

Hunan City University

Xiangchengyuan [2022] No. 54

Regarding the issuance of the "Subject Competition for College Students of Hunan City University

Notice on the Management Measures (Trial)

All units of the university:

The "Management Measures for College Students' Subject Competitions of Hunan City University (Trial)" was discussed and approved at the President's Office meeting held on May 4, 2022. It is hereby issued to you for your compliance and implementation.

Hunan City University

May 20, 2022

Administrative Measures for College Students' Subject Competitions of Hunan City University (Trial)

Chapter 1 General Provisions

Article 1 This regulation is formulated to regulate the organization and management of college students' subject competitions, give full play to the important role of college students' extracurricular science and technology activities and subject competitions in talent cultivation, promote learning, innovation and teaching through competitions, and ensure the normal and orderly conduct of subject competition activities.

Article 2 Fully mobilize the enthusiasm and initiative of all teachers and college students to participate in scientific and technological innovation, subject competitions and innovation and entrepreneurship, strengthen the cultivation of college students' innovation ability, practical ability and teamwork ability, and give recognition and rewards to students and their instructors who have achieved outstanding results.

Article 3 The school implements hierarchical and classified management of college students' subject competitions, which are divided into national, provincial and university-level. Based on the events held by the higher authorities, the school determines the level and category of specific projects, announces the annual subject competition support projects, implements dynamic management, and provides financial support and various rewards for the recognized competition projects.

(1) National-level

National subject competitions hosted by national education administrative authorities, including national subject competitions included in the ranking list of the China Association of Higher Education and those included in the Ministry of Education's statistics on the basic state of teaching in higher education institutions.

(2) Provincial

The subject competitions hosted by the administrative department of education in Hunan Province include the provincial-level subject competitions under the unified management of the Hunan Provincial Department of Education, the provincial (regional) selection competitions of national-level subject competitions, the national-level competitions without provincial (regional) selection competitions, as well as the subject competitions hosted by national first-class academic societies and the Teaching Steering Committee of the Ministry of Education.

(3) University-level

University-wide subject competitions organized by the Academic Affairs Office, as well as university-level selection competitions for provincial and higher-level subject competitions.

Chapter 2 Organization and Management

Article 4 The discipline competition work shall be incorporated into the school 's undergraduate teaching work assessment system. The Academic Affairs Office shall be responsible for coordination and management. Each college (unit) shall be responsible for undertaking, organizing and implementing the relevant discipline competitions, and other relevant units shall cooperate actively.

Article 5 Duties of the Academic Affairs Office

- (1) Formulate the management system for college students' subject competitions;
- (2) Collect and publish information on all kinds of subject competitions and review all kinds of subject competition documents;
- (3) Confirm the responsible unit (or leading unit) of the competition project, determine the level and category of the subject competition project, and announce the annual subject competition support project;
- (4) Organize and coordinate competition-related work at the university level and above, and organize the hosting of competitions at all levels and of all types;
- (5) Approve the funds for subject competitions, determine the results of awards, the amount of rewards and the achievements of subject competitions;
- (6) Statistics and reporting of subject competition data, collation and filing of relevant materials of subject competitions.

Article 6 Responsibilities of each responsible unit (or leading unit)

- (1) Cultivate brand events (the college shall be responsible for at least one event), and each major shall organize participation in at least one subject competition project.
- (2) Be responsible for the implementation of the subject competition working group, formulate the annual competition work plan, appoint subject competition project leaders, and establish a well-structured and high-level instructor team;
- (3) Publish announcements and notices of subject competitions, publicize and organize participation work, formulate relevant documents for school-level subject competitions, and organize school-level competitions;

(4) Provide necessary equipment, instruments, materials and venues for pre-competition training and participation, and assign teachers to be specifically responsible for competition guidance work;

(5) Statistically analyze the competition situation and summarize the competition work, and submit it to the Academic Affairs Office for record;

(6) Manage the archival materials related to the subject competition (keep for at least 5 years) for verification.

Article 7 It is encouraged to form teams across colleges and majors. The leading college and the participating colleges (colleges with students participating) should enhance communication and coordination, jointly provide training, guidance and services for the participating students, and strive to improve the level of participation. The participating colleges should support and cooperate with the work of the leading college, actively mobilize their students to participate in the subject competition, and arrange instructors for the participating teams and individuals.

Article 8 The person in charge of the competition shall do a good job in organizing the competition, keep abreast of the competition regulations, procedures, requirements, etc., and carefully formulate the competition plan; Organize relevant instructors to study the competition content carefully and formulate training plans; Do a good job of publicity and mobilization for the event, select the participating students in advance, and do a good job of guidance, management and service in all aspects.

Article 9 In principle, competition notice shall be issued five weeks in advance without affecting normal teaching order, and for competitions requiring the submission of works, it

shall be issued two to three months in advance. The notice should include the background of the competition, the organization, the participants and the content of the competition, the competition arrangements, the reward system, contact information, etc.

Article 10 After the competition, the person in charge of the competition shall promptly summarize, verify and report the competition results, and promptly release news reports through the school website and new media, etc. Summarize the organization of the competition in a timely manner, write summary reports, sort out the list of winners, collect copies of award certificates, and file the entire set of materials; Cooperate in the recognition of credits and the distribution of prizes for participating students. When changing the person in charge of the competition, ensure timely handover of materials.

Article 11 Each unit should enhance research and analysis of the competition, and strengthen training, guidance and communication for the participating teachers and students; Strengthen the promotion of the events, enhance students' understanding of the events and their enthusiasm for participation, and expand the participation in subject competitions; Publicize the competition results, competition stories, etc., and introduce the typical deeds of outstanding competition instructors, advanced individuals and teams.

Chapter 3 Competition Funding

Article 12 The funds for subject competitions include the key support funds of the school and the support funds of the colleges.

(1) The university sets up a special fund for college students' participation in subject competitions, with a focus on supporting provincial-level and above subject competitions

recognized by the university. The funds are mainly used to support rigid expenditures such as registration and travel for subject competition projects.

(2) Secondary colleges should strive for resources and raise funds through multiple channels (such as alumni or corporate sponsorship, etc.) to support subject competitions.

Article 13 Special funds for college students' participation in subject competitions shall be managed and allocated uniformly by the Academic Affairs Office in accordance with the principle of economical and efficient use, and shall be reimbursed strictly in accordance with the relevant financial regulations of the school for specific purposes.

Article 14 The college must budget, apply for and coordinate the use of funds in accordance with the competition plan of the current year, and the application and use of funds should take into account all participating students of the university.

Chapter 4 Awards and Incentives

Article 15 Rewards for subject competitions include cash rewards, class hour rewards, credit rewards, and performance-weighted rewards.

(1) Reward Principle: When the same project or work wins multiple awards, the highest reward standard will be applied and no repeated rewards will be given.

(2) Teachers who guide students to win awards in subject competitions can obtain teaching workload. After being reviewed and recognized by the Academic Affairs Office, it will be counted as individual teaching workload (not as basic teaching workload). The competition results will serve as an important basis for teachers' year-end evaluation, professional title evaluation, performance assessment, and will also be included in the target

assessment of the secondary college.

(3) According to the Reward Standards for Subject Competitions (Appendix 1), both the instructor and the student will receive 50% of the corresponding bonus.

(4) If a student wins a provincial third prize or above, the corresponding credit reward will be given to the winning student based on the competition award. The reward credits can be used to offset the credits of public elective courses, innovation and entrepreneurship, and self-development courses. The total reward credits shall not exceed 6 credits (see Appendix 2).

(5) Students who have won third prize or above in provincial competitions may apply for grade weighting for two courses during training and competition (see Appendix 3).

(6) For competitions with team awards, if the competition rules do not specify the number of team participants, provincial competitions will only award the top three students on the award certificate, and national competitions will only award the top five students on the award certificate; If the competition rules specify the number of participants in the team, all students on the award certificate may receive the corresponding award.

(7) During the training and competition process, practical courses such as course design, internship, computer practice, etc. missed by the participating students, if they are of the same type as the participating project, based on the actual performance of the students, may be given a passing grade or above; If the two are of different types, they will be made up for in the next grade after the competition. If there is a conflict with other compulsory course exams due to the competition, a deferred exam may be applied for.

(8) The winners must provide the relevant competition documents, competition summary report, original (copy) of the competition award certificate, physical (or photo) of

the trophy or prize, etc. to the Academic Affairs Office for verification and filing before the award can be granted.

(9) Credit awards and grade-weighted awards shall be completed within two weeks of the start of each semester; otherwise, they shall be postponed to the next semester.

(10) Competition funds for events supported by special funds are included in the school budget on a lump-sum basis and will not be awarded separately.

Chapter 5 Supplementary Provisions

Article 16 Awards for subject competition projects not covered by this regulation shall be determined by the Academic Affairs Office in collaboration with relevant departments, with reference to this standard.

Article 17 This regulation shall come into effect as of the date of its promulgation. The original "Regulations on the Management of College Students' Subject Competitions of Hunan City University" (Xiangchengyuan [2017] No. 64) shall be simultaneously abolished.

Article 18 The Academic Affairs Office shall be responsible for the interpretation of these measures.

Appendix 1. Standards for Rewards in Subject Competitions.

2. Standards for credit recognition in subject competitions.

3. Weighting criteria for subject competition results.

4 Hunan City University Student Subject Competition Project Application Form.

5. Weighted results of annual student subject competitions at Hunan City University Approval Form.

Appendix 1

Subject competition reward standards

Award levels	Award grades	Reward amount (yuan)	Project hours	Notes
Awards in national-level or higher competitions	First Prize	Person: 8,000 yuan per item Group: 16,000 yuan per item	200	1. The first, second, third place or gold, silver, bronze award is equivalent to the first, second, third prize of the same level competition; 2. The prize money for the "Internet Plus" and "Challenge Cup" competitions is 1.5 times that of the corresponding level rewards.
	Second Prize	Person: 4,000 yuan per item Group: 8,000 yuan per item	120	
	Third prize	Person: 2,000 yuan per item Group: 4,000 yuan per item	100	
Provincial Competition awards	First Prize	Person: 1,200 yuan per item Group: 2,400 yuan per event	80	
	Second Prize	Person: 600 yuan per item Group: 1,200 yuan per event	40	
	Third prize	Person: 300 yuan per item Group: 600 yuan per item	20	

Appendix 2

Standards for recognition of credits in subject competitions

Award levels	Award grades	Credit recognition	Notes
Provincial Competition awards	Third prize	2	In a competition awarded by ranking, first, second, third place or gold, silver or bronze is equivalent to first, second, third place in the same level competition;
	Second Prize	3	
	First Prize	4	
Awards in national-level or higher competitions	Third Prize	4	A course grade of 80 points is required for the application.
	Second Prize	5	
	First Prize	6	

Appendix 3

Weighting criteria for subject competition results

Award levels	Award grades	Weighted grades	Notes
Provincial Competition awards	Third prize	80	In a competition awarded by ranking, first, second, third place or gold, silver, bronze is equivalent to first, second, third place in a competition of the same level
	Second Prize	85	
	First Prize	88	
Awards in national-level or higher competitions	Third Prize	90	
	Second Prize	92	
	First Prize	95	

Appendix 4

Application Form for Student Subject Competition Projects of Hunan City University

Applying unit:

Filler:

Application time:

Competition Project Name/Level			Competition Project Leader And Contact Information	
Competition Time			Project start time	
Number of teams to compete And the total number of team members				
Guidance Teacher	Surname and given name	Job title	Division of work	Contact number
Main Contents of the competition				
Competition organization plan, training plan and competition budget (pages may be attached)				
Aim for results				
Reporting entity See	President's signature: (Official seal) Year/Month/Day			
Review by the Academic Affairs Office See	Signature of the supervisor: Year/Month/Day			

Appendix 5

Annual student subject Competition of Hunan
City University
Score Weighting Approval Form

College Name (seal) :

Filer:

Number	Name	Student Number	Entries	Awards Grades	Weighted Subjects	Academic year term	Original Grades	Weighted Grades

Dean's Signature:

Date: