

# **Appendix C-4**

## **Comprehensive training management measures for undergraduate graduates of Hunan City College**

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### **Chapter I General Provisions**

Article 1 This method is formulated to standardize the management of comprehensive training for undergraduate graduates and ensure the quality of comprehensive training for undergraduate graduates.

Article 2 Graduation Comprehensive Training is a professional comprehensive training phase that undergraduate students of various majors undertake before graduation. It is an important practical phase where students integrate and apply their acquired basic knowledge, fundamental theories, and essential skills to learn basic methods of scientific research or engineering design, undergo fundamental training in scientific research, and cultivate innovative capabilities, practical abilities, and entrepreneurial spirit.

Article 3 The comprehensive training for undergraduate graduation covers graduation design, graduation thesis, graduation report performance, work display and social survey report.

### **Chapter II Organization management**

Article 4 The comprehensive training for undergraduate graduation shall be managed at two levels, university and college.

Article 5 The Academic Affairs Office, as a functional department of the university, is responsible for the macro-management and guidance of undergraduate graduation comprehensive training. Its main responsibilities are:

1. Implement the guiding opinions of the superior competent department on the comprehensive training of undergraduate graduates, and formulate and improve relevant rules and regulations.
2. Coordinate relevant departments in the university to provide support, guarantee and service for the smooth implementation of undergraduate comprehensive training.
3. Responsible for the process monitoring of undergraduate graduation comprehensive training, organization inspection and supervision of rectification.
4. Supervise the archiving of comprehensive training materials for undergraduate graduation.
5. Organize the inspection and review of the comprehensive training results of undergraduate graduation by the Ministry of Education.

Article 6 The secondary college shall be responsible for the specific organization and implementation of the comprehensive training of undergraduate graduates in its own college. Its main responsibilities are as follows:

1. Establish a comprehensive training working group for undergraduate graduation to be fully responsible for the comprehensive training management of graduation in this college.
2. Formulate a comprehensive training plan for graduation.
3. Review the graduation comprehensive training topics of each major.
4. Do a good job in the process monitoring of comprehensive graduation training, organize regular inspection, and coordinate to solve existing problems.
5. Organize the comprehensive training review, evaluation, formal review and duplication detection of graduation.
6. Establish a comprehensive training and defense group for graduation, organize the defense and evaluation of grades.
7. Do a good job in the summary of graduation comprehensive training, document and file organization and preservation.
8. Do a good job in the inspection and review of the comprehensive training results of graduation by the Ministry of Education.

### Chapter 3. Management of instructors

Article 7 The instructor shall be a scientific and educational personnel with intermediate or higher professional technical position, with research background and practical experience, and strong sense of responsibility. Professors and associate professors must undertake the comprehensive training guidance teaching tasks assigned by the college every year.

Article 8 Encourage the hiring of off-campus instructors, which shall be approved by the working leading group of the secondary college. Every student must have one first-responsibility instructor within the school.

Article 9 The comprehensive training of graduation shall be under the responsibility of the instructor. The main tasks are as follows:

1. Formulate the comprehensive training form, topic and research task.
2. Develop guidance plans.
3. Check the work progress and quality of students regularly (at least once a week), and answer and deal with questions raised by students in time.
4. Review the quality of the comprehensive training results, evaluate the results fairly and reasonably, and determine the qualification of the comprehensive training defense.
5. Urge students to prepare for the defense and guide them to complete the defense successfully.

6. Guide students to organize the relevant materials of graduation comprehensive training according to the relevant requirements of the school and the secondary college.

7. Adhere to the principle of cultivating virtue and educating students to abide by academic ethics and norms, and put an end to academic misconduct.

8. Participate in the relevant activities of comprehensive graduation training according to the arrangement of the secondary college.

Article 10 In principle, the ratio of teachers to students in the comprehensive training for graduation shall not exceed 1:10 to ensure the effectiveness of guidance. The secondary college shall formulate a plan in advance before the commencement of the comprehensive training for graduation and report it to the university for approval.

#### Chapter IV Student Management

Article 11 Students should fully understand the importance of graduation comprehensive training and independently complete the content of graduation comprehensive training according to the progress requirements and corresponding norms proposed by the instructors.

Article 12: During the completion of the comprehensive graduation training, students must strictly discipline themselves, cultivate a rigorous scientific attitude, humbly accept guidance from teachers, fully leverage their initiative, think independently, strive for in-depth research, diligently engage in practice, and dare to innovate. Students should regularly (no less than once per week) report progress on their comprehensive graduation training work to their instructors.

Article 13 It is strictly prohibited to falsify, apply or copy others achievements and other academic misconduct behaviors, which will be dealt with seriously in accordance with relevant laws and regulations and school rules once discovered.

Article 14 To carry out comprehensive graduation training outside the school, a written application must be submitted to the secondary college where he/she is located and approved; during the practice period, he/she must regularly report the progress of his/her work to the secondary college where he/she is located.

Article 15 Strictly abide by the attendance system, labor discipline and other rules and regulations of the school and the unit where he/she is located. If he/she leaves the school (the unit) due to any reason, he/she must ask for leave from his/her instructor.

Article 16 After the defense, students must submit all graduation comprehensive training materials to the secondary college and their advisors as required by the secondary college. Those approved as outstanding in the schools graduation comprehensive training must edit their papers according to the specified format and submit the electronic version to the secondary college for compilation.

#### Chapter V Process Management

Article 17 The comprehensive graduation training should include preliminary preparation, topic selection, task assignment, research topic, mid-term inspection, review of research outcomes, text similarity detection, defense, and grade evaluation. Each secondary college may determine the specific requirements for the content of students comprehensive graduation training based on the characteristics of their respective majors.

Article 18 Each secondary college shall, before the end of the seventh semester (the ninth semester for five-year system), do a good job in the formulation, review and selection of graduation comprehensive training topics.

Article 19 Each major shall make detailed arrangements and regulations for the comprehensive training of students at graduation to ensure the quality and effect of the comprehensive training at graduation. In principle, the defense shall be arranged in mid-late May each year.

Article 20 After the completion of the comprehensive graduation training, each secondary college shall promptly report the results of the comprehensive graduation training to the Academic Affairs Office and conduct self-assessment and work summary of the comprehensive graduation training. The university shall organize special inspections or spot checks on the comprehensive graduation training.

Article 21 Principles for selecting topics

1. To meet the training objectives and basic requirements of this major, ensure that students receive basic ability training, and encourage students to be innovative.

2. Each secondary college should establish a project review mechanism, organizing teachers with associate senior titles or above or doctoral degrees to review comprehensive training projects. Projects that pass the review should provide student topics for selection. The number of comprehensive training projects available for student selection should exceed the number of graduates, and the annual update rate of topics or content should reach over 80%.

3. Topics should be selected in combination with the actual tasks of production, practice, research, and laboratory construction, and the topics should be updated appropriately; it is advocated to use real problems for real tasks. The difficulty of the topics should be moderate, balancing depth and breadth; the workload should be substantial, emphasizing comprehensive training, reflecting phased achievements, enabling students to complete the graduation comprehensive training tasks within the specified time through their efforts.

4. In principle, each student should choose one topic, and for the topics that require multiple people to work together, it is necessary to specify the work content that each student should independently complete.

Article 22 The task book shall be issued

After the topic selection is completed, the instructor shall draft a comprehensive training task book for graduation, formulate a guidance plan and work procedures, which shall be approved by the secondary college and issued to the students, and make detailed arrangements for the content, requirements and schedule of the comprehensive training for graduation.

#### Article 23 Requirements for thesis proposal

1. After selecting the topic, students complete the proposal task under the guidance of their advisors, which should include the basis for the topic, the main content and expected goals of the research, research methods and procedures, schedule for research progress, and major references. The number of references must not be less than 10. The advisor reviews and approves the proposal.

2. The secondary college organizes the thesis proposal defense. Each major establishes a thesis proposal defense group, consisting of 3 teachers from the discipline and 1 secretary, with the group leader generally being a professor or associate professor. The thesis proposal score is evaluated on a two-level system (pass or fail). During the defense, the quality of the topic selection, technical approach, and feasibility of the implementation plan are assessed to determine whether the proposal passes. The secretary keeps records of the defense.

3. The Comprehensive Training Work Leading Groups of each secondary college must strengthen guidance on the proposal stage and supervision of the argumentation process. After the proposal report is approved, students should revise, supplement, and improve the proposal report according to the opinions of the defense panel, and then proceed to the implementation phase of the comprehensive training for graduation. If the proposal report is not approved, it must be redone.

#### Article 24 Review of the results of comprehensive training upon graduation

Before the defense, there must be a review and evaluation process. The comprehensive training outcomes of students must be submitted to their advisors for review and to evaluators for evaluation. The advisor and evaluator cannot be the same person, and the review and evaluation must be conducted simultaneously. The advisor and evaluator must truthfully fill in the comments and suggested grades, with the comments reflecting the essence of the students comprehensive training.

#### Article 25 Text similarity detection

The thesis written by the graduate comprehensive training should be checked for text similarity, and the thesis can be defended only after passing the test. The specific requirements shall be implemented according to the "Hunan City University Undergraduate Comprehensive Training Integrity Inspection and Management Measures".

#### Article 26 Defense and grade evaluation

1. After the completion of the comprehensive training program, a thesis defense must be conducted. Each secondary college should establish a Defense Committee responsible for the defense work within their unit, formulate defense rules, procedures, and requirements, arrange the time and location of the defense, and review the students comprehensive training program evaluation proposed by the defense panel. The Defense Committee will have several defense panels, each consisting of at least 3 individuals who meet the criteria for a graduation comprehensive training instructor. It is encouraged to invite some external experts to participate in the defense process, and one defense secretary will be appointed to handle specific tasks related to the defense.

2. Students are required to pass the qualification examination of the second-level college defense committee before they can participate in the defense.

3. During the defense, each defense group must strictly abide by the defense procedures, maintain the defense discipline, keep the seriousness and authenticity of the defense process, and make detailed records of the defense process.

4. After the defense is completed, the students should correct the mistakes in the comprehensive training of graduation according to the requirements of the defense group, and the guidance teacher shall review it.

5. The comprehensive training results of students are comprehensively evaluated by the instructor, the examiner and the defense group respectively, and the results are given.

6. After the evaluation of the results, the secondary college shall recommend outstanding graduates to the university on a professional basis. Students who fail to pass the graduation comprehensive training shall be ordered by the secondary college to retake it or pass it again.

## Chapter VI Document Data Standards

### Article 27 Composition of materials

The comprehensive training materials for graduation should at least include the following contents: task book, proposal report, summary of the proposal presentation, mid-term inspection form, application form for defense, defense evaluation form (including the instructors evaluation form, reviewers evaluation form, defense group evaluation form, defense meeting summary, comprehensive score evaluation form), thesis or design manual, text similarity detection report, guidance records (providing four times). Relevant forms should refer to the school template, and each secondary college can make minor adjustments based on professional characteristics, subject to approval and filing by the Academic Affairs Office.

Each secondary college shall determine the other comprehensive training materials for graduation according to the characteristics of the major, such as engineering drawings, computer software, works, videos, etc.

## Chapter VII Monitoring and Evaluation

Article 28 Each secondary college shall establish effective monitoring measures for the whole process of comprehensive training for graduation, emphasize the post responsibility system, and implement the accountability system.

Article 29 The leading group for comprehensive training of graduates in a secondary college shall organize and guide the mid-term inspection of comprehensive training of graduates in the college, and effectively monitor the progress of students comprehensive training and the working conditions of teachers.

Article 30 The school shall organize teaching supervision and relevant expert groups to inspect and spot check the process management and quality of graduation comprehensive training.

## Chapter VIII Supplementary Provisions

Article 31 Each secondary college shall formulate detailed requirements and explanations for comprehensive graduation training on the basis of these Regulations.

This regulation shall be implemented from the date of issuance and shall be interpreted by the Academic Affairs Office. The original "Hunan City College Graduation Comprehensive Training Management Measures" (Xiangchengyuanfa [2008] No.80) shall be repealed at the same time.