

Appendix D-4 List of teacher development related guarantee system and mentorship system for young teachers

Related guarantee system for teacher development

| order number | filename | Date below | class |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------|
| 1 | Notice on Doing a Good Job in Pre-service Training for Teachers in Universities and Colleges in The Province | 2024 | Teacher development |
| 2 | Implementation Measures for Mentorship System for Young Teachers in Hunan City College (Revised) | 2022 | Teacher development |
| 3 | Implementation measures for the domestic visiting scholar program for middle-aged and young backbone teachers in ordinary colleges and universities in Hunan Province | 2015 | Teacher development |
| 4 | Hunan City College Research and Study Management Measures | 2021 | Teacher development |
| 5 | Implementation Plan for Enhancing the Core Competitiveness of Young Teachers in Hunan City | 2022 | Teacher development |

| | | | |
|----|---------------------------------------------------------------------------------------------------|------|---------------------|
| | College (2022-2025) | | |
| 6 | Implementation Measures of "351" Talent Project of Hunan City University (2023 Edition) | 2023 | Teacher development |
| 7 | Hunan City College "Dual-qualified" Teacher Recognition Measures (Trial) | 2019 | Teacher development |
| 8 | Management Measures for Teachers Off-campus Practice Training in Hunan City College (Provisional) | 2023 | Teacher development |
| 9 | Management Measures for In-service Teachers of Hunan City College | 2020 | Teacher development |
| 10 | Hunan City College Outbound (Overseas) Management Measures | 2022 | Teacher development |

List of young mentors for electronic information engineering

| order number | Name of the young mentor | Name of mentor | Start the year |
|--------------|--------------------------|----------------|----------------|
| 1 | Deng Yaqi | Li Jia Sheng | In 2022 |
| 2 | Zhang Lincheng | Xiao Weichu | In 2022 |
| 3 | Peng Jinlin | Li Wenguo | In 2022 |
| 4 | Moser Ying | Tan Yue | In 2022 |
| 5 | Liu Xiongjie | Jiang Dongchu | In 2023 |
| 6 | Li Maolin | Li Wenguo | In 2023 |
| 7 | Liu Xiaoxi | He Fei | In 2023 |

On the issuance of the Implementation Measures for the
Mentorship System for Young Teachers in Hunan City
College
Notice of (Revised)

Xiangcheng Institute [2022] No.86

All units of the university:

The Implementation Measures for the Mentorship System for Young Teachers in Hunan City University (Revised) has been discussed and adopted at the presidents office meeting held on May 31,2022. It is now issued to you for your compliance and implementation.

Hunan City College

August 29,2022

Implementation Measures for the Mentorship System for Young Teachers in Hunan City College (Revised)

Chapter I General Provisions

Article 1 In order to implement the "14th Five-Year Plan for Undergraduate Teaching and Talent Cultivation at Hunan City University", to fully leverage the role of core teachers in imparting knowledge, assisting, and leading, to promote the healthy growth of young teachers, to comprehensively improve the ideological and moral qualities and teaching and research levels of the faculty, and to ensure the steady improvement of talent cultivation quality, this regulation is specially formulated in accordance with the actual conditions of the university.

Article 2: The mentor system refers to the guidance and cultivation of trainees by backbone teachers with good professional ethics, rich teaching experience, and outstanding research achievements over a certain period of time, focusing on professional ethics, teaching and research reforms, and scientific research, helping trainees grasp the laws and methods of higher education and become qualified college teachers. The mentor system typically lasts for 2 years.

Chapter II Training Objectives

Article 3: Full-time teachers (including other staff members in course teaching positions) who have been employed for less than four years and have not participated in the mentorship program. Those who were full-time teachers at undergraduate institutions and held lecturer or higher professional technical positions before joining the institution may be exempt from participating in the mentorship program as stipulated in this regulation.

Article 4 Each college shall, according to the actual situation, consider other teachers who need to improve the teaching level and teaching effect.

Chapter 3 Selection of mentors

Article 5 A mentor shall have high political and ideological qualities, good teacher ethics and conduct, possess a professional technical post of associate senior level or above, have high academic level, strong research ability, rich teaching experience, good teaching effect, and be able to perform the duties stipulated in these Regulations.

Article 6 The mentor system shall adopt the principle of mutual selection. The mentors shall be recommended by each college, and their training targets shall be specified. They shall be reviewed by the Academic Affairs Office and the Personnel Office, and appointed after being approved by the principal school leaders.

Article 7 In principle, the term of a mentor shall not exceed 2 years; each mentor shall guide one teacher at the same time, and the total number of mentors shall not exceed 2.

Chapter IV Duties of the Mentor

Article 8 Responsible for the ideological and political work of the training objects, regularly carry out heart-to-heart talks with the training objects, help the training objects establish correct outlook on life, form good teacher ethics and conduct, guide the training objects to love the education cause, abide by the professional ethics norms of college teachers, and love their jobs.

Article 9: Develop a training program for the trainees, clarify the training content, training measures, and expected goals, guide the trainees to undertake teaching tasks, designate courses and professional knowledge related to this course for further study. Guide the trainees to master at least

one courses cutting-edge knowledge, and according to the basic requirements of course instruction, compile teaching materials, organize teaching content, familiarize themselves with teaching processes, master teaching methods, implement curriculum-based education, and carry out teaching activities.

Article 10 Lead the trainees to carry out teaching, scientific research and graduate training and other work, help the trainees to master the frontiers of their disciplines, write teaching and scientific research papers, and improve their teaching research and scientific research capabilities.

Chapter V Objectives of Training

Article 11 Consciously and actively accept guidance from mentors. Diligently participate in various educational and teaching training programs to continuously improve basic teaching and educational capabilities and qualities, cultivate good teacher ethics and conduct, a rigorous academic spirit, a pragmatic work style, and a dedication to ones profession. Regularly report to the mentor on ideological and political work, teaching and research, and professional development.

Article 12 Master the knowledge structure and content system of the courses taught, make teaching materials and organize teaching contents according to the basic requirements of teaching, be familiar with the course system related to the major, and basically have the ability to control the teaching material and classroom.

Article 13 The tutor shall listen to the teaching of at least one course in its entirety and keep a record of the listening. He/she shall master the teaching methods and art of teaching, be proficient in all teaching links such as lesson preparation, teaching design and classroom teaching, and be able to use modern educational technology to carry out teaching.

Article 14 Assist the tutor to complete the whole process of teaching a course as a teaching assistant, write a teaching plan for a teaching course of no less than 16 hours, and complete engineering practice or social practice tasks.

Article 15 Actively participate in the teaching research and scientific research work of the mentor to improve the teaching research and scientific research ability. During the period of receiving guidance, at least one paper on teaching and research reform and one paper on scientific research should be published publicly.

Chapter VI Assessment

Article 16 The mentor system evaluation is conducted through a combination of process evaluation and acceptance evaluation, divided into two stages: mid-term evaluation and final evaluation. Specific evaluation criteria are listed in the appendix. One year after the start of the program, the college organizes a mid-term evaluation and reports the results to the Academic Affairs Office. For mentors who fail to fulfill their duties, measures such as public notification or revocation of mentoring qualifications will be taken based on the situation; for trainees who participate inadequately, measures such as public criticism, extended training periods, or revocation of course teaching qualifications will be taken based on the situation. Upon completion of the training period, the Academic Affairs Office and the Personnel Office organize experts to conduct a final evaluation of mentors and trainees. The evaluation conclusions are categorized into three levels: excellent (comprehensive evaluation score ≥ 85 points and not exceeding 15% of the total number of evaluators in the year), qualified ($60 \leq$ comprehensive evaluation score < 85 points), and unqualified (comprehensive evaluation score < 60 points).

points).

Article 17 Upon completion of the training period, the training object shall be assessed as qualified or excellent, and the mentor shall be assessed as competent. The university shall pay the corresponding allowance to the mentor. The mentor who is irresponsible or fails the assessment shall be disqualified from guiding.

Article 18 Upon completion of the training period, for those who receive an excellent evaluation, the school will award 30 class hours of workload; for those who fail the evaluation, their position assessment in the current year will be deemed as basically competent, and they will simultaneously cease their course teaching responsibilities, and must continue to participate in a one-year mentorship program until they pass the evaluation. Teachers who do not participate in the mentorship program or remain unqualified after three years of participation will be reassigned from their full-time teaching positions, have their course teaching qualifications revoked, etc. The evaluation results of the trainees will serve as one of the criteria for title evaluation, merit promotion, and study tours.

Chapter VII Supplementary Provisions

Article 19 The teaching Affairs Office and the personnel Affairs Office shall organize and implement this Measures and be responsible for its interpretation.

Article 20 These Measures shall come into force as of the date of promulgation, and the original relevant measures shall be repealed at the same time.

appendix

Mentorship evaluation index system of Hunan City College

| content of examination | | indicators for performance check | Evaluation content and criteria | value |
|----------------------------------------------------|---|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Mentor or evaluation materials (10 points) | 1 | training plan | On the basis of a detailed understanding of the business situation of the training object, the training plan of the training object is formulated. The plan has clear objectives and specific content. It has both an overall plan and a phased plan, which is highly operable. | 2 |
| | 2 | Cultivation guidance | Each semester, the classroom teaching of the training objects should be guided no less than 2 times, and there should be teaching and evaluation materials. | 2 |
| | 3 | | Each semester, the research and teaching reform, project application, thesis writing, homework correction and other aspects of the training objects shall be checked no less than once, and detailed records shall be kept. | 2 |
| | 4 | Heart-to-heart talks | Talk with the training object every semester and keep a detailed record. | 2 |
| | 5 | Cultivation summary | At the end of the training, submit a written summary report on the training situation. | 2 |
| foster target examinee material (20 points) | 6 | attend a lecture | Listen to one course of the tutor completely and have a listening record. | 5 |
| | 7 | teaching material | Make complete teaching materials for one course, including syllabus, examination outline, lesson plan, PPT courseware, teaching calendar, test paper and so on. | 10 |
| | 8 | open class | Each semester, two teaching reports will be given to the department (room) (no less than 5 participants from each department (room) will participate in each class), and the evaluation materials are complete. | 3 |
| | 9 | project application | I have presided over the application of 1 teaching and research project. | 2 |

| content of examination | | indicators for performance check | Evaluation content and criteria | value |
|--------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Teaching assessment (30 points) | 10 | Teaching ability (At the end of the assessment period, the college organizes the training objects to concentrate on classes and score, and reports to the teaching office. The college judges shall be no less than 3, and the teaching office, the quality monitoring and evaluation center, the personnel office and other relevant department experts shall be 2~4.) | Teaching attitude (lesson plan quality, teachers appearance) | 4 |
| | | | Teaching content (information, proficiency, accuracy, key points and difficulties) | 5 |
| | | | Teaching methods (suitability, innovation) | 4 |
| | | | Basic teaching skills (classroom organization, language expression and logic, teaching methods) | 5 |
| | | | Teaching effect (classroom infection, student sense of gain) | 6 |
| | | | Teaching and educating (course ideology and politics, innovation and entrepreneurship) | 6 |
| Student evaluation of teaching (20 points) | 11 | Student synthesis appraise | The average online teaching evaluation score for students who select 1 course during their training period is counted as follows: 20 points for scores of 90 or above, 15 points for scores of 85 or above, 10 points for scores of 80 or above, 10 points for scores of 70 or above, and 5 points for scores of 60 or above. | 20 |

| content of examination | | indicators for performance check | Evaluation content and criteria | value |
|---------------------------------------|----|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|) | | | | |
| Cultivation effect (20 points) | 12 | Achievements | The cultivation targets for hosting national and provincial projects are counted as 20 and 10 points respectively; publishing papers in core journals is counted as 10 points; participating in national and provincial projects is counted as 3 and 2 points respectively; winning awards in national and provincial teaching competitions is counted as 3 and 2 points respectively; guiding students to win awards in national and provincial teaching competitions is counted as 20 and 10 points respectively (for projects listed in the competition rankings). Other situations are referred to for bonus points. | 20 |

pour:

1. Teaching accidents, problems of teacher ethics and conduct, failure to pass the course teaching assessment, failure to complete the publication of teaching and research papers, and other illegal behaviors identified by the school shall be directly identified as unqualified.

2. Those who win the first prize or above of school-level teaching competition (speaker) and those who have been approved for provincial-level or above courses (host) will be directly recognized as excellent.

3. Items 2, 3, 4 and 8 shall be recorded simultaneously by the supervisor and the trainee in the mentorship record book printed by the school.

Hunan City College Management Measures for Research and Study (Trial)

Xiangcheng Institute [2021] No.31

To implement our schools 14th Five-Year Development Plan, strengthen faculty team building, enhance the cultivation of academic leaders and core scholars in disciplines (specialties), promote academic exchanges between universities, and standardize the selection and management of visiting scholars, according to the "Notice on the Selection Work for Young Backbone Teachers from Central and Western Universities as Domestic Visiting Scholars in Hunan Province (Xiang Jiao Tong [2021] No.111)," "Notice on the Recommendation Work for Project Participants of Domestic Visiting Scholars for Young Backbone Teachers from Ordinary Higher Education Institutions in Hunan Province (Xiang Jiao Tong [2021] No.113)," and the "Implementation Plan for the Core Competitiveness Enhancement Program for Young Teachers at Hunan City University (Xiang Cheng Yuan Fa [2017] No.34)," and in combination with our schools actual conditions, this method is specially formulated.

I. Applicable objects

The visiting scholar referred to in these Measures refers to the teachers on the payroll of our university who are engaged in domestic study and research for one year under the premise that their personnel relationship remains unchanged.

2. Selection conditions

(1) General visiting scholars

1. Strong ideological quality, love for education, good performance in teacher ethics and professional ethics, strong sense of dedication, high teaching and research ability.

2. Associate professor or above, or lecturer with a masters degree or above and academic backbone.

3. Must have worked continuously in school for more than 2 years, and not more than 45 years old.

4. In principle, there is no more than three months of study or visiting experience within five years.

5. Host 1 or more municipal-level or above projects or publish 1 or more papers in C journals.

(2) Senior visiting scholars

1. Strong in ideological and political work, love for education, have noble teacher ethics, professional ethics and strong sense of dedication, have good teaching ability and scientific research ability.

2. Have a doctors degree and be under 45 years old.

3. Selection form and cycle

(1) Ordinary visiting scholars

1. School dispatch: The school organizes domestic study visits according to the needs of discipline construction and teaching and research work. The visiting cycle is 1 year.

2. Selection by superior administrative departments: Our university organizes domestic study visits according to the domestic visiting scholar program or plan for young teachers approved by the Ministry of Education or the Department of Education. The visiting period is generally one year according to the determination of superior administrative departments.

(2) Senior visiting scholars

According to the needs of discipline construction, teaching and scientific research, the school selects outstanding doctoral teachers to visit

and study for one year according to the training plan of discipline (professional) leaders and academic backbone.

4. Acceptance units and subject requirements for visiting studies

(1) The receiving unit must meet one of the following conditions

1. Domestic "double first-class" universities;

2. The discipline of the visiting scholar must be in a domestic university with a category B or above in the discipline assessment;

3. The mentor of the discipline has profound expertise and high prestige in the professional field;

4. The universities selected by the superior administrative department must meet the requirements of the superior administrative department.

(2) Subject requirements

The discipline of the visiting scholar must be consistent with the development direction of our university and related to the professional field of the person engaged in.

V. Selection procedure

(1) Individual Application. Individuals submit their applications to their respective colleges. For visiting scholars selected by higher management departments, the visiting scholars should fill out the forms prescribed by the Ministry of Education and the Provincial Department of Education; for visiting scholars selected by the school, applicants should fill out the "Hunan City University Domestic Visiting Scholar Program Application Form." For visiting scholar programs selected by the school, applicants should independently contact the visiting scholar units and mentors.

(2) College recommendation. The college shall arrange for selection within the college according to the needs of teaching, scientific research

and discipline construction, and make recommendations after being approved by the college party and government joint meeting.

(3) Qualification examination. The personnel department shall conduct qualification examination according to the selection conditions and application materials.

(4) Approval. According to the research plan, after being approved by the school leaders in charge, the personnel department shall carry out it. In special cases, the secretary and president shall be reported for approval.

VI. Objectives and tasks of visiting scholars

(1) Ordinary visiting scholars

The main objective is to pursue a doctoral degree to enhance academic standards and practical skills, gradually resolving the structural contradictions in faculty. During the period of visiting studies at the university, one of the following goals must be achieved:

(1) Obtain the admission notice for doctoral students.

(2) As the first affiliated unit, he/she has presided over or completed one important achievement as the first completer (provincial-level or above project, C-journal papers, monographs or invention patents).

(2) Senior visiting scholars

The main objective is to strengthen the cultivation of academic leaders and academic backbone personnel in disciplines (specialties) to enhance academic standards. During the visit or study period at universities, one of the following goals should be achieved:

(1) Host national-level projects.

(2) Host provincial-level or above teaching and research achievement awards.

(3) As the first affiliated unit, he/she has presided over or completed

two important achievements as the first completer (provincial-level or above projects, papers in C-journals and above, monographs or invention patents).

7. Evaluation of visiting scholars

(1) After visiting the host unit, the visiting teachers shall regularly report to the leaders of their respective colleges on the progress of their study, the completion of their goals and the research results formed every six months. This material shall serve as the main basis for the annual assessment.

(2) The visiting teachers shall complete the visiting tasks within the prescribed period of visit and obtain the corresponding certificate issued by the receiving unit.

(3) After the visit, students should report to the school in time, and those who fail to report on time will be treated as absent from work.

(4) After returning to the university, the visiting teachers shall be jointly evaluated by the personnel office, the teaching office, the research office and the college where they are located. The evaluation results during the visiting period shall be regarded as the annual evaluation results, and they shall enjoy the same treatment as the evaluation results of the university.

(5) Within six months after the end of the visiting teachers visit, the visiting teacher shall give two special academic reports for teachers and students in the college.

(6) The target results of visiting scholars can be postponed to one year after the end of the visit.

(7) Those who fail to complete the visiting scholar objectives during the evaluation shall bear all the funding costs themselves. For ordinary

visiting scholars, 30% of the performance-based salary will be refunded; for senior visiting scholars, if there are no achievements at all, 100% of the performance-based salary will be refunded; if only half of the achievements are completed, 50% of the performance-based salary will be refunded.

VIII. Treatment during the study visit

(1) The annual assessment, salary grade adjustment, professional title evaluation and post employment shall not be affected by the absence of visiting teachers during their visitation period or the failure to meet the quota of teaching workload.

(2) The scientific research activities carried out under the name of Hunan City University during the visiting study period shall be owned by Hunan City University, and the scientific research achievements formed shall enjoy the scientific research achievement rewards according to the relevant regulations of the university.

(3) Other benefits

1. Ordinary visiting scholars

(1) Reduction of class hours: Teachers who are assigned to study and visit will complete no less than 96 task class hours per year, which can be concentrated.

(2) Salary and treatment: those who complete the required number of hours during the study visit will be treated the same as those on duty.

(3) Financial Support: The school establishes a special fund for faculty training expenses or allocates funds from the relevant provincial key disciplines, majors, teaching and research platforms. For those dispatched by higher authorities, the school provides tuition and accommodation fees except for the funding provided by the Ministry of

Education and the Department of Education, with monthly reimbursement of round-trip transportation fees within the province and reimbursement of round-trip transportation fees per semester outside the province, with a total budget not exceeding 10,000 yuan. For personnel dispatched by the school for further study or academic visits, the budget within the province is 10,000 yuan/year (including tuition, accommodation fees, material fees, and transportation fees), and the budget outside the province is 15,000 yuan/year (including tuition, accommodation fees, material fees, and transportation fees).

2. Senior visiting scholars

(1) Reduction of class hours: all class hours are reduced

(2) Salary and treatment: the treatment is the same as that of the on-the-job personnel.

(3) Funding Support: The school establishes a special fund for faculty training expenses or allocates funds from the relevant provincial key disciplines, majors, and teaching-research platforms. For in-house personnel, the school selects and sends visiting scholars with an annual budget of 10,000 RMB (including tuition, accommodation fees, material fees, and transportation fees), while for out-of-province personnel, the budget is 15,000 RMB per year (including tuition, accommodation fees, material fees, and transportation fees).

9. Management and other matters during the visit

(1) Management according to the visiting study agreement: visiting study teachers must sign an agreement with the school before visiting, and clarify their respective rights and obligations, service period and liability for breach of contract during the visiting study period.

(2) Visiting teachers shall abide by the relevant management system

of the receiving unit during the visiting period.

(3) Visiting teachers shall be managed by their respective colleges during the visiting period. The college shall timely inform visiting teachers about the annual assessment, salary adjustment and professional title evaluation of the college, and visiting teachers shall actively cooperate with them.

(4) This management method shall be put into trial from the date of promulgation, and its interpretation right belongs to the school personnel office.

Hunan City College

July 16,2021

Hunan City College improves the core competitiveness of young teachers Implementation plan (2022-2025)

Xiangcheng Institute [2022] No.12

According to the actual development needs of the school and in combination with the "14th Five-Year Plan for Hunan City University (2021-2025)", this plan is formulated to implement the faculty team construction plan of the university as soon as possible, promote the rapid growth of young teachers, and comprehensively improve the core competitiveness of young teachers.

I. Guiding ideology

Focusing on the construction of faculty teams for "Double First-Class" initiatives, implementing the schools "14th Five-Year Plan" for faculty development, concentrating on key indicators, adhering to the growth patterns of young teachers, enhancing the core competitiveness of young teachers, enabling them to rapidly become backbone forces in teaching, education, and research, and providing strong talent support and intellectual assurance for the schools high-quality development.

II. Implementation targets

Young teachers under the age of 45.

III. Work objectives

Through the implementation of the "Enhancement Program", by 2025, the core competitiveness of our schools teachers under the age of 45 will have significantly improved, with categorized and tiered annual training for 50 individuals, annually supporting 3-5 doctoral students for overseas research and study, and 50 doctoral students participating in

international academic exchange conferences. We aim to secure 80 national-level projects during the 14th Five-Year Plan period, and 25-30 provincial or ministerial-level major and key projects, with over 70% of teachers being "dual-qualified" instructors.

IV. Implementation plan

1. Young teachers doctoral degree program

Increase support for young teachers pursuing doctoral degrees. For teachers who obtain a doctoral degree through internal training and sign an agreement with the university, provide a subsidy of 100,000 RMB for humanities and 120,000 RMB for science and engineering. In the title evaluation, young teachers born after January 1, 1983, must have a doctoral degree to apply for associate professorship, while those born after January 1, 1973, must have a doctoral degree to apply for professorship.

2. Young teachers study and visitation plan

Each year, around 30 young and middle-aged full-time teachers with potential for development are selected to undergo practical capability enhancement training through short-term job rotation, field research, scientific research cooperation, technological consultation, professional training, social practice, and guidance of graduation internships, effectively improving teachers "innovation and entrepreneurship" capabilities. Provincial-level double-first-class applied characteristic disciplines and teaching-research platforms of secondary colleges should annually select and fund 1-2 young teachers to study or advance their education outside, learning and training at enterprises and industries. Teachers selected for dispatch are given clear tasks, and performance-based wages are issued based on the completion of these tasks. During the period of study or research visits, if young teachers obtain a doctoral degree

or complete one research achievement (including provincial-level or higher projects, papers published in C-journals or above, monographs, or invention patents), their basic salary and benefits remain unchanged, and performance-based wages are issued at the same level as those of other employees in the same position within the school; if they do not complete the research achievement, their performance-based wages are issued at 70% of that of other employees in the same position within the school. The school provides a lump-sum subsidy of 10,000 yuan for study trips within the province (including tuition, accommodation fees, textbook fees, and round-trip transportation fees once per semester), and a lump-sum subsidy of 15,000 yuan for study trips outside the province (including tuition, accommodation fees, textbook fees, and round-trip transportation fees once per semester). These funds are allocated from the schools faculty training budget or relevant provincial-level or higher authorities. The expenses shall be covered by the Taiwan funds. Teachers who are selected for further study and visiting studies shall complete no less than 96 hours of task courses each year, which can be centrally arranged.

Make full use of government-funded overseas channels such as the China Scholarship Council, the Hunan Provincial Department of Education's public-funded overseas study programs, the Hunan Provincial Backbone Teachers for Middle-aged and Young Age Overseas Research Program, and the Confucius Institute Headquarters/China National Office for Teaching Chinese as a Foreign Language (COC) Publicly Funded Teacher Program, annually supporting around 3-5 doctoral students in relevant fields to go abroad for research and study, and around 50 doctoral students to participate in international academic exchange conferences, thereby broadening the international perspective of young teachers.

3. Research ability improvement program for young teachers

Increase efforts in building innovative research teams and encourage young teachers to return to their respective disciplines. The university and its secondary colleges actively invite scholars and experts from home and abroad to give lectures, fostering a strong academic atmosphere on campus, exchanging academic ideas, broadening academic horizons, and better aligning with the forefront of related disciplines both domestically and internationally. For young teachers with significant potential in provincial double-first-class applied characteristic disciplines, provincial key laboratories, and other platforms, appropriate consideration can be given to setting up full-time research positions, allowing them to focus on scientific research and achieve landmark research achievements (national-level general projects or youth projects, provincial or ministerial-level teaching and research achievement awards of third prize or above) within three years, thereby quickly growing into academic leaders, discipline leaders, and masters supervisors at the university level or above. Conduct 1-2 centralized training sessions for masters supervisors annually, selecting 20 research or teaching backbone personnel to provide training in professional ethics, application skills, and research capabilities for masters supervisors.

4. Plan to improve the teaching ability of young teachers

Strengthen the cultivation of teaching and educational abilities among young teachers. Implement a mentor system for young teachers, increase the intensity of training for teaching and educational abilities of young teachers, and ensure that each new young teacher is assigned a mentor by each secondary college. Enhance the cultivation of teaching skills, professional ethics, and academic integrity among young teachers,

assisting them in continuously improving their teaching standards and modern educational technology capabilities. Increase efforts in cultivating "dual-qualified" teachers, deepen cooperation between universities and local communities or enterprises, establish a "mutual advancement" mechanism, and accelerate the enhancement of teachers ability to serve local communities.

5. Plan to improve the professional ethics of young teachers

Strengthen the education of professional ethics and conduct for young teachers. Actively guide young teachers to love their jobs and schools, be rigorous in scholarship, and educate and nurture students. The school holds pre-service training classes for new teachers every year, providing them with education on school history, school conditions, and professional ethics. The school invites experts and scholars to give 1-2 specialized reports on professional ethics and conduct for young teachers each year.

6. Young teachers management ability improvement plan

Strengthen the cultivation of management capabilities for young teachers. New teachers under the age of 40 must, in principle, serve as counselors or part-time class advisors or laboratory managers for 1 year. Counselors and part-time class advisors must pass the evaluation by the Student Affairs Department, while those serving as laboratory managers must pass the evaluation by their respective secondary colleges and the Academic Affairs Office. To apply for lecturer or associate professor titles, one year of work experience as a counselor, part-time class advisor, or laboratory manager is required; to apply for professor titles, two years of work experience as a counselor, part-time class advisor, or laboratory manager are required.

V. Organizational guarantee

Each secondary college establishes a corresponding working group headed by the Dean and the Secretary, responsible for implementing the "Enhancement Program". The university incorporates the annual implementation status of the "Enhancement Program" into the annual target management evaluation of each secondary college. Upon the completion of the "Enhancement Program", the university will conduct a comprehensive assessment of the implementation status of the "Enhancement Program" in each secondary college, further improving relevant systems and methods for the training and development of young teachers to facilitate the formation of a sustainable and positive long-term mechanism for faculty team building.

VI. Supplementary Provisions

1. This plan shall be implemented from the date of promulgation, and the original "Implementation Plan for the Improvement of Core Competitiveness of Young Teachers in Hunan City University (2017-2022)" (Xiangchengyuanfa [2017] No.34) shall be repealed at the same time.

2. The programme is interpreted by the Personnel Service.

Hunan City College

January 19,2022

On the issuance of "351 Talent Project of Hunan City
University"
Notice on the Implementation Measures (2023 Edition)

Xiangcheng Institute [2023] No.26

All units of the university:

The Implementation Measures of Hunan City Universitys "351"
Talent Project (2023 Edition) has been reviewed and approved by the
university. Please comply with it.

Hunan City College

August 15,2023

Implementation Measures of "351" Talent Project in Hunan City College (2023 edition)

Chapter I General Provisions

Article 1: To accelerate the construction process of distinctive high-level applied universities, focusing on the mid-term goals of "acquiring accreditation" and "promotion to higher degree programs," vigorously implement the talent-strengthening strategy, and strive to build a high-quality faculty team to promote the high-quality development of the university, this revision of the "351 Talent Project Implementation Measures" (2019 Edition) for Hunan City University is carried out. To standardize the selection, evaluation, and management of candidates for the "351 Talent Project," this method is specially formulated.

The "351" Talent Project is a policy implemented by the school during the "14th Five-Year Plan" period to introduce, cultivate, and build a high-level faculty team. The goal is to introduce, cultivate, and build around 30 leading talents in disciplines (first level), around 50 academic leaders (second level), and around 150 academic backbone talents (third level) by 2025.

Article 3 Adhere to the principle of "selecting the best, contract management, performance assessment and dynamic management".

Chapter II Selection methods

Article 4 Basic conditions

1. Support the party's line, principles and policies, love the motherland, be healthy and fit, abide by laws and regulations, be honest and trustworthy, love their jobs, be rigorous in learning, be a role model, work together, be willing to contribute, and have good professional ethics

and academic ethics.

2. Not receiving a serious warning or administrative reprimand or above within the Party, or having passed the disciplinary period according to relevant regulations.

3. In-service, the teaching workload reaches the task hours of the post (in principle, the professor should teach at least one theoretical course for undergraduates every year), and the teaching assessment reaches good or above.

Article 5 Recommendations

1. Academic leading talents

Those who have a senior title and a doctors degree, are at the international advanced or domestic leading level in their field and profession, and have any two of the following conditions in the past five years can apply for academic leading talents.

1) Teaching and research projects. One national-level project has been approved, or two provincial-level major and key projects, or one provincial-level major and key project and two provincial-level projects.

2) Academic Papers. Humanities and Social Sciences: Publish no less than 3 academic papers in journals with a C-index or above, including 1 paper in a Class I or above social science journal or 2 papers in a Class II social science journal; or publish 2 papers in a Class I or above social science journal. Natural Sciences: Publish no less than 4 academic papers in journals with a C-index or above, including 1 paper in an SCI Zone I journal or an "ESI Highly Cited Paper" or an "ESI Hot Paper" or 2 papers in a key journal of natural sciences; or publish no less than 3 academic papers in journals with a C-index or above, including 2 papers in an SCI Zone I journal or an "ESI Highly Cited Paper" or an "ESI Hot Paper".

3) Teaching and research awards. Achievements winning national first-class awards with valid rankings, second-class awards ranking in the top 5, third-class awards ranking in the top 3; or provincial or ministerial first-class awards ranking in the top 2, second-class awards as the principal investigator; or participating in teaching competitions winning national second-class awards or above; or receiving the National Outstanding Textbook (Higher Education Category) Award.

4) Award in the Engineering Industry. Achievements won first prizes in national industry awards such as Excellent Urban and Rural Planning, Architectural Design, and Excellent Engineering Survey and Design, ranking top 2 in the first prize category or second prize in the second category; or Gold Awards in national exhibitions of music, fine arts, literature, and criticism works (organized by the Publicity Department of the CPC Central Committee, Ministry of Education, Ministry of Culture and Tourism, China Federation of Literary and Art Circles, China Musicians Association, China Artists Association).

5) Talent Projects. Selected candidates of the Ministry of Education's "New Century Excellent High-Level Faculty Support Program", Ministry of Education's "Young Changjiang Scholars", experts enjoying special government allowances from the State Council, National Cultural Masters and "Four Batches" High-Level Faculty Teams, National Teaching Masters, members of the Ministry of Education's Teaching Guidance Committee, National Industry Masters, second-level candidates or above of provincial talent projects, and Furong Scholars.

6) Quality engineering. National teaching and research platform or team leader, national professional, course, planning textbook and other leaders.

7) Technology transfer. The income from the transfer of patented achievements as the first authorized party has reached 600,000 yuan in total over the past five years, or the average annual income from the transfer of horizontal scientific research projects led by the university has reached 600,000 yuan for natural science and 400,000 yuan for social science over the past five years.

Note: The term "above" in this method refers to "above (including)", and the same applies below.

2. Academic leaders

Those with senior professional titles, or those with associate senior professional titles with doctoral degrees, or those under 35 years old with doctoral degrees, or those with doctoral degrees who have been funded by national fund projects, who have some influence in this field and this profession, and who have met any two of the following conditions in the past five years, may apply for academic leading talents.

1) Teaching and Research Projects. One project has been approved as a major or key project at the provincial or ministerial level; or three projects have been approved as provincial or ministerial level projects (including at least one provincial fund project, projects jointly funded by provincial and municipal authorities approved in 2023 and thereafter are considered provincial or ministerial level projects and cannot be recognized as provincial fund projects, the same applies hereinafter).

2) Academic papers. Humanities and Social Sciences: Publish no less than 3 academic papers in journals of C-level or above, including 1 paper in journals of Class II or above in Social Sciences; or 1 paper in journals of Class I or above in Social Sciences; or 2 papers in journals of Class II or above in Social Sciences. Natural Sciences: Publish no less than 4

academic papers in journals of C-level or above, including 1 paper in journals of SCIII area or above in key science journals; or publish no less than 3 academic papers in journals of C-level or above, including 2 papers in journals of SCIII area or above in key science journals; or publish no less than 2 academic papers in journals of C-level or above, including 1 paper in journals of SCII area or above in key science journals or in "ESI highly cited papers" or "ESI hot papers".

3) Teaching and research awards. The results have been awarded national awards, or the first prize of provincial or ministerial level is in the top 3, the second prize is in the top 2, and the third prize is in charge; or participate in teaching competitions and win provincial first prize or above.

4) Award in the Engineering Industry. Achievements won awards such as Excellent Urban and Rural Planning, Architectural Design, Excellent Engineering Survey and Design, the top 3 in the first prize of national industry awards, the top 2 in the second prize, and the third prize as the principal investigator, or the top prize as the principal investigator in provincial industry awards; or Silver Awards in national exhibitions of music, fine arts, literature, and criticism works (organized by the Publicity Department of the CPC Central Committee, Ministry of Education, Ministry of Culture and Tourism, China Federation of Literary and Art Circles, China Musicians Association, China Artists Association).

5) Talent Project. Experts enjoying special allowance from the provincial government, candidates of the third level or above of the provincial talent project, Hunan Youth Talent, provincial master of industry, provincial model worker, provincial teaching master, provincial excellent teacher, provincial excellent educator, etc.

6) Quality Project. Executive Director of a National Teaching and

Research Platform or Team (based on relevant documents and original application forms, hereinafter the same), Head of a Provincial or Ministerial Class A Teaching and Research Platform or Team, Leader of Provincial Professional Courses, Planned Textbooks, etc., Provincial Discipline Leader, Head of a Masters Degree Authorization Point.

7) Technology transfer. The income from the transfer of patented achievements as the first authorized party has reached 400,000 yuan in total over the past five years, or the average annual income from the transfer of horizontal scientific research projects led by the university has reached 400,000 yuan for natural science and 300,000 yuan for social science over the past five years.

3. Backbone academic talents

Those who have a senior title or a doctors degree, have a certain academic level and influence, and have any two of the following conditions in the past five years, can apply for academic backbone talents.

1) Teaching and research projects. Two provincial or ministerial level projects or one provincial fund project.

2) Academic papers. Humanities and Social Sciences: Publish no less than 3 academic papers in journals of C-level or above; or no less than 2 papers in journals of C-level, including 1 paper in a social science category II or above. Natural Sciences: Publish no less than 4 academic papers in journals of C-level or above; or no less than 3 papers in journals of C-level or above, including 1 paper in a SCIII zone or key journals of self-science.

3) Teaching and research awards. The results won the top 5 first prizes, top 3 second prizes and top 2 third prizes at the provincial and ministerial levels, or won the second prize or above at the provincial level in teaching competitions.

4) Award in the Engineering Industry. The achievement won the first prize of provincial industry awards for excellent urban and rural planning, architectural design, and excellent engineering survey and design; or the second prize as a principal investigator; or the bronze award at the National Music, Fine Arts, Literature, and Criticism Exhibition (organized by the Publicity Department of the CPC Central Committee, the Ministry of Education, the Ministry of Culture and Tourism, China Federation of Literary and Art Circles, China Musicians Association, and China Artists Association).

5) Talent project. Provincial young backbone teachers, or members of provincial teaching guidance committees.

6) Quality engineering. Executive director of provincial and ministerial level teaching and research A platform or team, or person in charge of provincial and ministerial level teaching and research B or C platform, or person in charge of masters degree authorization point direction.

7) Technology transfer. The income from the transfer of patented achievements as the first authorized party has reached 200,000 yuan in total over the past five years, or the average annual income from the transfer of horizontal scientific research projects led by the university has reached 200,000 yuan for natural science and 150,000 yuan for social science over the past five years.

Article 6 Selection procedure

1. Personal declaration: The applicant shall submit the application form and relevant attachment materials to the college.

2. College evaluation and recommendation: First, the academic committee meeting of the college will evaluate the recommendation list,

and then the party and government joint meeting of the college will recommend the list to the university.

3. School organizes the evaluation by the expert group: The school submits the recommended lists from each college to the schools evaluation expert group for review, proposes the recommended candidates, and conducts a public announcement of the recommended candidates, with the announcement period generally lasting 5 working days. After the announcement period with no objections, the list is reported to the schools Party Committee for approval.

4. School approval: The school party committee shall approve the list of candidates with no objection and publish it by issuing a document.

Chapter III Assessment and Management

Article 7 Assessment of talent projects

1. Assessment cycle

The assessment cycle of the "351" talent project is 4 years, among which the mid-term assessment will be conducted at the end of the second year and the acceptance assessment will be conducted at the end of the fourth year.

2. Assessment requirements

The main assessment will be the performance of the selected candidates in the "351" talent project during their employment period in terms of discipline construction, cultivation of high-level faculty, teaching and research achievements and social services, including essential conditions and mandatory conditions.

(1) Essential conditions

All the following conditions must be met during the term of appointment, otherwise the term of appointment assessment will not be

qualified.

1) Support the party's line, principles and policies, love the motherland, be healthy and fit, abide by laws and regulations, be honest and trustworthy, love their jobs, study rigorously, be a role model, unite and cooperate, be willing to contribute, have good professional ethics and academic ethics.

2) No violation of professional ethics and conduct during the term of appointment, no party discipline or administrative punishment.

3) In principle, the teaching workload during the employment period should reach the task hours of the position (professors should teach at least one theoretical course for undergraduates every year), and the teaching assessment should be good or above, and one teaching task should be completed, such as publishing a teaching reform paper, participating in teaching competition, guiding students subject competition, etc.

4) During the contract period, he/she shall actively apply for national-level projects, participate in the application and construction of masters degree programs of the university or college, "Double First-Class" application, provincial-level and above scientific research platforms, professional certification review, provincial first-class professional acceptance and other major activities.

(2) Mandatory conditions

Academic leading talents must meet at least one of the following two conditions during the term of appointment (1), (2) and (3):

1) Teaching and research projects. One provincial or ministerial level major project has been approved.

2) Academic papers. Humanities and Social Sciences: Publish no less than 3 academic papers in journals of C-level or above, including 1 paper

in a journal of Class II or SSCIII-level or above for Social Sciences; or 1 paper in a journal of Class I or SSCII-level or above for Social Sciences; or 2 papers in a journal of Class II or SSCIII-level or above for Social Sciences. Natural Sciences: Publish no less than 4 academic papers in journals of C-level or above, including 1 paper in a journal of SCIII-level or above or a key journal in self-science; or publish no less than 3 academic papers in journals of C-level or above, including 2 papers in a journal of SCIII-level or above or a key journal in self-science; or publish no less than 2 academic papers in journals of C-level or above, including 1 paper in a journal of SCII-level or above or an "ESI highly cited paper" or an "ESI hotspot paper".

3) Teaching and Research Awards. Achievements winning national first-class awards with valid rankings, second-class awards ranking in the top 5, third-class awards ranking in the top 3, or provincial or ministerial first-class awards ranking in the top 2, second-class awards leading; or participating in teaching competitions winning provincial first-class or higher awards; or as the first mentor guiding students to win first-class or higher awards or two second-class awards in national subject competitions; or receiving the National Outstanding Textbook (Higher Education Category) Award.

4) Award in the Engineering Industry. Achievements won awards such as Excellent Urban and Rural Planning, Architectural Design, Outstanding Engineering Survey and Design, National Industry Awards First Prize Top 3, Second Prize Top 2, Third Prize Lead, or Provincial Industry Award First Prize Lead; or Silver Award at National Music, Fine Arts, Literature, and Criticism Exhibitions (organized by the Publicity Department of the CPC Central Committee, Ministry of Education, Ministry of Culture and

Tourism, China Federation of Literary and Art Circles, China Musicians Association, China Artists Association).

5) Talent Project. Selected candidates of the Ministry of Education's "New Century Excellent High-Level Faculty Support Program", Ministry of Education's "Young Changjiang Scholars", experts enjoying special government allowances from the State Council, National Cultural Masters and "Four Batches" High-Level Faculty Teams, National Teaching Masters, Members of the Ministry of Education's Teaching Guidance Committee, National Industry Masters, First-Class Talents of Hunan Provinces Talent Project, and Furong Scholars.

6 Quality engineering. National teaching and research platform or team leader, national professional, course, planning textbook and other leaders.

7) Technology transfer. The total amount of income from the transfer of patented achievements as the first authorized person reaches 500,000 yuan, or the average annual income from the transfer of horizontal scientific research projects reaches 500,000 yuan for natural science and 300,000 yuan for social science.

8) Textbooks and monographs. Publicly published textbooks by Double First-Class universities or Top 100 publishers (as the 1st editor), or 2 academic monographs in this discipline (limited to sole author or first author, at least one academic monograph), or 1 academic monograph and publication of 3 C journal papers, which are not counted in the "2) Academic papers" section of this item.

The academic leader must meet at least one of the following two requirements during the employment period (1), (2) and (3):

1) Teaching and research projects. One project has been approved by

Hunan Provincial Fund.

2) Academic papers. Humanities and Social Sciences: Publish no less than 3 academic papers in journals of C-level or above; or 1 paper in a journal of Class II or SSCI area or above in the social sciences. Natural Sciences: Publish no less than 4 academic papers in journals of C-level or above; or no less than 3 academic papers in journals of C-level or above, including 1 paper in a journal of SCI area or a key journal in self-science.

3) Teaching and Research Awards. Achieve effective rankings in national-level awards or be among the top 3 in provincial-level first prizes, top 2 in provincial-level second prizes, or lead third prizes; or participate in teaching competitions and win one provincial-level second prize or above; or serve as the primary instructor guiding students to win one provincial-level second prize or above in national-level subject competitions or two provincial-level third prizes.

4) Awarded in the engineering industry. Achievements won the top 3 awards in the Excellent Urban and Rural Planning, Architectural Design Awards, Excellent Engineering Survey and Design Awards at the national industry level, top 2 awards in the second prize category, or third prize as the principal investigator, or the top prize as the principal investigator in provincial industry awards; or won the Bronze Award in the National Music, Fine Arts, Literature, and Criticism Exhibition (organized by the Publicity Department of the CPC Central Committee, Ministry of Education, Ministry of Culture and Tourism, China Federation of Literary and Art Circles, China Musicians Association, China Artists Association).

5) Talent Project. Experts enjoying special allowance from the provincial government, candidates of the third level or above of the provincial talent project, Hunan Youth Talent, Hunan Provincial Master of

Industry, Hunan Provincial Model Worker, Hunan Provincial Teaching Master, Hunan Provincial Excellent Teacher, etc.

6) Quality engineering. The person in charge of teaching and research platform or team in Hunan Province, the person in charge of professional, curriculum and planning textbooks in Hunan Province, and the person in charge of masters degree authorization point.

7) Technology transfer. The total amount of income from the transfer of patent achievements as the first authorized person reaches 300,000 yuan, or the average annual amount of income from horizontal scientific research projects reaches 300,000 yuan for natural science and 200,000 yuan for social science.

8) Textbooks and monographs. Publicly published textbooks (as the first editor) of "Double First-Class" universities or top 100 publishers, or one academic monograph or literary and artistic work in this discipline (limited to sole author or first author).

Academic backbone talents must complete at least one of the following two conditions during the term of appointment (1),2) and 3):

1) Teaching and research projects. One provincial or ministerial level project has been approved.

2) Academic papers. Humanities and Social Sciences: Publish no less than 2 academic papers in journals at or above the C level. Natural Sciences: Publish no less than 3 academic papers in journals at or above the C level, including 1 paper in a key journal of self-discipline or an EI journal.

3) Teaching and Research Awards. Achieve the top 5 in provincial or ministerial-level first prizes, top 4 in second prizes, or top 3 in third prizes, or participate in teaching competitions and win a provincial third prize or

above, or serve as the primary instructor guiding students to win one first prize or above or two second prizes in educational department-organized Hunan Province subject competitions.

4) Awarded in the engineering industry. Achievements received first prize in the top 4 of the National Industry Awards for Excellent Urban and Rural Planning, Architectural Design, Excellent Engineering Survey and Design, second prize in the top 3, and third prize in the top 2, or served as the principal investigator for the second prize of the Hunan Province Industry Award; or received nomination awards in the National Music, Fine Arts, Literature, and Criticism Exhibition (organized by the Publicity Department of the CPC Central Committee, Ministry of Education, Ministry of Culture and Tourism, China Federation of Literary and Art Circles, China Musicians Association, China Artists Association).

5) Talent project. Hunan Provinces young backbone teachers (cultivation object), provincial support talent project, etc.

6) Quality engineering. Executive director or direction leader of provincial or ministerial teaching and research platform or team or ranking top two, direction leader of masters degree authorization point. (based on relevant documents and original application form)

7) Technology transfer. The total amount of income from the transfer of patented achievements as the first authorized person reaches 100,000 yuan, or the average annual income from the transfer of horizontal scientific research projects reaches 150,000 yuan for natural science and 100,000 yuan for social science.

8) Textbooks and monographs. Publicly published textbooks (as the first editor) of "Double First-Class" universities or top 100 publishers, or one academic monograph or literary and artistic work in this discipline

(limited to sole author or first author).

3. Assessment procedures

(1) Fill out the "Hunan City University 351 Talent Project Evaluation Form" (see attached table) and provide copies of the corresponding supporting documents. The secondary college shall conduct a preliminary review of the evaluation materials, which will then be uniformly reviewed and submitted to the Personnel Department by the Research Office and the Academic Affairs Office.

(2) The school shall organize the evaluation expert group to review the materials of the person under assessment, give the evaluation recommendation conclusion, and report to the Party committee of the school for study and approval.

(3) The personnel department will give feedback to the evaluated person within a certain scope and issue talent project benefits according to the evaluation results.

Article 8 Management of talent projects

1. Contract management. The university implements contract management for those selected into the "351" talent project, and signs a contract with a defined target and assessment method.

2. Periodic assessment. In the second year of employment in the "351" talent project, the mid-term assessment will be conducted at the end of the year, and the treatment will be adjusted in time according to the assessment results, so as to urge the selected "351" talent project to complete the prescribed tasks.

Article 9 Treatment and payment methods

1. "351" talent project benefits

The treatment of the "351" talent project shall be implemented

according to the standards in the table below.

| Talent engineering level | Talent project benefits (Yuan/year) |
|---------------------------------|--------------------------------------------|
| Leading academic talents | 100000 |
| Leading academic talents | 70000 |
| Academic backbone personnel | 40000 |

2. Issuance, deferral and deduction

(1) The "351" talent project benefits are paid monthly according to the annual standard.

(2) Only after completing any of the corresponding assessment results in the mid-term assessment can the candidate be deemed qualified. For those who fail the mid-term assessment, the "351" talent project will suspend the distribution of talent project benefits, and the benefits will be supplemented after the end of the employment period and the assessment is qualified.

(3) For those selected under the "351" Talent Project who fail the evaluation at the end of their term but have completed 1 evaluation task, 50% of their "351" Talent Project benefits will be deducted, and a two-year allowance for doctoral or senior-level personnel will be issued according to Article 8 of Article 10 of this regulation. For those who have not completed 1 evaluation task, all issued "351" Talent Project benefits will be deducted, and a four-year allowance for doctoral or senior-level personnel will be issued according to Article 8 of Article 10 of this regulation.

(4) If disciplinary violations or illegal acts occur during the employment period and result in administrative or party disciplinary sanctions, the talent project benefits will be suspended for the duration of the sanctions. For periods outside the sanctioned period, the employment

benefits will be paid according to the aforementioned regulations; if criminal penalties are imposed, they will be executed according to the relevant documents from the higher authorities. If the performance evaluation is unsatisfactory, the talent project benefits already issued will be reclaimed.

Article 10 Other Provisions

1. The school organizes a centralized selection every four years, and during the mid-term evaluation of the "351" Talent Project team, a supplementary selection and application for promotion to higher levels can be organized. When the number of eligible candidates exceeds the schools designated quota for the corresponding level, the scores of the applicants achievements will be evaluated according to the "Hunan City University Higher Education Faculty Series Professional Technical Title Recommendation and Evaluation Implementation Measures," selecting the best candidates based on the principle of highlighting landmark achievements and combining quantitative and qualitative criteria (the application achievements are limited to those listed in the eligibility criteria of this method).

2. The selection and evaluation materials submitted for the "351" Talent Project must be genuine and valid. If any material is found to be untrue during the selection process, the eligibility will be revoked, and the applicant will not be eligible to apply for the next round of the schools talent project; if false materials are discovered during the evaluation process, the performance evaluation conclusion will be directly rated as unqualified, all talent project benefits will be revoked, and the applicant will not be eligible to apply for the next round of the schools talent project.

3. Those who apply for promotion must meet the requirements of the

mid-term assessment. After being selected, they will no longer receive the benefits of the previous talent project, and will be re-assessed according to the new assessment cycle and requirements and paid according to the new standards.

4. The selected candidates of the "351" talent project shall not apply for resignation or transfer without organizational arrangement during their employment period, let alone leave the job without authorization; if they leave the job without authorization, the university shall recover the talent project benefits already issued and report the dishonest behavior of the person to the national credit information system.

5. Talents introduced according to the schools high-level talent introduction measures shall not participate in the selection of this Measures within two years if they are still in service. Special excellent doctors who are discussed on a case-by-case basis when introducing talents may participate in the selection of this Measures.

6. If the assessment period is not completed before retirement, the funding will be suspended according to the provisions of this method. If the corresponding level assessment tasks are completed within the assessment period after retirement, the school will make a one-time supplementary payment.

7. For doctoral or senior-level (excluding university-appointed) personnel who are not selected for the "351" Talent Project under this regulation, except for those who are 55 years old (or 50 years old for female teachers retiring at 55), the remaining personnel will receive a stipend of 15,000 RMB/year for doctoral or senior-level personnel and 20,000 RMB/year for doctoral and senior-level personnel, provided they complete the teaching and research workload stipulated in the "Hunan City

University Position Performance Evaluation and Distribution Regulations" for the current year; if they fail to complete the teaching and research workload for the current year, their stipend will be suspended; if they complete twice or more of the teaching and research workload within two years, the stipend will be resumed for two years.

8. When this method is implemented, those who have been selected for the second batch of the original "351" Talent Project and are still within their term of appointment, if they meet the higher-level achievement requirements stipulated in this method and satisfy the mid-term evaluation achievement requirements of the original level, may apply for a promotion in terms of level. Otherwise, they will continue to be evaluated and funded according to the original "351" Talent Project management method until the end of their term of appointment.

Article 11 The school establishes the "351" Talent Project Leadership Group responsible for organizing and leading the "351" Talent Project making decisions on major issues and coordinating overall efforts; establishes the "351" Talent Project Evaluation Expert Group responsible for reviewing matters related to the selection and assessment of talent project teams; establishes the "351" Talent Project Working Leadership Group Office responsible for implementing policies and managing the daily operations of the "351" Talent Project.

Article 12 This regulation shall come into effect on January 1, 2023. The Personnel Office, Research Office, Academic Affairs Office, and other departments shall be responsible for interpretation according to their functional divisions, with the Personnel Office responsible for daily management. For matters not covered herein, the

university will make further decisions through separate deliberations.

Hunan City College

August 15,2023

Notice on the Issuance of "Hunan City Colleges Dual-qualified Teacher Recognition Measures (Trial)"

Xiangcheng Institute [2019] No.45

All units of the university:

The "Trial Measures for the Recognition of Dual-qualified Teachers in Hunan City University" has been discussed and adopted at the presidents office meeting on June 18,2019. It is now issued to you for your compliance.

Hunan City College

July 10,2019

Hunan City College "dual-qualified" teacher identification method (try out)

In order to meet the needs of cultivating high-quality applied undergraduate talents in universities, build a sufficient number of teachers with reasonable structure and excellent quality of "dual-qualified" teachers, and accelerate the construction of a high-level applied university in universities, this method is formulated in combination with the actual situation of the university.

I. Guiding ideology

With the goal of cultivating applied talents and focusing on the cultivation of teachers practical ability and innovation ability, we will establish and improve the introduction and cultivation mechanism, optimize the structure of teachers, and constantly improve the quality of talent training and the ability to serve local social and economic development.

2. Scope of identification

Full-time teachers on duty.

3. Criteria for identification

"Double-qualified and Double-skilled" teachers are divided into two categories: Category A and Category B. Category A refers to teachers who meet the provincial departments definition criteria for double-qualified and double-skilled teachers, while Category B refers to teachers who meet the actual needs of the schools applied talent cultivation and possess the characteristics of double-qualified and double-skilled teachers. The basic conditions and professional requirements are as follows:

(I) Basic conditions (Classes A and B)

The following conditions must be met simultaneously:

1. Have a college teacher qualification and have a middle-level or above title;

2. Have good political and ideological quality, cultural quality, be familiar with the basic theory of education and teaching, abide by the national professional ethics norms for teachers in colleges and universities, love the education cause, teach and educate people, be a role model, have noble teacher ethics;

3. Good teaching ability and professional level, solid professional practice ability and strong application research and technical service ability;

4. Have strong professional practical teaching ability, can guide the relevant practical teaching courses.

(2) Business conditions

1. Class A dual-qualified teachers (with one of the following conditions)

(1) Have a series of lecturers (experimenters) and above in higher education, and have a intermediate (or above) technical title (including industry-specific qualification certificates, or professional qualification/professional skills examiner qualification) in this major;

(2) Have at least 2 years (cumulative) of practical work experience in this profession on the front line of enterprises in the past five years, and can comprehensively guide students professional practice and training activities;

(3) In the past five years, I have presided over two applied technology research projects, and the results have been used by enterprises with good benefits;

(4) In the past five years, I have presided over the design and installation of two practical teaching facilities or technical level improvement projects on campus, which has been used well and is at an advanced level among similar colleges in the province.

Class B dual-qualified teachers (with one of the following conditions)

(1) Industry, enterprise work and practical experience: Have at least 6 months (can be accumulated) of practical work experience or job training practice in government departments, industries, enterprises, production service front line, and be able to comprehensively guide students professional practice and training activities;

(2) Horizontal research projects and technical services: lead horizontal research projects and technical service projects (including consulting, etc.), promote the application of research results and achieve good benefits;

(3) Transformation of scientific research results: the results led or mainly participated in are applied in government agencies and industrial enterprises, and directly create benefits or have patent transfer, license and so on;

(4) Patent authorization: obtain 4 utility model patents or 1 invention patent related to the professional field;

(5) To preside over the design and installation of two kinds of practical teaching facilities or technical level improvement, and use the effect well, which is at an advanced level among similar colleges in the province;

(6) Winning awards in teaching, professional, skills, or design competitions organized by provincial-level or higher administrative departments or industry associations, or guiding students to win third prizes or higher in subject or innovation and entrepreneurship competitions

organized by provincial-level or higher administrative departments or industry associations, or developing online courses for practical teaching or online projects for practical training, or writing textbooks on practical teaching, subject competitions, innovation and entrepreneurship, and applying them well in frontline teaching;

(7) Have one semester or more full-time teaching experience in laboratory, university-level experimental (practice) center and other places.

4. Identification procedure

1. The applicant shall submit an application, fill out the "Hunan City University Dual-qualified Teacher Qualification Application Form" and provide relevant (supporting) materials. Personnel from teaching units shall submit materials to their respective teaching units, while non-teaching unit personnel shall submit materials to one of the teaching units to which the course belongs;

2. The teaching unit "dual-qualified" teacher identification working group shall conduct a preliminary review of the materials submitted by the applicant, and report the application materials to the school "dual-qualified" teacher identification working group after agreement;

3. After the schools "dual-qualified" teacher identification working group approves the application materials, they shall report to the presidents office meeting for decision;

4. The list approved by the presidents office meeting shall be publicized for 5 working days without objection, and then confirmed, registered, filed and issued by the personnel department.

V. Organization and implementation

The school has established a "Dual-qualified" Teacher Recognition Working Group to coordinate the recognition work for "Dual-qualified"

teachers across the entire school. The group is headed by the school leaders in charge of personnel and teaching affairs, with the heads of the Personnel Department/Party Committee Teacher Work Department/Teacher Development Center, Dean of Academic Affairs, and Dean of Research serving as deputy heads. Members include the deans of each secondary college. The office is located in the Faculty Section of the Personnel Department, responsible for the daily operations of recognizing "Dual-qualified" teachers.

Each teaching unit (except the secondary colleges of the College of Continuing Education) shall set up its own "dual-qualified" teacher identification working group to be fully responsible for the identification work related to its own unit.

VI. Others

1. Teachers who are recognized as dual-qualified teachers shall be taken into account in the arrangement of various training, further study, visiting study and other continuing education programs, application for teaching and scientific research projects at all levels, recommendation and evaluation of professional titles, appointment of posts, and evaluation of excellence.

2. This method shall be interpreted by the Party Committees Department of Teacher Work/Personnel Department/Teacher Development Center, and shall come into force on January 1, 2019.

Management Measures for Teachers Off-campus Practice Training in Hunan City College (Provisional)

Xiangcheng Institute [2023] No.27

To further strengthen the faculty team building and create a high-level faculty team with "dual-qualified" qualities that meets the needs of applied university education and teaching, to improve the professional skills and comprehensive qualities of young teachers, and to standardize the management of off-campus practical training for our schools teachers, this method is specially formulated in combination with the actual situation of our school.

Chapter I Basic requirements

Article 1 Objectives and tasks are clear. Teachers participation in practical training should be closely combined with the actual needs of professional construction, curriculum construction and service to local economy, with the fundamental goal of improving teachers practical ability, and the objectives and tasks should be clear, targeted and effective.

Article 2: The principle of selecting the best candidates. Off-campus practical training should in principle be prioritized for units cooperating with universities in industry-academia-research or for listed companies, high-tech enterprises, etc. Applicants should possess a strong sense of dedication and responsibility, as well as strong organizational, professional, research, and development potential.

Article 3 Plan filing shall be improved. Each department shall, according to the actual professional construction and teaching needs, propose the plan of teachers participation in practical training in the

next semester (including holidays) at the end of each semester, and report it to the Personnel Office, the Teaching Affairs Office and the Scientific Research Office for approval and filing.

Chapter II Applicable persons

Article 4 The types of off-campus practice are mainly divided into three types: to public institutions (including teaching support for primary and secondary schools), industry enterprises, and village-based services for rural revitalization.

Article 5 In principle, the school full-time teachers who are on duty and under the age of 50.

Chapter III Methods and Time Limits

Article 6 According to the schools faculty development plan, for matters coordinated by the school, a full-time off-post method shall be adopted, and the duration of external practical training shall not exceed 12 months in principle; for individual applications, it is generally advisable to utilize winter and summer vacations for on-the-job work, and the duration of external practical training shall not exceed 3 months in principle.

Chapter IV Form and Treatment

Article 7 Forms of practical training

(1) Top-post practice. It refers to the practice of teachers taking a full-time leave of no less than one month to work and provide production services in a certain position in an industry, enterprise or public institution to improve their teaching skills.

(2) Collaborative R&D or provision of technical services. This refers to the situation where teachers leave their posts to work full-time or utilize winter and summer vacations, based on cooperation between schools and

enterprises, government departments, and other institutions, with the premise of complementary advantages and resources, to jointly complete technological innovations (solving specific technical problems or horizontal projects) under the name of Hunan City University, providing talents, technologies, and outcomes as forms of cooperation or services.

(3) Village-based services for rural revitalization. It refers to teachers leaving their posts and fully residing in villages, using their professional expertise and their own advantages to help rural revitalization.

Article 8 Practice and Training Benefits

(1) During the period of teachers off-campus practice and training, their affiliation shall remain unchanged, and the school shall pay their basic salary, basic performance and all kinds of welfare. The reward performance shall be paid after the schools assessment, and the secondary distribution performance shall be implemented according to the distribution system of the secondary unit where they are located.

(2) During the period of teachers going out for practical training, they shall be regarded as having completed the basic teaching workload and research workload.

(3) During the period of off-campus practice and training, if the time limit is less than half a year, the round-trip transportation expenses will be reimbursed once; if the time limit is half a year or more, the round-trip transportation expenses will be reimbursed twice. During the period of practice and training, the salary will be paid as if it is the basic workload.

(4) During the period of practical training outside school, teachers may apply for professional title evaluation, performance promotion and position promotion according to relevant regulations.

Chapter V Working Procedures

Article 9: Upon individual application by teachers and departmental selection and recommendation, in principle, the teachers for the next semesters enterprise practice training will be determined at the end of each semester. The department where the teacher is located shall fill out the "Hunan City University Young Teacher Off-Campus Practice Training Application Form" (Attachment 1, hereinafter referred to as the "Application Form") and submit it to the Personnel Office, Academic Affairs Office, and Research Office for departmental approval.

Article 10 The relevant preliminary examination opinions shall be signed by the department concerned according to the actual situation and submitted to the personnel office for approval.

Article 11 The personnel department shall put forward preliminary opinions according to the application, report to the school leaders in charge of personnel for approval, and then go through relevant procedures after the party committee has studied and approved the practice training.

Chapter 6 Management and Assessment

Article 12 During the practice training period, teachers shall strictly abide by the laws and regulations of the state and the rules and regulations of the enterprise, promote good academic ethics and professional ethics, safeguard the reputation of the school, and ensure the quality and effect of the practice training.

Article 13 Teachers shall complete the practical tasks with high quality according to the contents of the "Application Form" and the contents of the signed agreement.

Article 14 During the teachers practical training period, they should actively participate in corporate activities conduct extensive research and utilize winter and summer vacations for off-campus practical training. Upon completion of the practical training, they should submit at least 1 high-quality summary and research report. For off-campus practical training conducted on a full-time basis away from their post, they should submit 1 work or achievement related to their profession or obtain 1 professional skill certificate.

Article 15 During the period of teachers practice and training outside school, they shall be subject to the dual management of the off-campus practice unit and the secondary unit where they are located, and shall abide by all the management rules and regulations of the off-campus practice unit.

Article 16: The daily attendance during off-campus practical training shall be the responsibility of the off-campus practical unit, and the attendance results shall be reported in writing to the secondary unit where the school is located on a monthly basis. The secondary unit shall randomly check the attendance situation and regularly report to the Personnel Department. In case of special circumstances requiring leave, one must first fulfill the relevant procedures with the off-campus practical unit and the secondary unit, which shall handle the matter according to the attendance management regulations; if there is no reason for absence, it shall be handled according to the schools regulations on unauthorized absences.

Article 17 After the off-campus practical training of young teachers is completed, the off-campus training unit shall conduct an appraisal of the teacher, fill out the "Hunan City University Teacher

Off-Campus Practical Training Appraisal Form" (Attachment 2), and provide process materials. The teacher who has completed the off-campus practical training shall submit a summary of the off-campus practical training to the secondary unit where the school is located, and the secondary unit shall evaluate the completion of tasks by the off-campus practical training teacher. The "Hunan City University Teacher Off-Campus Practical Training Appraisal Form" (Attachment 2) shall be submitted to the Personnel Department for review, and the personnel department shall organize experts to evaluate the off-campus practical training situation and make it public.

Article 18 Teachers who have completed the relevant requirements for off-campus practice training shall be evaluated and their results shall be regarded as qualified or above. Those who fail the evaluation shall be dealt with according to the relevant regulations of the school, and the school shall not recognize their time for off-campus practice training.

Article 19: Teachers participating in practical training who meet the conditions of "dual-qualified teachers" shall be recognized as such according to the "Hunan City University Dual-qualified Teachers Recognition Measures." Those who accumulate a total of 3 months or more of off-campus practical training and pass the assessment may have this time counted as a bonus point in their professional title evaluation.

Article 20 These Measures shall come into force as of the date of promulgation and shall be interpreted by the personnel department of the school.

Hunan City College

August 15, 2023

On the issuance of "Hunan City College full-time
teachers work on campus"
Notice on the Management Measures for Temporary
Employment

Xiangcheng Institute [2020] No.62

All units of the university:

The Management Measures for In-service Teachers of Hunan City University has been approved by the Party Committee and the Presidents Office of Hunan City University on September 23,2020. It is hereby issued for your compliance and implementation.

Hunan City College

September 24,2020

Management Measures for In-service Teachers of Hunan City College

Chapter I General Provisions

Article 1 In order to further promote the reform of personnel system in schools, optimize human resources, examine, cultivate, motivate and develop the working ability of faculty and staff, plan the cultivation of compound and high-quality teaching staff and management staff, standardize the management of work assignments (including secondments) within the school, and in combination with the actual situation of the school, this method is formulated.

Article 2 Work assignment refers to the schools goal and plan to keep the nature of the full-time teachers original job unchanged while taking up other positions at the same time.

Article 3 The principle of work assignment shall be to highlight key points, make overall arrangements, manage scientifically and match people with their posts.

Chapter II Position and Duties

Article 4 The main posts of the post are counselor, secretary for teaching and research, laboratory technician, relevant management positions in provincial key laboratories, party and government administrative institutions and affiliated units.

Article 5 In principle, priority should be given to units with vacancies or positions for the purpose of serving in a post, and the university may implement borrowing or serving in a post at any time according to the urgent need for the work of the post.

Article 6 Duties of the personnel on assignment

(1) The specific post during the term of office shall be arranged by the

department on duty, and a sitting office system shall be implemented.

(2) The personnel on assignment must abide by the work discipline of the department where they are assigned, obey the management of the department where they are assigned and accept assessment;

(3) The personnel on assignment who are party members shall participate in the party organization life of the unit (department) where they are assigned and consciously accept the supervision and management of the party organization.

Article 7 Duties of the department on duty. Each unit (department) shall be responsible for applying for the post of on duty, being responsible for the management of on duty during the period of on duty, and appointing a special person to guide and evaluate the on duty personnel.

Article 8 Term of service. In principle, the term of service is two semesters. For the professional doctor who is in short supply, the term of service is one semester. After the term of service is completed, he/she shall return to the original unit (department) in principle.

Chapter III Selection Procedure

Article 9 Application. The employing department shall submit an application based on work requirements and fill out the "Hunan City University Full-time Teacher In-Campus Work Attachment Approval Form." New full-time teachers are generally required to undertake one in-campus work attachment within 3 years. Article 9 of the "Hunan City University Counselor Team Building Implementation Measures" Xiang Cheng Yuan Fa [2018] No.8 shall be coordinated with this regulation and shall not be duplicated.

Article 10 Approval. According to the application of the employing department, the personnel office shall organize relevant departments to

coordinate the post of job rotation, and make unified arrangements after the approval of the school.

Chapter IV Management assessment

Article 11 The annual assessment shall be jointly conducted by the original unit, the second-level unit (department) where the individual is assigned, and the Schools Personnel Office. Within one week after the completion of the second-level unit assignment, the individual must submit to their secondary unit the "Hunan City University Full-time Teacher In-University Work Second-Level Unit Assignment Assessment Form" along with relevant supporting documents, along with the assessment opinion from the second-level unit. The Personnel Office will consolidate the assessment opinions from the second-level unit (department) and write a written assessment opinion determining the evaluation level, which will be reported to the School for decision. Those who fail the assessment will have their second-level unit assignment and duration adjusted by the Personnel Office.

Article 12 Teachers on assignment shall strictly abide by the rules and regulations of the school and the unit where they are assigned. If special reasons require them to change the unit of assignment, end or extend their assignment period in advance, they shall be reported to the school for approval.

Article 13 Those who have any of the following circumstances during their term of office shall fail to pass the assessment:

- (1) Not participating in the post assignment as required, leaving or changing the post assignment position without authorization;
- (2) causing damage to state interests, public interests, school interests and the legitimate rights and interests of students, or violating social order

and good customs, resulting in serious influence;

(3) Those who do not abide by the school rules and regulations and the rules and regulations of the units (departments) where they are on duty and cause serious consequences;

(4) The unit (department) where the person is posted gives an evaluation opinion that he/she is unqualified.

Article 14 Assessment procedure for employees on assignment:

(1) The individual shall fill in the on-campus work assignment assessment form;

(2) The department concerned shall sign the assessment opinion on the work of the department concerned and report it to the personnel department;

(3) The personnel department shall review and evaluate the opinions and report them to the school for approval;

(4) Feedback the assessment results to the dispatching unit and the staff on duty.

Chapter V. Benefits of serving in a post

Article 15 The school shall give relevant treatment to the teachers on assignment according to the time of service, the post of service and the assessment of service.

(1) During the period of serving in a post, the teaching workload shall refer to the standard of carrying two shoulders, and in principle, one professional course shall be undertaken, and the minimum shall not be less than 32 hours, and the maximum shall not exceed 100 hours;

(2) During the period of serving on duty, the work of the department where he/she serves shall be the main part. Except for the necessary

teaching tasks, the original work department shall not arrange any other tasks in principle.

(3) During the period of serving in a post, the state salary and all welfare benefits shall remain unchanged, and the performance-based salary shall be executed according to the standard of professional and technical or management post, whichever is higher, the monthly performance-based salary shall be reported by the unit where the post is served, and the annual performance-based salary shall be reported by the original unit according to the assessment situation, and the school shall distribute it uniformly;

(4) In the calculation of average teaching workload for professional title evaluation and performance grading, the period of serving in a post shall not be included in the statistics of average teaching workload, and 32 hours of full class hours shall be regarded as meeting the standard.

Article 16 During the period of serving in a post, promotion of rank, competitive job transfer and salary adjustment, evaluation and appointment of professional and technical positions shall not be affected, and those who meet the conditions may participate in the selection and appointment of cadres of the school.

Chapter VI Supplementary Provisions

Article 17 These Measures shall apply to the full-time teachers under the age of 40 who have not been engaged in administrative management in undergraduate universities within three years and have been newly employed in our university.

Article 18 The work of borrowing from within the university shall be carried out in accordance with these Measures.

Article 19 These Measures shall come into force on the date of promulgation and shall be interpreted by the Personnel Department.

Attachment: 1. Approval Form for In-service Teachers of Hunan City College to Work in the University

2. In-service job assignment assessment form for full-time teachers of Hunan City College

Appendix 1

Hunan City College full-time teacher on-the-job approval form for in-school work

| | | | | | |
|------------------------------------------------------------------------|--|--------------------------------------------|-----------------------|-------------------------------|--|
| surname and personal name | | sex | | date of birth | |
| The unit where he/she works | | Academic qualifications and degrees | | Professional and title | |
| present assignment | | The unit on which he/she is posted | | Temporary posts | |
| Expected time | | | contact number | | |
| Specific job tasks and main responsibilities | | | | | |
| | | | | | |
| College (Department) review opinion: | | | | | |
| <div></div> <div>Person in charge:(seal) year month day</div> | | | | | |
| Review comments from the unit (department) where the person is posted: | | | | | |
| <div></div> <div>Person in charge:(seal) year month date</div> | | | | | |

| |
|------------------------------------------------------------------------------------------------------------------------------|
| School approval: <div style="text-align: right; margin-top: 100px;"> (Official seal) Year month day </div> |
|------------------------------------------------------------------------------------------------------------------------------|

Note: This form shall be filled out by the faculty and staff before taking up the post, and shall be submitted to the college (department), the post-taking unit (department) and the personnel department for review and filing.

Appendix 2

Hunan City College full-time teacher on-the-job assessment form

| | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------|---------------------------------------------------------|-----------------------------------|--|
| surname and personal name | | sex | | date of birth | |
| The unit where he/she works | | Academic qualifications and degrees | | Professional and title | |
| The unit on which he/she is posted | | | Start and end time of the assignment | | |
| Summary of the work of the post (including the basic situation of the post, the completion of the job responsibilities, the performance results obtained, etc.) | | | | | |
| | | | | | |
| The assessment opinion of the unit where he/she is on assignment: including work attitude, labor discipline (attendance rate), task completion, work performance and | | | | | |

| |
|--------------------------------------------------------------------------------------------------------------------------------|
| comprehensive evaluation (divided into excellent, qualified, basically qualified and unqualified) |
| <div> <div></div> <div>Person in charge:(seal) year month day</div> </div> |
| <div>College (Department) assessment opinion:</div> <div> <div></div> <div>Person in charge:(seal) year month day</div> </div> |
| <div>School approval:</div> <div> <div></div> <div>(Official seal) Year month day</div> </div> |

Note: After completing the job, three copies of this form shall be submitted to the college, the department where the job is attached and the personnel department respectively.

On the issuance of the Regulations on the Overseas
(Overseas) Travel of Staff and Employees of Hunan City
University
Notice on the Management Measures
Xiangchengyuan Party Document [2022] No.22

All units of the university:

The Management Measures for Overseas (Overseas) Study of Staff and Faculty of Hunan City University has been studied and approved at the Party Committee meeting of the university on January 14th. It is hereby issued for your earnest implementation.

The Communist Party of China Hunan City College Committee

January 14,2022

Management Measures for Staff and Faculty of Hunan City College to Go Abroad (Overseas)

第一章 general rules

Article 1 In order to further strengthen the international cooperation and exchange of our university, strengthen the training of high-level talents in teaching, scientific research and management, and further standardize the management of our faculty and staffs overseas work, this management method is formulated in accordance with the relevant documents of the higher authorities and in combination with the actual situation of our university.

Article 2 The overseas (outside China) work of the staff and workers of Hunan City College includes the long-term overseas (outside China) work of the staff and workers for official purposes, the short-term overseas (outside China) work of the staff and workers for official purposes, and the overseas (outside China) work of the staff and workers for private purposes.

Article 3 The management of faculty and staff going abroad (outside the territory) shall be uniformly led by the Party Committee of the university. The Center for International Cooperation and Exchange/Office of Hong Kong, Macao and Taiwan Affairs is the competent department in charge of faculty and staff going abroad (outside the territory) affairs, and all matters related to faculty and staff going abroad (outside the territory) shall be reported to the Center for International Cooperation and Exchange/Office of Hong Kong, Macao and Taiwan Affairs for record.

Article 4: Applicants for overseas (outside the territory) trips should be current faculty and staff members of our university, must love the socialist motherland, support the leadership of the Communist

Party of China, love their work at our university, possess excellent moral character, abide by laws and regulations, have good professional ethics, be in good health without any major illnesses or infectious diseases, and be capable of undertaking the mission of visiting abroad (outside the territory).

Article 5: The school encourages and supports teaching, research, key discipline leaders, and outstanding young backbone teachers to actively apply for national public-funded overseas (or overseas territory) research projects and school projects. Funding channels can be combined with research funds, personal contributions, discipline platforms, and faculty training expenses as stipulated. Management upon return shall be carried out in accordance with the relevant agreements signed with the Personnel Department.

Article 6: Faculty and staff members traveling abroad must strictly abide by relevant confidentiality regulations and all foreign affairs discipline. Those planning to travel abroad should proactively purchase relevant insurance for personal safety and medical coverage during their overseas period and report to their respective departments, the Personnel Office, and the International Cooperation and Exchange Center/Hong Kong, Macao, and Taiwan Affairs Office for record. Those who have not purchased the relevant insurance are not allowed to travel abroad.

Article 7 All groups and individuals who go abroad (outside China) on public expense must go through the approval channels for official overseas (outside China) travel, and it is strictly prohibited to go abroad (outside China) on official business with private passports (including Hong Kong, Macao and Taiwan entry and exit documents).

第二章 Management of staff members who go abroad (outside China) for a long time on official business

Article 8: For the purpose of official business, the term "long-term overseas (outside the territory) travel" by faculty and staff of Hunan City University refers to traveling abroad (outside the territory) for official activities such as (senior) visits, collaborative research, advanced studies, degree programs, teaching, etc., through official dispatch by the state or the institution. The duration is generally one month (inclusive) or more; the study period for degree candidates may be determined according to the academic requirements of their institutions. Official dispatch by the state refers to official business activities abroad (outside the territory) funded by relevant ministries of the state or provincial departments, while official dispatch by the institution refers to official business activities abroad (outside the territory) funded by our university or self-raised funds.

Article 9 The following principles must be adhered to when staff members go abroad (outside China) for a long time on official business:

1. The selection of public personnel sent abroad (outside China) should be based on the needs of school development, teacher training and discipline construction, so as to "send people according to needs, ensure quality and unify study and application".

2. The dispatch method shall be implemented, namely personal application, unit recommendation, expert review, equal competition, selection of the best candidates, signing and dispatching, and compensation for breach of contract.

3. In principle, the applicant for overseas study must be an academic leader or a key staff member of teaching, research and management in our

university, familiar with the language and culture of the corresponding country or region, proficient in foreign languages and meet the requirements of the dispatched foreign languages, and meet the basic conditions for overseas research and study stipulated by the corresponding project and relevant documents of the university.

4. Publicly dispatched overseas (outside the territory) personnel shall comply with the service period system upon return to China. Those who have been abroad (outside the territory) for a period of 6 months or more are generally required to work at their institutions for more than 2 years after returning to China before they can apply to travel abroad again, and the duration of such re-departure is generally not more than 1 year. However, those undertaking national key projects or special projects of the university who indeed need to travel abroad again due to work requirements are exempt from the service period requirement upon return.

Article 10 The management of salaries, position allowances, and benefits for public-funded personnel dispatched abroad shall be carried out in accordance with relevant personnel management regulations. The Chinese president of a Confucius Institute co-built with the school enjoys the same treatment as on-duty personnel of the school; other on-duty personnel dispatched to teach at the Confucius Institute co-built with the school enjoy the same treatment as on-duty personnel of their respective departments; the number of Chinese presidents and public-funded teachers dispatched to work at other Confucius Institutes is strictly controlled, and upon approval, their salaries and position allowances will be suspended from the date of dispatch.

Article 11 Procedures for the dispatch of public officials abroad

(outside China)

1. The application, approval and signing of agreements for the national Scholarship Fund Commission, Hunan Provincial Department of Education and other relevant provincial and municipal departments shall be handled in accordance with the regulations of the relevant departments.

2. The schools public overseas study program shall be handled according to the following procedures:

(1) Individual application, college recommendation;

(2) The selected personnel shall sign the agreement on overseas study with the Personnel Department;

(3) The Center for International Cooperation and Exchange / Office of Hong Kong, Macao and Taiwan Affairs shall assist in handling relevant procedures for going abroad (outside China).

**Article 12 Management of funds for public personnel sent abroad
(outside the territory)**

1. The school encourages faculty and staff to study or advance their education abroad. For those proposed to go abroad (or overseas), after being recommended by their departments and approved by the school, the school will provide one round of pre-departure language training in China, with training and accommodation expenses (according to the notification standards) reimbursed on a factual basis. Applicants for the China Scholarship Councils overseas study program should, in principle, obtain their overseas study qualification certificate before participating in the pre-departure language training in China; those who have already enjoyed the schools funding for pre-departure language training within 1 year must obtain the qualification for overseas study from the China Scholarship Council within 1 year after meeting the language training requirements; if

they fail to obtain the qualification within 1 year, they should refund the school-funded expenses related to the pre-departure language training.

2. The expenses for overseas (or outbound) personnel shall be executed according to the relevant regulations and agreement terms of the Ministry of Education, the Ministry of Finance, the China Scholarship Council, or the school. The school shall cover the costs of passport and visa application fees for overseas (or outbound) personnel before departure, as well as the transportation costs for domestic round-trip travel, which shall be paid according to national regulations and standards; other expenses shall be borne by the individuals themselves.

Article 13 Administration of Public Service abroad (outside China)

1. When applying for overseas (outside China) procedures, to ensure a smooth journey, applicants must submit the "Hunan City University Publicly Funded Overseas (Outside China) Personnel Application Form" and invitation letter and other relevant materials 3 months in advance, while providing a research plan for overseas study jointly determined by the applicants department and the applicant. The research plan should clearly specify the specific tasks during the overseas research period and the specific indicators for demonstrating the research outcomes upon return to school.

2. Publicly dispatched overseas (outside China) personnel should sign an agreement with the China Scholarship Council, Hunan Provincial Department of Education or the university according to the requirements of the project.

3. The departments where the public-funded overseas (or outbound) students are located should attach great importance to their work and, under

the premise of ensuring the completion of teaching, research, and other tasks, actively take effective measures to support teachers overseas (or outbound) work or study. At the same time, the departments should strengthen management and do a good job in planning, coordinating, managing, evaluating, auditing, and statistics for the dispatched personnel. Any adverse consequences resulting from untimely reporting or incorrect reporting of information about overseas (or outbound) students shall be borne by the respective department, and those with serious circumstances (such as false reporting, concealment, etc., involving fraudulent behavior) will be held accountable by the department and relevant personnel.

4. Personnel traveling abroad (or overseas) should complete their studies or work tasks within the stipulated period. Upon completion of the study or work period, they should return to China immediately and must not extend the duration or change their status without authorization. If public-funded personnel traveling abroad (or overseas) indeed need an extension, they must apply to their department for approval and sign a statement of opinion 2 months before the end of the current period, which will then be submitted to the Personnel Office for school approval and subsequently reported to the International Cooperation and Exchange Center/Hong Kong, Macao, and Taiwan Affairs Office for record. In principle, the extension period shall not exceed 1 year, and the school will not bear any costs during the extended period.

5. Publicly dispatched overseas (or outbound) personnel should, within one week before departure and after obtaining their visas, present their passports and flight itinerary to their respective departments, personnel offices, or the International Cooperation and Exchange Center/Hong Kong, Macao, and Taiwan Affairs Office to inform them of

their departure dates and complete relevant procedures; upon returning to school on schedule, within two weeks, they should report to their respective departments, personnel offices, or the International Cooperation and Exchange Center/Hong Kong, Macao, and Taiwan Affairs Office, submitting to these departments relevant materials including summaries of their overseas study or outbound activities, proof of academic or work achievements, evaluations and acceptance opinions from their departments regarding overseas research and training indicators for students, and relevant materials concerning their departments work arrangements upon their return to China.

6. Upon returning to China after completing the study, the returned students should give an academic report on the research results within one month after returning to China (the holiday will be extended), and organize the research results into a book for archiving.

7. In principle, students who return to China after completing their studies should teach one bilingual course or one international education program course as undergraduate students within one year of returning to China, and publish at least one teaching or research paper in an important foreign journal or obtain one international cooperation research project at the provincial level or above within two years.

Chapter III Management of staff and faculty members who go abroad
(outside China) for a short period of time on official business

Article 14: For the purpose of official business, short-term overseas (or outbound) trips for faculty and staff of Hunan City University refer to traveling abroad (or outbound) for activities such as participating in international conferences, academic exchanges, collaborative research, training programs, invited lectures, visits,

exhibitions, etc., funded entirely or partially by the schools administrative and institutional funds or approved by the school through self-raised funds, with a duration generally not exceeding 1 month.

Article 15 The following principles must be adhered to in the case of a short-term official overseas (outside China) trip for the purpose of work:

1. Official short-term overseas trips must have a clear purpose and substantive content, with practical results in mind. General investigations are strictly prohibited, and those who can be sent or not will not be sent; it is strictly prohibited to travel abroad (or overseas) for free or other improper practices.

2. In principle, no one shall participate in overseas trips (outside China) with public funds to cross regions, departments and various societies, associations and foundations.

3. Personnel who go abroad (outside China) for a short period of time on official business should be competent, have relevant business and appropriate age; the content of their visit must be commensurate with their rank and identity, fully reflecting the principle of competence, pragmatism and efficiency.

4. In principle, no staff members who have retired, retired or left their posts in advance will be sent abroad (outside China) for official duties.

Article 16 Management of funds for personnel who go abroad (outside China) for a short period on official business

1. The university encourages the staff to raise funds for international academic exchange activities. In principle, all expenses are borne by the applicants themselves. For important international conferences and other

special cases within the approved plan, the university agrees to spend on their personal scientific research funds.

2. The applicant shall present the original valid proof of funding source when applying.

3. The group representing the school to visit or negotiate inter-school exchanges and other official activities abroad shall be approved by the school and reported according to the relevant regulations of the Ministry of Finance and the Ministry of Foreign Affairs after being approved by the superior competent department.

4. Strictly use the funds for overseas trips in accordance with relevant national regulations and expenditure standards. The finance department shall strictly control and refuse to reimburse any expenses or expenditures that do not comply with the regulations and standards. Foreign exchange shall be converted by the finance department according to the bank rate.

5. Unauthorized and privately passport-holding temporary overseas trips for official business purposes shall not be reimbursed from research funds, institutional funds, or other school funds. Payments for overseas travel expenses using research funds must be approved by the schools research fund management department and confirmed by the International Cooperation and Exchange Center/Office of Hong Kong, Macao, and Taiwan Affairs.

6. For personnel who are temporarily abroad (or overseas) on official business, if the funding provided by the overseas party exceeds the amount stipulated by the Ministry of Finance of the Peoples Republic of China, no further payment shall be made from the research funds, institutional funds, or other school funds; if the funding provided by the overseas party is insufficient to cover the amount stipulated by the Ministry of Finance of

the Peoples Republic of China, the International Cooperation and Exchange Center/Office for Hong Kong, Macao, and Taiwan Affairs of the university may determine the funding based on the approval document for this mission and relevant regulations, and with the signature agreement of the schools research funds management department, the shortfall can be made up from the individuals research funds.

Article 17 Administration of official short-term overseas (outside China) work

1. Each department must submit the implementation status of their annual overseas (or outbound) plans (including training groups and inter-regional or inter-departmental (dual-cross) group dispatch plans, etc.) and the next years overseas (or outbound) plans to the International Cooperation and Exchange Center/Hong Kong, Macao, and Taiwan Affairs Office by the end of each year. The visit plans must specify the mission, key personnel, time, destination country (region), inviting party, and funding sources. The International Cooperation and Exchange Center/Hong Kong, Macao, and Taiwan Affairs Office will compile the next years overseas (or outbound) plans from all departments for approval by school leadership. Visit tasks that have not been approved will generally not be accepted.

2. In principle, the applicant must fill in the Application Form for Official Short-term Overseas (Out-of-territory) Personnel of Hunan City University and provide invitation letter, visit schedule and other materials when applying for overseas (out-of-territory) procedures.

3. The total number of personnel in the delegation shall not exceed 6, and the number of countries (regions) visited shall generally not exceed 2. For visits to one country, the duration shall not exceed 5 days (6 days for

African countries), and for visits to two countries, the duration shall not exceed 8 or 9 days (for special countries). The day of arrival and departure shall be counted as part of the stay abroad. No one shall travel via any other route or extend their stay without authorization while abroad. It is prohibited to arrange for official overseas trips through travel agencies or other channels, to obtain overseas (or border) documents from different locations, to change identity under personal reasons, or to travel to unapproved countries (regions), including unapproved "Schengen" countries and visa-exempt countries, under any pretext.

4. When the applicant is allowed to go abroad (outside China) for official duties, his or her spouse, parents, children and brothers and sisters shall not go abroad (outside China) together.

5. For participation in group tours abroad (or overseas), the competent authority with the qualification to organize such tours should write to our university and attach materials including the request for organizing the tour (copy), detailed itinerary, fee standards, and funding sources. The decision to join the tour will be made by the Presidents Office Meeting or the Party Committee. No one shall participate in any group tours abroad (or overseas) without authorization. Any designated participants name that does not come with a payment request letter is considered an invalid request. Those who travel abroad (or overseas) without approval will have no expenses reimbursed by the finance department and will be held accountable. Any task approval documents or task notices obtained without our universitys prior approval will not be recognized by the school.

6. Applicants for official overseas (outside China) trips shall handle relevant materials and visas according to the requirements of each Chinese embassy or consulate. If they do not go through visa without reason and

fail to inform the authorities in time, they shall not be allowed to carry out official business within three years.

7. Personnel traveling abroad (or overseas) must strictly abide by the management regulations for official passports and permits. Those who are approved to travel abroad (or overseas) must submit their travel documents and a summary report of the visit to the International Cooperation and Exchange Center/Hong Kong, Macao, and Taiwan Affairs Office within 7 days after returning to China. The International Cooperation and Exchange Center/Hong Kong, Macao, and Taiwan Affairs Office will then submit it to the Hunan Provincial Foreign Affairs and Overseas Chinese Affairs Office. No individual shall retain official passports, permits, or other travel documents for official purposes. For those who fail to submit their travel documents on time, the individual will not be allowed to serve on official duties for 3 years, and the school will hold them accountable. No personnel traveling abroad (or overseas) shall carry two or more valid travel documents simultaneously.

8. Overseas (or outbound) personnel must complete relevant procedures at their applicants workplace and personnel office, as well as the International Cooperation and Exchange Center/Hong Kong Macao Taiwan Affairs Office before departure; upon return, they must submit a written summary to the International Cooperation and Exchange Center/Hong Kong Macao Taiwan Affairs Office within one week and complete other relevant procedures, otherwise it will affect future applications for official duties abroad.

9. The technical data brought back by the visitors should be handed over to the school library or relevant information room, and a sharing mechanism of the results of the visit should be established step by step to

realize resource sharing and improve the effectiveness of the visit.

10. All relevant units shall strictly implement the above management measures, strictly enforce financial discipline, and resolutely investigate and punish the relevant units and individuals who violate the regulations; those who go abroad with private passports are not allowed to reimburse any official overseas expenses in the school finance.

Chapter IV Violation of the Contract by Publicly Sent Overseas (Out-of-territory) Personnel

Article 18 If a faculty member or staff member violates discipline, law or contract while studying or working abroad, his/her salary, welfare and performance-based salary will be immediately suspended and will not be paid back after returning to school.

Article 19: After completing their studies or work abroad, faculty and staff should promptly return to work at the school. Those who fail to return on time without approval will have their basic salary, performance-based pay, and benefits suspended from the date of overstay. The performance-based pay during the official overseas (or other territory) period and the basic salary and benefits that were suspended due to the overstay will not be reinstated. Responsibilities will be pursued according to the following categories:

1. For those who fail to return to China within the prescribed date due to special reasons such as return flight delay and whose overdue period does not exceed 10 days within the validity period of the visa, the university will not hold them responsible for breach of contract as long as the original plan cost is not exceeded, but they must provide relevant records and other supporting materials that prove the special reasons for the delay.

2. Those who return to China without approval for more than 10 days but less than 30 days shall repay 10% of the funded expenses.

3. Those who return to China without approval for more than 30 days but less than 90 days shall repay 30% of the amount of the grant received.

4. Those who exceed the return date by more than 90 days without approval shall return all funding (including overseas study funds from higher authorities and the university, as well as visa fees, round-trip transportation fees, and accommodation fees provided by the university) and all basic salaries, benefits, performance-based wages, "five insurances and one fund" (pensions, medical insurance, unemployment insurance, social security contributions, and housing fund) paid by the university during their official overseas assignment; simultaneously, the university will consider them as having resigned automatically.

5. If overseas students or those approved to study or work abroad fabricate false facts or intentionally conceal the purpose of going abroad or engage in activities inconsistent with their status as overseas students, and are found to be true, the university will recover all the fees and deal with them strictly in accordance with relevant regulations.

6. The defaulting party shall bear the corresponding liability for breach of contract according to the agreement signed with the China Scholarship Council or the personnel department of the university.

Article 20: For staff members who are publicly dispatched abroad for a period of more than 2 months but less than 6 months, an additional 1 year of service in the school will be added; for those dispatched abroad for a period of more than 6 months but less than 1 year, an additional 3 years of service in the school will be added; for those dispatched abroad for a period of more than 1 year but less than

2 years, an additional 5 years of service in the school will be added. If they leave their posts or apply for transfer without fulfilling the required service period, they must refund all funding (including overseas study funds provided by higher authorities and the school, as well as visa fees, round-trip transportation fees, and accommodation fees) and all basic wages, benefits, performance-based wages, "five insurances and one fund" related expenses paid by the school during the public dispatch period, and pay a breach of contract fee.

Chapter V Supplementary Provisions

Article 21 Leading officials shall go abroad (outside the territory) in strict accordance with the relevant regulations of their superiors.

Article 22 The staff members shall go abroad (outside China) for private purposes in strict accordance with the relevant regulations of the superior authorities and our university.

Article 23 The management of staff and workers going to Hong Kong, Macao and Taiwan for research shall be carried out in accordance with these Measures.

Article 24 These Measures shall be implemented as of the date of promulgation, and at the same time the Measures for the Administration of Teachers Overseas (Out-of-territory) Activities of Hunan City University shall be repealed (Xiangchengyuan Party Document [2018] No.46).

Article 25 In case of any discrepancy between these Measures and the relevant state policies, the relevant state policies shall prevail; in case of any discrepancy between these Measures and the provisions of previous documents, these measures shall prevail.

Article 26 The measures shall be interpreted by the Center for

**International Cooperation and Exchange of the University/Hong Kong,
Macao and Taiwan Affairs Office and the Personnel Department.**

Appendix: 1. Application Form for Publicly dispatched Personnel of
Hunan City University

2. Application Form for Personnel on Official Short-term
Overseas (Out-of-Province) Trip at Hunan City University