students on their thesis writing. Full-time students who have finished one-semester study and on-the-job students who have finished one-year study can choose their preferred mentors by submitting the *Application Form for*

² Entrepreneurship and Innovation is a compulsory course.

³ Students who get award in competitions of provincial level or above can get 1 credit.

⁴ Credit can be awarded to students submitting a research report with adviser's review; or to students after their consulting programs get approval from enterprise, adviser and MBA Education Center.

⁵ International Exchanges include short-term study trip abroad, student exchange program, dual-degree program and other executive programs abroad. Students participating in any of these programs or acting as volunteers during the reception of delegates from foreign countries will be awarded 1 credit.



Thesis Mentor for MBA Students, GDUFS.

A two-way selection is conducted between students and mentors. Each mentor, in principle, gives advice to at most 3 students of the same grade. Then the students shall submit the *Confirmation Form for Thesis Mentor for MBA Students, GDUFS* with their mentor's signature to the teaching supervisor of MBA Education Center.

2. Thesis Proposal Presentation

(1) Proposal Date

The proposal presentation is held four times a year at the last weekend of each season, which is the last weekend of every March, June, September and December (date can be slightly changed in case of statutory holidays). Students are required to submit their materials to the teaching supervisor of MBA Education Center 10 days in advance before the presentation date.

(2) Materials Required to Submit

① *Application Form of Thesis Proposal Presentation, GDUFS* (see attached File No. 10);

② Three copies of the thesis proposal report with mentor's signature after his or her review;

Note: Students who are qualified to give the proposal presentation yet unable to attend it on time due to work or health problems should submit the *Application Form of Postponement for Thesis Proposal Presentation* for permission.

3. Thesis Defense

Thesis defense is held twice a year (at the middle of every May and November). Steps are as follows:

(1) Research misconduct check of degree thesis

Students who have passed the thesis proposal presentation begin to write the thesis. Upon the completion of thesis writing under the guidance of their mentors, they can apply for a duplicate content check of the thesis.

(2) Thesis anonymous review

Materials submitted for thesis anonymous review are as follows:

① *Application Form of Master's Degree, GDUFS* (in duplicate);

② *Application Form of MBA Thesis Submission for Review, GDUFS*

(3) Apply for Thesis Defense



Students who meet the following conditions can apply for thesis defense:

- ① Pay up tuition fees
- ② Complete at least 50 credits in which 40 credits come from compulsory courses (see 3.1.5

Course Structure and Credit Requirement) and 10 come from electives.

(4) Submit defense materials

- ① *Application form of MBA thesis defense, GDUFS*
- ② Three copies of MBA thesis with mentor's signature

Note: Students who have to postpone thesis defense due to work or health problems shall submit the *Application Form of Postponement for Thesis Denfense* for permission.

3.2 Attendance Management

3.2.1 Attendance Rules

(1) Students should complete the registration procedures in school according to rules. Anyone who fails to register on time shall ask the center and teachers for leave in advance. Failure to register on time without eave or approval shall be deemed as absence.

(2) Sick leave may be granted when the certificate issued by hospitals above 2A level or county level is submitted, otherwise such leave shall be deemed as absence. Students who have asked for leave for three ore more consecutive times shall go to the head of the center for approval (signature). Any student who has taken sick leave accounting for over one-third of the study weeks in one semester shall apply for suspension, otherwise he or she would be deemed as a dropout.

(3) Students are generally not allowed to ask for personal leave during the courses except that they ask for leave in advance for something necessary. On-the-job students who need to ask for leave due to work issues shall submit a certificate letter signed and stamped by the personnel department of work unit. In case of any emergency, students shall complete the ask-for-leave formalities after the leave. Any leave lasting for more than a week shal be approved by signature of the center head. The total amount of personal leave in one course within one semester may not exceed one-third of the total teaching hours of this course.

(4) After the approved leave, students shall report back on time. If one wants to extend the leave, extension procedures shall be completed in advance.

(5) MBA students (full-time and on-the-job students) shall attend classes at the prescribed



time. class hours are as follows:

9: 00—12: 00, 14: 00—17: 00 (full-time students);

9: 00—12: 00, 13: 30—16: 30, 17:30-20:30 (on-the-job students)

(6) In order to regulate and simplify attendance procedures, teaching assistants of MBA Education Center are responsible for attendance management. Before each half-day course (four periods), students shall sign the attendance record;

(7) It will be considered a tardy if the student fails to sign the attendance record within the school hours. No signature record on that day shall be considered an absence and three tardies are counted as an absence.

(8) Any tardy for special reasons may be excused after teaching supervisors verify and approve the *Excused Absence Form of MBA Education Center* completed by the student.

(9) If the time of leave and absence accounts for no less than one-third of the class hours, the teacher may prohibit the student from taking the exam of that class. If the same fact of the student is discovered by the center on the attendance record, the center may refuse to register his or her scores.

(10) If the student is absent from school without asking for a leave or getting approval of such leave, or extending the leave or getting approval of such extension when the leave has expired, it shall be considered absence. The absent student shall be subject to discipline actions in accordance with *Provisions on Disciplinary Actions for Students, GDUFS*.

3.2.2 Leave Application Procedure

Leave procedure shall be handled at the center office after completing the *MBA Student's Absence Application Form of GDUFS* (see attached File No. 2). The form can be downloadable on the website of MBA Education Center and the copy is valid. If the student wants to ask for a leave, he/she shall submit a written absence application form signed by the teacher of the absent class to the teaching supervisor of the center 2 days in advance of the leave. In case of an emergency, he/she may first inform the teaching supervisor and the teacher and complete the application form afterwards.

Note: Any absence application via telephone, email, fax or in word may not be accepted by the



center.

3.3 Classroom Management

- (1) Respect for teachers, earnest learning and sound academic attitude.
- (2) Attend class on time without late arrival, early dismissal or absence for nothing. Leave may be approved after the application is submitted to the teaching supervisor.
- (3) Turn off the phone in class or place it in silent mode. Do not answer the phone in class.
- (4) Not allowed to log in to the network without the permission from the teacher.
- (5) Keep the classroom clean. No food or littering in the classroom.
- (6) Respect the management staff, take care of the teaching facilities and save electricity.
- (7) Dress neatly and decently.
- (8) After the student selects the position two weeks before the start of the school, the name card will be fixed at that position as the basis for class attendance management. The seating chart and class arrangement schedule will be posted at the entrance of the classroom.
- (9) Students are not allowed to change their classes at will, otherwise the exams of their courses are not arranged for them.

3.4 Examination Management

3.4.1 Examination Rules

- (1) Students should be honest and consciously follow the management of examination staff. No student shall interrupt the duties of examination staff or disturb the order in the exam room and other exam sites.
- (2) Students shall take the examination at the specified time and place with the Student ID card and valid ID.
- (3) Necessary stationery, such as blue (black) color pens, ballpoint pens, signature pens, pencils, erasers and other stationery permitted by the examination is allowed to take to the exam room. Stationery and other items may not be passed by students in the room.



(4) Students shall enter the exam room with the Student ID card 15 minutes in advance of the exam and take seat according to exam number. Admission ticket and other valid ID shall be placed on the upper left corner of the desk for verification. After students receive the answer sheet and the test paper, they may raise hands to ask questions when the test paper is distributed incorrectly, or the test paper is illegible. The questions concerning the test content may not be inquired of the invigilator.

(5) Students are not admitted to the exam more than 15 minutes after the start of the exam and are not allowed to submit the text paper over 30 minutes prior to the end of the exam. Students who have submitted the paper and leave the exam room may not return to the room for examination and are prohibited from staying or talking near the room.

(6) Students shall write their answers outside the seal line of the test paper or answer sheet or the place specified in the answer sheet. Unauthorized pens or papers are not permitted in the exam. No mark on the answer sheet.

(7) Students shall keep quiet in the exam room. No smoking, no noise, no whisper and no cheating for themselves or for others. Students are prohibited from copying answers or exchanging test papers and answer sheets, and taking the test paper, answer paper, answer sheet or draft paper out of the exam room.

(8) Upon the end of the examination, students shall immediately stop writing and place the test paper, answer sheet and draft paper on the desk. After invigilators finish checking the papers, students may leave the exam room one by one. Test papers, answer sheets and answer papers and draft papers are not allowed to be taken away by students.

(9) Students shall strictly follow the examination rules and are prohibited from cheating in any way. Those who were found to cheat during the exam shall be punished subject to the *Provisions on Disciplinary Actions for Students, GDUFS*. Zero score will be given to the course they have cheated in the school report.

3.4.2 Examination & Score Registration

(1) Examination & assessment

Students shall participate in the course evaluation as specified in MBA program. There are two types of evaluation: examination and assessment. Students shall be evaluated by examination



except in the practical teaching like internship where performance is evaluated by assessment.

(2) Examination method

Written examination (public/core/major compulsory courses)

Assessment method that depends on teachers (selectives/orientation courses)

(3) Examination schedule

Examination schedule can be checked on the course timetable and exam room arrangement will be published to students two weeks prior to the exam.

(4) Grade evaluation

The examination-based courses are scored on a scale of 100 points, while the assessment-based courses are graded as a pass or fail. According to the provisions of Graduate School of GDUFS, students who want to pass the course should get a score of over 70 for public courses, core courses and major compulsory courses and over 60 for selectives. The total grade consists of the class performance, attendance, homework results, mid-term grade and final exam grade, which are prescribed by the teacher in course syllabus.

(5) Score registration

After the examination (or assessment), teachers register the scores in the graduate system, print the transcripts and sign them in duplicate, and report them to the MBA Education Center three weeks prior to the start of the school year. The examination (or assessment) transcripts are kept by the Enrollment Management Office for future reference. Once the transcripts are signed by teachers and sent to the Enrollment Management Office, no one has the right to change the scores. In case of any fault in the score, the relevant teacher shall report in writing and the head of center shall review and sign before the score is amended.

(6) Score check

MBA examination scores can be checked on the postgraduate system prior to the third week of each semester. If there is any question, please report it to the teaching supervisor before the third week.

3.4.3 Delayed Exam & Course Retake

(1) If the student is unable to take the examination (or assessment) for any reason, he/she must submit the *Graduate Student's Delayed Exam Application Form of Guangdong University of*



Foreign Studies (see attached File No. 3) to the teacher and the teaching supervisor two weeks before the exam. The exam will be delayed with the approval of the teacher and head of the center. For those who are allowed to delay the exam will retake the exam arranged by the center within the following half year. The grade of the delayed exam is calculated in the same way of the normal examination (or assessment). Any student who fails to take the examination (or assessment) for no reason or without approval of application shall be considered being absent from examination and obtain no score for this course.

(2) Students who apply for a delayed exam will retake the exam within the first month of the new semester. The specific time for the exam is subject to the notice issued by the teaching supervisor. Students who fail electives can elect another elective course. If the credit requirements have been met, students can also give up course retaking without prejudice to graduation.

3.5 Enrollment Management

3.5.1 Admission Registration

Students shall complete the admission registration in school at the time specified for each semester. After paying the tuition fee, the new students will receive four copies of the enrollment form of the GDFSU and a postgraduate ID card from the reception. After completing the form or student ID card, each commissary in charge of studies in every class shall collect all the student ID cards within the second week of the new semester (new students or transferred students shall submit the enrollment form) and then submit them to teaching supervisors for registration.

3.5.2 Loss & Replacement

The graduate students should take care of their student ID cards. If the card is lost, it is necessary to apply for replacement. Complete the *Application Form for Replacement of Postgraduate ID Card* (see attached File No. 4) downloaded from the website and submit it to the teaching supervisor for approval.

3.5.3 Enrollment Renewal

The auditors who pass the entrance examination can be officially enrolled into Guangdong University of Foreign Studies. The students of the spring semester who pass the National Entrance



Exam can be officially enrolled into the MBA Education Center of GDUFS. Such two kinds of students can get the new enrollment forms and student ID cards upon approval by the college. Then they can select courses in the graduate system with other students of the new class.

3.5.4 Suspension, Resumption and Quitting

(1) Suspension due to illness and resumption are handled according to provisions on enrollment of Graduate School of GDUFS. Suspension due to work issues shall be applied for one month in advance with the center (on-the-job students shall get their application signed and stamped by the working unit). The suspension will be handled upon the approval of the college provided that the suspension does not last for more than one year. The resumption and suspension for other special reasons are handled the same as prescribed above.

(2) If the student does not apply for resumption after the expiration of the term of study or fails to complete the resumption procedures two weeks after the due time, it shall be deemed as voluntary quitting from school. Students who are unable to continue the study due to poor knowledge, physical illness or other reasons shall apply for quitting.

(3) Those who fail to obtain the required credits within the specified time (no more than four years for full-time students and five years for on-the-job students) shall drop out of school.

(4) If any student is absent from the exam without applying for a delayed exam, it shall be considered as an exam absence. Two exam absences or failure to complete graduation thesis will lead to withdrawal from the program.

(5) Students who drop out of school for certain reasons may not apply for resumption.

Note: For procedures of suspension, resumption and quitting from school, the *Approval Form for Graduate Suspension* (see attached File No. 6) and the *Application Form for Graduate Resumption* (see attached File No. 7).

3.6 Degree Thesis

3.6.1 Mentor

The center provides a team of professional mentors to advise our MBA students on their thesis writing. Before selection of research objects and mentors, the center arranges for professors to hold an introduction meeting among student. Students can think about their thesis subjects based on



their own knowledge structure, work experience and the research direction of each mentor. After determining their preferred mentors, students shall submit to the center the the *Application Form for Thesis Mentor for MBA Students, GDUFS*.

A two-way selection is conducted between students and mentors. Each mentor, in principle, gives advice to at most 3 students of the same grade.

3.6.2 Thesis Proposal Presentation

(1) Conditions for proposal presentation

Students who can attend the proposal presentation shall meet the following conditions:

- ① Attend the orientation and attendance rate exceed two thirds;
- ② Pay up tuition fees;

(2) Materials Required to Submit

- ① *Application Form of Thesis Proposal Presentation, GDUFS*;
- ② Thesis proposal report.

Note: Students who are qualified to give the proposal presentation yet unable to attend it on time due to work or health problems shall apply for a delayed presentation one week in advance and attend the delayed proposal presentation on time.

3.6.3 Thesis Defense

(1) Conditions for defense

Students who have passed the proposal presentation begin to write the thesis. After completing the thesis under the guidance of their mentors, students can apply for defense by submitting *Application form of MBA thesis defense, GDUFS* (see attached File No. 11). Students who have to postpone thesis defense due to work or health problems shall submit the *Application Form of Postponement for Thesis Denfense* (see attached File No. 12) for permission.

(2) Materials required to submit

- ① *Application Form of Master's Degree, GDUFS*
- ② Three copies of MBA thesis with mentor's signature
- ③ Electronic version of the thesis e-mailed to gdufsmbalw@163.com
- ④ *Application form of MBA thesis defense, GDUFS* (in duplicate)
- ⑤ Guide for MBA thesis



⑥ Defense application submitted to the graduate system and degree information report

(3) Thesis printing, binding and submission

① Thesis printing and binding

The Printed graduate thesis shall be double-sided offset. Yellow-skinned paper (the template is stored in the campus printing and printing center) is used for the thesis cover. On the spine, “Master’s Degree of Guangdong University of Foreign Studies” and the Chinese title (font size of 12 in Simsun) shall be printed. The thesis for anonymous review can be printed on one side of papers for legibility.

MBA thesis shall be printed for three copies and submitted to the center (one copy kept in the Graduate School of GDUFS). The theses collected and checked by the center shall be submitted to the Graduate School.

② Electronic version of thesis

In addition to printing the thesis as required, an electronic version of the thesis (in Word/PDF format) is required in the same format as the printed thesis. Before leaving school, postgraduate students shall submit an electronic version of the thesis to the library as required.

(4) Thesis Format and requirements

See *Writing Norms of MBA Thesis, GDUFS*

(5) Defense process

① Students attend the defense in formal wear and copy the thesis PPT on the computer 30 minutes before the start of defense;

② The chairman of the defense committee chairs the defense;

③ Students make thesis statements (in 10 minutes by PPT);

④ Members of defense committee ask questions and students answer extemporaneously (about 10 minutes in Chinese/English);

⑤ The Defence Committee discusses and votes for defense result;

⑥ The chairman announces the result.

3.7 Academic Norms

3.7.1 Assignment



(1) General requirement

① Language

English, grammatically correct and accurate in wording without ambiguity.

② Format (please download on the website of MBA Education Center)

Paper requirement: 4A white paper printed on computer or typewriter, provided that students shall submit the assignment by email as required by the teacher.

i. Cover page

The submitted assignment must have a cover page that includes the following information:

a) Assignment of the MBA Education Center, GDUFS

b) Teacher of the course;

c) Name and student number (or all members of the group if it is a group work);

d) Deadline for submission of the title and assignment.

ii. Table of contents

a) A simple table of contents (the main part is more than five pages);

b) A detailed table of contents (the main part is more than ten pages);

c) The table of contents follows the cover page.

iii. Text page

a) Fonts and paragraphs: font size 12 with 1.5 line spacing, 3 pt space between paragraphs, first line indented 0.9 cm, standard letter-spacing

b) Margins: Top 2.8cm, Bottom 2.5cm, Left 3cm, Right 2.5cm, Header 1.6cm, Footer 1.5cm, Gutter 5cm

c) Pagination: page numbers should appear at the right of the header: current page number / total page number

③ Expression

The written expression of the assignment should follow the following principles:

a) Accuracy: accuracy of the contents, wording and grammar;

b) Concision: concise narrative without empty words, clichés or repetitions, etc.;

c) Understandability: straightforward style of wording with minimum rarely-used words and long sentences;



d) Preciseness: source should be added in data and information; definition should be given to terms that may lead to misunderstanding;

e) Excellent pictures, texts and charts: forms, diagrams and pictures are advised to appear in addition to texts. If color helps the expression, more colors can be added;

f) Professionalism: A scientific and objective attitude should be adopted in the expression.

(2) Requirements for group work

Group work plays an extremely important role in MBA program. In order to cultivate teamwork spirit, students should form a collaborative group for each course. Each group consists of preferably 3-5 students. Projects and complex case study are completed in each group.

When group work is graded, only the whole group rather than the individual is scored, which means all members in the group get the same score. Members of the group should coordinate their work and cooperation on their own and the class teachers will not interfere.

(3) Requirements for case study

The case study includes (but not limited to) the following contents:

① External background analysis in social, economic, political, cultural, supply and demand, competitive and technological aspects;

② Internal environment analysis in aspects of management within the company, human resources, capital, corporate culture, etc.;

③ Major and minor contradictions and predictions of the future;

④ Countermeasures proposed;

⑤ Certain theoretical and methodological basis for analyzing and solving problems.

(4) Criteria for assignments

Teachers can reject assignments whose format is seriously inconsistent with the requirement and they can give lower score for delayed assignments.

① Criteria for basic questions

Item	Description	Value
Language	Correct spelling and grammar correct, accurate wording,	10%



& format	right format (font and spacing) that meets the requirement	
Expression	Concise and clear expression, reasonable expression with various methods, capability to express with a combination of texts, graphs and tables	10%
Content	Correct and complete answers	80%

② Criteria for case study and research report

Item	Description	Value	
Language & format	Correct spelling and grammar correct, accurate wording, right format (font and spacing) that meets the requirement	10%	
Expression	Concise and clear expression, reasonable expression with various methods, capability to express with a combination of texts, graphs and tables	10%	
Content	Analysis	Correctly analyze the internal and external environment and figure out the key problems	25%
	Countermeasures	Propose countermeasures to the current key problems and such measures should be practical and detailed. High grades will not be given to vague measures.	25%
	Summary	Summarize and generalize current understanding about the individual cases and turn it into the insight into problems of the same kind based on theories and facts.	15%
	Innovation	Original and innovative analysis and measures	15%
Total		100%	

3.7.2 Presentation



(1) Guiding ideas

Decent manners, verbal expression ability and critical thinking skills are essential for MBA students. Teachers should provide students with adequate opportunities for oral expression training.

(2) Language

English or bilingual teaching, which is subject to the teaching characteristics of each course.

(3) Form

As group work, student presentations are completed in group. Through cooperation, members take different roles and appear on the presentation.

Each presentation by one group lasts for 15 to 60 minutes.

(5) Content

In principle, student presentations include the following parts:

① Analysis: correctly analyze the internal and external environment and figure out the key problems

② Countermeasures: propose countermeasures to the current key problems. Such measures should be practical and detailed.

③ Summary: summarize and generalize current understanding about the individual cases and turn it into the insight into problems of the same kind based on theories and facts. Teachers should encourage students to show originality in contents. For example, the layout of presentation content should be creative and reasonable and can be free from the restrictions of the three parts above.

(6) Expression method

In principle, all the presentations are delivered with multimedia slides. Besides, other expression methods such as video clips, physical displays, etc. can be used if needed.

(7) Teamwork

The arrangement of presentations should embody the cooperation and teamwork spirit among group members.

(8) Q&A

Enough time should be left for the Q&A session after each presentation. The audience will ask questions concerning the presentation and the group members will answer.



IV. Management of International Exchange Programs

In order to enable students to accumulate the actual combat experience of globalization in their studies and visits abroad, cultivate their strategic concept of globalization and awareness of international competition, the Center actively creates conditions to organize and carry out various international exchange and learning activities for students.

4.1 Name of international exchange programs

The existing (but not limited to) international exchange programs of the Center include:

(1) Joint training of double degree programs

New York Institute of Technology (USA), Missouri State University (USA), The University of Queensland (Australia)

(2) Exchange student programs

Lisbon University Institute (Portuguese), University of Applied Sciences Würzburg-Schweinfurt (Germany), Rennes School of Business (France) and The University of Queensland (Australia)

(3) Short-term study and exchange

International MBA workshops (USA, UK, France, Italy), EDP project (India), short-term studies, etc.

For the introduction to some projects, please see *Introduction of International Exchange Program in MBA Education Center of Guangdong University of Foreign Studies* (See attachment 13)

Basic requirements for international program application (for undergraduate or except for joint training programs of off-campus enrollment)

(1) Students who have obtained the formal status of MBA in GDUFS and have no record of violation of laws and regulations.

(2) Students who have high political quality, love the motherland and with good moral



character, enterprising spirit and sense of responsibility;

(3) Students whose attendance rate of each course is no less than two thirds, and the number of failure of the course examinations is no more than two (the failure of the supplementary examination shall be counted as one);

(4) Students who are good at English listening, speaking, reading and writing and have no communication barriers;

(5) Students who meet the application requirements stipulated by foreign cooperative colleges and universities;

(6) Students who have the economic ability to study and live abroad, and have paid all expenses of the school.

Note: The short-term learning exchange programs are open to all students who meet the above requirements. Applicants for the joint training of the double degree program (if they need an MBA degree from GDUFS) and the exchange student programs need to meet the above requirements, and they also need to complete at least one year's (including one year) courses at the Center from the date of the formal commencement of the program.

4.3 Selection procedures and methods for exchange students

The Center adheres to the principles of "openness, fairness and justice" and achieves openness in information, fairness in opportunity and fairness in handling affairs. The selection is carried out by means of "individual application, recommendation by the college, expert evaluation and merit-based admission".

(1) Students who intend to apply for going abroad for studying exchange shall fill in the relevant application form *MBA Student's Application Form for Studying Abroad of Guangdong University of Foreign Studies* (see attachment 14) and give it to the International Affairs Department at the beginning of the application for each international exchange program.

(2) The Teaching Affairs Department of the Center reviews educational administration information such as the applicants' grades, attendance and examinations.

(3) The Center organizes interview team to interview students and examine their comprehensive qualities such as professional quality, language expression ability, patriotism,



innovation, adaptability and mental health.

(4) The International Affairs Department of the Center determines the list of candidates based on the ranking of the applicants' total score (academic results and interview results) and publishes the list online for three days;

(5) Determine the final list. Applicants can go abroad for exchange after processing relevant procedures, signing various agreements with the Center and paying the deposit for going abroad.

4.4 Responsibilities and obligations of students participating in international exchange programs

(1) The agreements should be signed with the Center before going abroad for exchange include: *Agreement on Going Abroad for Exchange and Study for MBA students of Guangdong University of Foreign Studies* (see attachment 15), *Instructions for Going Abroad for Exchange and study for MBA Students of Guangdong University of Foreign Studies* (see attachment 16), and *Statement on Going Abroad for Exchange and Study for MBA students of Guangdong University of Foreign Studies* (see attachment 17).

(2) Students in various international exchange programs must return to school on time after the prescribed study period ends. Students should keep in touch with the responsible teachers of the Center during their study outside China and report on their study and life on a regular basis.

(3) Students should consciously publicize GDUFS and the Center, actively introduce their experiences and experiences of studying abroad after returning to school, share their learning experiences with teachers and classmates, and actively assist the International Affairs Department of the Center in preparing the programs for next batch of students before they leaving.

(4) Students should submit a written exchange summary to the International Affairs Department of the Center within one month after the exchange ends, which may include the course study, life in a foreign country, characteristics of the exchange of the programs and so on during the exchange and study outside China. (Note: in order to make the report more detailed and vivid, please add photos of people which can reflect the study and live to the report, add notes under the photos, and submit the documents in the form of the original pictures of the photos together with the report.)



4.5 Responsibilities and obligations of the Center

The Center shall regularly learn about the exchange students' thoughts and their learning situation during their study abroad and give them guidance at any time. It should also strengthen the integrity education of the exchange students and remind them to return to school on time to continue their studies.

4.6 Matters needing attention

Each students should carefully read the training plan in this manual and reasonably arrange the study of their domestic courses. What should be made clear is that if one wants to apply for an MBA degree in GDUFS, he must complete the study of the core courses, professional required courses and public courses which are needed by the credit requirement, or he can finish the courses abroad which can be converted to the above-mentioned domestic courses, otherwise he cannot enter the process of thesis writing and the degree application.



V. Career Development

MBA education center lays great emphasis on the vocational development of our students. We have set up “Career Development Center”, hired professional consultant team of career development, offered *Career Management* as elective course, provided one-on-one career development tutoring. Besides, vocational development workshop will be held periodically, including special topic lectures such as occupational test, industry trends, and interview techniques. It will provide job-hunting guide of different industries for MBA students. What’s more, various teaching practice activities such as Business Case Competition, and Knowledge and Practice Week will be held to strengthen students’ career competitiveness. Even though the center is providing every possible vocational development support for MBA students, the students are supposed to understand that they need to shoulder the greatest duty and do the best for themselves.

5.1 Job-hunting

1. Students are ought to submit their resumes, cover letters and other application materials to the employer companies before deadline.

2. Based on individual career plans, students are supposed to submit their resumes to their target enterprises. In general, employers will not recruit those who are not interested in their company. If you rashly participate in the recruitment and interview organized by companies that you do not like, it will not only waste the time of both sides, but also affect the job opportunities that employer companies offering for other MBA students.

3. Students should reply every interview notice or interview invitation in time, otherwise it may affect the image of Guangwai MBA.

4. Students should not skip classes, exams, Party lectures, and work activities for recruitment activities.

5.2 Interview

1. Students are supposed to attend all interviews punctually, being properly dressed with good manners.

2. For interviews that have been promised to participate but fail to present, students should



notify the employer company as soon as possible and explain or apologize through email or phone call afterwards to look for another chance.

5.3 Offer letter

1. Student shall act in good faith and protect the image of Guangwai MBA by abiding by the agreement (written or oral) reached between the student and the employer company.

2. After reaching employment agreement with the company, student should not seek other job opportunities. If for some reason you need to cancel the agreement, you should notify the company as fast as you can, and accept the handling suggestion of breach of contract by school interactively.

3. If the student has the following circumstances, MBA center may consider stopping or adjusting the professional development services for the student: For interviews that have been promised to participate but always be late or arbitrarily cancel them; often late in the corporate presentation activities; demonstrating inappropriate words or acts to employer companies; breaching an agreement.



VI. Students Activity

6.1 Students activity management module

MBA center is responsible for the management of the student organization and activity. The establishment of any student organization should be permitted by the center, and after that the organization is subject to the supervision of the center. Before starting any student organization activity, students should apply to the MBA center at least one week in advance, and the activity can be carried out after gaining permission.

6.1.1 Students Union Of Guangwai MBA

Students Union Of Guangwai MBA is a student organization made up by MBA students at school. The English name is: Students Union Of Guangwai MBA. The union brings together the resources and enthusiasm of all the MBA students at school. It plays a significant role among the MBA students, and it is of great importance for the MBA brand promotion and project development.

The basic tasks of the Students Union Of Guangwai MBA are as follows

1. Enhance the relationship and friendship between the students; strive to achieve resource sharing, and cultivate team spirit.
2. Represent the interests of all MBA students and establish talents and resources network for pragmatic and enterprising development.
3. Strengthen links with all sectors of the society, especially the business community for shaping the good image of Guangwai MBA. Demonstrate the contemporary style of Guangwai MBA, promote the excellent representatives of Guangwai MBA, actively introduce MBA students to the business community and strive to provide members with services like information, consulting, and planning.
4. Enhance extensive exchanges and cooperation with MBA students from famous universities at home and abroad to establish wider social connections for Guangwai MBA students, and promote common cause of national MBA development.
5. Establish a website for Students Union Of Guangwai MBA to strengthen internal communication as well as external publicity.



6. Co-organize various lectures on special topics, academic seminars, social practices; carry out colorful social gatherings and cultural and sports activities.

7. Organize MBA annual meetings at regular intervals and various other student activities.

Students Union Of Guangwai MBA will recruit new members on the fourth weekend after the enrollment of new students in March and September every year, and in the December of the second year will hold general election for new leaders. Only students who are already the members of Students Union Of Guangwai MBA are qualified to participate in the general election. All the newly enrolled students can vote for the presidium while students can self-organize their team.

6.1.2 Class Management

Effective class management will be conducive to the harmonious atmosphere among classmates and it will ensure mutual help between the students.

1. Class Committee

The class committee is elected by the students of each class, and each class can decide the form and assignment of responsibility of the committee. The ideal number of each class committee is 5 to 8 students, and each class can adjust the functions of the class committee according to committee members. After the election or personnel change of class committee, the monitor shall promptly handle the class committee structure, assignment of responsibility, and contact information of the committee members (name, telephone, mobile phone and email address) as Excel form up to the supervisor of Student Affairs Division of MBA center.

Each class can elect new class committee for each semester or school year according to the need. After the change of the class committee, the class should promptly submit list of the new class committee to the Student Affairs Division.

6.1.3 MBA Student Clubs

The MBA Student Clubs are organized by students based on interests. We now have football club, badminton club and basketball club.

Each club should set rules and regulations, and students participating in the club should abide by the rules of each club and respect the event organizer.

6.1.4 MBA Alumni Association

The MBA Alumni Association is a non-profit association organized by Guangwai MBA



students and the alumni. It is an organization that has been approved by school, and it is initiated, governed, managed and run by students. Its purpose is to promote the core values of SMILE, gather elites from all walks of life, and promote common development.

6.1.5 MBA Mountain Climbing Festival

Objectives:

For the purpose of making newly enrolled students better adjust to the campus life, strengthen mutual understanding between freshmen and seniors, and encourage the alumni to return to campus to renew their friendships, thus enhancing the cohesion and influence of our MBA center, and demonstrating the good spiritual outlook of the students' joining national fitness program.

Members of the Organizing Committee: Department of Sport and Recreation of Students Union Of Guangwai MBA, Class monitors and Commissary in charge of sports.

Participants: Freshmen, MBA students representatives, alumni, candidates who are interested in applying for Guangwai MBA program.

Registration method: Please fill in the "Guangdong University of Foreign Studies MBA Activity Registration Form" in time and send it to the commissary in charge of sports of each class.

Activity process

1. Opening Ceremony: guest' s speech and flag-granting ceremony.
2. Mountain Climbing Competition - Starting from the West Door and the destination is the Hilltop Park (there will be a total of four stops; you will get your mission book after each stop)
3. Happy Game - Hilltop Park

Mountain Climbing Rules

In order to ensure the success of the festival, we have set up a few rules:

1. Each class is a team (the class C is divided into two teams; the boys and girls of the class are equally divided into two sides; the boys and girls are mixed), and game on.
2. Uniformly wear outdoor training clothes delivered by the MBA center.
3. Every team should compete with others for prize. The team must sign in at the registry (West Door of Baiyun Mountain) in advance and climb the mountain according to the designated route to reach the destination. When your team reaches the destination, then you are able to receive a prize. If you do not sign in, or do not reach the destination, or do not climb the mountain



according to the designated route, it will be regarded as disqualification.

4. All team members must walk along the cement pavement and take the same route (the road map will be devised after site inspection).

5. There will be four stops in the competition. All members should come together to reach the stop and attend a test, and after the test you will pass the stop.

6. There will be referees patrolling in the area during the competition. If any team member is found cheating in the process, the whole team will be disqualified (such as riding a bicycle, electromobile, car or other vehicles or cutting corners).

6.1.6 MBA Business Case Competition

The purpose holding MBA Business Case Competition is to gather team wisdom, to manifest the brilliance of GDUFS, to discover and select outstanding talents representing our school participating in various Business Case Competitions at home and abroad. The competition takes the form of case analysis and speech; Each team makes case analysis and business decisions under the given business environment.

Members of Organizing Committee: Learning Department of Students Union of Guangwai MBA and Commissary in charge of studies

Time: January of each year

Participants: All the students

Registration method: Please fill in the "Guangdong University of Foreign Studies MBA Activity Registration Form" in time and send it to commissary in charge of studies of each class (download registration form).

Competition language: English

Team: Students self-organize their team, and each team is 3 to 4 people. Select a team leader and invite a teacher to guide your team.

Judging Panel: Experts within and outside school, Business leaders who present business cases.

Competition process:

The competition is divided into two parts: business case analysis and answering the questions raised by the judges.



The first round: case analysis (10 minutes)

The participating teams will present and analyze the case with the aid of PPT. Each participating student will take turns making prepared oral presentations.

The second round: answering the questions raised by the judges (10 minutes)

The judges asked questions related to presentation and analysis to the participants in the first round.

Standard for evaluation: 60% of the oral presentations, 30% of answering questions, and 10% of the overall speech and answer.

Reward

1. The champion team will be qualified to participate in the domestic and international business case competition.
2. The participating team will receive award or certificate issued by the organizer.
3. The award will be used as one of the references for appraising and electing the annual outstanding individual award.

6.2 Superior Evaluation Assessment Rules

Excellent Group Award and Outstanding Individual of Student Assessment Rules

In order to recognize and encourage those outstanding individuals and groups, the MBA center will hold excellent groups and outstanding individuals selection activities for the school year in June at every year according to the Interim Procedures for the Selection of Excellent Groups and Outstanding Individuals of MBA Students of Guangdong University of Foreign Studies.

6.2.1 Selection Awards

Two Excellent Group Awards

Several Outstanding Individual Students (including "Best Leadership Award", "Best Execution Award", "SMILE" Star)

6.2.2 Selection criteria

I. Selection criteria for "Excellent Group Award"

1. Actively serve for the students and organize beneficial activities;
2. Strong work ability, and activities held have great social impact and practical significance,



and are well received.

3 Any classes, students union, or students associations that meet the above two conditions.

II. Selection criteria for "Best Leadership Award"

1. Actively take responsibility in student or social activities, encourage and organize team members, make outstanding contributions to achieve team goals, gain high recognition from team members, and demonstrate effective leadership.

2. Have great virtues and high moral principles.

III. Selection criteria for "Best Execution Award"

1. Actively participate in different activities organized by schools and MBA centers;

2. Finish all the work with quality and demonstrate effective execution.

3. Have great virtues and high moral principles.

IV. Selection criteria for "SMILE" Star

1. Outstanding achievement in promoting and practicing SMILE values.

2. During the study period, there is no act in violation of the SMILE values that emphasize "Social Responsibility, Mutual Respect, Integrity, Learning By Doing, and Enthusiastic and Enterprising"

6.2.3 Selection Procedures

Based on just, fair and open principles, we appraise and elect winners according to the number of students.

1. In mid-June, students should submit the "Guangdong University of Foreign Studies MBA Activity Registration Form", the "Guangdong University of Foreign Studies MBA Application Form for MBA Best Leadership Award" (see attachment 19), and the "Guangdong University of Foreign Studies MBA Application Form for MBA Best Execution Award" (see attachment 20), "Guangdong University of Foreign Studies MBA "SMILE Star" Application Form" (see attachment 21), "Guangdong University of Foreign Studies MBA Excellent Student Group Application Form" (see attachment 22); And provide relevant certificate and the information of the person that can prove your material.



2. The evaluation group and the MBA center will assess the material in late June.
3. And publicize the applicants who passed the assessment in early July.
4. After the publicity process in early September, the final list of winners will be determined.

6.2.4 Incentive Measures

The MBA center will present "Excellent Group Award", "Best Leadership Award", "Best Execution Award", "SMILE" Star" certificates to the students.



VII. Logistic Service

7.1 Over-night Parking Identification

At the beginning of each semester, students who need to apply for the Over-night Parking Identification should take class as a unit to fill in the basic information form including: name, class, telephone number, dormitory number, and license number. The class committee should organize the information as an excel form and submit it to the student affairs supervisor of the MBA office. Cars with Over-night Parking Identification can be parked overnight around the MBA education center building.

7.2 Accommodation application

According to the relevant regulations in the “College Student Dormitory Management Procedures”, all the full-time and in-service MBA students are able to apply for student accommodation at Guangdong University of Foreign Studies. Students who need to apply for accommodation must go through the relevant procedures at the MBA Student Affairs Department on the enrollment day. Students must abide by the relevant rules and regulations of the management of student dormitory in our school during the stay.

According to the school regulations, accommodation standard of graduate dormitory is 4 people per room. Graduate students should follow the dormitory arrangement and pay the accommodation fee on time, about 10 days before the registration of each semester, and by the payment receipt to the Dormitory Affairs Office for check-in. The accommodation fee is generally 1,500 yuan per person per year (Different student dormitory may charge different).

Students who need to change rooms must apply to the Student Affairs Department in advance and report to the Dormitory Management Department. Students who no longer need accommodation for reasons must apply for dormitory check-out before the end of the semester or school year, and check out according to the school regulations. Otherwise, they will continue charging you for the next semester or school year.

7.3 Smart Card (Campus Card) Service Guide

1. Major functions of campus card: identity authentication, borrowing books, purchasing (canteen and Xing'an supermarket), access to dormitory, entering into computer room, hot water bath, paying Internet bill, and point-to-point school bus commuting from North to South Campus.

2. Password of campus card: the e-wallet of campus card has query password and transaction password. The query password is used to query and report the loss of card on a self-service equipment (such as voice mail, self-service deposit machine, etc.); the transaction password is when the purchase transaction fee exceeds limited number (50 RMB per meal), you have to put the transaction password to complete the exchange. The initial passwords are the last six figures of your ID number or “888888”. The cardholder can use the self-service deposit machine to change the two passwords.



3. Ways of recharging campus card and the location: at present, there are two ways to recharge campus card:

1.Using Cash: Users need to take campus card to the recharge spot of the campus (RMB only);

2.Bank Transfer: Users need to bind his Bank of China in Guangzhou debit card account or passbook with campus card, and then they can recharge his campus card through bank transfer. Bank transfer recharge has two ways: self-service transfer and automatic transfer.

Self-service transfer: Users need to take the campus card and the binding Bank of China debit card to the on-campus self-service deposit machine to complete the self-service transfer recharge.

Automatic transfer: When the card is less than 10 RMB after consumption in canteen, the system will automatically transfer 100 RMB from the debit card to the campus card, and automatically complete the recharging process.

3.Campus card recharge and business handling location

Cash recharge location: Room C302, Experimental Building, South Campus; Room 103, Second Teaching Building, North Campus.

4.WeChat recharge: Open your WeChat and find official account “Wisdom Campus of Guangdong University of Foreign Studies” and find the “Micro Portal”, and click “Campus Card” and finally find “Card Recharge”.

4. Reporting the loss of campus card, canceling the loss report, and renewing a card

1.Online reporting the loss of campus card: open the university homepage; click on the first line "Digital Guangwai" to enter the university portal system; put the user name and password in the upper right and enter the personal portal, and on the right “Campus Card Information” column then click the “View More Information” link and Select “Card Loss” in the left column and follow the procedures to report the loss of campus card.

2.Report the loss through phone call: Dial "86312000" to campus card service, follow the instruction, put 5 numbers of the campus card, query password (the initial password is the last six numbers of the ID card, if the last number is "X", then forward a digit; or '888888'), then follow the



instruction to report the loss.

3. Report the loss through self-service deposit machine: Users can choose any self-service deposit machine on campus, select "report the loss of campus card" then "put card number" and "enter query password", and then complete the loss report.

4. Report the loss through manual service: Users can go to the campus card management office with their personal valid ID card to report the loss.

5. If the users has recovered the campus card after reporting the loss, they need to cancel the loss report with self-service deposit machine or use manual service to cancel before using it.

6. After successfully reporting the loss for 7 days, the users can go to the campus card management office with his personal valid ID card to complete the procedure for reissuing a new card, and pay one card replacement fee of 30 RMB.

5. Campus card account cancellation

On 30th, April of every year, we will cancel automatic bank transfer to campus cards of graduating students; when the graduating students leaving school; when the graduates leave school, we will cancel the school identity authentication by right of the copy of ID card.

6. Campus Card Management Office Working Hours: 9 am. to - 4.30 pm.

Note: vocational study and Internal settlement at 1 pm. to 5 pm. and it will be closed to the public.

7. Contact information of campus card management office:

Business Consulting Tel: Room 103, Second Teaching Building, North Campus 86312111/2111 (short number);

Room C302, Experimental Building, South Campus 39328051/8051 (short number).

7.4 Application Procedure for Campus Network

I. Campus Network Application Process

1. Freshmen should take class as a unit, and each class arrange two students to be responsible for the work.

2. The two students should count the number of people who need to apply for campus network, and contact the school network center to appoint time for business processing.

3. The two students shall classify the class information according to the package year, package



half year, and package month, and go to the school network center to complete the procedure according to the appointment time. The network fee will be charged from the campus card, so please ensure that the balance is sufficient. The two responsible students should go to the network center together.

II. Business Note:

1. The campus network center only accepts newly enrolled students as collective online registration in September. It starts accepting applications from newly enrolled individual students in October.

2. The campus network uses accounting and authentication system to access network. The log in username and password are the same with the "Digital Guangwai" system. Username: student number; Initial password: the last six numbers of the ID card (If the last number is a letter remember to check whether is a capital and small letter). If you want to change your password, you can do it in "Digital Guangwai" system.

3. Download site of the accounting and authentication client-side system:

a) Website: <http://www.gdufs.edu.cn/fwdh/wlfw/xywsyzn/khdrjjsysc.htm>

b) Click the "Service Navigation" button at the lower right corner of the university homepage(<http://www.gdufs.edu.cn>), and choose "Network Service", then enter "Campus Network User Guide", and download the system from "Client-side Software and Instruction Manual" page.

4. Students who do not need to register for online service at present can go the network center by themselves if it's needed in the future. Or directly use the online banking to open an account by themselves, check "Digital Guangwai" and click "Public Service" then enter "Open Network Account /Payment".

5. Students have already opened campus network account before, if they want to further study the postgraduate program of the school, they need to bring both the old and new campus cards to the network center for transferring the account. (No Account Opening Fees).

III. Description of Fees:

1. If it's the first time for a student to open a network account, it will be a charge of 30 RMB for account opening (the renewal fee does not need to be charged again).



2. Charge mode of campus network (preferential price for package half year, package one year):

- a) Package month: 30 RMB
- b) Package half year: 125 RMB
- c) Package one year: 250 RMB

For the first time user, the charging standard is account opening fee (30 RMB) + the selected package fee.

3. The campus network fee is precharged, and if the money is insufficient, there will be no network.

4. The campus network fee is automatically deducted when the user logs in for the first time, and it starts counting according to your package: month, half year or one year. You can not suspend the account during the package period.

5. If the user withdraws from the network during the package period, he cannot be refunded.

6. Three types of renewal methods:

a) Renew your account through online banking; first you should enter "Digital Guangwai", and click "Public Service", and then enter "Open Network Account /Payment".

b) Use campus card on the self-service deposit machine for renewal. The deposit machine is opened 24 hours a day, which is convenient. For the specific operation process, please refer to "Service Navigation" in the lower right corner of the university homepage, and find "Network Service", and click "Campus Network User Guide" and find "Paying Network Fee through Campus Card Operation Process".

c) Take user's personal valid ID (campus card, ID card, etc.) to the network center to renew the account. The user can use the campus card or UnionPay card to pay the fee.

7. The campus card mentioned above must be official card. The temporary card does not have the network payment service.

Network Center Contact:

North Campus: Room 409, Second Teaching Building, Tel: 36207209.



VIII. Graduation formalities

8.1 Centralized processing of graduation formalities

At the end of June and the beginning of July each year are the time for centralized processing of graduation formalities. All graduates must go to "Digital GDUFS" > "School leaving management" to go through relevant school leaving formalities. The formalities that need to be processed generally include library, school outpatient service, dormitory and other services.

8.2 Receiving the graduation certificate

(1) According to the requirements of the school-leaving management system, after completing the corresponding procedures, the MBA graduate students can finally go to the Student Affairs Department of the Center to confirm the electronic school-leaving before the Center issues the graduation certificate.

(2) Directional students, entrusted trained students and non-academic graduate students go to the conference room on the first floor of the Graduate School of GDUFS collectively or by themselves to receive the graduation certificates or register the address for file mailing.

▲ Among the directional students and the entrusted trained students, if the unit allows one to receive the graduation certificate, he should take the unit certificate with him to receive it and register the address for mailing.

▲ Among the directional students and the entrusted trained students, those who need to send the graduation certificate to their units should register the way of mailing and then receive the cover of the graduation certificate.

8.2.1 Detailed rules for graduation and degree granting

(1) Unifiedly recruited MBA graduate students who have complete the courses specified in the



MBA teaching plan, passed the examinations, completed the required credits, finished the master's thesis and passed the graduation oral examination will be granted with the graduation certificate of master's degree of GDUFS, as well as the master's degree in business administration (MBA). Postgraduate students in MBA degree courses recruited jointly by State Economic and Trade Commission and the state Council's Degree Office who have complete the courses specified in the MBA teaching plan, passed the examinations, completed the required credits, finished the master's thesis and passed the graduation oral examination will be the master's degree in business administration (MBA), but no graduation certificate of master's degree of GDUFS.

(2) MBA students who have completed the credits of all courses specified in the training plan and finished the required internship tasks can apply for thesis defense. Those who have passed the thesis defense will be approved to graduate by Graduate School of GDUFS after being verified by the Graduate Training Office.

(3) MBA students should try their best to complete their learning tasks within the stipulated learning time, and generally cannot prolong their learning years. If the students fail to complete the required learning tasks on schedule due to objective reasons, they can apply for the postponement of graduation. The study period for on-the-job MBA students should not exceed five years. The application for extension of the study period shall be submitted by the students themselves within 2 weeks from the beginning of the last semester, and it should be approved by the Center and then be submitted to the Graduate Training Office for the record three months in advance. Any application for early graduation or extension of the study period shall be firmly implemented once approved. Those who cannot graduate at that time will be regarded as still studying at school or having finishing their studies (not graduation);

(4) Students should conscientiously finish the job of graduation appraisal before graduation. Full-time MBA graduates should report their post-graduation work units to the Center one month before graduation or no later than one month after their graduation. The student files will be sent to their work units or original file locations by the file management department. During the course of studying, the on-the-job students who have changed their work should explain to the Center in a timely manner. And after their graduation, the students' files will be sent by the students' file management department of GDUFS.



8.2.2 Methods for the implementation of academic degrees

(1) Requirements for granting an MBA degree: passing all required course examinations, completing the credits specified in the training plan, and passing the thesis defense with qualified results, which indicating that the applicant has reached the master's degree level;

(2) Students are required to submit thesis that meets the requirements of MBA degree level within the specified time limit and complete their defense.

(3) Students can only take part in the thesis defense after obtaining the required credits, and those who cannot obtain the full credits within the stipulated study period cannot apply for the defense; Students who are unable to complete their thesis defense within the specified time need to apply for a suspension of defense according to the time stipulated by the school.

(4) Students who have been urged to drop out of school or expelled from school or who have dropped out of school for various reasons are not allowed to reapply for a degree.

(5) Any fresh graduate who has been disciplined within one year before graduation or who are kept in school but placed under surveillance shall be granted a degree for one year delay. One year later, the student can apply for the degree. The degree sub-committee made comments based on the actual performance of the student and then the school's academic degree evaluation Committee decides whether to grant the degree or not.

8.2.3 Graduation ceremony and degree granting ceremony

Purpose of the activity: in order to further enhance the sense of honor and responsibility of graduates and enhance the affection of alumni towards the school, GDUFS decides to solemnly hold an graduation ceremony and degree granting ceremony, in which the principal grants the degree certificate to each graduate.

Time: At the end of June and the end of December each year

Place: The Big Hall (South Campus) and Yunshan Hall (North Campus)

Parents, relatives and friends of graduates are cordially invited to attend the ceremony. Relatives and friends should attend the ceremony with the invitation cards made by the school. Due to limited seats, please register the Information in each college in advance. Relatives and friends who have not received the invitation can watch the simultaneous live broadcast at the Lecture Hall in Teaching Building 6 (North Campus) or at the Academic Lecture Hall (South Campus).



Note: This manual is used together with the *Guidance for postgraduate of Guangdong University of Foreign Studies*.



IX. Attachments

Writing Standard of Master of Business Administration (MBA) Dissertation, Guangdong University of Foreign Studies.

After completing the required credits, submitting the case analysis report, finishing the writing of the dissertation and passing the oral defense, the MBA graduate students of GDUFS will obtain Master Degree of Business Administration. The MBA dissertation should be finished independently under the guidance of the instructor. In order to embody the characteristics of the MBA English instruction, the dissertation is required to be written in English in theory.

I. The basic dissertation requirements

1. Requirements for topic

The dissertation topic selection of MBA professional degree should be based on management practice. It requires students to discover problems from the actual operation of enterprise management, and clarify the research focus, research idea and research methods of the dissertation on key issues.

2. Requirements for summary

The MBA professional degree dissertation requires a literature review on the core concepts in the topic, which will comprehensively reflect the research context, research result and forefront trends in the field.

3. Dissertation form and code requirement

The form of MBA professional degree dissertation can be practice-oriented monographic study, which can be survey research report, business diagnosis report, or case studies in business administration. According to the "Post-graduate Dissertation Format of Guangdong University of Foreign Studies", students can use the internationally accepted APA format in bibliographical description.

4. Necessary links of professional degree dissertation

The necessary links of MBA professional degree dissertation include opening report, paper writing, duplicate checking, blind review, paper revision, and oral defense.

5. Writing level requirements of professional degree dissertation

Basically, the MBA dissertation requires more than 20,000 words. And it should reflect the



students' ability to use their knowledge to discover, analyze, and solve problems comprehensively, and the ability to make an investigation and the ability of literal expression. Also, the content should be substantial and practical, viewpoint distinct, argument persuasivethe, conclusion reliable, and format correct. The dissertation requires clear concept, clear organization, and coherent writing.

II. The preparation of case materials

1.The collection of case materials

The case materials must be obtained through personal experience (such as through personal work experience or in-depth research on relevant topics).

2. In principle, we recommend student to take one company as his case material. If it is practically significant, the material can be certain industry, scientific research institution, college or university, or certain economic department of the government.

3. The case material should be credible, and before research, student should win approval of the person in charge of the unit. It should not violate the relevant laws or damage the interests of the unit. If necessary, confidential treatment is adopted for the unit name, the name and identity of the person involved, and the relevant data, etc.

III. Basic format of MBA professional degree dissertation

The dissertation shall comply with the relevant provisions of the Guangdong University of Foreign Studies Dissertation Format Requirements, and shall include the following contents in sequence.

COVER

TITLE PAGE

DECLARATION ABOUT THE ORIGINALITY OF THE DISSERTATION,

COPYRIGHT AUTHORIZATION

DEED OF DECLARATION

ACKNOWLEDGEMENTS

ABSTRACT (KEYWORDS)

CHINESE ABSTRACT, KEY WORDS

LIST OF ABBREVIATIONS



TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

MAIN BODY OF THE PAPER

REFERENCES

APPENDIX

RESEARCH RESULTS DURING MASTER STUDY (INCLUDING PUBLISHED PAPERS)

BACK COVER

I. Basic requirements

1. Cover and back cover

Printed by the graduate school of GDUFS, and each student can get 10 copies. The cover column should be printed. The cover should print both Chinese and English titles, and the Chinese title is placed above the English title. Chinese title: black letter, small 2; English title: Times New Roman, small 2; other: song typeface, small 3. All information on the cover should be centered.

2. Title

The title should concisely, specifically and accurately reflect the content within 25 words.

3. Title page

The title page should give a basic description to the title of postgraduate dissertation, tutor, unit, etc. The format should be with classification number, secret level, UDC, number, and the font is Song typeface, No. 5; other information: Song typeface, No.4, without page number.

4. Chinese abstract

No more than 500 words. The abstract is a brief description of the dissertation without annotations and comments. Reading the abstract alone is enough for readers to grasp the main information and conclusion of the whole text. It is a complete essay and can be used independently. The abstract of the paper should indicate the purpose, method, content and conclusion of the research. It is important to highlight the new insights of the article and the innovations of research method. The Chinese "abstract", "table of contents", "list of figures", "list of tables", etc. use black letter, small 2, linewidth 2, centered. Leave two blank spaces in the middle of each word group, such as "mulu (table of content)", and two blank spaces in the middle of the "mu" and "lu".



5. Key words

Generally, there are 3 to 5 key words of each paper. We should use standard words to cover the main content of the paper (check the corresponding standard technical terms). The term extension is from large to the small, and should be written in a new line with significant characters in the lower left of the summary. Key words are separated by commas.

6. Abstract

English abstract is consistent with the Chinese abstract.

7. English Keywords

English keywords are consistent to the Chinese abstract.

"Acknowledgment", "English abstract", "Table of contents", "Symbol abbreviations", "Chapter heads", "References" and "Appendix", etc., are centered and capitalized. The font size is 14, linewidth 2, bold, and leave blank lines between paragraphs (linewidth 2).

8. Main body of the paper

1. Font: Times New Roman.

2. Font size: Chapter title 14, bold, section title 12, bold, main body 12, normal.

3. Chapter: The chapters numbers should be Arabic, and the text is assigned to the fourth level, for example: 1, 1.1, 1.1.1, 1.1.1.1. The title of each section shall not be placed on the last line of front page; and do not add dot in the last number of the chapter title; there shall be only one character distance between the number and the title. When the title is divided into two lines, leave blank lines above and down the title (double linewidth). Every chapter is starting from a new page, double chapter linewidth, front and back 0 point. Section title is 1.5 linewidth, front and back 12 points.

4. Paragraph: Use small 4 (12) word, write at both ends in order, and do not leave blank spaces at the beginning of the paragraph. The linewidth is a fixed 20 points (when there is a mathematical expression in the paragraph, the linewidth of the paragraph can be set according to the expression need), and front and back of paragraph is 0 point.

5. Use Arabic page numbers.

9. Table of contents

Table of contents includes chapters, appendix, references, serial number, title name and page



number. Only level one to level three titles should be included in the table of contents; each level of the title line is indented two characters than the previous title by typography. If the table of contents is more than one page, it should be printed on both sides of the page.

10. List of tables and list of figures

Make a list of the “list of tables” and “the list of figures” respectively after the "table of contents". The tables and figures of the body should be centered, and the tables and contents must be self-made without copying.

All the tables and figures need to be labeled in the form of Table/Figure 1-1 (Chapter 1, Table or Figure 1) and indicate the subject, data year, and source. And it should not be marked as "internal data".

Attached table number, table title should be above the table and be centered. Font: Times New Roman, 11.

Attached figure number and figure title should be under the figure and be centered. Font: Times New Roman, 11. Do not leave blank spaces at the beginning of the source of the table and figure.

11. Footnote

Only footnotes can be adopted. Font size: small 5. Write both ends in order, single-spaced, and front and back of paragraph is 0 point. The serial number of the footnote is in accordance with the page. Footnotes in different pages do not need to be continuous. In the text, if the serial number adopts ①,...,⑩ style and that is superscript. The serial number on the footnote adopts ①,...,⑩ and that is text, not superscript. The serial number and footnote should leave half character space. The format of the footnote is single-spaced, 0 point in the front and back of paragraph, The hanging indent 1.5 character; font size, small 5, Chinese characters adopt Song typeface, and foreign language Times New Roman; when the Chinese and foreign languages are mixed, all the punctuation marks (such as the comma ",", the brackets "()", etc.) are typed in Chinese style but the decimal point is in foreign language style.

12. Page Setup

All the dissertation is printed on both sides of A4 paper. Leaves 2.54 cm margin on the up and down, 3.17 cm on the left and right.



13. Reference

There are two available formats for reference citation in theses and dissertations, which are the First Element and Date Method (APA Style) and GB/T7714-2005 Bibliography Style. **Based on the requirement that the MBA thesis must be written in English, we suggest the First Element and Date Method (APA Style), which is one of the universal formats of citation.**

13.1 Format of the First Element and Date Method (APA Style)

Detailed Format of the First Element and Date Method (APA Style)

General Format

1 The source you cite in the text shall be completely consistent with those in your reference list at the end of your paper.

- Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

2 The documents in your reference list must be recorded in an accurate and complete manner.

3 The order of reference list

- Reference list entries should be alphabetized by the family name of the author of each work (or in Chinese Pinyin order); for the authors with same family name, the entries should be alphabetized by their last name; for the authors with same family and last name, list the entries in chronological order of the years of publication.
- For the different works by the same author and published in the same year, alphabetize them by their titles and use lower-case letters (a, b, c, d) with the year of publication to order them.

Example:

Wang, M. Y. (2008a). Emotional……

Wang, M. Y. (2008b). Monitor……

Wang, M. Y. (2008c). Weakness……

4 Abbreviations

chap. chapter

ed. edition



Rev. ed.	revised edition
2nd ed.	second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	No date
p. (pp.)	page (pages)
Vol.	Volume (as in Vol. 4)
vols.	volumes (as in 4 vols.)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement

5 The citation in meta-analysis report

- The research report involved in meta-analysis should be record in the reference list. Note that must add an asterisk mark in front of the entries and indicate at the beginning of reference list that an asterisk mark (*) referring to the documents used in meta-analysis.

6 For Chinese works, translate them into English and append their Chinese version in the square brackets below.

The citation in the text

The First Element and Date Method is characterized by these two parts: first element (of author) and date (of publication). There are two formats of citation:

(1) The in-text citation can be a part of sentences. For example, [Dell \(1986\)](#) proposed the phonetic coding model based on the results of linguistic analysis... For the study of Chinese vocabulary, see the study by [Zhuang Jie and Zhou Xiaolin \(2001\)](#).

(2) The citation can also be put at the end of the whole sentences with parentheses. For example: In linguistics, syllables are the basic unit of phonetic structure and the smallest phonetic



piece that people can naturally feel. According to the traditional Chinese analysis method, Chinese syllables can be divided into initials, vowels and tones (Hu Yushu, 1995; Huang Borong, Liao Xudong, 2001). The phonetic coding model assumes that the representation of phoneme contains multiple levels (Dell, 1986).

You can select one of them to meet your purpose of writing.

1 Citation of works by a single author

Example: Zhang San (2008) has studied the relation between personality and psychology.

Personality is closely associated with a health psychology (Zhang San, 2008).

In the occasion that one same work is multiply in-text cited, the year of publication is only needed at the first citation and can be omitted at the subsequent citations. For example, Zhang San (2008) has studied the relation between personality and psychology...Also, Zhang San has found that...

2 Citation of works by multiple authors

For the citation of works by two authors, their names (both family and last names) should be fully indicated in every in-text citation. If the citation is a part of sentence, use “and” as the conjunction; if the citation is in parentheses, use an ampersand mark (&) as the conjunction in English version and a comma (,) in Chinese version.

Example: Zhang san and Li Si (2008) have found that... the result has been proved in the research by Wang and Sun (2009). Future research should focus on the influences on the environment (Zhao Yi, Chen Er, 2008; Wolchik & West, 2007).

For the citation of works by three, four or five authors, their names (both family and last names) should be fully indicated at the first in-text citation; for the subsequent citations, only the full name of first author is needed and use et al. to indicate the rest authors. If the citation is a part of sentence, use slight pause mark (Chinese) or comma (English) to separate the authors and use “and” as the final conjunction; if the citation is in parentheses, use comma to separate the authors and use an ampersand mark (&) as the final conjunction in English version and still a comma in Chinese version. Note that the second last author still require a comma in front of the final conjunction.

Example: Zhang San, Li Si and Wang wu (2008) have found that... the result has been proved



in the research by Wang, Zhao and Sun (2009). Future research should focus on the influences on the environment (Zhao Yi, Chen Er, Chen San, 2008; Wolchik, Sandler, & West, 2007).

For the citation of works by six or more authors, only the full name of first author is needed and use et al. to indicate the rest authors. (For six or seven authors, list their full name in the reference list. For more than seven authors, list the top six and the final author names and use an ellipsis in place of the rest authors.)

Example: Zhang San et al. (2008) have found that... the result has been proved in the research by Wang et al. (2009). Future research should focus on the influences on the environment (Zhao Yi et al., 2008; Wolchik et al., 2007).

Note that if multiple works share the same first author and the year of publication, then only listing the first author name can create ambiguity. List as many names as necessary to distinguish the works.

3 Authors with same family name

List the abbreviation of their last names to avoid ambiguity. Example: K. D. Wang (2007) and P. G. Wang (2008) have studied that...

4 Citation of multiple works

Works by same author but different years of publication should be list in chronological order. Example: Previous studies (Edeline & Weinberger, 2002a, 2002b, 2005, in press) have indicated that...

Works by different authors should be alphabetized by their family names and separated by semicolons. Example: Studies (Bai, 2004; Chen, 2006; Deng & Fang, 2005) have shown that...

You can put the important source at the top to highlight it and use the phrase “see also” in front of the rest sources. Example: Studies (Zhang San, 2005; see also Li Si, Wang Wu, 2006) have discussed the problem of ... most studies (Ninor, 2002; see also Adms, 2001; Storandt, 2000) believe that...

FAQ:

● Full Chinese name or only English family name in the in-text citation?

For the works published in Chinese, the full Chinese name is required in the in-text citation.



Example: Zhang San (2008) has studied the relation between personality and psychology.

For the works published in English, only the English family name is required in the in-text citation. Example: Zhang (2008) has studied the relation between personality and psychology.

● Use “and” or “&” to separate multiple authors?

If the citation is a part of sentence, use “and” as the final conjunction between last two authors.

Example: Zhang San and Li Si (2008) have studied the relation between personality and psychology... Zhang and Li (2008) have compared the connections between the extraverted personality and the pathogenesis of coronary atherosclerotic heart disease.

If the citation is in parentheses, use an ampersand mark (&) as the final conjunction in English version and a comma in Chinese version. Example: ... Personality is closely associated with a health psychology (Zhang San, Li Si, 2008). ... There is connection between the extraverted personality and the pathogenesis of coronary atherosclerotic heart disease (Zhang & Li, 2008).

● Use “and others (等)” or “et al.” in place of multiple authors?

Use “and others (等)” in place of multiple authors of Chinese works. Example: Zhang San and others (等人) (2008) have studied the relation between personality and psychology..... Personality is closely associated with a health psychology (Zhang San and others (等), 2008).

If the citation is a part of sentence, use “and others (等)” in place of multiple authors of English works. Example: Zhang and others (等人) (2008) have compared the connections between the extraverted personality and the pathogenesis of coronary atherosclerotic heart disease.

If the citation is in parentheses, use “et al.” in place of multiple authors of English works. Example: There is connection between the extraverted personality and the pathogenesis of coronary atherosclerotic heart disease (Zhang et al., 2008).

Entries in reference list

1 Components of entry

- Components of each entry include: author, published date, title of work or chapter, publication information (journal name, volume number, page number, page range of a chapter, and publisher), date and source of accessing to information. There are different requirements for different genres of works.
- Each component should be ended with a period.



2 Author

- First component of an entry of reference list is the names of authors.
- List their family name and initials of last name. Comma after the family name and period after the initials. Family name first.
- If the work is one of the proceedings, list the editor's last name first (only apply to the works in English, still family name first for the works in Chinese).
- For works by two to seven authors, use comma to separate the authors and an ampersand mark (&) as the final conjunction between the last two authors. For more than seven authors, list the top six and the final author names and use an ellipsis in place of the rest authors.
- The last author should be ended with a period. For English authors, there is a period for abbreviating names and no need for extra period.
- The hyphen in authors' names should be kept. Example: Hau, K. -T.
- Fully spell out the name of organization as author. The superior institution list first. Example:
Beijing Normal University, School of Psychology. (2008).
Chinese Academy of Sciences, Institute of Psychology. (2007).
- Skip the author if there is no author. List directly title of work or book.
- For edited books, add Ed. or Eds. at the end of the editor's name. In Chinese version, add “编”.

3 Published date

- List the published date in the parentheses after the author and end it with a period.
- For the works from **academic** journals, books, audio and video products, list only the year of publication. Example: Zhang San. (2008).
- For the works form conference proceedings, non-academic **magazine** and newflash, list the year and month of publication. Example: Zhang San. (2008, February).
- For the daily and weekly newspaper, list the published date. Example: Zhang San. (2008-02-08).
- For the papers or books accepted and yet published, add “in press”. Example: Zhang San. (in press).
- For the works with unclear published date, add (n.d.). Example: Zhang san. (n.d.).

4 Title of work or chapter



- Use capital letters for initials of title and subtitle and lowercase letters for the rest, not applicable for the special words. No need for quotation mark.
- Special genres of papers or chapter should be indicated in square brackets behind. Special genres include:
 - [Letter to the editor]
 - [Special issue]
 - [Monograph]
 - [Abstract]

5 Journal name and publication information

- Fully spell out the journal name and no abbreviation. Capitalize the initials of only notional word and lowercase others. Not applicable for the special journal names.
- Mark the number of volume and the word “Vol.” is no needed. If the journal owns no serial number of pages and starts with page 1 for each issue, add the issue number after the volume number. Example: *Acta Psychologica Sinica*, 8(2), no italics is needed for the issue number.
- If the journal owns no issue number, mark the exact date of month or quarter. Example: (1998, August)
- Italicize the journal name and volume number.
- Use comma to separate the journal name, volume number and pages and period at the end.
- Note that use a dash mark “-” to indicate the page range, not the hyphen “-”.
- Leave a blank space between the last author and the left parenthesis of the year of publication.

Example:

Zhuang, J., & Zhou, X. L. (2001). Word length effect in speech production of Chinese. *Acta Psychologica Sinica*, 33, 214–218.

6 Titles of non-serial publication (including title of books)

- Same as the requirements of journals.
- Italicize the titles of books.
- Special genres of sources should be indicated behind, including:
 - [Brochure]
 - [Motion picture]



[Videotape]

[CD]

[Computer software]

[Data file]

Example:

Zhang San. (2008). *Keep Vigilance at the Biological Tendency of Psychology*. Beijing: Weiming Press.

- If the work is one of the volumes, the volume number and title should be a part of the title.

Example:

Zhang San. (2008). Psychological Thoughts in the Han Dynasty. In Li Si(Ed.), *General History of Psychology: 2. Psychology in Ancient China*. Beijing: Xinhua Press.

7 Works from proceedings or edited books

- For English editors, list last name first.
- For works in Chinese with Chinese editors, list the family name first.
- Add Ed. or Eds. (编) in the parentheses behind the editor's name.
- If there is no editor, list the title of book directly after “In” or “见”. In Chinese version, leave a blank space after the word “见”.
- List the page range of the paper or chapter. Use p. to represent single page and pp. to multiple pages.
- Any necessary information of editions and volumes should be list in front of the page and separated by comma. No need for the first edition.

Example:

Wang Wu. (2008). The Technical Orientation in the Psychology. In Zhang San, Li Si (Ed.), *Historical Direction of Psychology* (pp.23-35). Beijing: Xinhua Press.

Wang Er. (2008). Non-scientific Components in the Psychology. In Zhang San, Li Si (Ed.), *Historical Direction of Psychology* (2nd edition, pp.23-35). Beijing: Xinhua Press.

8 Publication information for non-journal (book)

- Non-journal sources should be listed with the publishing location and publisher.



- Use colon between the location and publisher and period at the end.
- If a part of the publisher name includes the state or province, it can be omitted in the location.
- The name of publisher should be simple and clear. Fully spell out the name of publishers of association, groups and universities. The redundant parts can be omitted, for example, “Publishers, Co.” or “Inc.” But the words “Books” and “Press” need to be kept.
- If the work owns two or more publishers, list the location of the first publisher or the headquarter of publishers.
- Books published in the United States should be listed with location, state (abbreviation) and publisher. Example:
..... Hillsdale, NJ: Erlbaum.
- Books published outside the United States should also be listed with the country. If the location is not well-known, add the province. Example:
..... Churchill, Manitoba, Canada: ABC Press.
- In some occasions, the province is no needed. Example:
..... Oxford, England: Basil Blackwell.
- If the location is in a well-known city, then the country is no needed. Example:
Amsterdam: Elsevier.
- Well-known cities taken by the APA:
Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, Vienna
- Books published in China should be listed with the city. In English version, add China after the city. Example:
..... Nanjing, **China**: Jiangsu Educational Press.
..... 南京: 江苏教育出版社.

9 电子来源的获取信息

9 Electronic sources

- List the time and source of retrieve.
- If the source is from the Internet, list the date of retrieve and the URL. Example:



……. Retrieved July 3, 2008, from <http://journal.psych.ac.cn/xuebao/cn/dqml.asp>

……. 2008-07-03 取自 <http://journal.psych.ac.cn/xuebao/cn/dqml.asp>

- No period is needed at the end of an URL.
- In English version, the date of retrieve should be listed in the order of M/D/Y (June 26, 2006); in Chinese version, it should be listed in the order of Y/M/D (2008-07-02).
- 英文写 Retrieved from。中文写“取自”。
- Use the “Retrieved from” in the English version and “取自” in the Chinese version.

Examples of common reference citation

Journal paper

1 Single author

Zhang San. (2008). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*, 40, 210–215.

2 Two authors

Zhang San, Li Si (2008). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*, 40, 210–215.

Mou, W., & McNamara, T. P. (2002). Intrinsic frames of reference in spatial memory. *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 28, 162–170.

- Use an ampersand mark as the conjunction between two English authors.

3 Three to seven authors

Zhao Yi, Qian Er, Sun San, Li Si, Zhou Wu, Wu Liu, Zheng Qi. (2008). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*, 40, 210–215.

Mou, W., Zhang, K., & McNamara, T. P. (2004). Frames of reference in spatial memories acquired from language. *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 30, 171–180.

- Use an ampersand mark as the conjunction between the last two English authors. No need for Chinese authors.

4 More than seven authors

Zhao Yi, Qian Er, Sun San, Li Si, Zhou Wu, Wu Liu, ... Wang Ba. (2008). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*, 40, 210–215.



Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., ... Woods, P. (2002). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843–856.

- Use an ellipsis between the sixth and the final authors (In English version, an ellipsis is of three dots).

5 Papers accepted and yet published

Zhang San, Li Si. (In press). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*, 40.

- If two or more papers by same author and at same time are in press, differentiate them by adding lowercase letters (a, b, c). example: 印刷中(In press) a, 印刷中(In press) b.
- In English version, use the phrase “in press”. For the two or more papers by same author and at same time, differentiate them by: in press-a, in press-b.

6 Supplement

Zhang San. (2008). The Past and Future of Chinese Psychology. *Acta Psychologica Sinica*(Suppl.), 40, 210-215.

- In English version, add “Suppl.” and no italics.
- If there are multiple supplements in a year or a volume, differentiate them by Arabic numbers. For example, “增刊 1”, “增刊 2” or Suppl. 1, Suppl. 2.

7 Annual journal

- For example, the Annual Review of Psychology is published once a year and can still be regarded as journal. However, if the annual journals hold different topics every year, it should be regarded as serials or chapters of books.

8 Secondary sources

- Avoid secondary sources if at all possible.
- If the original source can hardly be retrieved, list the secondary source in the reference list. First refer to the original source and then mark the secondary source in the parentheses in the in-text citation. For example, Zhang San’ s study result is cited by Li Si, and you cite Zhang San’ s result while without looking up Zhang San’ s study. You should refer to both studies in your in-text citation



and only list Li Si's study in your reference list. Example:

In-text citation: Zhang San's study (cited from Li Si, 1998).

In reference list: Li Si. (1998). ...

9 Journal paper retrieved on the Internet

- Electronic version of pressed journal papers should be marked with "Electronic version." or "电子版" in the square brackets behind the title.
- Papers from online journal (no print version) should be marked with the date of retrieve and URL.

Books and chapters

10 Written books

Zhang San. (2008). *General History of Psychology*. Beijing: Weiming Press.

11 Edited books

- In Chinese version, Add "编" or "主编" in the parenthesis behind the author name.
- In English version, add "Ed." for single editor and "Eds." for multiple editors.

Zhang San (主编). (2008). *General History of Psychology*. Beijing: Weiming Press.

Gibbs, J. T., & Huang, L. N. (Eds). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

12 Translation of books

- The name of translator should be listed in the parenthesis behind the title of book.
- The date of publication of the original book should be listed in the parenthesis at the end.
- List the date of publication and translation of the original book and use slash make to separate.

Laplace, P.-S. (1951). *A philosophical essay on probabilities* (F. W. Truscott, & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)

In-text citation: (Laplace, 1814/1951)

13 Paper from proceedings or chapter from books

- To differentiate author and editor, list family name first for author and last name first for editor.
In Chinese version, list family name first for both author and editor.
- List the page range of paper or chapter after the title of book. Example:

Klatzky, R. L. (1998). Allocentric and egocentric spatial representations: Definitions, distinctions,



and interconnections. In C. Freksa, C. Habel, & K. F. Wender (Eds.), *Lecture notes in artificial intelligence: Vol. 1404: Spatial cognition: An interdisciplinary approach to representing and processing spatial knowledge* (pp. 1–17). Berlin, Germany: Springer-Verlag.

- If there are more than one volume of book or proceedings, list the volume number. Example:

Wang, D. F., & Cui, H. (2004). Theoretical analysis of the seven factor model of Chinese personality. In D. F. Wang & Y. B. Hou (Eds.), *Selected papers on personality and social psychology* (Vol. 1, pp. 46–84). Beijing: Peking University Press.

- If the work is from a series of books and there are different editors for the whole series and each volume, note the Series Ed. (or 丛书主编) and Vol. Ed. (or 分册 (分卷) 主编) after the editor name.

Auerbach, G. L. (in press). The origins of narcissism and narcissistic personality disorder: A theoretical and empirical reformulation. In J. L. Masling (Series Ed.) & M. F. Bornstein (Vol. Ed.). *Handbook of child psychology: Vol. 4. Socialization, personality, and social development* (4th ed.). New York: Wiley.

- If the work is from a abstract book, note the Abstract (or 摘要) in the square brackets after the title.

14 Conference papers without official publication

- List the date, location and title of conference.

Lichstein, K. L., & Johnson, R.S. (1990, June). Relaxation therapy for polypharmacy use in elderly insomniacs and noninsomniacs. In T. L. Rosenthal (Chair), *Reducing medication in geriatric populations. Symposium conducted at the meeting of the First International Congress of Behavioral Medicine*, Uppsala, Sweden.

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

Ruby, J., & Fulton, C. (1993, June). *Beyond redlining: Editing software that works*. Poster session presented at the annual meeting of the Society for Scholarly Publishing, Washington, DC.

15 Organization as author and publisher

- Use Author in the place of publisher.



Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Canberra, Australian Capital Territory: **Author.**

16 Different editions and Jr. in author's name

- No need to indicate the first edition.
- For the revised edition, mark “修订版” in Chinese version and “Rev. ed.” in English version.
- No italics is needed for editions.

Mitchell, T. R., & Larson, J. R., **Jr.** (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

17 Encyclopedia or dictionary

- List the page number if necessary.

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501–508). Chicago: Encyclopedia Britannica.

Sadie, S. (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1–20). London: Macmillan.

Li Xingjian (Ed.). (2004). *Modern Chinese Standard Dictionary* (p. 255). Beijing: Foreign Language Teaching and Research Press/**Language and Literature Press.**

18 No author or editor

- List the title of book in the place of author.
- Take the first notional word of the title to sort in reference list.
- You can use the title or first few words of the title as the in-text citation. Example:

Modern Chinese Frequency Dictionary. (1986). Beijing: Beijing Language and Culture University Press.

In-text citation: (Modern Chinese Frequency Dictionary, 1986)

19 Diagnostic and Statistical Manual of Mental Disorders (DSM)

- In the in-text citation, fully spell out names of the association and manual at the first citation and use abbreviation in italics for the subsequent citations. Example:

DSM-IV-TR (2000)



20 Thesis and dissertation

著者姓，名（出版年份）. 学位论文题目(学位论文类型). 学位论文单位，城市名.

Family name, Last name (year of publication). *Title of thesis or dissertation*(type of thesis). Name of Institution, City.

The city is no needed if included in the name of institution

Example:

Yu, L. (2000). *Phonological representation and processing in Chinese spoken language production* (Unpublished doctoral dissertation). Beijing Normal University.

Qiu Yingwen. (2009). *Genetics and Language Learning*(Unpublished doctoral dissertation). East China Normal University, Shanghai.

- Mark “master’s thesis” for the degree of master.
- Italicize the title of theses.
- Note “Unpublished” for English theses or dissertations.

21 Newspaper (daily)

Zhang San, Li Si. (2008-08-08). Chinese Psychology and the Olympics. *Xinhua Daily*, p2, 5-7.

22 Newspaper by no author

Chinese Psychology and the Olympics. *Xinhua Daily*, p2, 5-7.

- Use the first word of the title with quotation marks for in-text citation. Example: (“Chinese”, 2008)

13.2 GB/T7714-2005 Bibliography Style

The GB/T7714-2005 Bibliography Style is another format to for reference citation in theses and dissertations. Specific requirements are as followed:

(1) Monographs

A monograph refers to a non-continuous publication that published in single book or multiple volumes within a limited period. It includes that ordinary books, ancient books, theses, dissertations, technical reports, anthologies, collections, multi-volume books and series of books



that published in various carrier formats. Components and format of citation of a monograph are as followed:

[Serial No.]Author. Title: Other information of title[Code of document type]. Other author. Edition. Location: Publisher, Year of publication: Page[date of citation]. Retrieve and access path.

Example:

- [1] Unwin G, Unwin P S. History of Publishing[M]. Chen Shengzheng, Trans. Beijing: Chinese Books Press, 1988.
- [2] Xin Ximeng. Proceedings of the International Symposium on Information Technology and Information Services: A [C]. Beijing: China Social Sciences Press, 1994.
- [3] Yu Min. Research of Publishing Groups[M]. Beijing: Chinese Books Press, 2001: 179-193.
- [4] Zhang Zhixiang. Random Perturbation and Application in Conservation Law of Intermittent Dynamic System[D]. Beijing: Peking University, School of Mathematics, 1998.

(2) Serial publication

A serial publication refer to the continuous published works with volume numbers or in chronological order without time limitation. It includes journals and newspapers that published in various carrier formats. Components and format of citation of a serial publication are as followed:

[Serial No.]Author. Title: Other information of title[Code of document type]. Year, Vol.(issue) – Year, Vol.(issue) Location: Publisher, Year of publication: Page[date of citation]. Retrieve and access path.

Example:

- [1] Geological Society of China. Geological Review[J]. 1936, 1(1) -, Beijing: Geological Publishing House, 1936-.
- [2] Library Society of China. Library Science Communication [J].1957(1)-1990(4). Beijing: Beijing Library, 1957-1990.

(3) Contribution toward a monograph

A contribution toward a monograph refers to an independent literature that can separate from the monograph. Components and format of citation of a contribution are as followed:

[Serial No.]Author of contribution. Title of contribution[Code of document type] Other author of contribution // Author of original literature. Title of original literature: Other information of title.



Edition. Location: Publisher, Year of publication: Page of contribution[date of citation]. Retrieve and access path.

Example:

[1] Cheng Genwei. The cause of the 1998 Yangtze River flood and the countermeasures for disaster reduction [M]// Xu Houze, Zhao Qiguo. Flood disasters in the Yangtze River Basin and scientific and technological countermeasures. Beijing: Science Press, 1999.

[2] Zhong Wenfa. Application of nonlinear programming in the burnable poisons assignment [C]// Zhao Wei. The Theory and Application of Operations Research: Proceedings of the Fifth Conference of Operations Research Society of China. Xi'an: Xidian University Press, 1996.

(4) Contribution toward a serial publication

A contribution toward a serial publication refers to an independent literature that can separate from the serial publication. Components and format of citation of a contribution are as followed:

[Serial No.]Author of contribution. Title of contribution[Code of document type]. Title of serial publication: Other information of title. Year, Vol.(issue): Page[date of citation]. Retrieve and access path.

Example:

[1] Fu Gang, Zhao Cheng, Li Jialu. Thoughts after the sandstorm [N/OL]. Beijing Youth Daily, 2000-04-12(14)[2005-07-12].<http://www.bjyouth.com.cn/Bqb/20000412/GB/4216%5ED0412B1401.htm>

[2] Li Xiaodong, Zhang Qinghong, Ye Yulin. Several theoretical issues in climatology research [J]. Acta Scientiarum Naturalium Universitatis Pekinensis, 1999, 35(1): 101-106.

(5) Electronic document

An electronic document refers to the document and information resource whose information such as pictures, texts, sounds and images are digitally stored on magnetic, optical and dielectric materials and whose content can only be used through computers, networks or related devices. It includes e-books, databases and electronic bulletins. For the components and format of citation of an e-book, a contribution toward an e-book, and a contribution toward an electronic press, see the requirements for a monograph, a contribution toward a monograph and a contribution toward a serial publication respectively. The components and format of citation of other kinds of electronic



documents are as followed:

[Serial No.]Author. Title: Other information of title[Code of document type/Code of document carrier]. Location: Publisher, Year(date of revision). Retrieve and access path.

Example:

[1]Jiang Xiangdong. Information Processing and Library Management System Solution in the Internet Environment [J/OL]. Journal of Information, 1999, 18(2): 4[2000-01-18].

<http://www.chinainfo.gov.cn/periodical/qbxb/qbxb99/qbxb990203>.

[2] Xiao Yu. The informatization of the publishing industry has entered the fast lane [EB/OL]. (2001-12-19) [2002-04-15] <http://www.creader.com/news/20011219/200112190019.html>

(6) Codes of document types:

Book M, Conference proceedings C, Collection G, Newspaper N, Journal J, Thesis/Dissertation D, Report R, Standard S, Patent P, Database DB, Computer Program CP, Electronic Bulletin EB.

Codes of the carriers for electronic documents: Tape MT, Disk DK, Compact Disc CD, Online OL.

14. Acknowledgement

An acknowledgement refers to a supplement to some aspects or is used to express gratitude to the institutions and certain individuals.

15. Appendix

An appendix refers to a supplement to the main body of the text and is not required. The followings can be used as an appendix:

- (1) The materials which are necessary for the integrity of the entire materials but cannot be in the text for it may cause a less rational and logical structure.
- (2) The materials with great length or retrieved from photocopy which is inconvenient to be in the text.
- (3) The materials that provide reference values for peers in this field but are not necessary for general readers.

16. List of academic papers published and scientific achievements during the school year

See the format of references.



(2) General structure of a MBA thesis

1. Introduction

- (1) Purposes of research (Which problem will be analyzed and solved?);
- (2) Significance of research (theoretical and practical significance);
- (3) Methods and technical routes (or steps) of research;
- (4) Main content and logical structure of research.

2. Literature review

- (1) Clarify (or define) the core concepts of the thesis;
- (2) Organize the related previous studies based on the core concepts;
- (3) Point out the deficiencies and shortcomings of those previous studies;
- (4) How this thesis makes supplements to those previous studies.

3. Case description

Describe the events, processes, plots, questions and confusions of the case. Specially, make a detailed description of the overview, development and evolution of the case studied. The key point is to propose the existing problems and, especially, to clarify the key issue.

4. Case analysis

Use the theories and methods learned to analyze the specific performances and the causes of problems or obstacles. Select appropriate method to obtain materials and data. Make a standard presentation and in-depth analysis of those data with clear charts, standard format and fluent writing.

5. Solution: on the basis of the analysis of the problem and its causes, propose a targeted systemic idea for solving this problem and form a complete solution. For example: proposing a strategic target, countermeasure or way of implementation.

6. Conclusion and enlightenment

- (1) The new problems and their new causes that have been discovered;
- (2) The new ways and methods to solve problems that have been proposed;
- (3) The new ideas have been put forward;
- (4) The significance of the study result for further reference and promotion.

IV. Printing and submission of a MBA thesis

1. Printing and binding of a thesis



The master's thesis must be double-side offset printed. The cover of MBA thesis should be printed on a yellow dermatoglyphic paper (you can find the cover templet in the GDUFS Printing Center). the title of "Master's Thesis for Guangdong University of Foreign Studies" and the Chinese title of the thesis should be printed on the spine in Song typeface font and size 12.

Print 3 copies of the final edition of a MBA thesis and submit them to the MBA Education Center (each reserved by the Graduate Department, library and MBA Center). The 3 copies will be collected and transferred by the MBA Education Center after checking.

2. Electronic version of a thesis

Except the printed version, you should also submit an electronic version (in Word/PDF format) with the same format with the printed thesis to the Director of Study within the time specified by the MBA Education center. In addition, you should submit an electronic version of your thesis to the library in accordance with the requirements of the university library.