

## Appendix C-7

### Examination Management and Organization Measures of Hunan City University

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# **Hunan City College full-time ordinary higher education undergraduate course assessment And the management of results**

**Xiangcheng Institute [2024] No.50**

## **Chapter I General Provisions**

Article 1 In order to standardize the assessment management of undergraduate courses, promote the reform of classroom teaching, strictly discipline the examination, establish a good teaching style and learning style, improve the academic evaluation system, and improve the quality of talent training, this method is formulated according to the relevant documents and in combination with the actual situation of our university.

## **Chapter II Assessment methods**

Article 2 The courses referred to in these regulations are the subjects required by the talent cultivation program, including theoretical courses, experimental courses, internships, practical training, course design, comprehensive graduation training, ideological and moral education, public physical education, public welfare labor, and military training. All courses must be subject to assessment organized by the school.

Article 3 The assessment is divided into two categories: examination and evaluation. The examination is primarily conducted through closed-book written tests, but open-book exams may

be allowed based on course requirements. Evaluation courses can adopt various forms such as oral examinations, evaluations, and defenses, with evaluation objects including term papers, internship reports, summary reports, internship products, etc. The assessment of evaluation courses shall not be conducted through closed-book exams, emphasizing the students learning process and understanding of knowledge.

Article 4 Practical links such as graduation comprehensive training, course design, educational practice and production practice are generally assessed by means of evaluation or defense.

Article 5 The assessment of students moral character shall be based on the Code of Conduct for Students in Higher Education Institutions, and shall be conducted in the form of personal summary and democratic evaluation, so as to write comments on the actual performance of students and give grades.

Article 6 Public sports shall be assessed in accordance with the National Standards for Physical Fitness of College Students and their Implementation Measures and the Physical Fitness Assessment Measures of Hunan City University.

Article 7 The results of public welfare labor courses shall be comprehensively evaluated based on students attendance, attitude towards labor, discipline and task completion.

Article 8 The assessment results of students military training shall be evaluated mainly according to the completion of the military training teaching plan.

### Chapter III Qualification examination

Article 9 The examination and assessment of students shall be subject to the examination and qualification review system. The examination and assessment qualifications of students shall be confirmed by the teachers who teach them and their respective colleges (departments). Students who have any of the following circumstances shall be disqualified from participating in the examination and assessment of corresponding courses:

- (1) Those who are absent for more than one fifth of the teaching hours of a course (being late or leaving early twice counts as one absence, and sleeping in class counts as one late);
- (2) For courses with exercises, students who fail to submit assignments (including experimental reports) totaling one third of the total amount of assignments for the semester;
- (3) Students who are absent from one third of the experiments in the course or fail to pass the experiments;
- (4) Those who copy their homework or experiment report and the circumstances are serious.

Students who have not completed their assignments or experiments may take the make-up exam after making up the assignments or completing the experiments, subject to the approval of the course instructor, department (room) director, and the leadership in charge of teaching affairs.

The list of students approved to take the make-up exam should be reported to the Examination and Student Status Management Center of the Academic Affairs Office for proper arrangement of the make-up exam before the start of the semester.

Article 10: Course instructors are responsible for reviewing students eligibility for assessment. Two weeks before the assessment, the list of students whose assessment eligibility has been revoked (indicating the reason for revocation and attaching relevant supporting documents) must be submitted to the students college for re-examination. After the re-examination, the students college academic affairs office will inform the student through a notice, and the students counselor will notify the students parents. Within one week before the examination, each college must report the re-examination summary table to the schools Academic Affairs Office Examination and Student Status Management Center for record. Any student who participates in the assessment without authorization and does not have the required eligibility will have their score invalidated. When teachers record the final examination scores, they will be marked as absent without leave, and the student will be disqualified from retaking the exam and must retake the course directly.

#### Chapter IV Organization and Arrangement

Article 11 The assessment of public course examinations is uniformly planned and arranged by the Academic Affairs Office, with examination times generally scheduled in the 19th and 20th weeks (final term) of each semester. The assessment of specialized courses and foundational professional courses is organized and arranged by the respective colleges, with the examination courses typically completed within two weeks after the end of the teaching period or during the teaching period. Examination courses are generally completed before the 18th week.

Article 12: Secondary colleges are the primary responsible units for professional course and professional foundation course examinations, responsible for organizing all professional courses and professional foundation courses undertaken by their colleges. Each secondary college must establish an examination office during the examination period to handle violations, cheating, and emergencies during the examination process. The college leader in charge of teaching affairs serves as the director of the examination office, while the college leader in charge of student affairs serves as the deputy director of the examination office. Members include staff from the Academic Affairs Office. During the examination period, college leaders are on duty and must keep records of examination conditions. Each secondary college should strictly follow the schools examination regulations, standardize procedures, enforce examination discipline, and ensure normal examination room order.

Article 13 Each secondary college and the Academic Affairs Offices Examination and Student Status Management Center shall meticulously arrange examinations to ensure that

examination venues meet the requirements for normal examinations. Examinations shall be conducted according to the time and location specified in the examination schedule and shall not be changed arbitrarily. In case of special circumstances requiring changes, the Academic Affairs Office shall be responsible for coordination and notify all colleges (departments) and relevant departments. Each students college (department) shall be responsible for informing candidates of the adjusted examination arrangements.

Article 14 The Academic Affairs Office and the Student Record Management Center are responsible for organizing the uniform printing and sealing of examination papers. For public course examinations, the Academic Affairs Office and Student Record Management Center is in charge of managing (the distribution of examination papers before the exam, the reception of examination papers after the exam, and the arrangement for unified grading). For specialized course and foundational professional course examinations, the secondary college is responsible for managing (the collection of examination papers before the exam, the distribution of examination papers, the reception of examination papers after the exam, and the organization for unified grading).

#### Chapter V Question setting, paper making and confidentiality

Article 15 The examination questions are formulated using two methods: examination-separation and non-examination-separation. For courses such as College Mathematics and College English, the examination-separation mechanism is implemented, where relevant course offering units organize some teachers to jointly formulate questions or invite teachers from other universities of the same type to formulate questions. For specialized courses and foundational professional courses, if there are more than 2 teachers teaching the same course, the course-affiliated department shall organize unified question formulation and designate a lead instructor to upload the examination papers. For courses taught by a single instructor, the instructor shall formulate the questions. The course name on the examination paper must be entirely consistent with the course name in the talent cultivation program. The examination paper should use a unified template provided by the school, specifying whether the assessment method is open-book or closed-book. Courses with the capability are encouraged to actively establish course question banks, with an update rate of no less than 30% every three years.

Each course provides three sets of test papers with roughly equivalent levels, designated as A, B, and C, for regular exams and retakes. Reference answers and grading criteria must be established (for subjective questions, provide "key points of answers"). The grading standards should be reasonable and fair, easy to grasp, and specific scoring requirements should be given for each point in the answer.

Article 16 The examination questions shall be based on the teaching syllabus and the

examination syllabus, and meet the following requirements:

(1) The test paper covers the course content extensively, the coverage rate should reach more than 85%, the number of questions is appropriate, the question type is diverse, and the score distribution is reasonable;

(2) The test questions have a certain difficulty gradient, capable of distinguishing the students learning and mastery status. The difficulty level of the questions requires that the part concerning fundamental theories, basic knowledge, and basic skills (hereinafter referred to as "three basics") accounts for about 60%, questions that are comprehensive and of a certain difficulty account for about 30%, and questions with higher requirements and considerable difficulty account for about 10% (the ratio can be appropriately adjusted according to the actual situation of each course). The test questions should avoid controversial issues in academia and avoid bizarre or biased questions.

(3) The repetition rate of questions in the three sets of test papers shall not exceed 15%, and within 2 years, the repetition rate of questions in the test papers shall not exceed 15%. The questions should be rigorous and clear to avoid ambiguity, ambiguity, or misunderstanding. The illustrations in the test papers should be accurate and clear.

Article 17: The department (room) director and the teaching affairs leader in charge of the college are responsible for the quality control of examination papers. Before uploading the papers to the system, the paper proposition teacher must conduct a paper proposition review and submit the signed paper proposition review form to the academic affairs office of the college where the course belongs. Before printing the papers, the secretary of the academic affairs office will uniformly hand over the form to the Examination and Student Records Management Center. If the paper proposition review form has not been submitted, the Examination and Student Records Management Center will not print the papers, and any consequences resulting from this will be the responsibility of the paper proposition teacher, who will be handled according to the relevant school documents.

The public course examination papers are uploaded to the paper system 2 weeks before the examination, while the specialized course examinations are uploaded to the paper system 1 week before the examination, along with reference answers and grading criteria. After the paper upload system is closed, it will not be reopened in principle. For courses whose examination papers are not uploaded in time, the examination will be postponed to the next approved examination time. If there are special reasons causing the papers to be uploaded untimely, the course instructor must apply to the Academic Affairs Office, and after obtaining the approval of the Deputy Director in charge of examinations, the examination and student status management center will handle it specially.

Article 18 The Examination and Student Records Management Center is responsible for the

examination staff to review the test papers in the system, and the personnel responsible for reviewing the test papers and the personnel responsible for producing the test papers should ensure proper coordination. The test paper producers should carefully verify the classes and the number of students for the course examinations, and confirm the examination schedule for the next day, ensuring no omissions or underproduction, and completing the printing of the test papers no later than one day before the examination to ensure the smooth running of the course examinations.

Article 19: Ensure the confidentiality of examination questions. Teachers shall not designate examination priorities or define examination scopes, nor shall they disclose examination content in any form. Personnel who come into contact with examination questions shall not disclose them in any way. In areas where examination papers are printed, non-staff members shall not enter. After printing and packaging are completed, examination papers should be sealed and stored in the examination room. Upon completion of the examination, all examination papers should be collected and properly kept by the college (department) to which the course belongs and the Examination and Student Records Management Center.

## Chapter 6 Supervision and Patrol

Article 20: Examinations are an important part of teaching activities, and invigilation is one of the teaching tasks of teachers. All teachers in the college have the obligation to invigilate, and no teacher shall refuse invigilation without justifiable reasons. The college is responsible for organizing the examination administration of professional courses and foundational professional courses, with invigilation conducted by teachers from each secondary college. The examination administration plan must be filed with the Examination and Student Records Management Center of the Academic Affairs Office. For public course examinations, the examination administration is handled by the Examination and Student Records Management Center of the Academic Affairs Office, and the required invigilators are provided by the college (in proportion to the number of teachers) or administrative staff can also be hired. Each standard examination room must be equipped with two invigilators, and the invigilating teachers should be in-service and on the payroll.

Article 21 Students shall take the examination with their ID card or electronic ID card. Those who lose their ID card shall go to the relevant department for replacement in time. Candidates who are late for 15 minutes shall not enter the examination room and will be treated as absent from the examination.

Article 22: The invigilator should possess a high sense of responsibility and conscientiously fulfill their duties. During the examination, the invigilator should be dedicated to their duties, focus entirely on invigilating, refrain from engaging in any activities unrelated to invigilation, uphold the fairness, impartiality, and seriousness of the examination, and foster a positive

academic atmosphere.

Article 23 To ensure the smooth operation of the examination, invigilators must arrive at the examination office in advance to collect the test papers (public course papers should be collected from the Examination and Student Affairs Management Center, while professional course and professional foundation course examinations should be collected from the academic affairs office of the college where the class is located). Invigilators must complete the following tasks at least 10 minutes before the start of the examination:

(1) The examination room seating arrangements are randomly assigned according to the candidate numbers and announced by the invigilator on the blackboard before the exam. In ordinary classrooms, candidates must be seated in horizontal rows with no less than two seats or one aisle between each other, aligned vertically; in auditoriums, the horizontal arrangement should be consistent with that of ordinary classrooms, while candidates should be seated in alternating rows vertically and aligned. Candidates must sit in their assigned seats; otherwise, it will be considered a violation of rules.

(2) Guide the candidates to store their bags, textbooks, notebooks, draft paper, materials, communication tools and other items unrelated to the examination in the designated place.

(3) Explain the rules and precautions of the examination room, and remind the proxy candidates to leave the examination room actively.

(4) Distribute special examination paper.

Article 24 The invigilator should distribute the examination papers 5 minutes before the start of the exam. Before distributing the papers, the invigilator should show the students the sealed strip on the envelope and open it in public. The invigilator must not provide any explanation of the questions, but if they find that the text is blurred or there are errors in the paper, they must verify the situation and inform the students accordingly.

Article 25: The invigilator shall check the students identification cards within 15 minutes after the exam starts and urge the candidates to fill in the relevant examination information on the designated positions of the test papers. If discrepancies are found between the identification documents and the individuals or if the information provided does not match the identification documents, the invigilator should immediately instruct the student to stop answering the questions, confiscate the test papers, and handle the case as a proxy examination or unauthorized proxy examination according to the regulations.

Article 26: The invigilators must conscientiously supervise the candidates during the examination, with one invigilator at the front and one behind to prevent any cheating or misconduct by candidates. If a student violates the examination room rules but has not yet engaged in cheating, the invigilators shall handle the student as a violator, terminate the



examination, and write "Violation, Zero Score" on the examination paper, with both invigilators signing the paper. If the candidate does not heed the warning and engages in cheating or misconduct during the examination, after confirmation by the invigilators, the student will be treated as a cheater, and "Cheating by ×× Method, Examination Score Zero" will be written on the examination paper, with both invigilators signing the paper. The relevant evidence of cheating, the examination paper, and the cheating student will be handed over to the Patrol Examiner and then delivered to the Academic Affairs Office Examination and Student Records Management Center, or alternatively, one invigilator can deliver it to the Examination and Student Records Management Center. The invigilators must truthfully fill out the "Examination Room Situation Record Form."

Article 27 Examination Start Within 30 minutes after the exam starts, students must not submit their papers and leave the examination room. After 30 minutes of examination start, students may submit their papers and leave the examination room with the consent of the invigilator. Students must not re-enter the examination room after submitting their papers. When students submit their papers, the invigilator must check if the test paper is intact and if the information within the sealed line is fully completed, and truthfully record the earliest submission time in the Examination Record. The invigilator must remind students to prepare for submitting their papers 10 minutes before the end of the exam. At the end of the exam, the cessation of answering should be immediately announced, and students should be required to leave the examination room. Students must not take out the test paper, answer sheet, or answer card when they leave the examination room.

Article 28 After the examination, the invigilator should collect the examination papers on time and truthfully record the latest submission time in the Examination Record. After counting the number of examination papers and binding them randomly, all excess and invalid examination papers should be collected. After confirming that the examination papers have been accurately counted, the invigilator should promptly submit the examination papers and the examination situation record to the Academic Affairs Office Examination and Student Record Management Center or the College (Department) Examination Office. In addition, the invigilator must also clear the examination room and promptly hand over any items left by candidates to the Examination and Student Record Management Center or the College (Department) Examination Office.

Article 29 During the supervision period, the invigilators shall not be late, leave early or absent. If they fail to conscientiously perform their duties as invigilators, conceal the facts of cheating by students or lose their answers, they shall be dealt with in accordance with the "Hunan City University Teaching Accident and Teaching Fault Recognition and Handling Measures".

Article 30 During the examination period, it is necessary to strengthen the supervision and guidance of examination rooms, establish a three-level inspection system involving the Academic Affairs Office, the Teaching Quality Monitoring and Evaluation Center, the Teaching Supervision Team, and secondary colleges (departments), and strictly enforce examination discipline. The school inspectors are appointed from the school leaders in charge of teaching, the Teaching Quality Monitoring and Evaluation Center, and the leadership of the Academic Affairs Office. The school supervision team is responsible for inspecting examination work across the entire university. The inspectors of secondary colleges (departments) are appointed from the leaders of the secondary colleges (departments), teaching secretaries, student counselors, and other administrators, responsible for inspecting examination rooms within their units.

Article Thirty-One The main responsibility of patrol personnel is to inspect the examination discipline in the examination room and the implementation of examination rules by invigilators. If patrol personnel discover any dereliction of duty by invigilators, they should criticize the invigilators and order them to immediately correct their behavior, while meticulously documenting the patrol situation. The patrol situation is summarized and reported to the Quality Monitoring and Evaluation Center, which issues notifications regarding the examination situation. The Academic Affairs Office handles the situation according to the "Hunan City University Teaching Accident and Teaching Error Identification and Handling Measures."

## Chapter 7 Test Paper Evaluation

Article 32 The grading of public course examination papers shall be uniformly organized by the college offering the course, while the grading of professional course and professional foundation course examination papers shall be organized by the secondary college. The secondary college must organize the teaching staff to grade papers uniformly in the designated venue according to the unified requirements of the Academic Affairs Office, and strictly prohibit teachers from taking examination papers home for grading.

Article 33 The examination paper shall be evaluated on the basis of reference answers and scoring criteria, and the scoring criteria shall not be changed during the evaluation process.

Article 34 Test paper evaluation should be standardized:

1. The test paper shall be read with red pen, and other color pens are strictly prohibited.
2. When multiple people review, the operation should be carried out in a flow manner.
3. Scores should be given with plus points instead of minus points. Correct answers should be marked with  $\surd$  and wrong answers with  $\times$ ; the test paper evaluation should not have a situation where  $\surd$  is marked but points are deducted, or  $\times$  is marked but points are given. If there is a deduction, only half a check mark can be marked.
4. Score according to the three-level scoring standard, that is, step-by-step scoring,

sub-question scoring and major question scoring.

5. Multiple choice, fill in the blank, true or false questions, there are only two situations, right or wrong, mark  $\sqrt{}$  for right and  $\times$  for wrong, only the main question is given points, no small question is given points.

6. The grading of examination papers shall be conducted under a system of signature responsibility. If the grader, examiner, and verifier remain unchanged, they only need to sign on the first copy of the paper; the grader and examiner can be the same person, but the examiner and verifier cannot be the same person; if there are changes, signatures must be placed on each copy of the paper; the grader must sign where any score modifications are made.

Article 35 After the grading is over, the examiner shall analyze the course test paper, fill in the "Hunan City University Test Paper Score Analysis Form", and put forward comments and suggestions for students scores, test questions and teaching respectively.

## Chapter VIII Test Paper Management

Article 36: The examination papers for public courses organized by the school, specialized courses organized by the college, and professional foundation courses are uniformly kept by the students respective college. The examination papers for make-up exams, retakes, and re-enrollment exams organized by the school are uniformly kept by the Academic Affairs Office. The retention period is two years after the students graduation.

Article Thirty-Seven: Requirements for Exam Paper Binding: The examination papers, including the cover printed uniformly by the Academic Affairs Office, copies of original transcripts, test paper analysis sheets, examination room situation registration forms, sample papers, reference answers and grading criteria, student answer sheets, and back covers, shall be bound sequentially; Examination papers for retakes, make-up exams, and re-enrollment retakes shall be separately stored by semester and course.

## Chapter IX Record of results

Article Thirty-Eighth: Course examination scores are calculated on a percentage basis with 60 points being the passing mark; course assessment scores can also be calculated on a percentage basis or using a five-level grading system: 90-100 for excellent, 80-89 for good, 70-79 for average, 60-69 for passing, and below 60 points for failing. Special types of courses may adopt other scoring systems upon approval.

Article 39 All courses shall be assessed by credit points. Credit points are the basis for measuring students learning quality, and the corresponding relationship between credit points and assessment results is as follows:

Assessment results	GPA earned
90~ 100 (excellent)	4.0-5.0(4.5)

80~ 89 (good)	3.0-3.9(3.5)
70-79 (moderate)	2.0-2.9(2.5)
60~ 69 (pass)	1.0-1.9(1.5)
59 or below (fail)	0(0)

Explanation: For those using the percentage system, an assessment score of 90 is equivalent to 4.0 GPA, a score of 91 is equivalent to 4.1 GPA, and so on; scores below 60 are equivalent to 0 GPA. For those using the grading system, an excellent assessment score is equivalent to 4.5 GPA, a good score is equivalent to 3.5 GPA, a passable score is equivalent to 2.5 GPA, a failing score is equivalent to 1.5 GPA, and an unpassed score is equivalent to 0 GPA.

The calculation formula of GPA is:

Grade <60, GPA = 0

Grade  $\geq$  60, GPA = (grade-50)/10

The calculation formula of credit points is:

The credit point of a course = the grade point  $\times$  the credit point of the course

The average credit point of a semester, academic year or graduation =  $\sum (\text{credit point} \times \text{course credit}) / \sum \text{course credit}$

Article 40 The course examination results shall be based on the final examination results, with appropriate reference to the regular performance.

(1) The final examination scores generally account for 60% of the total evaluation scores, while the regular performance accounts for 40% of the total evaluation scores. The ratio of final examination scores to regular performance can be appropriately adjusted according to the course teaching requirements. For courses where the final examination scores account for less than 60% of the total evaluation scores, detailed assessment methods must be specified, and determined by the department (room) concerned through research, with the approval of the department (room) head and the college (department) leader in charge of teaching work, and submitted to the Academic Affairs Office for approval.

(2) The evaluation of regular performance must establish a process-oriented assessment mechanism, which should include more than three forms of assessment. The content of process-oriented assessment should be diversified and standardized, verifiable, and traceable. Assessment forms include: pre-class online preview and discussion, classroom questioning, classroom discussion, midterm tests, unit quizzes, experiments, assignments, course papers, attendance, etc. Among these, the proportion of experimental scores should comply with the requirements of the teaching (examination) syllabus. Regular performance evaluations must be recorded and reflected in the "Student Performance Registration Form," and once determined, they cannot be changed.

(3) Those whose final exam scores are less than 45 points cannot participate in the evaluation of the total score of the course, nor can they obtain credits. The score shall be calculated according to the paper score.

Article 41 The assessment and record of academic performance of sports students with special talents and students with special talents in literature and art shall be carried out in accordance with relevant documents.

## Chapter 10 Performance Management

Article 42 The academic performance of students shall be managed at two levels, namely the university and the college (department), and there are two forms: paper academic performance book and electronic document academic performance form.

Article 43: Before the academic performance management system is closed, course instructors submit students grades through the Academic Affairs Offices management system. The final grade is composed of regular performance and end-of-term assessment scores, weighted accordingly. After submission, instructors print out the paper transcripts online, sign them, and then submit them to the students college, which must be signed by the department (room) head and the college leader in charge of teaching before being archived. When logging into the grades, instructors should repeatedly confirm that the students grades are correct before submission. Absence of grades should be recorded as an unexcused absence. If a students grades are not entered or are incorrectly recorded due to personal reasons of the instructor, the incident will be handled according to the "Hunan City University Teaching Accident and Teaching Error Recognition and Handling Measures."

Article 44: Once a students grades are reported, they shall not be changed in principle. If there is indeed an error, it must be handled strictly according to the prescribed procedures. For teachers modification of final grades at the end of the term, weight addition for competition results, and weight addition for special talents, the deadline must be completed within 1 month after the start of the second semester. After the deadline, no changes will be made to the grades. Grade changes are only applicable to errors in grades from the previous semester and changes to competition weighted grades. If students fail to complete grade weighting within the specified time, the Academic Affairs Office will no longer accept applications, and any grade weighting changes made after the deadline will be void, with the student bearing the responsibility. Without special reasons, if teachers fail to complete grade changes within the specified time or if changes are not made, resulting in damage to student rights, the incident will be handled according to the "Hunan City University Teaching Accident and Teaching Error Recognition and Handling Measures."

Article 45 If the assessment results are abnormal, the Academic Affairs Office and the

Quality Monitoring and Evaluation Center will organize relevant personnel to investigate the reasons for the abnormal results, and teachers who fail to teach seriously and cause high failure rate of students in courses will be dealt with according to relevant documents.

Article 46 The assessment results of students shall be uniformly announced by the college or the teaching office where the students are located, and no other department may announce the results to the students in any way.

## Chapter XI Review of results

Article 47 Students who have genuine objections to their course grades may apply for a review. The application period for a grade review is within 1 month from the start of each semester, and no applications will be accepted at other times; grade reviews are limited to the final assessment courses of the previous semester, and no applications will be accepted for other courses. Grade reviews are limited to unified score reviews. Changes to grades due to reviews are completed within 1 week after the review deadline.

Results review and change procedures:

1. Students shall download the "Hunan City University Student Application for Score Inquiry and Change Review Form" from the website of the Academic Affairs Office, fill in the reason for applying for review of scores, and submit the application form to the academic affairs office of their respective colleges.

2. After the deadline for accepting the application, the academic affairs office of the students college will report the application form to the leader in charge of teaching for signature and agreement. The leader in charge of teaching of the college will arrange teachers to check the papers, and the result of the check should be signed by the teacher who checked the papers and the leader in charge of teaching.

3. If there are changes to the reviewed grades, the teacher who checks the grade shall fill out the "Hunan City University Student Application for Grade Inquiry and Change Review Form" regarding the grade changes, attaching relevant supporting documents (such as copies of the students test papers), which shall be signed and acknowledged by the teacher who checks the grade and the leadership of the teaching affairs office, then stamped with the college seal. The grade change form shall be submitted to the deputy director in charge of academic affairs for signature approval, followed by submission to the Examination and Student Records Management Center for grade modification.

## Chapter XII Exemption from study and listening

Article 48: Students may apply for exemption from a specific examination course due to personal reasons upon their own application, with the consent of their course instructor, recognition from the college, and approval by the Academic Affairs Office. For courses applying

for exemption, a final examination score of 85 or above (inclusive) will be recognized as qualified, and the final grade will be based on the examination score with the corresponding credits for the course. Scores below 85 will not be recognized as qualified, and students cannot take the makeup exam but must retake the course directly. Exemption from ideological and political education theory courses will be handled according to the regulations of higher authorities, practical teaching components cannot be exempted, and physical education courses generally cannot be exempted.

Article 49: Students who experience changes in academic status (including transfer, change of major, leave of absence, return to school, demotion, etc.) will have their previously completed courses recognized according to the schools course mutual recognition principle. Students who meet the criteria may be exempted from certain courses and will directly earn credits. The principle of mutual recognition applies to all public courses (such as mathematics, English, ideological and political courses, university physical education, computer fundamentals) across the university, while professional foundation courses are mutually recognized by colleges based on their specific academic requirements.

Specific process: Students download the "Hunan City University Undergraduate Student Course Mutual Recognition Application Form" from the Academic Affairs Office website, fill in the required information as required, and submit it to the Teaching Office of their respective college; the colleges teaching affairs leader signs off on it; the college reports to the Deputy Director of the Academic Affairs Office for signature approval before submitting it to the Academic Affairs Office Examination and Student Status Management Center for course mutual recognition. Course mutual recognition can be processed within 1 month after a student transfers to a new major or within 1 month after a student starts a new class following a change in student status.

Article 50: Retired students who return to school may be exempted from military training, military theory courses, and physical education courses upon application by the student, accompanied by corresponding supporting documents. After being signed off by the schools armed minister or the deputy dean in charge of teaching at the sports college, and then approved by the deputy director of the Academic Affairs Office, the examination and enrollment management center shall record the scores, with a uniform score of 90 points.

Article Fifty-One: If a student is indeed physically disabled and unable to participate in physical education course tests, the student must submit an application along with corresponding supporting documents. After being signed off by the college leadership in charge of teaching, the application must be reported to the Academic Affairs Office for approval and then filed with the Examination and Student Records Management Center. The physical education course score will be recorded as 60 points. If a student is unable to participate in a specific physical education test

due to health reasons, the student must submit an application, and the physical education instructor must agree to substitute it with another activity. After being signed off by the college leadership in charge of teaching, the application must be reported to the Academic Affairs Office for approval. The physical education instructor will conduct the test and determine the course examination score.

### Chapter 13 Course Deferred Examination and Makeup Examination

Article 52 In general, students cannot apply for deferred examination, but those who meet any of the following conditions may apply for deferred examination:

- (1) Those whose examination time conflicts with the normal examination time due to taking postgraduate examinations, civil service examinations and other national examinations;
- (2) Those who represent the school to participate in provincial and municipal competitions and whose normal examination time conflicts;
- (3) The student himself or herself is unable to attend the examination due to illness;
- (4) Those who participate in the activities of the local government with the consent of the school, and whose normal examination time conflicts with the activities, or those who find it difficult to pass the examination normally because of the long time spent on the activities;
- (5) If a direct relative dies and he/she takes leave to go home in conflict with the assessment time;
- (6) other circumstances approved by the school.

Students applying for a deferred examination must submit an application to their respective college (department) with valid identification before the examination, and can only do so after obtaining approval from the college leader in charge of teaching affairs and the deputy dean in charge of academic affairs, otherwise it will be considered as an absence without leave. The deferred examination application must be submitted to the course instructor, the Examination and Student Status Management Center, and the students respective college. (Note: The deferred examination must be handled by the student themselves; however, under the following circumstances, it can be handled by a classmate or teacher: 1. If the student is unable to apply for a deferred examination due to illness, they can provide a medical certificate or hospitalization proof and have it handled by a classmate; 2. In cases where a direct relatives death requires leave, under urgent circumstances, it can be handled by a classmate; 3. It can be uniformly handled by relevant teachers in the college.) In principle, applications for deferred examinations should be made three days before the examination; under special circumstances, they can be handled within one week after the examination. Examination courses cannot be deferred.

Students who are unable to take a deferred examination due to special reasons can reapply for a deferred examination but can only do so once. The deferred examination score is generated by



weighting regular grades and examination scores, and teachers should record the regular grades of deferred examination students when entering final grades. The credit points of deferred examination scores are calculated as 1.0.

Article 53 Students who fail the assessment of the previous semesters courses (except for course design and other intensive practical teaching links) can take the make-up exam of the next semesters courses. The make-up exam of the examination courses will use the spare paper of the final examination.

Article 54 The make-up test results shall be entered into the score system according to the actual examination results. If the course make-up test reaches 60 points (percentage system) or passing grade (grading system) and above, the grade point shall not exceed 2.0 according to Article 38.

## Chapter 14 Course Retake

Article 55: Object of reconstruction:

1. Students who fail the course assessment and still fail after taking the semester make-up exam.
2. Students who fail to take the exam due to illness or other reasons.
3. Students who fail to pass after retaking the exam.
4. Past students who meet the requirements for retaking the course.
5. Students who voluntarily apply for retake with a course grade below 70.

Article 56 Students shall apply for and pay fees to retake the courses they must retake during their school years within the prescribed time, and there is no limit on the number of times.

Article 57 In principle, students should not take more than 3 courses (except for experiments, practical training, internships and course design) in a semester.

Article 58 The course retake is generally completed and the course assessment is taken in the corresponding semester of the next academic year. There are two ways to retake the course:

### 1. Group class revision

If the number of students applying for course retake exceeds 30 (inclusive), the academic affairs office and the department offering the course will organize a separate class to retake the course according to the actual teaching resources.

### 2. Follow-up classes

If the number of students who apply for course retake does not meet the conditions for separate class opening, and the time of students application for course retake does not conflict with other courses taken in the semester, they will directly follow the class for retake.

Article 59. Repairs procedure

The course retake work is organized and managed by the academic affairs office, and the

specific implementation is carried out by each department. The retake must be processed strictly according to the time limit, and no supplementary processing will be given after the deadline.

1. The academic Affairs Office publishes the course retake notice on the school website every semester;

2. Students who apply for retake shall fill in the application form and submit it to the department of course opening for qualification examination. After being agreed by the teacher and the leader in charge of teaching, the department of course opening shall submit it to the Academic Affairs Office for examination;

3. The academic affairs office shall make relevant teaching arrangements together with the course opening department according to the application for retaking;

4. Students shall pay the fees for retaking courses on time (the fees for retaking courses shall be charged according to the relevant regulations of the university) and go to the academic affairs office to handle the formalities with the payment certificate before they can participate in the retake study.

#### Article 60 Follow-up study and re-enrollment in a class and re-enrollment in a class

##### 1. Retake classes with (plug-in)

After the students who are retaking courses through (parallel) classes submit their re-enrollment applications, they will proceed with the selection of elective courses for retaking. Each secondary college will notify the corresponding course instructors in writing of the list of students attending (parallel) classes. The management and academic record-keeping methods for students retaking courses through (parallel) classes are the same as those for students in the classes they are retaking.

##### 2. Class reclassification

(1) Each semester, the retake classes are uniformly organized and managed by the Academic Affairs Office or by the relevant secondary colleges entrusted by the Academic Affairs Office. Each secondary college reports the list of students who need to attend the retake classes by the 3rd week of each semester, and the Academic Affairs Office decides on the scheduling of the retake classes and assigns teaching tasks to the relevant secondary colleges. The teaching process is generally arranged from the 4th to the 16th week of the semester, during weekends. Retake classes are conducted with regular attendance rules, and students who are absent or truant for more than one-third of the course hours will not be eligible for course assessment, and their course grades will be recorded as "0".

(2) The attendance and assessment of the retake class shall be conducted as that of the normal class.

#### Article 61 All courses retaken on campus shall go through online course selection procedures

and be confirmed before they are eligible to participate in the course assessment.

Article 62: There is only one opportunity for retaking a course during the retake semester, and generally, retake courses are not allowed to be deferred. If a retake course fails, there will be no make-up exam; only retaking is allowed. In case of conflicts between retake course exams and final exams, priority should be given to retaking the course exam, and a deferred application for the final exam is allowed.

Article 63 The assessment results of the class re-enrollment and the course re-enrollment shall consist of the final and regular results.

Article 64 Students who are allowed to retake the course due to failing grades shall obtain corresponding credits after passing the retake test, and their actual grades shall be recorded and marked with the words "retake".

Article 65 Students who are allowed to retake a course because they are not satisfied with their grades shall have their course grades recorded at the higher grade (level).

Article 66 The method of reporting the results of the course revision shall be the same as that of the final examination of the course.

## Chapter 15 Course Assessment for Students with Changes in School Record

Article 67 Assessment of courses for students changing majors

Students must complete all courses and course assessments stipulated in the new majors talent cultivation program after transferring to a new major through relevant school evaluations. Students who complete the mutual recognition of relevant courses within the specified time will be exempted from these courses, and courses not attended should be completed through retaking, with grades determined by the retake scores.

Article 68 The course assessment of students who have been demoted shall be reduced

Students who advance to a lower grade should complete all course studies and assessments for the duration of their new grade following the promotion. If there are differences in the talent cultivation programs before and after the promotion, courses already completed under the new talent cultivation program can be mutually recognized and exempted; for courses not completed in the new grade, they must be retaken according to the original talent cultivation program.

Article 69 Course assessment for students who have been discharged from the military and returned to school

After retirement, the students of the army will return to school to continue their study in the original major, and the course assessment will be managed according to the course assessment method for students with lower grades.

According to the state regulations, students who have been discharged from the army and returned to school can choose their majors again. In principle, they will be downgraded to a new

major, and at the earliest, they can only study in the second year of a new major. The course assessment will be managed according to the course assessment method for students who have been transferred to a new major.

#### Chapter 16 Identification and treatment of examination violations and cheating

For details, see the Measures for the Handling of Examination Violations and Cheating by Students of Hunan City University (Xiangchengyuan [2016] No.106).

#### Chapter XV Supplementary Provisions

Article 71 These Measures shall come into force on the date of promulgation, and the original "Hunan City University Full-time Ordinary Higher Education Undergraduate Course Assessment and Grade Management Measures" (Xiangchengyuanfa [2018] No.48) shall be repealed at the same time.

Article 72 This method shall be interpreted by the Office of Education.

## **Hunan City College student examination cheating handling measures**

Xiangcheng Institute [2016] No.106

## Chapter I General Provisions

Article 1 In order to uphold examination integrity and discipline eliminate cheating and other violations in examinations promote academic and school atmosphere construction and comprehensively improve the quality of education and teaching this method is formulated in accordance with the "Regulations on Student Management of Ordinary Higher Education Institutions" (Ministry of Education Order No.21) and the "Measures for Handling Violations of National Education Examinations" (Ministry of Education Order No.18, amended on January 52012).

Article 2 These Measures shall apply to all students (including full-time students and continuing education students) in the school during their study period to participate in all examinations (including the final examination of all courses in the teaching plan, the National College English Proficiency Test, the National English Application Ability Test, the national and provincial computer proficiency test, etc.) both inside and outside the school.

## Chapter II Identification and treatment of violations

Article 3 If the candidate does not abide by the examination rules and does not obey the arrangement of the examination staff, any of the following acts shall be regarded as a violation of the examination:

- (1) carrying items other than those specified into the examination room or not placed in the designated position;
- (2) Those who do not take the exam in the prescribed seat;
- (3) Those who answer the questions before the signal for the commencement of the examination is given or continue to answer the questions after the signal for the end of the examination is given;
- (4) Those who spy, whisper or make gestures to each other during the examination;
- (5) Those who make noise, smoke or engage in other acts that affect the order of the examination room within the scope prohibited by the examination room or educational examination institution;
- (6) Those who leave the examination room without the consent of the examination staff during the examination;
- (7) Answering the questions with pens or paper other than those prescribed, or writing the name, examination number or other information on the test paper in a place other than those prescribed;
- (8) Other violations of the examination rules but not yet constituting cheating.

Article 4 If a candidate violates the principle of fairness and impartiality in the examination and commits any of the following acts during the examination, it shall be deemed as cheating in the examination:

- (1) Those who take an exam under someone else's name;
- (2) Those who take the test with written materials related to the test content or electronic devices storing information related to the test content;
- (3) Put the relevant test content on your body, desk or other places visible to you during the test;
- (4) Those who copy or assist others in copying the answers to the test questions or materials related to the examination contents;
- (5) to seize or steal others test papers or answers, or to force others to provide convenience for him to copy his own test papers;

- (6) Those who use communication equipment during the examination;
- (7) Those who take the test paper, answer sheet (including answer card, answer paper, etc.), draft paper and other things out of the examination room;
- (8) Those who use various means (copying, photographing, etc.) to take the test questions out of the examination room;
- (9) those who intentionally destroy test papers, answers or examination materials;
- (10) Those who fill in the name, examination number and other information inconsistent with their identity on the answer sheet;
- (11) those who exchange test papers, answers and draft paper, or pass or receive items without the consent of the invigilator;
- (12) Those who mark the identification information of candidates in various ways on the test paper or answer sheet;
- (13) Those who use QQ groups or wechat groups to carry out group fraud;
- (14) other acts of obtaining or attempting to obtain the answers to the questions and the examination results by improper means.

Article 5 If the teaching department, examination staff or marking teachers find any of the following behaviors during or after the examination, they may conclude that the relevant candidates have committed cheating:

- (1) Those who obtain examination qualifications and results by forging documents, certificates, files and other materials;
- (2) In the process of marking, two or more (including two) answers in the same subject and in the same examination room are found to be similar;
- (3) The examination room is in disorder and the order of the examination is out of control, and there are large-scale cheating phenomena in the examination;
- (4) the examination staff assisted in the implementation of cheating, and the facts were verified after the event;
- (5) other acts that should be identified as cheating;

Article 6 For those who violate the examination rules, they shall be given a verbal warning for the first time; if they are terminated from the examination for the second time, and the circumstances are serious, their examination results in that subject shall be counted as zero points.

Article 7 Those who cheat in the examination shall be dealt with as follows:

- (1) For the first time cheating, the disciplinary punishment of one year of probation shall be given, and the score of the subject shall be counted as zero, and the student shall retake it directly;
- (2) Those who participate in collective fraud by means of QQ groups or wechat groups shall be given disciplinary punishment of one years probation.
- (3) If a student has any of the following circumstances during the examination, he/she shall be expelled from school:

- (1) The student is found to have cheated in the examination for the second time during his/her school term;
- (2) Those who take the exam on behalf of others (including those who take the exam outside school);
- (3) Organize group fraudsters by using QQ groups or wechat groups.

Article 8 Where any person violates the new provisions of Article 284 of the Amendment (IX) to the Criminal Law, he shall be dealt with in accordance with relevant provisions.

### Chapter III Identification and treatment procedures of violations

Article 9 Any student who cheats in an examination must write a written statement (including the circumstances of cheating and their own understanding) within 2 hours after the examination ends and submit it to the Academic Affairs Office. At least 2 invigilators or patrol personnel must immediately submit the "Examination Room Situation Registration Form" and related materials to the Academic Affairs Office after the examination ends, and note "Examination Cheating" on the examination paper. The examination papers shall be archived with the original class. After verifying the cheating students situation, the Academic Affairs Office will make corresponding disciplinary decisions according to the prescribed procedures.

Article 10 If a student is dissatisfied with the disciplinary decision made by the school, they may submit a written appeal to the schools "Student Grievance Handling Committee". The specific procedures for appeal and review shall be handled according to the relevant regulations of the school. Within 30 days from the date of acceptance, a review decision shall be made in accordance with the following provisions:

(1) If the decision on handling is clear in terms of facts, conclusive in evidence, correct in the application of law, legal in procedure and appropriate in content, the decision shall be upheld;

(2) If any of the following circumstances exist in the decision on handling, the decision shall be revoked or changed:

1. The facts of the violation are not clear and the evidence is insufficient;
2. The basis of application is wrong;
3. Violation of the procedures for handling provisions of these Measures.

The department that made the decision shall make up for any loss caused to the candidate by the erroneous handling of the decision.

Article 11 The school shall establish an examination student integrity file in accordance with state regulations, recording and retaining relevant information of students who cheat in the examination. The information recorded in the examination candidate integrity file shall not be deleted or changed by any organization or individual without legal procedures.

## Chapter IV Supplementary Provisions

Article 12 These Measures shall come into force as of January 1, 2017. Where there are any provisions in conflict with these Measures, these measures shall prevail.

Article 13 The regulations shall be interpreted by the Office of Education Affairs.

# Hunan City College Undergraduate Experimental Teaching Management Measures

Xiangcheng Institute [2024] No.53

## Chapter I General Provisions

Article 1 Experimental teaching is an important component of undergraduate education and a crucial link in cultivating students scientific spirit, practical skills, and innovative awareness. To further standardize experimental teaching management and effectively improve the quality of experimental teaching, this regulation is formulated in accordance with the actual conditions of the school.

The fundamental task of the second experiment teaching is to carry out basic training of students experimental methods and skills, help students master modern experimental methods and scientific experimental ability, and cultivate students learning style of linking theory with practice, rigorous scientific attitude and comprehensive innovation ability to analyze and solve problems.

## Chapter 2 Experimental teaching task management

Article 3 Experimental teaching should be oriented towards capability development and outcome production, focusing on building a cultivation system that connects basic experiments, comprehensive experiments, design experiments, and innovation experiments. It is necessary to strengthen experimental safety education according to national quality standards and relevant professional certification requirements, optimize basic operational training and necessary verification experiments, and add content for design-oriented, exploratory, and innovative comprehensive experiments.

Article 4 The experimental teaching plan is an organic part of the professional training plan, which shall be formulated by each secondary college and approved by the Academic Affairs Office. The principles and requirements for its formulation shall be consistent with those of the professional training plan.

Article 5 The experimental teaching syllabus is a guiding standard for experimental teaching and must meet the requirements of the "National Quality Standards for Undergraduate Programs in Ordinary Higher Education Institutions" emphasizing moral education and the cultivation of virtue, coordinating with the teaching content of theoretical courses, and reflecting the latest achievements in disciplinary development in a timely manner. Each secondary college must formulate corresponding experimental teaching syllabuses for the experimental courses set out in the experimental teaching plan and file them with the Academic Affairs Office. The content of the experimental teaching syllabus should specifically include basic course information, teaching objectives, names of experimental projects and class hour allocation, experimental content, experimental textbooks, experimental requirements, and assessment methods.

Article 6: Experimental projects are the basic units that carry experimental teaching content and should be scientifically arranged according to the prescribed experimental teaching hours, focusing on cultivating students fundamental experimental skills and practical innovation capabilities, emphasizing the absorption of cutting-edge research achievements in the field. The establishment of experimental projects must align with the experimental teaching syllabus, and any new or changed experimental projects must be accompanied by revisions to the corresponding experimental teaching syllabus. Experimental project names should be standardized, and different experimental projects should not cover the same content. Teaching experimental projects are generally based on a minimum of 2 class hours as the basic unit.

Article 7 Each experimental course shall select or write the experimental teaching materials or guidebooks according to the experimental outline. The experimental teaching outline shall be formulated or revised by the teacher in charge of the course, reviewed by the undergraduate teaching guidance committee of the secondary college, and approved by the academic affairs office before implementation.

Article 8: The laboratory shall strengthen the management of instruments and equipment, promptly repair instruments and equipment, ensuring that the equipment integrity rate is no less than 95%. Experimental equipment should ensure: basic courses should have one set per person; technical foundation courses and professional foundation courses should have two sets per person; in principle, the number of people per group for specialized courses should not exceed 4 (except for special equipment).



### Chapter 3 Experimental teaching process management

Article 9 Before the experimental class, the experimental instructor and the technical personnel shall prepare all the instruments and equipment needed for the experiment and all the materials, tools and teaching materials needed for the experiment.

Article 10 The experimental instructor must strictly require students in experiments and provide safety education to ensure personal and equipment safety during the experiment. Before the experiment, the instructor must check the students preview reports and only allow those who have passed the preview to proceed with the experiment. Students should be encouraged to independently complete operations, data processing, and discussion and analysis of experimental results. After the experiment, the instructor must organize students to tidy up and clean up experimental items, and only after a thorough inventory can the students leave the laboratory.

Article 11: The experimental instructor must prepare lessons conscientiously, write experimental teaching plans, and ensure adequate preparation; manage classroom discipline strictly, maintain computer and other instruments and equipment, enforce classroom rules, conduct regular checks and preservation of data, and keep records of regular performance. The experimental instructor should be a lecturer, engineer, or an experienced teacher with a senior title. For instructors guiding experiments for the first time, there should be a requirement for a trial lecture.

Article 12 Students must follow the guidance of teachers and laboratory technicians conduct experiments with seriousness and dedication keep accurate experimental records (the original data recording sheets should be signed by the instructor before leaving the laboratory) and write experimental reports as required. The experimental report generally should include the purpose of the experiment the instruments and equipment and their working principles experimental procedures original data results and analysis.

Article 13: Experimental instructors must carefully grade students experimental reports and record the basic circumstances of each students experiment and completion of the experimental report. For experimental reports that do not meet the requirements, they should be returned for redoing; for those who plagiarize others work, serious action should be taken. Teachers should use red pens to grade experimental reports, and the grading content includes correcting errors, evaluating grades, and indicating dates.

Article 14 The assessment and evaluation of experimental courses shall be conducted at the end of each semesters experiments. For independently established experimental courses, various forms such as written tests, oral defenses, and practical operations can be adopted, and grades shall be comprehensively calculated based on attendance, experimental operation, and experimental reports. The experimental scores in theoretical courses shall be credited to the course examination scores in a certain proportion.

Article 15: If a students absence from an experimental course reaches one-third or more of the total class hours, the experimental grade will be calculated as zero. Students who are missing experimental projects must make up for them before their grades can be calculated. Students who fail to pass their experimental course grades must retake the experiment according to school regulations, and retakes will be managed according to relevant rules.

### Chapter 4 Archive management of experimental teaching

Article 16 The laboratory shall establish and improve the experimental teaching archives. The experimental teaching archives shall include:

1. Laboratory work plan, laboratory construction plan, experimental teaching plan, experimental teaching outline, experimental project opening form, experimental guidebook;

2. Experimental teaching task book, experimental teaching arrangement or experimental class schedule, experimental class record card, student experimental report (retained for nearly 5 years, including original records of student experimental data);

3. Operation records of large equipment and maintenance records of instruments and equipment;

4. Information about laboratory personnel and experimental teaching personnel, records of experimental trial work and trial lecture, position logs of laboratory personnel, work records of laboratory directors, and materials on the reform of experimental equipment and experimental content and methods;

5. Other relevant information.

## Chapter V Experimental teaching conditions guarantee

Article 17 The teaching departments that offer experimental courses shall formulate practical and feasible experimental teaching management systems and strict experimental operation procedures, strengthen guidance to students, and ensure the order, efficiency and safety of experimental teaching.

Article 18: Departments offering experimental courses should establish incentive schemes to encourage teachers with high titles and advanced degrees to engage in experimental teaching, attracting high-level teachers to participate in laboratory construction, management, and experimental teaching work, thereby improving the knowledge level and capabilities of the experimental teaching faculty as well as the title structure. Teachers are encouraged to initiate research projects on experimental teaching reforms to promote the deepening of experimental teaching.

Article 19 The university will give priority to the investment and gradually increase the funding of experimental teaching every year to ensure the normal operation of experimental teaching and the continuous updating of experimental content in order to comprehensively improve the level of experimental teaching.

Article 20 Laboratory construction should be carried out based on the development plan of the secondary college, professional settings, and teaching needs, formulated after thorough research, with a focus on key areas and proceeding in stages and years. Continuously adjust the laboratory layout, integrate experimental resources, and gradually form a number of teaching laboratories that serve multiple disciplines and specialties. Coordinate and allocate experimental teaching resources and related educational resources to achieve the sharing of high-quality resources.

Article 21 The laboratory shall organize the construction and management work according to the principle of unified leadership and hierarchical management. In order to streamline the management procedures and clarify the management responsibilities, the construction of the laboratory shall be subject to project management responsibility system.

## Chapter 6 Laboratory Open Management

Article 22 Under the premise of completing experimental teaching tasks, secondary teaching units shall make full use of existing faculty, instruments and equipment resources, open to all students in the university, provide conditions for students practical learning and scientific research, and strengthen the cultivation of students practical innovation, scientific and technological development ability and team spirit.

Article 23 The principle of "teaching according to students aptitude and paying attention to effectiveness" shall be adhered to in the opening of laboratories. The time, process, form, content and method of laboratory opening shall be determined according to different needs of students, so

as to better stimulate students initiative and enthusiasm for learning, and thus promote their all-round development and the development of their special skills.

Article 24 Laboratories should constantly enrich the content of openness, improve the form of openness, increase the time of openness, expand the scope of openness and improve the quality of openness.

Article 25 Laboratory opening work should be included as an important part of teaching reform. Encouragement and support are given to teachers to transform parts of their research achievements that contribute to cultivating students innovative abilities into experimental teaching content, integrating experimental teaching with research work and students extracurricular scientific and technological activities. This enhances the support of research for undergraduate experimental teaching, strengthens the introduction of new technologies and methods, and cultivates students ability to conduct scientific experiments using advanced technological means.

Article 26: The secondary teaching units are fully responsible for the organization and implementation of laboratory openness within their units. Specific tasks include: planning and constructing open teaching, determining the content and scope of open teaching, approving plans and programs for open teaching, etc. The laboratory director is specifically responsible for formulating detailed implementation rules for laboratory openness and compiling and implementing open teaching plans.

Article 27 Laboratory managers shall be responsible for the receipt and dispatch of instruments and equipment, experimental supplies, keep records of laboratory opening work, and provide quality services to students.

## Chapter VII Supplementary Provisions

Article 28 This regulation shall be implemented from the date of issuance and shall be interpreted by the Academic Affairs Office. The original "Hunan City University Experimental Teaching Management Measures" (Xiangchengyuanjiaozi [2004] No.60), "Hunan City University Laboratory Construction Project Management Measures" (Xiangchengyuanzheng [2004] No.137), and "Hunan City University Laboratory Openness Management Measures" (Xiangchengyuanfa [2011] No.22) shall be repealed simultaneously.

# Hunan City College Undergraduate Course Design

## Management Measures

Xiangchengyuan Jiazi [2024] No.18

### Chapter I General Provisions

The first article states that undergraduate course design teaching aims at achieving students learning outcomes focusing on cultivating students ability to solve complex engineering problems utilizing their comprehensive and prominent practical characteristics integrating core professional course knowledge combining practical activities enabling students to achieve the graduation requirements of comprehensive application of knowledge analytical and problem-solving skills using modern tools guiding students individual development achieving a comprehensive improvement in overall quality professional competence and practical abilities.

### Chapter II Basic requirements

Article 2 The objectives of undergraduate course design should support the relevant standards for the graduation requirements of undergraduate majors, cultivate students correct design thinking, a work style that combines theory with practice, a serious and pragmatic scientific attitude, and a spirit of teamwork and innovation. Through course design, further consolidate and deepen students professional theoretical knowledge, and develop their basic skills in theoretical calculation, structural design, engineering drawing, application of standards and specifications, literature search, computer application, and report writing.

Article 3: Undergraduate course design and teaching should embody the function of practical education, integrating "Course Ideological and Political Education" throughout the teaching process, emphasizing labor education for students, fully leveraging students initiative and teachers ability to tailor instruction and set strict requirements. Strengthening students engineering capability training and innovative thinking training, enhancing their ability to independently analyze and solve problems, ensuring the combination of theory and practice, inheritance and innovation.

### Chapter 3 topic selection requirements

Article 4 The topic selection of undergraduate course design shall meet the requirements of the course teaching outline.

(1) The course design topics are generally proposed by the instructor and implemented after being approved by each college.

(2) Topic selection should be combined with course objectives, focusing on the cultivation of innovative abilities to ensure students receive comprehensive training. For science and engineering majors, topic selection should align with the principles of engineering education, emphasizing the development of students capabilities to solve complex engineering problems.

(3) Pay attention to the connection between theory and practice, and give priority to the topics that are closely related to production, scientific research, laboratory construction and have practical application value.

(4) The difficulty and workload of the course design topics should be suitable for students knowledge and ability, so that students can work hard and complete the work within the specified time.

### Chapter IV Requirements of the instructor

Article 5 Qualifications and requirements for teachers to guide undergraduate course design.

(1) The instructors guiding the course design must hold a mid-level or higher title or have a masters degree or above. Each college should provide necessary training or guidance to teachers who are taking on guiding responsibilities for the first time, and only after passing the review by the teaching and research section and the college can they be allowed to undertake guiding work.

(2) The instructor drafts the task book formulates the guidance plan writes the course design guidance manual and specifies necessary reference materials so that students can complete their tasks within the stipulated time. The task book should reflect the content of complex engineering problem design and keep up with contemporary requirements.

(3) Each standard class should have more than 1 instructor, and each instructor should not guide more than 25 students per week. Tutoring sessions must not be less than 12 hours per week, and the scheduling of tutoring times must be pre-planned, ensuring a balanced and reasonable distribution of time, strictly adhering to the timetable for guidance. In the course design and teaching process, personalized instruction should be implemented, encouraging innovation, guiding students to take the initiative in learning, and emphasizing the cultivation of innovative abilities.

(4) The instructor should design and implement assessment methods and evaluation criteria aimed at achieving the course objectives, carefully review all aspects of the students course designs, meticulously evaluate them, provide reasonable assessments, and ensure that the evaluation results objectively reflect the achievement of professional graduation requirements; instructors must not arbitrarily lower the standards for students.

(5) Organize the teaching materials according to the requirements of each colleges course design and standardize the archiving. After the completion of the course design, evaluate the achievement of graduation requirements and formulate continuous improvement measures.

## Chapter V Student Requirements

Article 6 Students who carry out undergraduate course design shall meet the following requirements:

(I) Under the guidance of teachers, fully understand the course design objectives, clarify the role of course design in achieving relevant graduation requirements and the preparations needed to achieve these objectives; be able to evaluate ones own learning outcomes and assess teachers instructional activities by referring to course objectives or graduation requirements.

(2) There should be a diligent spirit of thinking, daring to innovate, and hard study, focusing on the cultivation of ones own innovative awareness and engineering consciousness. For those who engage in acts of plagiarism or have others substitute for them in design, resulting in falsification, their grades shall be recorded as failing, and they shall be subject to corresponding disciplinary actions according to the schools relevant regulations.

(3) Master the basic theories and basic knowledge of course design, strive to make the concepts clear, data reliable, calculation accurate, design reasonable, experimental software program run well, figure drawing meets the standard requirements, design specification writing is standardized.

(4) Strictly abide by the study discipline and adhere to the schedule, do not be late, leave early, or skip classes. If unable to attend due to personal matters or illness, a leave must be taken. Those who fail to take leave or are not approved for leave and skip classes without permission will be considered absent without leave. Those who skip classes a certain number of times will be handled according to the relevant provisions of the Student Handbook.

(5) Take good care of public property, do a good job in environmental sanitation, and ensure the safety, civilization, hygiene and cleanliness of the design room or laboratory. It is strictly

prohibited to do activities unrelated to course design in the design room or laboratory.

## **Chapter VI Organization management**

Article 7 The course design work shall be managed at the school and college levels.

Article 8 The Academic Affairs Office shall represent the university to be responsible for the overall coordination of the universitys curriculum design and perform the following duties:

(1) Responsible for macro guidance on curriculum design and teaching throughout the school.

(2) Responsible for formulating and improving the management system related to the course design link.

(3) Coordinate and solve various problems in the process of curriculum design.

(4) Check the course design process, quality and management work.

Article 9 The college shall be responsible for the management of course design in the college and perform the following duties:

(1) Formulate the management rules of college course design, formulate the teaching outline and guidebook of course design, and formulate the specific implementation plan and relevant arrangements of course design.

(2) Responsible for the online scheduling of courses and the arrangement of instructors in this college.

(3) Supervise and inspect the progress and quality of course design.

(4) Do a good job in the organization and archiving of curriculum design materials.

## **Chapter VII Assessment of achievements**

Article 10 The evaluation of the course design shall be strict and standardized. The course design results shall be comprehensively evaluated according to the quality of students design plans, instructions, drawings, programs, calculations, works and the situation of their defense (oral test).

Article 11 The results of undergraduate course design are divided into five grades: excellent (90~100 points), good (80~89 points), medium (70~79 points), pass (60-69 points), and fail (below 59 points). Those who fail must retake the course design.

## **Chapter VIII Archive Management**

Article 12 The teaching documents of course design include the task book of course design, the design manual, the students score registration form, the analysis form of course design situation, etc.

Article 13 The results of the course design and related materials shall be kept by the students college.

## **Chapter IX Supplementary Provisions**

Article 14 These Measures shall come into force as of the date of promulgation and shall be interpreted by the Office of Education. The original Hunan City College Course Design Management Measures (Xiangchengyuan Jiazi [2015] No.03) shall be repealed at the same time.

# **Hunan City College Undergraduate Internship Teaching Management Measures**

Xiangcheng Institute [2024] No.54

## **Chapter I General Provisions**

Article 1 Internship is an important part of talent training, an important link to deepen classroom teaching, an important way for students to understand society, contact production practice, and obtain and master relevant knowledge of production site. It plays an important role in cultivating college students practical ability, innovative spirit, and establishing career consciousness and social responsibility.

Article 2 In order to further improve the undergraduate internship teaching system, standardize the internship work, strengthen the conditions guarantee and organizational management, and ensure the continuous improvement of the quality of talent training, this method is specially formulated in combination with the actual situation of our university.

## Chapter 2 Organization and management of internships

Article 3 Under the leadership of the president in charge, undergraduate internship teaching work shall be managed at two levels, namely university and college, and the secondary college is the main body of undergraduate internship teaching.

Article 4 Division of management responsibilities.

(1) The Academic Affairs Office shall exercise the responsibility of undergraduate internship teaching management on behalf of the school

1. Responsible for the formulation and revision of school-wide internship teaching management rules and regulations.

2. Organize and approve the internship teaching outline and implementation plan of the whole school.

3. Responsible for the organization, management and commendation of the inspection and assessment of the schools internship work.

4. Responsible for the arrangement and management of the schools internship funds.

5. Organize and coordinate other relevant matters.

(2) Management responsibilities of secondary colleges

1. The main party and government leaders of each secondary college are directly responsible for the management of internship teaching.

2. Responsible for the planning, selection and construction of internship and training base of the hospital.

3. Responsible for the formulation and implementation of the internship teaching management rules of this institute.

4. Responsible for the formulation, revision and implementation of the internship teaching outline and implementation plan of this institute.

5. Make a good plan for the internship funds of this institute and implement it according to the plan.

6. Responsible for guiding teachers to implement and educate and manage students discipline, safety and other education and management.

7. Responsible for mobilization of internship teaching, inspection of teaching process, work summary, commendation and exhibition of internship teaching results.

8. Responsible for the management of teaching materials.

9. Write corresponding teaching materials, lecture notes, guidance books, etc.

Article 5 The categories of practical teaching are divided into three types: recognition practice, professional practice (production practice, educational practice, sketching, etc.) and graduation practice.

## Chapter 3 Management of internship teaching process

Article 6 Formulation and requirements of internship teaching syllabus.

The internship teaching syllabus is a guiding document for conducting internship teaching, serving as the basis for formulating the implementation plan of internship teaching, organizing internships, and assessing students. It must be formulated according to the teaching plan and professional training objectives. For new internship programs or changes in the internship



teaching syllabus, timely reporting to the Academic Affairs Office for record is mandatory. Secondary colleges should continuously reform the content and methods of internship teaching based on the needs of professional development, and revise the internship teaching syllabus under the unified organization of the university.

The internship teaching outline should include the following contents: introduction of internship courses, internship objectives, internship time, credit hours of internship, internship methods, internship content and requirements, requirements of internship sites and related facilities, and assessment of grades.

Article 7 Formulation and requirements of the implementation plan for internship teaching.

Each major arranges the internship time flexibly according to the internship teaching syllabus and semester teaching tasks, the actual production conditions of the internship units, and their reception capabilities, formulating the internship teaching implementation plan. The internship teaching implementation plan is reviewed by the department head and approved by the college leaders in charge of internship teaching before being filed with the Academic Affairs Office. Once the internship teaching implementation plan is approved, it should be strictly enforced, and the time and location of the internship should not be changed arbitrarily. In case of special circumstances requiring changes, approval from the Academic Affairs Office is mandatory.

The implementation plan of the internship teaching should include the following contents: the purpose and specific requirements of the internship, the content and location of the internship, the time and schedule of the internship, the personnel and group situation of the internship, the guidance teacher of the internship, the financial arrangement and the assessment method, etc.

Article 8 Forms of practical teaching: centralized practice and decentralized practice.

The leaders of the secondary colleges in charge of practical teaching shall confirm the form of internship teaching according to the characteristics of each major, on the premise of ensuring the quality of internship.

1. Concentrated internship teaching: The secondary college shall uniformly arrange students to concentrate on specific internship sites for internship teaching according to class system (internship group), and the instructors shall provide guidance throughout the class.

2. Dispersed Internship Teaching: Dispersed internships are coordinated by secondary colleges with internship units, where an off-campus instructor is hired by the internship unit to guide students internships. On-campus instructors strictly supervise and inspect internships according to the requirements of the internship teaching through a combination of online and offline methods.

Article 9 Principles for selecting internship bases.

1. Each secondary college shall select units with corresponding majors, complete facilities, advanced technology, standardized management and in line with laws and regulations on production safety, according to the principle of local proximity, relative stability and economy, based on the internship content.

2. Before determining the internship unit, the secondary college shall conduct an on-site investigation and evaluation. After confirming that the internship conditions are met, it shall sign a cooperation agreement with the internship unit to clarify the rights, obligations and management responsibilities of both parties. Students shall not be arranged for internship if the cooperation agreement is not signed as required.

Article 10 Selection of instructors.

1. Secondary colleges and internship units should respectively dispatch experienced, highly competent in their business, responsible, and with a strong sense of safety prevention teachers and

technical personnel to manage and guide students internships throughout the process ensuring the quality of internship teaching. For students who choose their own units and intern separately, on-campus teachers should also be arranged to provide tracking guidance.

2. For centralized internships, the ratio of teachers to students can be around 1:15 for internship instructors. For decentralized internships, secondary colleges should allocate teachers at a certain ratio to be responsible for reviewing the implementation of internship units, off-campus instructors, and conducting inspections and evaluations.

#### Article 11 Duties of the instructor.

1. Arrive at the internship teaching site in advance to understand the situation, make preparations for internship teaching, and draw up a specific internship schedule. The instructor in charge of off-campus internship teaching must contact the internship unit and off-campus instructors in advance, jointly formulate the internship schedule, and organize its implementation.

2. The instructor shall be fully responsible for the students participating in the internship, do a good job in the ideological work of students, guidance and inspection of the internship process, discipline and safety education of students, hold regular meetings of the teaching team of the internship, guide students to fill in the "Internship Work Manual" well, and ensure the smooth progress of the internship teaching.

3. For dispersed intern students, guidance should be strengthened and strict requirements should be imposed. The instructor should keep in touch with the students by phone frequently and visit the internship site for comprehensive understanding and inspection from time to time.

4. Regularly communicate with the leaders of the internship teaching unit about the students internship situation and strive for the guidance and help of the internship teaching unit. Report the progress of the students internship to the college regularly.

5. After the end of the internship teaching, the instructor should carefully check the students internship work manual and other materials, do a good job in the assessment of the students internship results and the summary of the internship teaching, and report the internship files and the summary of the internship teaching to the college within two weeks after the end of the internship.

Article 12: Conduct pre-internship mobilization work. Secondary colleges must hold pre-internship teaching mobilization meetings before students start their internships, explaining the purpose, requirements, schedule, and importance of internships, so that students are clear about their tasks, content, methods, and discipline during the internship. At the same time, ensure safety and ideological education are properly conducted.

#### Article 13 Assessment and Evaluation of Internship.

1. After the end of the internship teaching, students shall submit the internship work manual according to the requirements of the internship teaching outline, the internship teaching guide and the actual content of the internship, so as to participate in the internship teaching assessment.

2. The instructor shall make a comprehensive score based on the performance of the student during the internship, the completion of tasks, the summary of the internship, and the comments of the instructors of the internship unit, and record the score in five grades: excellent, good, middle, pass and fail.

3. Internship Assessment and Grade Evaluation If any of the following situations occur, the internship assessment will fail: failure to meet the basic requirements specified in the internship syllabus; cumulative absences exceeding one-third of the total internship time; failure to meet the requirements of the internship report; obvious errors in the internship report content; inability to correctly answer major questions or making fundamental mistakes during the assessment; serious

disciplinary violations during the internship that do not correct after education. Students who fail the internship assessment must retake the internship with the next grade.

Article 14 Summary and inspection of internship teaching.

1. After the end of the internship teaching, the college should organize the internship students to hold a summary and exchange meeting, summarize the internship teaching process, exchange the internship experience, and guide the students to change their ideas and timely transfer to the classroom learning state.

2. The secondary college should timely submit the summary of the internship to the teaching office. The summary should include the implementation of the internship teaching implementation plan, the analysis of the quality of the internship teaching, existing problems, solutions and suggestions, so as to accumulate experience, constantly improve the content and methods of the internship teaching, and improve the quality of the internship teaching.

3. The school organizes annual internships and teaching inspections, the content of which includes (1) internship organization and management; (2) implementation of internship syllabi and plans; (3) internship teaching quality; (4) management of internship funds; (5) safety management, etc. The school will commend those who perform well in internship teaching and promote their achievements throughout the institution.

Article 15 The secondary college shall timely do a good job in the archiving of all kinds of documents and materials for internship teaching.

#### Chapter IV Student Internship Code of Conduct

Article 16 Obey laws and regulations, safeguard the reputation of the school and the internship unit, and abide by the daily behavior norms of students.

Article 17 Those who have not participated in the mobilization and safety regulations learning before the internship shall not participate in the internship; they shall complete all the internship tasks in accordance with the requirements of the internship teaching outline and plan.

Article 18: Students must strictly abide by the relevant rules and regulations of the school and internship units, especially those concerning safety, confidentiality, operating procedures, and labor discipline. If injuries are caused to oneself due to violations of internship discipline and safety rules, the student shall be responsible. If such actions result in harm to others or economic losses to the state, both the student and their parents shall bear legal and economic responsibilities.

Article 19 Respect the leaders of the internship unit and follow the arrangements of the instructors; be humble to learn from the instructors and technical personnel, obey the assignments, pay attention to unity, strengthen the internship training, and strive to improve their professional operation skills and practical working ability.

Article 20 During the internship, students must write the internship diary every day to briefly record the internship teaching tasks and gains completed on the same day, and attach sketches when necessary to prepare for the preparation of the internship report.

Article 21 Strict discipline is enforced students are generally not allowed to take leave during their internship period however in case of special circumstances they should apply for leave from their instructors. Those who accumulate absences exceeding one-third of the internship period shall not participate in the current internship teaching assessment and must make up for the missed internship time and complete the internship teaching tasks before they can be assessed.

Article 22 Observe the relevant regulations of public places, behave in a civilized manner, do not disturb the order, do not fight, do not gamble, do not drink excessively, and strictly prohibit swimming in rivers, lakes and seas to prevent accidents.

Article 23 Students who are dispersed for internship shall report to their instructors on the

basic information and contact information of the internship unit before the internship, and shall regularly report to their instructors on the progress of the internship during the internship period.

#### Chapter V Management of internship funds

Article 24 According to the "Hunan City University Internship Fund Management Measures" the Academic Affairs Office shall allocate funds from the schools financial "Internship Fund" special budget to the secondary colleges based on the internship teaching tasks undertaken by each college. The secondary colleges must ensure that the internship funds are used for internship work.

Article 25 The expenditure of internship funds should adhere to the principle of economy, with a designated person responsible for financial work for each internship. The expenditure of funds should ensure that there is a plan before the internship, accounts during the internship, and settlement after the internship. After the internship, relevant internship expenses should be reimbursed in a timely manner according to the schools financial regulations.

#### Chapter VI Supplementary Provisions

Article 26 This regulation shall be implemented from the date of issuance and shall be interpreted by the Academic Affairs Office. The original "Hunan City University Internship Teaching Management Regulations" (Xiangchengyuanfa [2009] No.58) and "Hunan City University Student Internship Code of Conduct" (Xiangchengyuanjiao [2007] No.80) shall be repealed simultaneously.

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

Xiangcheng Institute [2024] No.60

## **Chapter I General Provisions**

Article 1 These Measures are formulated to standardize the comprehensive training and management of undergraduate graduation and ensure the quality of undergraduate graduation and comprehensive training.

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 the basic methods of scientific research or engineering design, undergo fundamental scientific research training, 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 graduation 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 management of comprehensive training for 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 Guidance teacher management

Article 7 The instructor shall be a scientific and educational personnel with intermediate or higher professional technical position, background of scientific research work 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. Each 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 selection and research tasks for graduation.

2. Develop guidance plans.

3. Check the work progress and quality of students regularly (at least once a week), and answer and deal with the questions raised by students in time.

4. Review the quality of the comprehensive training results, evaluate the grades 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 secondary college.

7. Adhere to the principle of cultivating virtue and educating students to abide by academic ethics and norms, and eliminate 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 comprehensive training for graduation is carried out 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, practice diligently, and dare to innovate. Students should regularly (no less than once per week) report the progress of their comprehensive graduation training 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 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 theses in accordance with the required 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 topics mid-term inspection review of research outcomes text similarity detection defense and grade evaluation. Each secondary college may decide on specific requirements for the content of students comprehensive graduation training based on the characteristics of their respective majors.

Article 18 Each secondary college shall complete the work of formulating, reviewing and selecting graduation comprehensive training topics before the end of the seventh semester (the ninth semester for five-year system).

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. The defense shall be arranged in the middle and late May of each year in principle.

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

### Article 21 Principles of topic selection

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 or above 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, advocating for genuine topics and genuine work. 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 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. The instructor shall also give detailed instructions on the content, requirements and schedule of the comprehensive training for graduation to the students.

#### Article 23 Requirements for thesis proposal

1. After selecting the topic, students complete the proposal task under the guidance of their advisors. The proposal 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. The group leader is generally 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 shall strengthen guidance on the proposal stage and supervision of the argumentation process. After the proposal report is approved, students shall revise, supplement, and improve the proposal report according to the opinions of the defense panel and can then proceed to the implementation stage of comprehensive graduation training. Those whose proposal report fails must redo it.

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

Before the defense, the students comprehensive training outcomes must go through the review and evaluation process. The students graduation comprehensive training outcomes are submitted to the instructor for review and evaluation by the instructor and the evaluator. The instructor and the evaluator cannot be the same person, and the review and evaluation must be conducted simultaneously. The instructor and the evaluator must truthfully fill in the comments and suggested grades, and the comments must reflect 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 upon graduation, a 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 for the defense, and review the comprehensive training scores of students proposed by the defense panel. The Defense Committee shall have several defense panels, each consisting of at least 3 personnel who meet the conditions of a graduation comprehensive training instructor, and encourages inviting some external experts to participate in the defense work. Additionally, a defense secretary shall 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 shall correct the errors 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 the excellent graduation comprehensive training to the university on a professional basis. For students who fail to pass the graduation comprehensive training, the secondary college shall order them to do it again or pass it later.

### Chapter 6 Document Data Specifications

#### 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, defense application form, 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 (provide 4 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 graduation training, emphasize the post responsibility system, and implement the responsibility pursuit system.

Article 29 The comprehensive training leading group of the secondary college shall organize and guide the mid-term inspection of the comprehensive training of the college graduates, 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.

# Student Labor Course Management Measures of Hunan City University (Trial)

Xiangcheng Institute [2018] No.62

## Chapter I General Provisions

**Article 1: To further implement the "Opinions on Strengthening and Improving the Ideological and Political Education of College Students" issued by the Central Committee of the Communist Party of China and the State Council, and in line with the spirit of the national and provincial higher education ideological and political work conferences, to cultivate students firm establishment of correct labor concepts and the formation of good**

labor habits, this method is specially formulated in accordance with the Higher Education Law, the "Regulations on Student Management of Ordinary Higher Education Institutions" (Ministry of Education Order No.41,2017), the "Hunan City University Undergraduate Talent Training Program," and other relevant documents.

Article 2 Student labor course is an important part of higher education teaching, which is an effective way and important measure to fully implement the educational policy of the Party, promote quality education, and cultivate socialist builders and successors with all-round development in morality, intelligence, physique and beauty.

Article 3 Student labor course is a compulsory practical teaching link for college students, and students must participate in labor according to the teaching plan during their school years.

## **Chapter II Organization and Leadership**

Article 4 The Student Labor Course shall be planned, formulated, assigned and evaluated by the Student Work Department (Office); the Academic Affairs Office shall be responsible for arranging the class labor schedule, labor grade recognition and archiving; the Infrastructure and Logistics Management Office shall be responsible for technical guidance and provision of labor tools.

Article 5 The implementation of students labor courses shall be uniformly led by the party committees (or general branches) of each secondary college, and the student work offices of each secondary college shall be specifically responsible for overall planning, coordination and organization.

Article 6 Student labor classes are organized by class, and there are special instructors, who are usually counselors or class teachers. In principle, one instructor should not lead more than 4 classes.

## **Chapter 3 Time and Scope**

Article 7 In the first year of university, each class shall arrange labor classes for students in the first academic year, mainly concentrated in the first half of the year from March to May and in the second half of the year from September to October every Thursday afternoon, Saturday and Sunday daytime (subject to the specific timetable), each labor class lasts for 2 hours.

Article 8 The university shall divide the fixed campus public areas into the labor responsibility areas of each college according to the actual situation of the college and the principle of proximity and convenience. The labor responsibility areas cover the teaching

area, library, laboratory, student dormitory, campus surrounding environment and so on.

#### **Chapter IV Form and Content**

**Article 9** Student labor courses should be carried out in a combination of centralized and decentralized forms according to the actual teaching plans of majors and grades, innovate and enrich labor content, expand the coverage and influence of activities, and ensure that activities are effective.

**Article 10** The main contents of the labor course arranged by the school are as follows: Clear weeds in the labor responsibility area; The content arranged by the secondary college is as follows: Clear white garbage and remove cowhide.

#### **Chapter V Assessment and Management**

**Article 11** The total number of labor classes for students shall not be less than 32 hours, of which 16 hours shall be centrally arranged by the school and 16 hours shall be arranged by the secondary college. The number of students in each class shall not exceed 400.

**Article 12** Student labor course is a required subject, accounting for 1 credit, and is organized by the Student Work Department (Office) for assessment. The assessment covers four aspects: labor attendance, labor attitude, labor discipline and task completion.

(1) Labor Attendance (20 points). No tardiness, no early departure, no skipping classes 20 points. If there is any tardiness or early departure, deduct 3 points each time; if there is an unexplained absence from one class, deduct 5 points, and this deduction will be applied until the limit is reached. Accumulating three instances of labor class absences can be directly deemed as unqualified.

(2) Work Attitude (20 points). Having a correct work philosophy, strong sense of responsibility, strong team spirit, proactive and positive attitude towards work, unafraid of hardship or fatigue, diligent and willing to work hard 20 points. For those who cause negative impacts due to poor work attitude, a deduction of 5 points per occurrence; for those who exhibit weak responsibility or violate operating procedures leading to accidents, in addition to being required to provide corresponding economic compensation, points will be deducted from 5 to 10 per occurrence depending on the severity of the situation, until this score is fully reduced.

(3) Labor discipline (10 points). Follow the distribution, obey the management and abide by the labor discipline for 10 points, otherwise deduct 5 points each time until the score is deducted.

(4) Task completion (50 points). 50 points for successful task completion, otherwise 10 points will be deducted each time until the score is deducted.

**Article 13** The comprehensive evaluation of students labor course grades is completed at the end of each academic year. Each college selects five levels based on student assessment results: Excellent, Good, Average, Pass, and Fail: scores of 90 (inclusive) and above are considered Excellent, scores between 80 (inclusive) and 90 are considered Good, scores between 70 (inclusive) and 80 are considered Average, scores between 60 (inclusive) and 70 are considered Pass, and scores below 60 are considered Fail. After review by the Student Affairs Department (Office), the results are reported to the academic system, and the Academic Affairs Office records them in the students personal academic record. Students who fail the assessment must retake the course.

**Article 14:** Student labor course instructors must prepare lesson plans in advance according to specific requirements, group the students they are responsible for, select group leaders, assign labor tasks, emphasize labor discipline, labor safety, and related requirements, manage and distribute labor tools and supplies, keep records of student attendance, provide labor evaluation opinions, and conscientiously fill out and promptly submit the "Hunan City University Student Labor Course Assessment Form."

**Article 15** The hourly remuneration of student labor teachers shall be calculated at 20 yuan per class hour for two classes and two hours.

## **Chapter VI Labor Requirements**

**Article 16** Students labor courses should adhere to the principles of extensive publicity and mobilization, careful organization, highlighting key points, emphasizing practical results and putting safety first.

**Article 17** Departments organizing students labor shall do a good job in necessary training and labor tool guarantee for labor courses, do a good job in students safety education, and shall not let students engage in work with safety risks or beyond their working ability.

**Article 18** Students should pay attention to safety, take care of public property and labor tools, and abide by labor discipline and all rules and regulations during the period of labor.

## **Chapter VII Supplementary Provisions**

**Article 19** These Measures shall come into force as of the date of promulgation, and the relevant provisions in force at the same time shall be repealed.

**Article 20 These Measures shall be interpreted by the Office of Academic Affairs and the Department (Office) of Student Affairs.**

Hunan City College

August 1, 2018

**Regulations on the management of public elective**

# **courses in Hunan City College**

**Xiangchengyuan Jiazi [2024] No.25**

Public elective courses are offered according to the requirements of training objectives to optimize students knowledge and skill structure aiming to broaden students knowledge base promote the integration of humanities and sciences and interdisciplinary integration cultivate students comprehensive qualities enhance their employability and social adaptability. To standardize and strengthen the construction and management of public elective courses this regulation is hereby formulated.

## **I. The establishment of public elective courses**

1. Our schools public elective courses are mainly divided into three types: art and physical education elective courses, humanities and social science elective courses, and natural science elective courses.

2. Each public elective course is generally set at 32 hours of credit or 16 hours of credit. Public elective courses are offered on a semester basis.

3. According to the requirements of the training program, students must select no less than 8 credits of public elective courses, which are divided into two parts: (1) other two categories of courses different from their own major category, each with a minimum requirement of 2 credits (a total of 4 credits); (2) other self-directed development courses (including cultural literacy education and interdisciplinary elective courses) with no less than 4 credits. All students enrolled in the associate-to-bachelors degree program must choose other two categories of courses different from their own major category, each with a minimum requirement of 2 credits (a total of 4 credits).

4. Public elective courses with fewer students than the prescribed number (less than 30 for art and physical education, less than 50 for other courses) are generally not offered.

## **2. Declaration of public elective courses**

1. Each department should tap its potential and actively offer public elective courses to the entire university. In principle, each department should not apply for more than 2 courses per semester (administrative staff are generally categorized under their respective departments, while public art teaching and research sections can apply independently). Each teacher should not apply for more than 1 course per academic year, and each course is limited to one teaching class.

2. Each department and faculty fully considers the teaching conditions and adaptability of the courses when applying for public elective courses, coordinating the teaching tasks of instructors. The applied public elective courses should meet the requirements of broadening students knowledge base, optimizing their knowledge structure, and enhancing their overall quality, making them suitable for most students across the university to choose from.

3. Establish a public elective course resource database according to the public elective courses reported by the department.

4. The teacher who teaches the course shall fill in the Application Form for Public Elective Courses of Hunan City University (see the attachment) as required, and at the same time submit the teaching plan, syllabus, textbook or lecture notes of the course.

5. Public elective courses are declared once per semester. The 15th week of each semester is the time for teachers to declare public elective courses, and the Academic Affairs Office uniformly accepts applications in the 16th week of each semester. Public elective courses approved by the Academic Affairs Office will be included in the course schedule for the next semester.



### 3. Selection of public elective courses

1. Public elective courses are selected by students themselves and are generally completed from the third semester to the seventh academic year, with each semester being evenly arranged. Specific elective courses, teachers and time can be chosen independently.

2. The first week of each semester is the course selection stage for students, who select courses online according to the specified time.

3. Students shall not choose courses listed in the training program of their major or similar courses when choosing courses.

4. Students should carefully check the class schedule of their own class when choosing courses. The elective courses they choose shall not conflict with the required courses and professional limited courses.

5. When the number of students who choose a course is less than the prescribed number, the course will generally not be arranged, and the students who choose the course should reselect the course.

### 4. Assessment and score management

1. The assessment of public elective courses shall be determined by the teacher according to the teaching outline of the course, which generally includes examination, examination, reading report, small paper, etc.

2. Students who have completed the elective course and passed the examination can obtain the corresponding credits. However, students who have not gone through the course selection procedures and have studied on their own cannot obtain the credits of the course.

3. After the public elective course examination is over, the teacher shall deposit the examination paper in the department of the college where the course is opened, and submit the students score sheet to the examination academic affairs office.

4. Once the elective course is selected, its requirements are the same as those of the required courses. Students should participate in the course assessment as required. The assessment results will be included in the total score of students, and there will be no make-up or retake. The unqualified scores will be retained for one year.

### V. Teaching management

1. The public elective course is usually opened from the 3rd to the 18th week of each semester. From the 3rd week, the class leader of each elective course class is responsible for student attendance, which is designated by the teacher; or the teacher can directly check attendance.

2. Students who are absent from class for more than one third of the total hours or fail to submit homework for a cumulative period of one third shall not participate in the assessment of the course.

3. The teacher in charge of teaching is specifically responsible for the management of teaching in his/her class. If the teacher randomly names 3 students who are absent from class or 2 students who are absent from class when checked by the academic affairs office or the department, the teacher can cancel the listening and assessment qualification of the student in that course.

### VI. Other remarks

This regulation shall be interpreted by the Office of Academic Affairs.

Attachment: Application form for public elective courses of Hunan City College

appendix:

## Hunan City College Public elective course application form

course title			
Total hours/credit		Course category	Natural sciences / humanities and social sciences Art and sports
Teachers name		Title/degree	
Specialization and research area		The unit offering the course	
Adapt to the course selection object	Required	Class size limit	Required (limited to 120 people)
Classroom requirements	Default multimedia	Class time requirements	It is mandatory (which day and which class) to be determined by

	large classroom		the teacher, and no class can be scheduled on Thursday afternoon
Course description (50-100 words):			
Textbook (including textbook name, chief editor, publisher, edition and publication time)		Reference books (including book name, chief editor, publisher, edition and publication time)	
College, department (faculty) opinions  Name of person in charge of unit seal (signature)  YTD		The opinion of the Office of Academic Affairs  Name of person in charge of unit seal (signature)  YTD	
remarks:			

## Student management regulations of Hunan City College

Xiangcheng Institute [2017] No.89

### Chapter I General Provisions

**Article 1:** To maintain the normal educational and teaching order and living order of the school, ensure the physical and mental health of students, and promote the all-round development of students in moral, intellectual, physical, and aesthetic aspects, this regulation is formulated in accordance with the Education Law, the Higher Education Law, the

**"Regulations on Student Management of Ordinary Higher Education Institutions"** (Ministry of Education Order No.41,2017), and other relevant laws and regulations, taking into account the actual conditions of our school.

**Article 2** These Provisions shall apply to full-time undergraduate and junior college students receiving general higher education in our university.

**Article 3:** The school adheres to the socialist direction of education, upholds the guiding position of Marxism, and fully implements the national education policy; it insists on cultivating virtue and nurturing people as the fundamental principle, with education in ideals and beliefs at its core, fostering and practicing the core socialist values, promoting excellent traditional Chinese culture and revolutionary culture, as well as advanced socialist culture, cultivating students sense of social responsibility, innovative spirit, and practical abilities; it insists on governing the school according to law, implementing scientific management, improving and perfecting management systems, standardizing management practices, combining management with strengthening education, continuously enhancing management levels, and striving to cultivate qualified builders and reliable successors of socialism.

**Article 4:** Students shall uphold the leadership of the Communist Party of China, strive to study Marxism-Leninism, Mao Zedong Thought, and the theoretical system of socialism with Chinese characteristics, delve into the spirit of General Secretary Xi Jinpings series of important speeches and the new concepts, ideas, and strategies for governance, firmly believe in the path, theory, system, and culture of socialism with Chinese characteristics, and establish a common ideal of socialism with Chinese characteristics; they shall foster patriotic ideals, possess a spirit of unity, love for peace, diligence, bravery, and self-improvement; they shall enhance their legal awareness, abide by the Constitution, laws, and regulations, observe civic moral norms, comply with the "Code of Conduct for Students in Higher Education Institutions," adhere to school management systems, and possess good moral character and behavioral habits; they shall study diligently, dare to explore, actively practice, and strive to master modern scientific and cultural knowledge and professional skills; they shall actively exercise to promote physical and mental health, improve personal cultivation, and cultivate aesthetic interests.

**Article 5** This regulation serves as the fundamental basis for student management at our university and acts as the code of conduct for students academic pursuits and daily life. In implementing student management, we respect and protect the legitimate rights of students, educate and guide them to fulfill their duties and responsibilities, and encourage and support students in practicing self-management, self-service, self-education, and self-supervision. Students must strictly adhere to all the provisions outlined in this document.

## **Chapter II Rights and Obligations of Students**

**Article 6 Students shall enjoy the following rights according to law during their school years:**

(1) Participate in the activities arranged by the schools educational and teaching plan, and use the educational and teaching resources provided by the school;

(2) Participate in social practice, volunteer service, work-study, cultural, sports and scientific and technological innovation activities, and obtain employment and entrepreneurship guidance and services;

(3) Apply for scholarships, grants and student loans;

(4) Get a scientific and fair evaluation in terms of ideological and moral qualities and academic achievements, and obtain the corresponding academic certificates and degree certificates after completing the schools prescribed academic requirements;

(5) Organize and participate in student groups on campus, participate in school management in an appropriate way, and enjoy the right to know, participate, express and supervise matters related to students rights and interests;

(6) If he/she has any objection to the punishment or treatment given by the school, he/she shall lodge an appeal with the school or the administrative department of education; if his/her personal rights, property rights and other legitimate rights and interests are infringed by the school or the faculty and staff, he/she shall lodge an appeal or bring a lawsuit according to law;

(7) other rights stipulated by laws, regulations and school charters.

**Article 7 Students shall perform the following obligations according to law during their school years:**

(1) abide by the Constitution, laws and regulations;

(2) abide by the school charter and rules and regulations;

(3) abide by academic norms, adhere to academic ethics and complete the prescribed studies;

(4) Pay tuition and related fees in accordance with regulations, and fulfill the corresponding obligations of obtaining student loans and grants;

(5) abide by the code of conduct for students, respect teachers and elders, develop good moral character and behavior habits;

(6) other obligations prescribed by laws, regulations and school charters.

**Chapter III Student Record Management**

**Section 1 Admission and Registration**

**Article 8: Students admitted to Hunan City University must present the "Hunan City University Admission Notice" and other relevant documents to report to the university and complete enrollment procedures on the specified date. Those who cannot report on time due to special reasons must submit a written request to the Student Affairs Department (Office) of the university and attach proof from their community (street), township (town). The request must be approved by the Student Affairs Department (Office) and filed with the**

Academic Affairs Office to be valid, and the leave generally cannot exceed two weeks. Those who do not take leave or whose leave application is overdue will be deemed to have waived their admission eligibility, except for legitimate reasons such as force majeure.

**Article 9** Within three months after the new students enrollment, each secondary college shall review the student files of their respective institutions. The Student Affairs Department (Office) shall organize relevant departments to conduct a re-examination of their political ideology, psychological and physical health. Students who pass all re-examinations will be registered and officially obtain the student status of Hunan City University. Those who do not meet the admission criteria shall be handled according to the situation, up to and including revocation of enrollment eligibility. Any student who is found to have falsified information or engaged in favoritism shall have their enrollment eligibility or student status revoked upon discovery by the Academic Affairs Office and the Admissions and Employment Office, and reported to the Presidents Office for approval. In cases of serious misconduct, the matter will be referred to relevant departments for investigation.

**Article 10:** If a new student is found to have an illness (including newly contracted diseases) during the health re-examination and is diagnosed by a hospital designated by the school as a secondary Class A hospital or above (hereinafter the same) and can be cured within one year, after being endorsed by the secondary college and approved by the Academic Affairs Office and the Student Affairs Department (hereinafter the same), the student may retain their admission eligibility for one year. Students retaining their admission eligibility should immediately proceed with the departure procedures and return home for recuperation. Those who fail to complete the departure procedures without cause within two weeks will have their admission eligibility revoked. Students retaining their admission eligibility do not have student status and do not enjoy the benefits of on-campus students. Students retaining their admission eligibility may submit an application for enrollment to the Academic Affairs Office and the Student Affairs Department (hereinafter the same) before the start of the next academic year after being treated and recovering. If they are diagnosed by a hospital designated by the school as meeting the admission requirements, they can proceed with enrollment procedures according to the requirements for new students in the current year. Students who fail the re-examination or do not complete the enrollment procedures within the specified time will have their admission eligibility revoked.

New recruits must apply for retention of admission eligibility within 2 weeks from the date of reporting as a new student, with their enlistment notice and the Application Form for Retention of Admission Eligibility for New Students Enrolled in Ordinary Higher Education Institutions, signed and approved by the Academic Affairs Office and the Student Affairs Department (Office). New recruits who enlist must apply for retention of admission eligibility within 2 years after their discharge, holding their discharge certificate and the schools admission notice to process their

return to school procedures. If new recruits reapply for the college entrance examination, it will be considered as automatically waiving their admission opportunity, and their admission eligibility will not be retained.

**Article 11** At the beginning of each semester (two days before the start of classes is the time for registration), students must report and register at their respective secondary colleges according to the schools regulations. Those who fail to report on time will not be registered and should apply for deferred registration procedures, with the deferred registration period being three months. Students who do not register after being overdue by two weeks or more (including two weeks) without leave or with leave not approved (excluding force majeure and other legitimate reasons) will be deemed to have abandoned their student status and will be treated as having withdrawn automatically. Students who do not pay tuition fees as required by the school or who do not meet the conditions for registration will not be registered. Economically disadvantaged students will be assisted according to relevant documents from higher authorities and the school, and will register after completing the necessary procedures to ensure that students do not abandon their studies due to financial difficulties. Students who are not registered will not be allowed to participate in school-organized learning and examinations.

## **Section 2 School system and study period**

**Article 12** The duration of undergraduate majors is 4 or 5 years, and that of associate majors is 3 years.

**Article 13:** The duration of study for a four-year undergraduate program shall not exceed 6 years, for a five-year undergraduate program shall not exceed 7 years, and for a junior college program shall not exceed 5 years. For students who have made significant contributions to innovation and entrepreneurship, the duration of study may be appropriately extended based on specific circumstances.

## **Section 3 Attendance**

**Article 14** The school shall conduct attendance for classes prescribed by the teaching plan including classroom lectures, professional practice teaching, social surveys, public welfare labor, military training, and political study; students who cannot attend due to certain reasons must apply for leave in advance. Those who do not apply for leave or whose leave applications are not approved and who fail to attend without authorization shall be considered absent without leave.

The time students are absent from class is calculated according to the class hours specified in the timetable for theoretical courses and 6 hours per day for practical courses; those who do not participate in social investigation, public welfare labor, military training and other activities without reason are calculated as 5 hours per day.

The treatment of students who skip classes is seen in the Regulations on Disciplinary Punishments for Students of Hunan City University.

**Article 15: For students taking sick leave (with proof from a hospital designated by the school) or personal leave for up to three days, the counselor shall review and approve; for leave exceeding three days but within one week, the counselor shall review and report to the leader in charge of student affairs at the respective secondary college for approval; for leave exceeding one week but within two weeks, students must first fulfill the corresponding leave procedures and then report to the Student Affairs Office for approval; for leave exceeding two weeks, after fulfilling the corresponding leave procedures, students must report to the principal school leader for approval. The students leave situation must be filed with the Academic Affairs Office.**

When students need to renew their leave after the holiday is over, their procedures are the same as those for leave. In principle, all students who take leave must report in advance, and the leave taken after the event is invalid.

The students application for sick leave or personal leave, the hospital certificate, and the approval opinions of relevant supervisors should be kept on file by the secondary college for record. If a student accumulates more than one month of sick leave or personal leave within a semester, it should be reported to the Academic Affairs Office for record. If the accumulated leave exceeds one-third of the total class hours of the semester, it will be handled according to Article 20.

Those who do not participate in the schools prescribed teaching activities for two consecutive weeks will be treated as dropping out automatically.

Students who leave the country for any reason during the school period (except holidays) shall return to school on time and report to their respective secondary colleges. Those who fail to return to school and report within two weeks (including two weeks) will be deemed to have abandoned their school status and will be treated as automatically withdrawn from school.

#### **Section 4 Course Assessment and Record of Grades**

**Article 16 Students must take the course assessment as stipulated in the teaching plan of the professional talent training program they have studied (the assessment is divided into examination and examination). The assessment results shall be recorded in the score book and included in their personal file.**

The course assessment can be conducted by written test, oral test, computer test, closed book and open book. Except for the main basic courses which are conducted by closed book written test, other course assessment methods can be clearly defined in the teaching outline according to the nature, characteristics and teaching requirements of the courses.

Examination courses (including laboratory courses set up separately) are all scored on a percentage basis, while the evaluation of examination courses (such as military training, current political studies, production labor, etc.) is generally recorded in five categories: excellent, good, average, pass, and fail. Students can earn credits for examination courses with a score of 60 or above or for examination courses that are passed.



Student course grades are comprehensively evaluated based on regular performance (including midterm exams, phased assessments, classroom discussions, assignments, papers, attendance, etc.) and final exam scores. Among these, the proportion of regular performance in the total grade can be determined according to the nature of the course, generally not exceeding 30%. For reforms in course examination methods, instructors must propose specific plans in advance, which are then submitted to their respective colleges for review and approval by the secondary college, followed by a clear opinion signed off and reported to the Academic Affairs Office for approval. After approval, adjustments to the proportion of regular performance can be made, and the reform plan for examination methods should be promptly announced to students. The secondary college and the Academic Affairs Office should strengthen quality supervision over courses undergoing examination method reforms.

The teacher shall announce the assessment method and the grading method of the course to the students within one week after the course starts.

The results of students physical education classes should be comprehensively evaluated according to attendance, in-class teaching and extracurricular activities.

The school encourages, supports, and guides students in innovation and entrepreneurship activities as well as participation in social practice, establishing innovation and entrepreneurship records and setting innovation and entrepreneurship credits. Students participation in innovation and entrepreneurship, social practice activities, as well as the publication of papers, obtaining patent authorization, and other experiences and achievements related to professional studies and academic requirements can be converted into credits and counted towards academic performance. For specific details, see the "Hunan City University Undergraduate Innovation and Entrepreneurship Practice Credit Recognition and Management Measures" and the "Hunan City University Discipline Competition Management Measures."

**Article 17 Students who fail to pass the course grades shall be allowed to retake the exam once. If they still fail to pass the exam, they must go through the corresponding procedures and retake the course. Those who fail to pass the practical course will go directly to retake the course.**

**Article 18 Provisions on exemption from study and listening:**

Students who adjust their majors or have changes in their academic status can be recognized for previously completed courses according to the schools credit recognition principle, and those who meet the regulations can be exempted from taking these courses and directly obtain credits. Students who have personal reasons, after applying themselves, obtaining the consent of the course instructor, being recognized by the college, and approved by the Academic Affairs Office, can apply for exemption from a specific examination course. The final exam score of the course for exemption must be 85 or above (equivalent to 60 points) to be recognized as qualified, and the corresponding credits will be obtained. The exemption of ideological and political education theory courses will be handled according to the provisions of higher-level documents, practical

teaching components cannot be exempted, and physical education courses generally cannot be exempted.

**Article 19 Measures for the treatment of students who are absent from classes, delay exams, absent exams and cheat in exams:**

(1) If a student is absent from class without reason for a cumulative period of more than one third of the total class hours of the semester, he/she shall be subject to disciplinary punishment as prescribed, and shall not participate in the final examination of the course, and the course grade shall be recorded as zero.

(2) When students are unable to participate in course examinations due to illness or other personal special reasons, they should submit a written application to the secondary college before the examination and obtain approval from the Academic Affairs Office before taking a leave of absence. A sick leave must be accompanied by a certificate from a hospital designated by the university; any sick leave certificate submitted after the course has commenced will be invalid.

Students who apply for the course examination shall apply to the Academic Affairs Office, which will arrange the examination uniformly.

Those who apply for admission or do not take the exam without permission shall be considered as absent from the exam.

(3) For students who are absent from the examination, the examination score of the course shall be recorded as zero, and they are not allowed to participate in the normal make-up examination. They shall go through the corresponding procedures before they can take the course again.

(4) Students must strictly abide by the examination discipline and are strictly prohibited from cheating in the examination. The identification and specific handling methods of examination cheating are stipulated in the "Hunan City University Student Examination Cheating Handling Measures".

**Section 5 Change of major and transfer**

**Article 20 Full-time undergraduate freshmen who meet the following conditions may apply for a change of major:**

(1) Those who have certain specialties and aspirations for the proposed major;

(2) Having a certain disease or physical defect, which has been confirmed by the medical unit designated by the school to be unsuitable for study in this major, but can still be studied in other majors;

(3) Those who adjust their majors due to the needs of the development of disciplines in the school or secondary college;

(4) Students who have taken a leave of absence for entrepreneurship or returned to school after retirement, and who need to change their majors due to their own circumstances, shall be given priority consideration by the university.

Students who have any of the following circumstances shall not be accepted for application:

(1) The state has relevant regulations or the school has a clear agreement with the school before admission;

(2) Students majoring in specific subjects such as music, physical education and fine arts;

(3) Students who are on leave or retaining their student status.

**Article 21 The following circumstances shall not be taken into account for changing majors:**

(1) Those who have been given a warning (inclusive) or above after enrollment;

(2) Students who fail two (inclusive) or more courses in the final examination of the first semester of their freshman year.

**Article 22 Students transferring majors generally should be transferred to the same grade; upon personal application, evaluation by the secondary college and the Academic Affairs Office, and approval by the school, they may be transferred to a lower grade; all students transferring majors must pay tuition fees according to the standards of the new major and grade, and complete all courses specified in the teaching plan of the new major; during their time at the university, students can only transfer majors once.**

**Article 23 The school shall handle the procedures for students to change their majors in the first week after the opening of the second semester of the first year of college.**

**Article 24 Student transfer:**

(1) Students admitted to our school should in principle complete their studies at the school; if they are indeed unable to continue studying at the school due to illness or special difficulties, they may apply for transfer. The transfer of students shall be strictly handled in accordance with the provisions of the superior documents.

The application for transfer should be submitted to the university before June 15 or December 15 each year, and the relevant supporting materials should be provided. The university will approve and process the application according to the transfer procedure.

(2) Those who have any of the following circumstances shall not be transferred:

(1) Those who have not enrolled in a semester or graduated in the previous year;

(2) The college entrance examination score is lower than the corresponding years admission score of the relevant major in the school to be transferred;

(3) Those who have changed from a lower level of education to a higher level of education;

(4) Those admitted through special admission forms such as targeted employment, art, sports, high-level art groups and high-level sports teams;

(5) Those who have not passed the national college entrance examination or have not been admitted through the college entrance examination (including those who have been admitted through the college entrance examination);

(6) The proposed school to be transferred is in the same city as the school to be transferred;

(7) across disciplines;

(8) Those who should be expelled;

(9) Other cases without justifiable reasons.

**Article 25: A students transfer shall be initiated by the student themselves who must provide reasons for the transfer. Upon agreement by both the current school and the proposed receiving school, the receiving school shall be responsible for reviewing the transfer conditions and relevant documentation. If the school deems that the student meets its training requirements and has the capability to accommodate them, the transfer can proceed after approval by the schools presidents office meeting or a special committee meeting. For inter-provincial transfers, the provincial education administrative department of the transferring-out location shall consult with the provincial education administrative department of the transferring-in location, confirming the transfer conditions and then processing the transfer procedures. If a household registration transfer is required, the provincial education administrative department of the transferring-in location shall send relevant documents to the local public security bureau of the transferring-in school.**

The procedures for students to transfer schools shall be handled in accordance with the Notice of the Office of the Ministry of Education on Further Standardizing the Transfer Work of Ordinary Higher Education Institutions and relevant documents issued by the Hunan Provincial Department of Education, so as to ensure that students can study in the new semester at the transferred schools.

The materials required for a students transfer include: the students transfer application form, the original admission form, proof of the minimum control line for the same major at the transferring-out school during the students admission in the current year, public announcement materials from both the transferring-out and transferring-in schools, a letter of agreement from the transferring-out school, a letter of agreement from the intended transferring-in school, the students academic transcript, a performance evaluation report, a health diagnosis certificate from a medical institution designated by the school, and the Student Transfer Filing Registration Form for Ordinary Higher Education Institutions.

## **Section 6 Leave of absence, retention of student status and return to school**

**Article 26 Students who apply for leave of absence or the school considers that they must take leave may take leave of absence.**

Student leave of absence is generally for a term of one year (students who take leave due to illness may apply for consecutive leave of absence for two years), with a maximum cumulative period of no more than two years. The duration of leave for students engaged in innovation and entrepreneurship can be appropriately extended. The duration of leave is calculated from the time when the student is unable to attend regular classes, and it does not count towards the time spent studying on campus.

**Article 27 Students who have any of the following circumstances shall be on leave:**

(1) Those who are diagnosed by the hospital designated by the school and are on sick leave for treatment or recuperation for more than one third of the total class hours of a semester;

(2) According to attendance, those who are absent from classes due to sick leave or personal leave for more than one third of the total class hours of this semester;

(3) Those who cannot continue normal study and whose secondary colleges consider it necessary to take a leave of absence.

**Article 28 The following provisions shall apply to the relevant issues of students on leave:**

(1) For students applying for a leave of absence, they must complete the leave procedures and leave the school: The student must fill out the "Hunan City University Student Leave of Absence, Resumption of Studies, or Retention (Downgrading) Level Approval Form" in writing (and attach proof from a hospital designated by the school if due to illness), and obtain the signatures of the secondary college and the Academic Affairs Office for it to be valid;

(2) The school shall retain the students academic status during his/her leave of absence;

(3) During the period of student leave, students shall not enjoy the treatment of students studying on campus, shall not enjoy the grants or scholarships, and shall not apply for student loans;

(4) If a student on leave falls ill, his/her medical expenses shall be handled in accordance with the relevant regulations of our schools medical management (to be discussed with the student).

**Article 29 Students who are recommended by the school to enlist in the Chinese Peoples Liberation Army (including the Chinese Peoples Armed Police Force) may retain their student status for two years after they are discharged. During the period when students retain their student status, they shall be managed by the actual units where they are stationed.**

**Article 30 The student status management of students participating in international cooperation programs organized by the school shall be carried out according to the provisions stipulated in the agreement between both parties. The processing of student status for personal applications for domestic or overseas studies shall be conducted by the individual applying, followed by preliminary review by the college, and joint approval by the Academic Affairs Office and the International Cooperation and Exchange Office, which can retain the students status during their studies both domestically and overseas.**

**Article 31 Students who have taken a leave of absence or retained their student status shall be readmitted in accordance with the following provisions:**

(1) Upon completion of a students leave of absence, the student should apply for readmission to the school before the start of the semester. The student shall submit to the secondary college where they are enrolled the completed "Hunan City University Student Leave of Absence, Readmission, and Retention (Downgrading) Approval Form," along with a health recovery certificate issued by a hospital designated by the school. After review by the secondary college and the designated hospital, if it is confirmed that the student has fully recovered and can continue

their normal studies, the secondary college and the Academic Affairs Office must sign off on the application, which must be approved by the Vice President in charge before the readmission procedures can be processed.

(2) Students who have been retained in their student status shall apply for resumption of study to the secondary college one week before the end of the term. They may resume their studies only after the opinions of the secondary college and the Academic Affairs Office are signed and approved by the principal.

(3) In principle, students who return to school shall be enrolled in the next level of their original majors; if there is no enrollment in the next level of their original majors, they may be enrolled in related majors.

(4) If a student has serious violations of laws and regulations during the period of leave or retention of student status, the school will cancel his/her right to return to school.

**Article 32 The school shall not be liable for accidents that occur during the period when a student retains his/her admission qualification or is on leave or retains his/her student status.**

**Article 33 Students who are subject to a warning of demotion or withdrawal during their school term shall not apply for leave of absence.**

#### **Section 7 Withdrawal from school**

**Article 34 Students who have any of the following circumstances shall be expelled:**

(1) Those who have been demoted twice or more due to low credits obtained during their school years;

(2) Not taking leave and leaving the school for two consecutive weeks without participating in the teaching activities prescribed by the school;

(3) After the end of the vacation, fails to apply for resumption of study without reason within two weeks, or fails to pass the re-examination after applying for resumption of study;

(4) Those who are diagnosed by the hospital designated by the school with a disease or accidental disability and are unable to continue their study at school;

(5) fails to register within the prescribed time limit of the school without justifiable reasons;

(6) those who are admitted to limited majors but cannot continue their studies due to concealment of previous medical history;

(7) Those who have not completed their studies within the maximum period of study prescribed by the school (including leave of absence);

(8) I apply for withdrawal from school.

Students who withdraw from school for the above reasons shall be reported by their respective secondary colleges with relevant materials, and the opinions of their respective secondary colleges and the Academic Affairs Office shall be signed and approved by the presidents office.

**Article 35 The follow-up matters concerning the withdrawal of students shall be**

**handled in accordance with the following provisions:**

(1) Students who withdraw from school or leave the school for other reasons must go through the withdrawal procedures within two weeks from the date of receiving the withdrawal notice or announcement, and return their files and household registration to their families place of household registration;

(2) Students who have studied for more than one year may be withdrawn from school and issued a certificate of attendance after the students themselves apply;

(3) Students who withdraw from school and fail to go through the formalities of leaving the school within the time limit shall have their various relations in school cancelled by the relevant departments of the school and no certificate of withdrawal shall be issued;

(4) Students who have been expelled, withdrawn or expelled shall not apply for resumption of study.

The death or expulsion of a student shall be treated as a withdrawal from school.

## **Section 8 Graduation, Completion and Attendance**

**Article 36** Students who have completed the contents prescribed in the educational plan and met the graduation requirements in terms of morality, intelligence, physical fitness and beauty within the prescribed period of study shall be allowed to graduate and shall be issued graduation certificates by the school.

**Article Thirty-seven:** Within the prescribed period of study at the school, students who complete the content stipulated in the educational program but fail to meet the graduation requirements shall be allowed to graduate and will be awarded a certificate of completion by the school; within two years after graduation, students may apply to return to the school for retake of courses, and those who pass will be awarded a graduation certificate; the graduation date shall be filled in according to the date of issuance.

**Article Thirty-Eighth:** Students who meet the conditions for degree conferral shall be awarded a degree certificate by the school (for specific procedures, see the "Hunan City University Bachelors Degree Conferral Work Regulations"). For students who complete their studies in one major while concurrently pursuing another professional degree across disciplines and meet the requirements for the minor degree, a certificate of the minor degree will be issued according to regulations. For students who complete their studies in one major while concurrently taking courses in another major and meet the requirements, a certificate of concurrent course study will be issued.

**Article 39** The school shall fill in and issue academic certificates and degree certificates truthfully in strict accordance with the type of education and form of study determined at the time of enrollment.

**Article 40** The university shall implement the electronic registration management system for academic certificates of higher education, and report the information of graduation (completion) certificates issued each year to the education administrative

department of Hunan Province for registration, and the education administrative department of Hunan Province shall report to the State Council education administrative department for record.

**Article 41** For those who violate the state enrollment regulations and enter the school, the school shall not issue academic certificates or degree certificates; if academic certificates or degree certificates have been issued, the school shall recover them and report them to the administrative department of education to declare the certificates invalid.

**Article 42** If the graduation, completion or attendance certificate and degree certificate are lost or damaged, the school shall issue a corresponding certificate after verification upon application by the student. The certificate shall have the same effect as the original certificate.

#### **Chapter IV Campus Order and Extracurricular Activities**

**Article 43** The school and the students shall jointly maintain the normal order of the campus, ensure the safety and stability of the school environment, and ensure the normal study and life of the students.

**Article 44** The school supports and ensures students lawful participation in democratic management through means such as school affairs transparency and student representative proposals, and encourages students to offer criticism and suggestions regarding school operations. Students legally participate in democratic management of the school through organizations such as the Student Union and Student Representative Assembly. The school is responsible for reflecting students opinions and suggestions on national affairs and social matters to higher authorities.

Students should, through normal channels, send representatives to the school to report to the relevant departments at higher levels through normal channels, but the number of students shall not exceed 5, and they shall not gather to make noise or cause disturbances, nor shall they affect the normal order of education, teaching, life and stability of the school.

**Article 45** Students shall consciously abide by the norms of civic morality, consciously abide by the school management system, create and maintain a civilized, clean, beautiful and safe learning and living environment, establish the awareness of safety risk prevention and self-protection, and protect their own legitimate rights and interests.

**Article 46** Students shall not engage in illegal activities such as excessive drinking, fighting, gambling, drug use, spreading, reproducing, or selling illegal books and periodicals, or audio-visual products; they shall not participate in illegal pyramid schemes or engage in cult or feudal superstitious activities; they shall not engage in or participate in activities that damage the image of college students, harm the reputation of the school, or violate social morals and customs.

**Article 47** If a school finds that a student has committed an illegal act or is suffering from a serious mental illness that may cause harm to others, it may take necessary measures



by itself or assist relevant departments in taking necessary measures according to law.

**Article 48** The school adheres to the principle of separating education from religion, and no organization or individual shall carry out religious activities in the school.

**Article 49** The school establishes and improves the system of student congresses providing necessary conditions for student councils and federations of clubs to carry out activities and supporting their role in student management. Students may form and join student organizations on campus. To form an organization, students must submit a written application containing the purpose, bylaws, activities, format, and responsible person of the organization for approval by relevant school authorities.

Student organizations and student clubs should operate within the scope of the constitution, laws, regulations, and school management systems, and be subject to the leadership and management of relevant school departments. They must not engage in activities unrelated to the purpose of their organization. When student clubs invite external organizations or individuals to campus for events such as lectures, they must obtain approval from the schools Youth League Committee or the Publicity Department.

**Article 50** The university advocates and supports students and student groups to carry out academic, scientific and technological, artistic, cultural and entertainment, sports and other activities beneficial to physical and mental health. Those who actively participate in these activities and achieve certain results may, after being reviewed and recognized, obtain certain extracurricular credits.

Students must carry out extracurricular activities without affecting the schools educational and teaching order and life order.

**Article 51** The university encourages, supports and guides students to participate in social practice, voluntary service and work-study activities. The university incorporates social practice and voluntary service into the student training plan and organizes them through the university Youth League Committee.

**Article 52** The school advocates and supports students in engaging in work-study activities and legally protects the income students earn through honest labor and service. Students work-study activities should comply with laws, regulations, and the management systems of the school and employers (see the "Hunan City University Work-Study Management Regulations").

**Article 53** Student groups or individuals who wish to establish publications for the campus must obtain approval from the schools publicity department and be subject to its management. Students establishing inter-school or inter-regional groups and publishing publications for off-campus audiences must, after receiving approval from the school, report to the relevant government authorities for approval. The school prohibits illegal organization of activities and the publication of illegal publications.

**Article 54** Students holding large-scale meetings, demonstrations and other activities

must obtain approval according to legal procedures and relevant regulations. For those who have not been approved, the school security department has the right to dissuade or stop them according to law.

**Article 55** Students shall abide by the relevant regulations of the state and school regarding internet usage shall not log into illegal websites or disseminate illegal texts audio video materials etc. shall not fabricate or spread false or harmful information; shall not attack or intrude into others computer and mobile communication network systems; shall not use the internet for illegal or other criminal activities.

**Article 56** Students must abide by the relevant regulations of the school on student accommodation management (see "Hunan City College Student Apartment Management Regulations" for details).

## **Chapter V Rewards and Punishments**

**Article 57:** The school shall commend and reward students or groups who have achieved excellent results in the comprehensive quality evaluation (for specific methods, see the "Hunan City University Student Comprehensive Quality Evaluation Regulations") in moral, intellectual, physical, and aesthetic development, or who have demonstrated outstanding performance in moral character, academic achievement, scientific and technological innovation, sports competitions, cultural activities, volunteer services, and social practice.

**Article 58** The school adopts various forms of commendation and rewards for individuals or groups of students including verbal praise public commendation conferment of honorary titles and awarding scholarships to provide spiritual encouragement or material rewards. For outstanding students the school will recommend them to participate in various excellence evaluation activities at or above the municipal level (for specific procedures see the "Student Reward Regulations of Hunan City University").

**Article 59** The school shall, depending on the nature and severity of the illegal, irregular or disciplinary acts of individual students or groups, criticize and educate them or impose disciplinary sanctions.

**Article 60** The types of disciplinary sanctions are as follows:

- (1) warning;
- (2) serious warning;
- (3) a record of misconduct;
- (4) to be placed under probation;
- (5) Expulsion from school.

**Article 61** In any of the following circumstances, the university may expel a student after deliberation by the presidents meeting (including the presidents office meeting and the meeting convened by the president or the executive president with the heads of relevant functional departments):

(1) Those who violate the Constitution, oppose the Four Cardinal Principles, undermine stability and unity and disturb social order;

(2) Violating state laws and constituting criminal offenses;

(3) those who have been punished for violating the provisions on public security administration and whose circumstances are serious and their nature is bad;

(4) Taking an exam on behalf of another person or having another person take an exam on his/her behalf, organizing cheating, using communication equipment or other equipment for cheating, selling examination questions or answers to others for profit, and other serious acts of cheating or disturbing the order of an exam, with serious circumstances and extremely bad effects;

(5) theses and publicly published research results have serious academic misconduct such as plagiarism, alteration or forgery, or theses have been written or bought;

(6) Violating school regulations and seriously affecting the order of school education and teaching, life and public place management;

(7) infringing upon the lawful rights and interests of other persons or organizations and causing serious consequences;

(8) repeatedly violates school regulations and is disciplined, but does not change after education.

The rules and regulations on disciplinary punishment for students are detailed in the Regulations on Disciplinary Punishment for Students of Hunan City University.

**Article 62** The school shall follow the principles of proper procedures, sufficient evidence, clear basis, accurate characterization and appropriate punishment, adhere to the combination of education and punishment, adapt to the nature and seriousness of the fault of the students illegal or disciplinary behavior, and make a punishment on the student after listening to the statements and defenses of the student or his/her agent.

**Article 63:** When a school imposes disciplinary action on a student, it shall issue a disciplinary decision document and deliver it to the student concerned. If the student refuses to sign for it, it shall be served by leaving it at the students residence; if the student has left the school, it shall be served by mail; if the student is difficult to contact, it shall be publicly announced on the schools website or other announcements for 10 working days. The disciplinary decision document for expulsion shall be filed with the higher education administrative department.

**Article 64** The contents of the schools disciplinary decision on a student shall include:

- (一) Basic information of students;
- (二) Facts and evidence of the fact of disciplinary action;
- (三) Types, basis and duration of punishment;
- (四) Means and time limits for lodging complaints;
- (五) Other necessary content.

**Article 65** The decision to cancel a students admission qualification, academic status,

withdrawal from school, expulsion or other decisions involving the major interests of students shall be submitted to the presidents office meeting or a special meeting authorized by the president for deliberation.

**Article Sixty-six:** Except for expulsion from school, students who receive a warning or a serious warning shall be given a period of 6 months; students who receive a record of misconduct or probation shall be given a period of 12 months, and upon expiration, they shall be removed according to the procedures stipulated by the school. After the removal of disciplinary action, students shall enjoy commendations, rewards, and other rights without being affected by the original disciplinary action. (See the "Hunan City University Student Discipline Violation Regulations").

**Article 67** The school shall truthfully and completely file the materials of rewards, treatment, punishment and release of punishment for students into the schools documentary archives and the personal files of students.

Students who are expelled shall be issued a certificate of study by the school. Students shall leave the school within the time limit prescribed by the school, and their files shall be returned to their familys place of residence by the school, and their household registration shall be transferred back to their original place of household registration or familys place of household registration according to relevant state regulations.

#### **Chapter VI Student appeals**

**Article 68** The Student Grievance Handling Committee, composed of the schools divisional leaders, heads of departments such as the Discipline Inspection and Supervision Office, Student Affairs Department (Office), Academic Affairs Office, Admissions and Employment Office, Security Office, and the School Youth League Committee, along with teacher representatives, student representatives, representatives of members of the Schools Committee for the Care of the Next Generation, and legal experts, shall handle student appeals regarding the revocation of admission qualifications, expulsion, or disciplinary actions.

**Article 69** If a student has any objection to the schools decision on handling or punishment, he/she may file a written appeal to the schools student appeal handling committee within 15 working days from the date of receiving the schools decision on handling or punishment.

**Article 70** The Student Grievance Handling Committee reviews the grievances raised by students and shall make a review conclusion and inform the complainant within 15 working days from the date of receiving the written complaint. If the situation is complex and it is impossible to make a conclusion within the prescribed period, with the approval of the schools responsible person, the period may be extended by 15 days. If the Student Grievance Handling Committee deems it necessary, it may recommend that the school suspend the implementation of relevant decisions.

**Article 71** Students who have objections to the decision of re-examination may file a written appeal with the superior education administrative department.

**Article 72** From the date of sending the decision on handling, punishment or review to the student, if the student does not file an appeal within the period of appeal, it shall be deemed that he/she has abandoned the appeal, and the Student Appeal Committee or the superior education administrative department shall no longer accept his/her appeal.

If the decision on handling, punishment or review does not inform the student of the time limit for appeal, the time limit for appeal shall be calculated from the date when the student knows or should know the decision on handling or punishment, but shall not exceed 6 months (see "Hunan City University Student Appeal Handling Measures" for details).

#### **Chapter VII Supplementary Provisions**

**Article 73** The school shall administer students who receive higher education and continuing education in the university, students from Hong Kong, Macao and Taiwan, overseas students and public-funded normal students in accordance with these Provisions.

**Article 74** These Provisions shall come into force on September 1, 2017, and the original provisions shall be repealed at the same time. Matters that have been handled in accordance with the original Regulations before the implementation of these Provisions shall not be changed.

**Article 75** These Provisions shall be interpreted by the Schools Academic Affairs Office, Student Work Department (Office) and Youth League Committee.

Hunan City College  
July 23,2017

# Hunan City College Student Record Management Regulations

Xiangcheng Institute [2017] No.91

To maintain the normal educational and teaching order and living order of the school, promote the rule of law in school management, ensure the fundamental requirement of cultivating virtue and nurturing talents, protect students legitimate rights and interests, provide institutional guarantees for students innovation and entrepreneurship, promote students self-management and all-round development, based on the Ministry of Educations "Regulations on Student Management in Ordinary Higher Education Institutions" (Order No.41 of the Ministry of Education of the Peoples Republic of China, implemented on September 1, 2017), these regulations are formulated.

## **Chapter 1 Admission and Registration**

**Article 1: Students admitted to Hunan City University must hold the "Hunan City University Admission Notice" and other relevant documents to report to the university on the specified date and complete enrollment procedures. Those who cannot report on time due to special reasons must submit a written request to the Student Affairs Department (Office) of the university in advance, along with proof from their community (street), township (town). The request must be approved by the Student Affairs Department (Office) and filed with the Academic Affairs Office to be valid, and the leave generally cannot exceed two weeks. Those who do not take leave or whose leave application is overdue will be deemed to have waived their admission eligibility, except in cases of force majeure or other legitimate reasons.**

**Article 2:** Within three months after the new students enrollment, each secondary college shall review the student files of their respective institutions. The Student Affairs Department (Office) shall organize relevant departments to conduct a re-examination of their political ideology, psychological and physical health. Students who pass all re-examinations will be registered and officially obtain the student status of Hunan City University. Those who do not meet the admission criteria should be handled according to the situation, up to and including revocation of enrollment eligibility. Any students admitted through fraudulent means or favoritism, regardless of when discovered, will have their enrollment eligibility revoked or academic status canceled upon verification by the Academic Affairs Office and the Admissions and Employment Office, and reported to the Presidents Office for approval. In cases of serious misconduct, the matter will be referred to relevant departments for investigation.

**Article 3:** If a new student is found to have a disease (including newly contracted diseases) during the health re-examination and is diagnosed by a hospital designated by the school as a secondary Class A hospital (hereinafter the same) and can be cured within one year, after being endorsed by the secondary college and approved by the Academic Affairs Office and the Student Affairs Department (hereinafter the same), the student may retain their admission eligibility for one year. Students retaining their admission eligibility should immediately proceed with the departure procedures and return home for recuperation. Those who fail to complete the departure procedures without cause within two weeks will have their admission eligibility revoked. Students retaining their admission eligibility do not have academic status and do not enjoy the benefits of on-campus students. Students retaining their admission eligibility may submit an application for admission to the Academic Affairs Office and the Student Affairs Department (hereinafter the same) before the start of the next academic year if they have recovered after treatment, provided that they are diagnosed by a hospital designated by the school and meet the admission requirements, and follow the procedures for new student registration in the same year. Students who fail the re-examination or do not complete the admission procedures within the specified time will have their admission eligibility revoked.

New recruits must apply for retention of admission eligibility within 2 weeks from the date of reporting as new students, with their enlistment notices and the Application Form for Retention of Admission Eligibility for New Students Enrolled in Ordinary Higher Education Institutions, signed by their opinions, and submitted to the Academic Affairs Office and the Student Affairs Department (Office) for review and approval. New recruits who have completed their military service must hold their discharge certificates and the schools admission notice to process their readmission procedures within 2 years after retirement. If new recruits reapply for the college entrance examination, it will be considered as automatically waiving their admission opportunity, and their admission eligibility will no longer be retained.

**Article 4:** At the beginning of each semester (two days before the start of classes is the time for registration), students must report and register at their respective secondary colleges according to the schools regulations. Those who fail to report on time will not be registered and should apply for deferred registration procedures, with a deferred registration period of three months. Students who do not register within two weeks (including two weeks) after their leave application is overdue (excluding force majeure and other legitimate reasons) will be deemed to have abandoned their student status and will be treated as having withdrawn automatically. Students who do not pay tuition fees or other fees as required by the school or who do not meet the conditions for registration will not be registered. Economically disadvantaged students will receive assistance according to relevant documents from higher authorities and the school, and will register after completing the necessary procedures to ensure that students do not abandon their studies due to financial difficulties. Students who are not registered will not be allowed to participate in school-organized learning and examinations.

#### **Chapter II School system and study period**

**Article 5** The duration of undergraduate majors is 4 or 5 years, and that of associate majors is 3 years.

**Article 6:** The duration of study for a four-year undergraduate student shall not exceed 6 years, the duration of study for a five-year undergraduate student shall not exceed 7 years, and the duration of study for a junior college student shall not exceed 5 years. For students who have made significant achievements in innovation and entrepreneurship, the duration of study may be appropriately extended based on specific circumstances.

#### **Chapter III Attendance**

**Article 7:** The school shall conduct attendance for classes prescribed by the teaching plan, including classroom lectures, professional practice teaching, social surveys, public welfare labor, military training, and political study. Students who are unable to attend due to any reason must apply for leave in advance. Those who fail to apply for leave or whose leave applications are not approved and who do not attend without permission shall be considered absent without leave.

The time students are absent from class is calculated according to the class hours specified in the timetable for theoretical courses and 6 hours per day for practical courses; those who do not participate in social investigation, public welfare labor, military training and other activities without reason are calculated as 5 hours per day.

The treatment of students who skip classes is seen in the Regulations on Disciplinary Punishments for Students of Hunan City University.

**Article 8:** For students taking sick leave (with proof from a hospital designated by the school), or taking personal leave for up to three days, the counselor shall review and approve; for leave exceeding three days but up to one week, the counselor shall review and report to



**the leader in charge of student affairs at the respective secondary college for approval; for leave exceeding one week but up to two weeks, the corresponding leave procedures must be completed first, followed by approval from the Student Affairs Office; for leave exceeding two weeks, after completing the corresponding leave procedures, approval from the principal school leader is required. The students leave situation must be reported to the Teaching and Research Office for record.**

When students need to renew their leave after the holiday, the procedures are the same as those for leave. In principle, all students who take leave must report in advance, and the supplementary leave is invalid after the event.

The students application for sick leave or personal leave, hospital certificates, and the approval opinions of relevant supervisors should be kept on file by the secondary college for inspection. When a student accumulates more than one month of sick leave or personal leave within a semester, it should be reported to the Academic Affairs Office for record. If the accumulated leave exceeds one-third of the total class hours of the semester, it will be handled according to Article 20.

Those who do not participate in the schools prescribed teaching activities for two consecutive weeks shall be treated as dropping out automatically.

Students who leave the country for any reason during their school period (except holidays) shall return to school on time and report to their respective secondary colleges. Those who fail to return to school and report within two weeks (including two weeks) shall be deemed to have abandoned their school status and be treated as automatically withdrawn.

#### **Chapter IV Course Assessment and Record of Scores**

**Article 9 Students must take the course assessment as stipulated in the teaching plan of the professional talent training program they have taken (the assessment is divided into examination and examination). The assessment results will be recorded in the score book and included in their personal file.**

The course assessment can be conducted by written test, oral test, computer test, closed book and open book. Except for the main basic courses which are closed book written test, other course assessment methods can be clearly defined in the teaching outline according to the nature, characteristics and teaching requirements of the courses.

Examination courses (including laboratory courses set up separately) are all scored on a percentage basis, while the evaluation of examination courses (such as military training, current political studies, and production labor) is generally recorded with five grades: excellent, good, average, pass, and fail. Students can earn credits for examination courses with a score of 60 or above or for examination courses that are passed, and for laboratory courses.

Student course grades are comprehensively evaluated based on regular performance (including midterm exams, phased assessments, classroom discussions, assignments, papers, attendance, etc.) and final exam scores. Among these, the proportion of regular performance in the

total grade can be determined according to the nature of the course, generally not exceeding 30%. For reforms in course examination methods, instructors must propose specific plans in advance, which are then submitted to the respective college for review and approval by the secondary college, followed by a clear opinion signed off on and reported to the Academic Affairs Office for approval. After approval, adjustments to the proportion of regular performance can be made, and the reform plans for examination methods should be promptly announced to students. The secondary college and the Academic Affairs Office should strengthen quality supervision of courses undergoing examination reforms.

The teacher shall announce the assessment method and the grading method of the course to the students within one week after the course starts.

The results of students physical education classes should be comprehensively evaluated according to attendance, in-class teaching and extracurricular activities.

The school encourages, supports, and guides students in innovation and entrepreneurship activities as well as participation in social practice, establishing innovation and entrepreneurship records and setting innovation and entrepreneurship credits. Students participation in innovation and entrepreneurship, social practice activities, and achievements related to professional studies and academic requirements, such as publishing papers and obtaining patent authorizations, can be converted into credits and counted towards academic performance. For specific details, see the "Hunan City University Undergraduate Innovation and Entrepreneurship Practice Credit Recognition and Management Measures" and the "Hunan City University Discipline Competition Management Measures."

**Article 10 Students who fail to pass the course grade shall be allowed to retake the exam once. If they still fail to pass the exam, they must go through the corresponding formalities to retake the course. Those who fail to pass the practical course shall go through the retake directly.**

**Article 11 Provisions on exemption from study and listening:**

Students who adjust their majors or have changes in enrollment status can be recognized according to the schools credit transfer principle for previously completed courses, and those who meet the regulations may be exempted from these courses and directly receive credits. Students who are unable to attend certain examination courses due to personal reasons, after applying themselves, obtaining the consent of their teachers, being recognized by the college, and approved by the Academic Affairs Office, may apply for exemption from attending these courses. Students who apply for exemption from attending a course and achieve an end-of-term exam score of 85 or above (equivalent to 60) will be deemed qualified and will receive the corresponding credits for that course. Exemption from attending courses in the Theory of Ideological and Political Education is handled according to the regulations stipulated by higher authorities, practical teaching components cannot be exempted, and physical education courses are generally not exemptable.

**Article 12 Measures for the treatment of students who are absent from classes, delay exams, miss exams and cheat in exams:**

(1) If the student is absent from class without reason for more than one third of the total class hours of the semester, in addition to the disciplinary punishment as prescribed, he/she shall not participate in the final examination of the course, and the course grade shall be recorded as zero.

(2) When a student is unable to participate in a course examination due to illness or other personal special reasons, they should submit a written application to the secondary college before the examination and obtain approval from the Academic Affairs Office before taking a leave of absence. A sick leave must be accompanied by a certificate from a hospital designated by the university. After the course begins, submitting a sick leave certificate will be invalid.

Students who apply for the course examination must apply to the Office of Academic Affairs, which will arrange the examination uniformly.

Those who apply for admission or do not take the exam without permission shall be considered as absent from the exam.

(3) For students who are absent from the examination, the examination score of the course shall be recorded as zero. They are not allowed to participate in the normal make-up examination and must go through the corresponding procedures before they can take the course again.

(4) Students must strictly abide by the examination discipline and are strictly prohibited from cheating in the examination. The identification and specific handling methods of examination cheating are stipulated in the "Hunan City University Student Examination Violation and Cheating Handling Measures".

**Chapter V Change of major and transfer**

**Article 13 Full-time undergraduate freshmen who meet the following conditions may apply for a change of major:**

(1) Those who have certain specialties and aspirations for the proposed major;

(2) Having a certain disease or physical defect, which has been confirmed by the medical unit designated by the school as not suitable for study in this major, but can still be studied in other majors;

(3) Those who adjust their majors due to the needs of the development of disciplines in schools or secondary colleges;

(4) Students who have taken a leave of absence to start a business or returned to school after retirement, and whose majors need to be changed due to their own conditions, will be given priority consideration by the university.

Students who have any of the following circumstances shall not be accepted for application:

(1) The state has relevant regulations or the school has a clear agreement with the school before admission;

(2) Students majoring in specific subjects such as music, physical education and fine arts;

(3) Students who are on leave or retaining their student status.

**Article 14 Those who fall under any of the following circumstances shall not be considered for changing their majors:**

- (1) Those who have been given a warning (inclusive) or above after enrollment;
- (2) Students who fail two (inclusive) or more courses in the final examination of the first semester of their freshman year.

**Article 15 Students transferring majors generally should be transferred to the same grade; upon personal application, evaluation by the secondary college and the Academic Affairs Office, and approval by the school, they may transfer to a lower grade. All students transferring majors must pay tuition fees according to the standards of the new major and grade, and complete all courses specified in the teaching plan of the new major; during their time at school, students can only transfer majors once.**

**Article 16 The school shall handle the transfer procedures for students in the first week after the opening of the second semester of the first year.**

**Article 17 Student transfer:**

(1) Students admitted to our school should in principle complete their studies at the school; if they are indeed unable to continue their studies at our school due to illness or special difficulties, they may apply for transfer. The transfer of students shall be strictly handled in accordance with the provisions of the superior documents.

The application for transfer out shall be submitted to the school before June 15 or December 15 of each year, and the school shall approve the application according to the transfer procedure.

(2) Those who have any of the following circumstances shall not be transferred:

- (1) Those who have not enrolled for a semester or graduated within a year;
- (2) The college entrance examination score is lower than the corresponding years admission score of the relevant major of the proposed transfer school;
- (3) Those who have changed from a lower level of education to a higher level of education;
- (4) Those admitted through special admission forms such as targeted employment, art, sports, high-level art groups and high-level sports teams;
- (5) Those who have not passed the national college entrance examination or have not been admitted to colleges and universities (including those who have been promoted from junior colleges to undergraduate schools);
- (6) The proposed school of transfer is in the same city as the school of transfer;
- (7) across disciplines;
- (8) Those who should be expelled;
- (9) Other cases without justifiable reasons.

**Article 18: A students transfer shall be initiated by the student themselves who must provide reasons for the application. Upon agreement by both the original school and the proposed new school, the new school shall be responsible for reviewing the transfer conditions and relevant documentation. If the new school deems the student meets the**

**schools training requirements and has the capability to accommodate them, the student may transfer after approval by the schools presidents office meeting or a special committee meeting**

For provincial transfer students, the provincial education administrative department of the transferring-out area shall consult with the provincial education administrative department of the transferring-in area to confirm the transfer conditions and process the transfer procedures. If household registration must be transferred, the provincial education administrative department of the transferring-in area shall send relevant documents to the local public security bureau of the school where the student is transferring.

The procedures for students to transfer schools shall be handled in accordance with the Notice of the Office of the Ministry of Education on Further Standardizing the Transfer Work of Ordinary Higher Education Institutions and relevant documents issued by the Hunan Provincial Department of Education, so as to ensure that students can study at the new school in the new semester.

The materials required for transferring schools include: the students transfer application form, the original admission form, proof of the minimum control line for the same major at the receiving school during the students admission year, public announcement materials from both the transferring-out and transferring-in schools, a letter of agreement from the transferring-out school, a letter of agreement from the intended transferring-in school, the students academic transcript, a performance evaluation letter, a health diagnosis certificate from a medical institution designated by the school, and the Student Transfer Filing Registration Form for Ordinary Higher Education Institutions.

## **Chapter VI Leave of Absence, Preservation of Student Status and Return to School**

**Article 19 Students who apply for leave of absence or whose schools consider that they must take leave of absence may be granted leave of absence.**

Student leave of absence is generally for a period of one year (students who take leave due to illness may continue their leave for two consecutive years upon approval by the school), with a maximum cumulative period of no more than two years. The duration of leave for students engaged in innovation and entrepreneurship can be appropriately extended. The leave period starts from when the student is unable to attend regular classes and is not counted towards the time spent studying on campus.

**Article 20 Students who have any of the following circumstances shall be on leave:**

- (1) Those who are diagnosed by the hospital designated by the school and take sick leave for treatment and recuperation accounting for more than one third of the total class hours of a semester;
- (2) According to attendance, those who are absent due to sick leave or personal leave for more than one third of the total class hours of this semester;
- (3) Those who cannot continue normal study and whose secondary colleges consider it

necessary to take leave.

**Article 21 The following provisions shall apply to the relevant issues of students on leave:**

(1) For students applying for a leave of absence, they must complete the leave procedures and leave the school: The student must fill out the Hunan City University Student Leave of Absence, Resumption of Studies, and Level Retention (or Reduction) Approval Form in writing (and attach proof from a hospital designated by the school if the leave is due to illness), and obtain the signatures of the secondary college and the Academic Affairs Office for the leave to be valid;

(2) The school shall retain the students academic status during his/her leave of absence;

(3) During the period of student leave, students shall not enjoy the treatment of students studying on campus, shall not enjoy the grants and scholarships, and shall not apply for student loans;

(4) If a student on leave falls ill, his/her medical expenses shall be handled in accordance with the relevant regulations on medical management of our university.

**Article 22 Students who are recommended by the school to enlist in the Chinese Peoples Liberation Army (including the Chinese Peoples Armed Police Force) may retain their student status until two years after their discharge. During the period when students retain their student status, they shall be managed by the actual units they are actually in.**

**Article 23 The student status management of students participating in international cooperation programs organized by the school shall be carried out in accordance with the provisions stipulated in the agreement between both parties. The processing of student status for personal applications for domestic or overseas study shall be conducted through the following procedures: individual application by the student, preliminary review by the college, and joint approval by the Academic Affairs Office and the International Cooperation and Exchange Office, which may retain the students status during the period of study both domestically and overseas.**

**Article 24 Students who have taken a leave of absence or retained their student status shall be readmitted in accordance with the following provisions:**

(1) Upon completion of a students leave of absence, the student should apply for readmission to the school before the start of the semester. The student shall submit to the secondary college where they are enrolled the Hunan City University Student Leave of Absence, Readmission, or Retention (Downgrading) Approval Form, a certificate of recovery from illness issued by a hospital designated by the school, and other relevant documents. After review by the secondary college and the designated hospital, if it is confirmed that the student has fully recovered and can continue their normal studies, the secondary college and the Academic Affairs Office must sign off on the application, which must be approved by the Vice President in charge before the readmission procedures can be processed.

(2) Students who have been retained in their school status shall apply for resumption of study

to the secondary college one week before the end of the term. They may resume study only after the opinions of the secondary college and the teaching office are signed and approved by the principal.

(3) In principle, students who return to school shall be enrolled in the next level of their original majors; if there is no enrollment in the next level of their original majors, they may be arranged to study in related majors.

(4) If a student has serious violations of laws and regulations during the period of leave or retention of student status, the university will cancel his/her right to return to school.

**Article 25 The university shall not be liable for accidents that occur to students during the period of retaining admission qualification, suspension of study or retention of student status.**

**Article 26 Students who are subject to a warning of demotion or withdrawal during their school term shall not apply for a leave of absence.**

## **Chapter VII Withdrawal from School**

**Article 27 Students who have any of the following circumstances shall be expelled from school:**

(1) Those who have been demoted twice or more due to the low credits obtained during their school years;

(2) Not taking leave and leaving the school for two consecutive weeks without participating in the teaching activities prescribed by the school;

(3) After the end of the leave, fails to apply for resumption of study without reason within two weeks or fails to pass the re-examination;

(4) Those who are diagnosed by the hospital designated by the school as suffering from diseases or accidental disabilities and cannot continue their study at school;

(5) fails to register within the prescribed time limit of the school without justifiable reasons;

(6) Those who are admitted to limited majors and cannot continue to study due to concealment of previous medical history;

(7) Those who have not completed their studies within the maximum period of study prescribed by the school (including leave of absence);

(8) I apply for withdrawal from school.

Students who withdraw from school for the above reasons shall be reported by the secondary college where they are enrolled, and the opinions of the secondary college and the teaching office shall be signed and submitted to the presidents office for approval.

**Article 28 The follow-up matters of students withdrawal shall be handled according to the following provisions:**

(1) Students who withdraw from school or leave school for other reasons must go through the formalities of withdrawal within two weeks from the date of receiving the notice of withdrawal or announcement, and their files and household registration shall be returned to their family

domicile;

(2) Students who have studied for more than one year may be withdrawn from school after submitting an application by themselves, and the school may issue a certificate of attendance;

(3) Students who withdraw from school and fail to go through the formalities of leaving the school within the time limit shall have all their relations in school cancelled by the relevant departments of the school and no certificate of withdrawal shall be issued;

(4) Students who have been expelled, withdrawn or expelled from school shall not apply for re-enrollment.

The death or expulsion of a student shall be treated as a withdrawal from school.

## **Chapter VIII Graduation, Completion and Attendance**

**Article 29** Students who have completed the contents prescribed in the educational plan within the prescribed period of study in the school and have met the graduation requirements in morality, intelligence, physical education and beauty shall be allowed to graduate and shall be issued a graduation certificate by the school.

**Article 30:** Within the prescribed period of study at the school, students who complete the content stipulated in the educational program but fail to meet the graduation requirements shall be allowed to graduate and will be awarded a certificate of completion by the school; within two years after graduation, students may apply to return to the school for retake courses, and those who pass will be awarded a graduation certificate; the graduation date shall be filled in according to the date of issuance.

**Article Thirty-One:** Students who meet the conditions for degree conferral shall be awarded a degree certificate by the university (for specific procedures, see the "Hunan City University Bachelors Degree Conferral Work Regulations"). For students who complete their studies in one major while concurrently pursuing another professional degree and meet the requirements for the minor degree, a certificate of the minor degree shall be issued as stipulated. For students who complete their studies in one major while concurrently taking courses in another major and meet the requirements, a certificate of concurrent course study shall be issued.

**Article 32** The school shall, in strict accordance with the type of education and form of study determined at the time of enrollment, truthfully fill in and issue academic certificates and degree certificates.

**Article 33** The university shall implement the electronic registration management system for academic certificates of higher education, and report the information of graduation (completion) certificates issued each year to the education administrative department of Hunan Province for registration, and the education administrative department of Hunan Province shall report it to the State Council education administrative department for record.

**Article 34** For those who violate the state enrollment regulations and enter the school,



the school will not issue academic certificates or degree certificates; the academic certificates or degree certificates already issued by the school will be recovered and reported to the administrative department of education to declare the certificates invalid.

**Article 35** If a graduation certificate, a certificate of completion or a certificate of attendance is lost or damaged, the university shall issue a corresponding certificate after verification upon application by the student. The certificate shall have the same effect as the original certificate.

#### **Chapter IX Supplementary Provisions**

**Article 36** Where there are any previous relevant documents that conflict with these Provisions, these provisions shall prevail.

**Article 37** These Provisions shall come into force on September 1, 2017 and shall be interpreted by the Office of Academic Affairs.

Hunan City College  
July 23, 2017

## **Provisional Regulations on the Management of Foreign Students Academic Records in Hunan City College**

The academic record management of international students at Hunan City University follows the principles stipulated in the Undergraduate Code of Conduct and other relevant regulations of Hunan City University. Considering the special circumstances of international students, this provisional regulation is hereby formulated.

### **Chapter 1 Admission and Registration**

**Article 1** New international students must present their passport, acceptance letter, JW201

form or JW202 form, and proceed to the school for enrollment procedures on the specified date. Those who cannot enroll on time due to special reasons must take leave in advance, with the leave generally not exceeding two weeks. Students who do not take leave or whose leave application is overdue and who fail to complete the enrollment procedures will be disqualified from enrollment.

Article 2 New students must undergo a physical examination. If they have been examined abroad, they should submit the original examination form to verify the examination. If the physical examination is found to be not in line with the health standards for admission, they will be dismissed from school.

Article 3: International students who have enrolled must attend the International Exchange Office and relevant departments to complete the registration procedures on time according to the dates specified in the academic calendar. Those who are unable to report on time due to special reasons must follow the leave application process, which must be approved by both the relevant department and the International Exchange Office. Students who do not apply for leave or whose leave application is overdue by two weeks will be treated as having withdrawn from school automatically.

Article 4 Every freshman must participate in the enrollment education, read the Handbook of International Students of Hunan City University carefully and abide by it consciously.

## Chapter II Training Program

To gradually achieve the internationalization of school education and continuously improve the quality of education, in accordance with the spirit of the Notice on the Implementation of the Measures for the Granting of Degrees by Ordinary Higher Education Institutions to International Students in China in Some Ordinary Higher Education Institutions issued by the State Councils Degree Committee, and taking into account the development plan for international students at Hunan City University and the actual situation of international students, this plan is specially formulated.

### Article 5 Training objectives

Through teaching activities and various social practice activities, the students will be trained to become talents who are familiar with China's national conditions and cultural background, adapt to the needs of modern international society, and be able to master and use Chinese language and professional knowledge skillfully.

### Article 6 School system and degree awarding

1) The undergraduate program lasts four years, and the credit system is managed according to the flexible study period (up to 6 years).

2) Bachelors degrees shall be conferred according to different disciplines of different majors.

### Article 7 Credit requirements and course setting

1) In principle, the credits for undergraduate training for international students should not be less than 166 credits.

2) Public general education courses for international students (37 credits)

① National Education Course (4 credits)

China overview

② Physical education course (4 credits)

physical culture

③ Cultural Quality Education series (29 credits)

a. Through the preliminary examination, students are divided into three basic levels: primary, intermediate and advanced, and are trained respectively.

### Primary Chinese Advanced Course Settings

class	Level I (I)			Level I (Lower)		
	course title	Weekly class hours	credit	course title	Weekly class hours	credit
required course	elementary Chinese	4	4	elementary Chinese	4	4
	300 sentences in Chinese	4	4	Primary Chinese reading	4	4
	Primary Chinese listening	4	4	Primary Chinese listening	4	4
	Speak by looking at the picture	4	4	Speak by looking at the picture	4	4
selective course	Reading and writing of Chinese characters	4	4	Reading and writing Chinese characters	4	4
	Chinese phonetics quick learning	2	2	Chinese phonetics for quick learning	2	2
	Vocabulary reinforcement training	2	2	Vocabulary reinforcement training	2	2

Note: International students pursuing a bachelors degree with an English-taught program must enroll in the beginner Chinese course, where "Beginner Chinese" and "Speaking from Pictures" are mandatory courses. International students pursuing a bachelors degree with a Chinese-taught program should earn credits equivalent to the English course credits (16 credits) for these courses. If they pass the HSK (Chinese Proficiency Test) Level 4, they can be exempted from 4 credits of the Chinese course; if they pass the HSK (Chinese Proficiency Test) Level 6, they can be exempted from 8 credits of the Chinese course.

### Intermediate Chinese Advanced Course Settings

class	Intermediate (I)			Intermediate (Lower)		
	course title	Weekly class hours	credit	course title	Weekly class hours	credit
required course	Intermediate Chinese grammar	4	4	Intermediate Chinese grammar	4	4
	HSK	4	4	HSK	4	4
selective course	Chinese audio-visual	2	2	Chinese audio-visual	2	2
	Basic spoken English	2	2	Basic spoken English	2	2
	Chinese culture	4	4	Chinese culture	4	4
	Listening skills	2	2	Listening skills	2	2
	Intermediate reading	2	2	Intermediate reading	2	2
	basic writing	2	2	basic writing	2	2

class	Intermediate (I)			Intermediate (Lower)		
	Intermediate Chinese	4	4	Intermediate Chinese	4	4

Note: In the above courses, the credits selected by students should be equivalent to the English course credits (16 credits) for domestic students. If students pass the HSK (Chinese Proficiency Test) Level 4, they can be exempted from 4 credits of Chinese courses in the above courses; if students pass the HSK (Chinese Proficiency Test) Level 6, they can be exempted from 8 credits of Chinese courses in the above courses.

#### Advanced Chinese Advanced Courses

class	course title	Weekly class hours	credit
required course	Advanced Chinese	4	4
selective course	Science and Technology Chinese	4	4
	Advanced Chinese listening	2	2
	Reading of Chinese newspapers and periodicals	2	2
	Chinese oral habits	4	4
	Advanced Chinese grammar	2	2
	Analysis of Chinese grammar errors	2	2

Note: In the above courses, the credits selected by students should be equivalent to the English course credits (16 credits) for domestic students. If students pass the HSK (Chinese Proficiency Test) Level 4, they can be exempted from 4 credits of Chinese courses in the above courses; if students pass the HSK (Chinese Proficiency Test) Level 6, they can be exempted from 8 credits of Chinese courses in the above courses.

b. Open experiment (1 credit for science and engineering students).

C. Elective courses in cultural and quality education (8 credits).

3) Considering that some specialized courses may be too challenging for international students, with the schools approval, international students can select courses from intermediate and advanced Chinese language courses, and the credits earned can offset the credits for these specialized courses, but not exceeding 10 credits. The selection and credit recognition of other general education courses, major platform courses, specialized courses, and concentrated practical components for international students shall be determined according to the undergraduate talent cultivation program of the corresponding major, where military-political training (2 credits) and comprehensive quality education (6 credits) are not required.

4) As a platform course before the degree course, the course of Science and Technology Chinese is an elective course for international students in science and engineering, and its credits can be offset by 4 professional course credits.

### Chapter III Performance Assessment

Article 8: The schools teaching plan specifies certain credits for each type of course and teaching component, and international students must complete all the required credits as stipulated in the teaching plan. Students must participate in the required courses, elective courses, practical teaching components (such as internships, experiments, etc.), and graduation projects (theses) on time for assessment, and only those who achieve a passing grade can obtain the required credits.

Article 9 The assessment methods are divided into examination and evaluation. The grades of examination courses are mainly based on the final examination scores with appropriate reference

to regular performance. Examination scores are generally adopted on a percentage basis, with a passing score of 60 or above (including 60). Evaluation scores are recorded on a five-level scale or on a percentage basis. The five-level scale is divided into Excellent, Good, Average, Pass, and Fail. Both examination and evaluation scores are recorded in the students academic record. International students who fail to attend examinations without justifiable reasons will be treated as absent from the examination, with a score of zero. They must retake the course and cannot take the makeup examination, and the required retake fees will be borne by the international students themselves.

Article 10: International students must strictly abide by examination rules and must not cheat in any form. If cheating is discovered, the examination will be stopped, and the course will be marked as a zero score, with the words "cheating" noted in the corresponding course column of the grade book. Students who cheat in examinations are not allowed to retake the exam and must retake the course. The school will impose corresponding disciplinary actions on cheating candidates based on the severity of the offense.

Article 11 The examination and assessment results are evaluated by the course instructor, and the graded examination papers are not issued to the international students themselves but are kept by the teaching and research office. If international students have objections to the grading, they should submit a written report to the office of their respective college (department) and request a review according to the prescribed procedures. International students themselves are not allowed to review the examination papers.

Article 12 International students must complete the homework assigned by the teacher independently and conscientiously. Those who fail to submit more than one third of the homework without reason shall not participate in the examination or test of the course.

#### Chapter IV Attendance

Article 13 International students must study all courses carefully and complete all teaching links as required by the school calendar and the teaching plan of their majors.

Article 14: International students shall abide by classroom discipline, listen attentively in class, shall not be late or leave early, and shall not leave the classroom without the consent of the teacher. During self-study time, they should study diligently, maintain silence, shall not smoke, eat, or make loud noises, and shall not interfere with others self-study.

Article 15: International students who are unable to participate in the schools prescribed teaching activities due to illness or other reasons must first apply for leave; sick leave must be accompanied by a hospital certificate. Those who do not apply for leave or whose leave application is not approved and who fail to attend teaching activities without authorization shall be considered absent without leave, and international students who are absent without leave shall be subject to disciplinary action based on the severity of the situation.

Article 16 International students enjoy the holidays of China and the winter and summer vacations of the school. The holidays of the sending countries are not observed by the school. If international students have sufficient reasons to ask for leave, they need to be specially approved by the school.

#### Chapter V Exemption, self-study, retake (re-exam) and deferred examination

##### Article 17 Exemption

① Foreign students majoring in political theory, philosophy, political science and economics are required to take political theory as an elective course, while foreign students majoring in other majors can apply for exemption.

② Courses that international students can be exempted from are determined by each department according to the teaching plan.

#### Article 18 Self-study

When there is partial conflict between the elective courses chosen by international students and class hours, they may study part of the course content on their own with the consent of the instructor. Those approved to study part of a course must complete all laboratory and assignments for that course on time in order to take the exam. Those who pass the exam can earn credits for the course.

#### Article 19 Retake (Retest)

The retake course must be applied for by the student to their respective department and will be uniformly arranged. The method of retaking can involve auditing lectures in courses of the same level offered by the next grade or other majors. The final examination for retake (re-exam) courses will be conducted alongside the lecture classes, and the course credit hours must not be less than the original planned hours. Students retaking (re-exam) courses must pay the prescribed retake (re-exam) fees as stipulated by the school.

Article 20: For fourth-year students, if they fail to earn credits in certain courses (excluding graduation projects and theses) in the seventh or eighth semester (the ninth or tenth semester for five-year programs), and if no academic status adjustment is required, the Academic Affairs Office will arrange retakes in the eighth semester (the tenth semester for five-year programs).

#### Article 21 Deferred Examination:

Without special reasons, generally no deferred exams are allowed. If unable to attend the exam due to illness or other special reasons, a written application for deferral must be submitted before the exam. It must be reviewed by the students college (department) and approved by the academic affairs department to take effect. Deferred exams and retake exams are conducted simultaneously.

### Chapter VI Leave of Absence, Resumption and Withdrawal

Article 22 Students who are studying abroad shall leave the school for a leave of absence if any of the following situations occur during their study:

① Those who have been on sick leave for more than 1/3 (or 6 weeks) of a semester according to the diagnosis of the university hospital.

② Those who take leave for more than one third (or six weeks) of a semester due to certain reasons.

Students must obtain approval from their respective departments and the Academic Affairs Office, and receive a leave of absence certificate before reporting to the International Exchange Office for record. Students on leave must promptly leave the campus and bear the cost of round-trip travel expenses. Students on leave do not enjoy scholarship benefits. The duration of student leave is limited to one year.

Article 23 Students who have completed their leave of absence shall apply for resumption of study within one month before the opening of the semester. Students who have taken leave of absence due to illness must present a diagnosis certificate from the hospital and be approved by the school hospital before they can return to school.

#### Article 24 A student who falls into any of the following circumstances shall be expelled:

① Those who do not go through the formalities of returning to school after the end of the vacation;

② Those who fail the physical examination shall not be allowed to resume study;

③ Those who are confirmed by the designated hospital to be unfit for further study in school;

④ Those who are absent from school for a cumulative period of more than 50 hours within one semester.

### Chapter VII Transfer and Change of Major

Article 25 Generally, international students cannot change their majors or transfer to other schools after enrollment.

Article 26 Students in the first and second years of undergraduate study who need to change their majors or transfer due to special circumstances must report to the university for approval. They should hold a letter of agreement from the embassy of their sending country in China, and the International Exchange Office should report to the China Scholarship Council. Only after approval can they change their majors or transfer.

Article 27 Students who have studied for more than one year of undergraduate studies (including the third year) shall not change their majors or transfer to other schools.

### Chapter VIII Graduation and Completion

Article 28: Upon completion of their studies, international students who have completed all courses stipulated in the curriculum and achieved satisfactory academic performance and meet the graduation and degree requirements will be awarded a graduation certificate and a degree certificate by the school; if graduates meet the graduation requirements but do not meet the degree awarding requirements, the school will only issue a graduation certificate. International non-degree students who have completed all courses stipulated in the curriculum and achieved satisfactory academic performance upon completion of their studies will be awarded a completion certificate by the school.

Article 29 Students who complete the contents prescribed in the teaching plan within the prescribed maximum study period but fail to obtain all the credits prescribed in their majors, or drop out of school or are expelled from school, shall be issued a certificate by the university.

## **Hunan City College Student Study Abroad and Internship Management Measures**

To further broaden the international perspective of our students and enhance their overall quality and professional competitiveness, the school encourages and supports students to actively participate in overseas exchange programs, internships abroad, and other projects. To standardize management and ensure that every aspect including student selection, course scheduling, and credit recognition proceeds in a healthy and orderly manner, this management regulation is hereby established.

### Chapter I Selection criteria

Article 1 Good moral character, support for the Four Cardinal Principles, abide by laws and regulations.

The average grade of the courses taken in the second year is in principle ranked in the top 30% of the class.

Article 3 CET-4/6 level examination meets the requirements set by the school (depending on

the specific project), and meets the foreign language requirements of the foreign school or internship unit.

Article 4. In good health and in conformity with the physical examination standards for entry and exit set by the State.

Article 5 The professional requirements of the overseas project on students are met.

## Chapter II Selection methods and procedures

Article 6 The school will issue notices on the school or department website about the selection requirements, project content, location and other relevant information.

Article 7 Selection shall be carried out in strict accordance with the principles of openness, impartiality and fairness, in accordance with the requirements of the corresponding agreement, and by means of voluntary registration of students, preliminary examination by the college, examination by the Academic Affairs Office and final examination by the International Cooperation and Exchange Office, and recommendation by the university for the best candidates.

Article 8 The application students shall fill in the Application Form for Overseas Study of Hunan City University Students, the Application Form for Mutual Recognition of Course Credits of Students with Changes in Student Status of Hunan City University, the Commitment Letter of Parents of Overseas Students and the Personal Safety Declaration Form, which shall be reviewed and approved by their respective colleges and the Academic Affairs Office, and then submitted to the International Cooperation and Exchange Office.

Article 9 Once a student is selected, the school will publish the list of students who have been selected for overseas study or internship and sign relevant agreements online.

## Chapter 3 requirements for project students

Article 10 All overseas projects shall be uniformly managed by the International Cooperation and Exchange Office of the university. Any person who contacts overseas study and exchange on his own must obtain the approval of the International Cooperation and Exchange Office.

Article 11 Students shall obey the guidance and arrangement of the International Cooperation and Exchange Office, foreign schools and internship units. After returning to school, they shall report their study and work situation to their colleges and the International Cooperation and Exchange Office, and conscientiously complete their study and internship tasks.

Article 12 Students shall abide by the laws, regulations and religious beliefs of the country where they are located, comply with the rules and regulations of the overseas study and internship units, etc. When necessary, they may contact the Chinese embassy or consulate in the local area. They shall not engage in activities inconsistent with their identity or damage the interests, honor and image of the state and the university.

Article 13 After the completion of study and internship, students shall return to school on time, shall not stay abroad, and shall complete the corresponding learning tasks in accordance with the teaching requirements of the school.

Article 14 In the absence of special circumstances beyond force majeure, students shall not violate the relevant agreements signed at will, otherwise they shall bear the liability for breach of contract stipulated in the agreement.

## Chapter IV Applicable projects for student credit recognition and other matters

### Article 15 Credit recognition

The exchange students selected by our school will retain their student status in our university during their study abroad, and the following principles will be applied to their examination scores and credits: If the exchange student completes the courses explicitly required by the foreign university during the exchange period, and selects at least 2 courses per semester and 4 courses



per academic year, and achieves a passing grade, our university will exempt the student from the required course examinations during the exchange period. The credit recognition for core courses in each major will be reviewed and controlled by the Academic Affairs Office. During the exchange period, the grades recorded in our university for all subjects will be averaged by taking the arithmetic mean of the class average score and the highest class score; if the foreign grade is C or above, each subject score will be increased by 5 points; if the foreign grade is A, each subject score will be increased by 10 points. In terms of scholarship evaluation, if an exchange student exchanges one semester within one academic year and achieves a B or above in the foreign exchange period, the evaluation will be based on the academic performance of the other semester in the same academic year at our university; if the student exchanges two semesters within one academic year, they will not be eligible for scholarship evaluation.

If the internship position is basically consistent with the internship course requirements of the major studied by the student, it can be recognized as the graduation internship score of the student or regarded as the corresponding internship course credits after being reviewed by the college and approved by the teaching office.

#### Article 16 Other matters

Students who cannot take the examination at the time set by the school due to short-term study or internship abroad shall have their missed subjects postponed free of charge. Supplementary treatment, the regular score of which shall be counted as 30% according to the regular score calculation method in the provisions of the course Retake Management Regulations of Hunan City University.

Students must complete the credit requirements of their major within six years from the date of enrollment (including credit recognition during the period of study abroad) in order to obtain a graduation certificate.

#### Chapter V Supplementary Provisions

This management method shall be implemented as of the date of issuance. The schools academic affairs office and international cooperation and exchange office are responsible for interpretation.

#### appendix:

1. Application Form for Overseas Study of Students from Hunan City University
2. Application Form for Mutual Recognition of Course Credits of Students with Changes in Student Status at Hunan City University
3. Commitment Letter of Parents for Overseas Students Study and Internship
4. Personal Safety Disclaimer

## Hunan City College student application form for overseas study

surname and personal name		sex		date of birth		illuminate a flat	
College of residence		grade		ones native heath			
specialty		Class		time of enrollment			
Student ID		ID card No					
Foreign language			Ability/exam exam results	and		School grades	
mail box				contact number			
contacts				Home phone			
Proposed project				The proposed school for study abroad			
The proposed major for study abroad				The duration of the proposed study abroad		Year, month and day From January to December	
Type of study abroad application		<input type="checkbox"/> Bachelors degree <input type="checkbox"/> Masters degree <input type="checkbox"/> other		Funding sources			
Whether to retain		Yes <input type="checkbox"/> No <input type="checkbox"/>		keep ones name		Year, month and day	

student status				on the books Start and end dates	From January to December
family main member circu msta nces	surname and personal name	Relationship with me	political status	Work unit and position	
Reason for application and basic information of the applicant:(including study, award-winning situation, scientific research, internship experience during school)					
<p style="text-align: right;">Applicants signature: YTD</p>					
College opinion		sign and seal	The opinion of the Office of Academic Affairs	sign and seal	
Opinion of the Office of International Cooperation and Exchange		sign and seal	School opinion	sign and seal	

Note: The applicants report card and ID card copy should be attached to this form and submitted to the International Cooperation and Exchange Office for filing.

## Hunan City College Student Record Change Student Course Credit Mutual Recognition Application Form

Previous grade and major before academic change					Grade and major after academic status change		
grade		specialty		grade		specialty	
Reason for application (with personal detailed application attached): leave of absence and return to school ( ) change of major ( ) transfer ( ) return to school after military service ( ) exchange to cooperative colleges ( ) Downgraded ( ) other ( )							
Applicants signature: year month day							
<b>Completed courses</b>				<b>Apply for mutual credit courses</b>		<b>Review comments from the dean of the college where the course is offered</b>	<b>deans office Determination of results</b>
Course name and course code	class hour	credit	Course name, course code	credit			
Now read the opinion of the college		<div style="text-align: right;">Signature of the person in charge:</div> <div style="text-align: right;">Year, month and day of the</div>					
		official seal					
The opinion of the Office of Academic Affairs		<div style="text-align: right;">Signature of the head of the Academic</div>					
		Affairs Office:					

college		turn	Student	YTD	contact

Note: 1. The course for exemption must be the same or similar as the name of the course already taken, and the hours and credits of the course already taken must be greater than or equal to the hours or credits of the course for exemption, which shall be signed and confirmed by the dean of teaching of the college offering the course.

2. Students and colleges who can be identified as qualified do not need to fill in the form. They shall be verified by the Student Registration Office of the Academic Affairs Office and filled in and entered into the academic affairs management system

3. One original copy of this form shall be signed and stamped, and two copies shall be made. The original copy shall be deposited in the Examination and Student Record Management Center of the Academic Affairs Office; one copy shall be kept in the college where the student is studying, and one copy shall be handed over to the current teacher.

## **Letter of commitment from parents for students studying and working abroad**

I am a parent of a college-level major student at Hunan City College. \_\_\_\_\_

My son/daughter has applied for an exchange study (overseas internship) at a university for the year/month. I support this decision and hereby solemnly commit that regardless of the method of exchange study/internship, my family and I will provide financial support to ensure that he/she can successfully complete the exchange study/internship at the university. At the same time, I will urge him/her to strictly abide by the laws and regulations of China and the local country during his/her stay abroad, ensuring safety in terms of public security, fire safety, personal safety, and property. Any disputes

or consequences arising from these aspects will be borne entirely by us. \_\_\_\_\_

promisee: \_\_\_\_\_

ID number: \_\_\_\_\_

contact number: \_\_\_\_\_

YTD

## **Personal safety disclaimer**

I (name), Hunan City University \_\_\_\_\_

Student (Department/Institute) (Class Student ID) applied to travel to Country in Year Month. To avoid any liability disputes, I hereby make the following statement: During my stay abroad, I strictly abide by the laws and regulations of China and the local country as well as the school rules and regulations, ensuring safety in terms of public security, fire prevention, personal safety, and property. Any disputes or consequences arising from the aforementioned aspects shall be borne entirely

by me (Name). This statement is hereby made!\_\_\_\_\_

(This statement is made in three copies, one for each of the colleges concerned, the Office of International Cooperation and Exchange and myself)

Name of the declarant:

ID number:

contact number:

Date: Year Month Day

Responsible person of the  
college:

Date: Year Month Day

## **Student management regulations for Sino-foreign cooperative education students in Hunan City College**

### **Chapter I General Provisions**

Article 1: To maintain the normal educational and teaching order and living order of the school, to ensure the physical and mental health of students enrolled in Sino-foreign cooperative education programs, and to promote the all-round development of students in moral, intellectual, physical, and aesthetic aspects, this regulation is formulated in accordance with the Education Law, the Higher Education Law, the "Regulations on Student Management of Ordinary Higher Education Institutions" (Ministry of Education Order No.41,2017), and other relevant laws and regulations, taking into account the actual conditions of our university.

**Article 2** These Provisions shall apply to students of Sino-foreign cooperative education programs who receive general higher education in our university.

**Article 3:** The school adheres to the socialist direction of education, upholds the guiding position of Marxism, and fully implements the national education policy; it insists on cultivating virtue and nurturing people as the fundamental principle, with ideological and belief education at its core, fostering and practicing the core socialist values, promoting excellent traditional Chinese culture and revolutionary culture, advanced socialist culture, cultivating students sense of social responsibility, innovative spirit, and practical abilities; it insists on governing the school according to law, implementing scientific management, improving and perfecting management systems, standardizing management practices, combining management with strengthening education, continuously enhancing management levels, striving to cultivate qualified builders of socialism and reliable successors.

**Article 4:** Students shall uphold the leadership of the Communist Party of China, strive to study Marxism-Leninism, Mao Zedong Thought, and the theoretical system of socialism with Chinese characteristics, delve into the spirit of General Secretary Xi Jinpings series of important speeches and the new concepts, ideas, and strategies for governance, firmly believe in the path, theory, system, and culture of socialism with Chinese characteristics, and establish a common ideal of socialism with Chinese characteristics; they should foster a patriotic mindset, possess a spirit of unity, love for peace, diligence, bravery, and self-improvement; they should enhance their legal awareness, abide by the Constitution, laws, and regulations, observe civic moral norms, comply with the "Code of Conduct for Students of Higher Education Institutions," and adhere to school management systems, demonstrating good moral character and behavioral habits; they should study diligently, dare to explore, actively practice, and strive to master modern scientific and cultural knowledge and professional skills; they should actively exercise to promote physical and mental health, improve personal cultivation, and cultivate aesthetic interests.

**Article 5** This regulation serves as the fundamental basis for student management at our university and acts as the code of conduct for students academic pursuits and daily life. In implementing student management, we respect and protect the legitimate rights of students, educate and guide them to fulfill their duties and responsibilities, and encourage and support students in practicing self-management, self-service, self-education, and self-supervision. Students must strictly adhere to all the provisions outlined in this document.

## **Chapter II Rights and Obligations of Students**

**Article 6** Students shall enjoy the following rights according to law during their school years:

(1) Participate in the activities arranged by the schools educational and teaching plan and use the educational and teaching resources provided by the school;



(2) Participate in social practice, volunteer service, work-study, cultural and sports activities, science and technology innovation and other activities, and obtain employment and entrepreneurship guidance and services;

(3) Apply for scholarships, grants and student loans;

(4) Get a scientific and fair evaluation in terms of ideological and moral qualities and academic achievements, and obtain the corresponding academic certificates and degree certificates after completing the schools prescribed academic requirements;

(5) Organize and participate in student groups on campus, participate in school management in an appropriate way, and enjoy the right to know, participate, express and supervise matters related to students rights and interests;

(6) If he/she has any objection to the punishment or treatment given by the school, he/she may lodge an appeal with the school or the administrative department of education; if his/her personal rights, property rights and other legitimate rights and interests are infringed upon by the school or the faculty and staff, he/she may lodge an appeal or bring a lawsuit according to law;

(7) other rights stipulated by laws, regulations and school charters.

Article 7 Students shall perform the following obligations according to law during their school years:

(1) abide by the Constitution, laws and regulations;

(2) abide by the school charter and rules and regulations;

(3) abide by academic norms, adhere to academic ethics and complete prescribed courses;

(4) Pay tuition and related fees as required, and fulfill the corresponding obligations of obtaining student loans and grants;

(5) abide by the code of conduct for students, respect teachers and elders, develop good moral character and behavior habits;

(6) other obligations stipulated by laws, regulations and school charters.

### Chapter III Student Record Management

#### Section 1 Admission and Registration

Article 8: Students admitted to Hunan City University must present the "Hunan City University Admission Notice" and other relevant documents to report to the university on the specified date and complete the enrollment procedures. Those who cannot report on time due to special reasons must submit a written request to the Student Affairs Department (Office) of the university in advance, along with proof from their community (street), township (town). The leave must be approved by the Student Affairs Department (Office) of the university and filed with the Academic Affairs Office to be valid, and the leave period generally shall not exceed two weeks. Those who do not take leave or whose leave application is overdue will be deemed to have waived their admission eligibility, except in cases of force majeure or other legitimate reasons.

Article 9 Within three months after enrollment, each secondary college shall review the student files of its students, and the Student Affairs Department (Office) shall organize relevant departments to conduct a re-examination of their political ideology, psychological, and physical health. Students who pass all re-examinations will be registered and officially obtain student status at Hunan City University. Those who do not meet the admission criteria shall be handled according to the situation, up to and including revocation of enrollment eligibility. Any student admitted through fraudulent means or favoritism shall have their enrollment eligibility revoked or student status canceled upon discovery, regardless of when it is discovered, after being reviewed by the Academic Affairs Office and the Admissions and Employment Office, and approved by the Presidents Office. In cases of serious misconduct, the matter will be referred to relevant authorities for investigation.

Article 10: If a new student is found to have an illness (including newly contracted diseases) during the health re-examination and is diagnosed by a hospital designated by the school as a secondary Class A hospital or above (hereinafter the same), and can be cured within one year, after being endorsed by the secondary college and approved by the Academic Affairs Office and the Student Affairs Department (hereinafter the same), the student may retain their admission eligibility for one year. Students retaining their admission eligibility should immediately proceed with the departure procedures and return home for recuperation. Those who fail to complete the departure procedures without cause within two weeks will have their admission eligibility revoked. Students retaining their admission eligibility do not have academic status and do not enjoy the benefits of on-campus students. Students retaining their admission eligibility may submit an application for admission to the Academic Affairs Office and the Student Affairs Department (hereinafter the same) before the start of the next academic year, provided they are diagnosed by a hospital designated by the school as fit for admission and meet the requirements for new student registration in the current year. Those who fail the re-examination or fail to complete the admission procedures within the specified time will have their admission eligibility revoked.

New recruits must apply for retention of admission eligibility within 2 weeks from the date of reporting as new students, with their enlistment notices and the Application Form for Retention of Admission Eligibility for New Students Enrolled in Ordinary Higher Education Institutions, signed by the relevant authorities, and submitted to the Academic Affairs Office and Student Affairs Department (Office) for review and approval. New recruits who have completed their military service must apply for retention of admission eligibility within 2 years after discharge, presenting their discharge certificates and school admission notices to the school to process their readmission procedures. If new recruits reapply for the college entrance examination, it will be considered as automatically waiving their admission opportunity, and their admission eligibility will no longer be retained.

Article 11 At the beginning of each semester (two days before the start of classes is the time for registration), students must report to and register at their respective secondary colleges according to the schools regulations. Those who fail to report on time will not be registered and should apply for deferred registration procedures, with a deferred registration period of three months. Students who do not register within two weeks (including two weeks) after their leave of absence or unauthorized leave has expired (excluding force majeure and other legitimate reasons) will be deemed to have abandoned their student status and will be treated as having withdrawn from school automatically. Students who do not pay tuition fees as required by the school or who do not meet the conditions for registration will not be registered. Economically disadvantaged students will receive assistance according to relevant documents from higher authorities and the school, and will register after completing the necessary procedures to ensure that students do not abandon their studies due to financial difficulties. Students who are not registered will not be allowed to participate in school-organized learning and examinations.

## Section 2 School system and duration of study

Article 12 The duration of undergraduate majors is 4 or 5 years, and that of associate majors is 3 years.

Article 13: The duration of study for a four-year undergraduate student shall not exceed 6 years, the duration of study for a five-year undergraduate student shall not exceed 7 years, and the duration of study for a junior college student shall not exceed 5 years. For students who have made significant achievements in innovation and entrepreneurship, the duration of study may be appropriately extended based on specific circumstances.

## Section III Attendance

Article 14 The school shall conduct attendance for classes prescribed by the teaching plan, including classroom lectures, professional practice teaching, social surveys, public welfare labor, military training, and political study. Students who are unable to attend due to certain reasons must apply for leave in advance. Those who do not apply for leave or whose leave applications are not approved and who fail to attend without authorization shall be considered absent without leave.

The time students are absent from class shall be calculated as follows: theoretical courses shall be calculated as the class hours specified in the timetable, and practical courses shall be calculated as 6 hours per day; those who do not participate in social investigation, public welfare labor, military training, etc., without reason shall be calculated as 5 hours per day.

The treatment of students who skip classes is seen in the Regulations on Disciplinary Punishments for Students of Hunan City University.

Article 15: For students taking sick leave (with a certificate from a hospital designated by the school) or personal leave for up to three days, the counselor shall review and approve; for leave exceeding three days but within one week, the counselor shall review and report to the leader in

charge of student affairs at the respective secondary college for approval; for leave exceeding one week but within two weeks, the corresponding leave procedures must be completed first, followed by approval from the Student Affairs Office; for leave exceeding two weeks, after completing the corresponding leave procedures, approval from the principal school leader is required. The students leave situation must be reported to the Academic Affairs Office for record.

When students need to renew their leave after the holiday, the procedures are the same as those for leave. In principle, all students who take leave must report in advance, and the supplementary leave after the event is invalid.

The students application for sick leave or personal leave, hospital certificates, and the approval opinions of relevant supervisors should be kept on file by the secondary college for inspection. If a student accumulates more than one month of sick leave or personal leave within a semester, it should be reported to the Academic Affairs Office for record. If the accumulated leave exceeds one-third of the total class hours of the semester, it will be handled according to Article 20.

Those who do not participate in the teaching activities prescribed by the school for two consecutive weeks shall be treated as dropping out automatically.

Students who leave the country for any reason during their school period (except holidays) shall return to school on time and report to their respective secondary colleges. Those who fail to return to school and report within two weeks (including two weeks) will be deemed to have abandoned their school status and will be treated as automatically withdrawn from school.

#### **Section 4 Course Assessment and Record Keeping**

Article 16 Students must take the course assessment as stipulated in the teaching plan of the professional talent training program they have taken (the assessment is divided into examination and examination). The assessment results shall be recorded in the score book and filed in their personal files.

The course assessment can be conducted by written test, oral test, computer test, closed book, open book and other ways. Except for the main basic courses which are conducted by closed book written test, the assessment methods of other courses can be clearly defined in the teaching outline according to the nature, characteristics and teaching requirements of the courses.

Examination courses (including laboratory courses set up separately) are all scored on a percentage basis, while the evaluation of examination courses (such as military training, current political studies, and production labor) is generally recorded in five categories: excellent, good, average, pass, and fail. Students can earn credits for examination courses with scores of 60 or above or for examination courses that are passed.

Student course grades are comprehensively evaluated based on regular performance (including midterm exams, phased assessments, classroom discussions, assignments, papers,

attendance, etc.) and final exam scores. Among these, the proportion of regular performance in the total grade can be determined according to the nature of the course, generally not exceeding 30%. For reforms in course examination methods, instructors must propose specific plans in advance, which are then submitted to the college for review and approval by the secondary college, followed by a clear opinion signed off and reported to the Academic Affairs Office for approval. After approval, adjustments to the proportion of regular performance can be made, and the reform plans for examination methods must be promptly announced to students. The secondary colleges and the Academic Affairs Office should strengthen quality supervision over courses undergoing examination method reforms.

The teacher shall announce the assessment method and the method of grade evaluation to the students within one week after the course starts.

The results of students physical education classes should be comprehensively evaluated according to attendance, in-class teaching and extracurricular activities.

The school encourages, supports, and guides students in innovation and entrepreneurship activities as well as participation in social practice, establishing innovation and entrepreneurship records and setting innovation and entrepreneurship credits. Students participation in innovation and entrepreneurship, social practice activities, as well as the publication of papers, obtaining patent authorization, and other experiences and achievements related to professional studies and academic requirements can be converted into credits and counted towards academic performance. For specific details, see the "Hunan City University Undergraduate Innovation and Entrepreneurship Practice Credit Recognition and Management Measures" and the "Hunan City University Discipline Competition Management Measures."

Article 17 Students who fail to pass the course grades shall be allowed to retake the exam once. If they still fail to pass the exam, they must go through the corresponding procedures and retake the course. Those who fail to pass the practical course will go directly into retaking the course.

Article 18 Provisions on exemption from study and listening:

Students who adjust their majors or have changes in enrollment status can be recognized according to the schools credit transfer principle for previously completed courses, and those who meet the regulations can be exempted from these courses and directly obtain credits. Students who have personal reasons, after applying themselves, obtaining the consent of their course instructors, being recognized by the college, and approved by the Academic Affairs Office, can apply for exemption from a specific examination course. The final exam score of the course applied for exemption must be 85 points or above (equivalent to 60 points) to be recognized as qualified, and the corresponding credits for that course will be obtained. The exemption of ideological and political education theory courses will be handled according to the provisions of higher-level

documents, practical teaching components cannot be exempted, and physical education courses are generally not exemptable.

Article 19 Measures for the treatment of students who are absent from classes, delay exams, miss exams and cheat in exams:

(1) If a student is absent from class without reason for more than one third of the total class hours of the semester, in addition to disciplinary punishment as prescribed, he/she shall not participate in the final examination of the course and the course grade shall be recorded as zero.

(2) When students are unable to participate in course exams due to illness or other personal special reasons, they should submit a written application to the secondary college before the exam and obtain approval from the Academic Affairs Office before taking a leave of absence for the exam. A sick leave must be accompanied by a certificate from a hospital designated by the school; any sick leave certificate submitted after the course has commenced is invalid.

Students who apply for the course examination must apply to the Office of Academic Affairs, which will arrange the examination uniformly.

Those who apply for admission or do not take the exam without permission shall be considered as absent from the exam.

(3) For students who are absent from the examination, the examination score of the course shall be recorded as zero, and they are not allowed to participate in the normal make-up examination. They shall go through the corresponding formalities before they can take the course again.

(4) Students must strictly abide by the examination discipline and are strictly prohibited from cheating in the examination. The identification of examination cheating and specific handling methods are seen in the "Hunan City University Student Examination Cheating Handling Measures".

## Section 5 Change of major and transfer

Article 20 Full-time undergraduate freshmen who meet the following conditions may apply for a change of major:

(1) Those who have certain specialties and aspirations for the proposed major;

(2) Having a certain disease or physical defect, which has been confirmed by the medical unit designated by the school to be unsuitable for study in this major, but can still study in other majors;

(3) Those who adjust their majors due to the needs of school or secondary college discipline development;

(4) Students who have taken a leave of absence for entrepreneurship or returned to school after retirement, and whose majors need to be changed due to their own circumstances, shall be given priority consideration by the university.

Students who have any of the following circumstances shall not be accepted for application:

- (1) The state has relevant regulations or the school has a clear agreement with the school before admission;
- (2) students in specific disciplines and majors such as music, physical education and fine arts;
- (3) Students who are on leave or retaining their student status.

Article 21 Those who fall under any of the following circumstances shall not be considered for changing majors:

- (1) Those who have been given a warning (inclusive) or above after enrollment;
- (2) Students who fail two (inclusive) or more courses in the final examination of the first semester of their freshman year.

Article 22 Students transferring majors generally should be transferred to the same grade; upon personal application, evaluation by the secondary college and the Academic Affairs Office, and approval by the university, they may be transferred to a lower grade one; all students transferring majors must pay tuition fees according to the standards of the new major and grade, and complete all courses specified in the teaching plan of the new major; during their time at the university, students can only transfer majors once.

Article 23 The school shall handle the procedures for students to change their majors in the first week after the opening of the second semester of the first year.

Article 24 Student transfer:

(1) Students admitted to our school should in principle complete their studies at the school; if they are indeed unable to continue studying at the school due to illness or special difficulties, they may apply for transfer. The transfer of students shall be strictly handled in accordance with the provisions of the superior documents.

The application for the transfer of students should be submitted to the school before June 15 or December 15 each year, and the relevant supporting materials should be provided. The school will approve the application according to the procedures for the transfer of students.

(2) Those who have any of the following circumstances shall not be transferred:

- (1) Those who have not enrolled for a semester or graduated within one year;
- (2) The college entrance examination score is lower than the corresponding years admission score of the relevant major in the school to which he/she intends to transfer;
- (3) Those who have changed from lower to higher educational level;
- (4) Those admitted through special admission forms such as targeted employment, art, sports, high-level art groups and high-level sports teams;

(5) Those who have not been admitted through the national college entrance examination or have not used their college entrance examination results (including those who have been admitted through the upgrading from a junior college to a bachelors degree);

(6) The proposed transferring school is in the same city as the transferring school;

(7) across disciplines;

(8) Those who should be expelled;

(9) Other cases without justifiable reasons.

Article 25: A students transfer shall be initiated by the student themselves, stating the reasons. Upon agreement by both the current school and the proposed transferring school, the new school shall be responsible for reviewing the transfer conditions and relevant documentation. If the new school deems that the student meets its training requirements and has the capability to accommodate them, after deliberation by the schools presidents office or a special meeting, the student may be transferred. For inter-provincial transfers, the provincial education administrative department of the original school shall consult with the provincial education administrative department of the new school, confirming the transfer conditions before processing the formalities. If a household registration transfer is required, the provincial education administrative department of the new school shall send relevant documents to the local public security bureau of the new schools location.

The procedures for students to transfer schools shall be handled in accordance with the Notice of the Office of the Ministry of Education on Further Standardizing the Transfer Work of Ordinary Higher Education Institutions and relevant documents issued by the Hunan Provincial Department of Education, so as to ensure that students can study in the new semester at the transferred schools.

The materials required for transferring schools include: the students transfer application form, the original admission form, proof of the minimum control line for the same major at the receiving school during the students admission in the current year, public announcement materials from both the transferring-out and transferring-in schools, a letter of agreement from the transferring-out school, a letter of agreement from the intended transferring-in school, the students academic transcript, a performance evaluation letter, a health diagnosis certificate from a medical institution designated by the school, and the Student Transfer Filing Registration Form for Ordinary Higher Education Institutions.

## Section 6 Leave of absence, retention of student status and return to school

Article 26 Students who apply for leave of absence or are considered by the school to need leave of absence may be granted leave of absence.

Student leave of absence is generally for a period of one year (students who take leave due to illness may apply for consecutive two years of leave, but the total duration shall not exceed two



years). The leave period for students engaged in innovation and entrepreneurship can be appropriately extended. The leave period starts from when the student cannot continue regular classes and does not count towards the time spent studying on campus.

Article 27 Students who have any of the following circumstances shall be on leave:

(1) Those who are diagnosed by a hospital designated by the school to take sick leave for treatment and recuperation for more than one third of the total class hours of a semester;

(2) According to the attendance, those who are absent from school for sick leave or personal leave for more than one third of the total number of hours of this semester;

(3) Those who cannot continue normal study and whose secondary colleges consider it necessary to take a leave of absence.

Article 28 The following provisions shall apply to the relevant issues of students on leave:

(1) For students who apply for a leave of absence themselves, they must complete the leave procedures and leave the school: the student must fill out the "Hunan City University Student Leave of Absence, Resumption of Studies, Retention (Downgrading) Level Approval Form" in writing, (and attach proof from a hospital designated by the school if the leave is due to illness), and obtain the signatures of the secondary college and the Academic Affairs Office for it to be valid;

(2) The school shall retain the students academic status during his/her leave;

(3) During the period of student leave, students shall not enjoy the treatment of students studying on campus, shall not enjoy the grants and scholarships, and shall not apply for student loans;

(4) If a student on leave falls ill, his/her medical expenses shall be handled in accordance with the relevant regulations of our schools medical management (to be discussed with the student).

Article 29 Students who are recommended by the school to enlist in the Peoples Liberation Army (including the Chinese Peoples Armed Police Force) may retain their student status for two years after they are discharged. During the period when students retain their student status, they shall be managed by the actual units where they are stationed.

Article 30: The student status management of students participating in international cooperation programs organized by the school shall be carried out according to the provisions stipulated in the agreement between both parties. For personal applications for student status during domestic or overseas study, the application must be made by the individual student, followed by preliminary review by the college, and joint approval by the Academic Affairs Office and the International Cooperation and Exchange Office, which allows the students status to be retained during their study period both domestically or overseas.

Article 31 Students who take a leave of absence or retain their student status shall be readmitted according to the following provisions:

(1) Upon completion of a students leave of absence, the student should apply for readmission to the school before the start of the semester. The student shall submit to the secondary college where they are enrolled the completed "Hunan City University Student Leave of Absence, Readmission, and Retention (Downgrading) Approval Form," along with a health recovery certificate issued by a hospital designated by the school. After review by the secondary college and the designated hospital, if it is confirmed that the student has fully recovered and can continue their normal studies, the secondary college and the Academic Affairs Office must sign off on the application, which must then be approved by the Vice President in charge before the readmission procedures can be processed.

(2) Students who have been retained their student status shall apply for resumption of study to the secondary college one week before the end of the term. They may resume study only after the opinions of the secondary college and the teaching office are signed and approved by the principal.

(3) In principle, students who return to school shall be enrolled in the next level of their original majors; if there is no enrollment in the next level of their original majors, they may be enrolled in related majors.

(4) If a student has serious violations of laws and regulations during the period of leave or retention of student status, the school will cancel his/her right to return to school.

Article 32 The school shall not be liable for accidents that occur to students during the period of retaining admission qualification, leave of absence or retention of student status.

Article 33 Students who are subject to a warning of demotion or withdrawal during their school term shall not apply for a leave of absence.

## Section VII Withdrawal from school

Article 34 Students who have any of the following circumstances shall be expelled:

(1) Those who have been demoted twice or more due to the low number of credits obtained during their school years;

(2) Not taking leave and leaving the school for two consecutive weeks without participating in the teaching activities prescribed by the school;

(3) After the end of the leave of absence, fails to apply for resumption of study within two weeks without any reason, or fails to pass the re-examination of the application for resumption of study;

(4) Those who are diagnosed by the hospital designated by the school as suffering from diseases or accidental disabilities and are unable to continue their studies at school;

(5) fails to register within the prescribed time limit of the school without justifiable reasons;

(6) Those who are admitted to limited majors and cannot continue their studies due to concealment of previous medical history;

(7) Those who have not completed their studies within the maximum period of study prescribed by the school (including leave of absence);

(8) I apply for withdrawal from school.

Students who withdraw from school for the above reasons shall be reported by their respective secondary colleges with relevant materials attached, and their opinions shall be signed by their respective secondary colleges and the Academic Affairs Office, and submitted to the presidents office for approval.

Article 35 The follow-up matters concerning the withdrawal of a student shall be handled as follows:

(1) Students who withdraw from school or leave the school for other reasons must go through the withdrawal procedures within two weeks from the date of receiving the notice of withdrawal or announcement, and return their files and household registration to their familys place of household registration;

(2) Students who have studied for more than one year may apply to withdraw from school and the school may issue a certificate of attendance;

(3) Students who withdraw from school and fail to go through the formalities of leaving school within the time limit shall have their various relations in school cancelled by the relevant departments of the school and shall not be issued a certificate of withdrawal;

(4) Students who have been expelled, withdrawn or expelled shall not apply for resumption of study.

The death or expulsion of a student shall generally be treated as a withdrawal from school.

## Section 8 Graduation, Completion and Attendance

Article 36 Students who have completed the contents prescribed in the educational plan and met the graduation requirements in terms of morality, intelligence, physical fitness and beauty within the prescribed period of study shall be allowed to graduate and be awarded a graduation certificate by the university.

Article Thirty-seven: Within the prescribed period of study, students who complete the content stipulated in the educational program but fail to meet the graduation requirements shall be allowed to graduate and will be awarded a certificate of completion by the school; within two years after graduation, students may apply to return to the school for retake courses, and those who pass will be awarded a graduation certificate; the graduation date shall be filled in according to the date of issuance.

Article Thirty-Eighth: Students who meet the conditions for degree conferral shall be awarded a degree certificate by the university (for specific procedures, see the "Hunan City

University Bachelors Degree Conferral Work Regulations"). For students who complete their studies in one major while concurrently pursuing another professional degree across disciplines and meet the requirements for the minor degree, a certificate of the minor degree shall be issued as stipulated. For students who complete their studies in one major while concurrently taking courses in another major and meet the requirements, a certificate of concurrent course study shall be issued.

Article 39 The school shall, in strict accordance with the type of education and form of study determined at the time of enrollment, truthfully fill in and issue academic certificates and degree certificates.

Article 40 The university shall implement the electronic registration management system for higher education academic certificates, report the information of graduation (completion) certificates issued each year to the education administrative department of Hunan Province for registration, and report to the State Councils education administrative department for record.

Article 41 For those who violate the state enrollment regulations and enter school, the school shall not issue academic certificates or degree certificates; if academic certificates or degree certificates have been issued, the school shall recover them and report to the administrative department of education to declare the certificates invalid.

Article 42 If the graduation, completion or attendance certificate and degree certificate are lost or damaged, the university shall issue a corresponding certificate after verification upon application by the student. The certificate shall have the same effect as the original certificate.

#### Chapter IV Campus Order and Extracurricular Activities

Article 43 The school and the students shall jointly maintain the normal order of the campus, ensure the safety and stability of the school environment, and ensure the normal study and life of the students.

Article 44 The school supports and ensures students lawful participation in democratic management through means such as school affairs transparency and student representative proposals, and encourages students to offer criticism and suggestions regarding school operations. Students legally participate in democratic management through organizations such as the Student Union and Student Representative Assembly. The school is responsible for reflecting students opinions and suggestions on national government affairs and social matters to higher authorities.

Students who are concerned about issues involving their own vital interests should send representatives through normal channels to report to the relevant departments at higher levels through normal channels, but the number of representatives should not exceed 5, and they should not gather to make noise or cause disturbances, nor should they affect normal educational and teaching activities, life order and school stability.

Article 45 Students shall consciously abide by the norms of civic morality, consciously abide by the school management system, create and maintain a civilized, clean, beautiful and safe learning and living environment, establish awareness of safety risk prevention and self-protection, and protect their own legitimate rights and interests.

Article 46 Students shall not engage in illegal activities such as excessive drinking, fighting, gambling, drug use, spreading, reproducing, or selling illegal books and periodicals or audio-visual products; they shall not participate in illegal pyramid schemes or engage in cult or feudal superstitious activities; they shall not engage in or participate in activities that damage the image of college students, damage the reputation of the school, or violate social morals and customs.

Article 47 If a school finds that a student has committed an illegal act or that he/she may cause harm to others due to a serious mental illness, it may take necessary measures by itself or with the assistance of relevant departments according to law.

Article 48 The school adheres to the principle of separating education from religion, and no organization or individual may carry out religious activities in the school.

Article 49 The school establishes and improves the system of student congresses providing necessary conditions for student councils, federations of clubs, and other organizations to carry out their activities supporting their role in student management. Students may form or join student groups on campus. To form a group, students must submit a written application containing the groups purpose, constitution, activities, format, and responsible person for approval by relevant school authorities.

Student organizations and student clubs should operate within the scope of the constitution, laws, regulations, and school management systems, and be subject to the leadership and management of relevant school departments; they must not engage in activities unrelated to the purpose of their organization. Student clubs must obtain approval from the schools Youth League Committee or Publicity Department when inviting external organizations or individuals to campus for events such as lectures.

Article 50 The university advocates and supports students and student groups to carry out academic, scientific and technological, artistic, cultural and entertainment, sports and other activities beneficial to physical and mental health. Those who actively participate in these activities and achieve certain results may obtain certain extracurricular credits after being reviewed and recognized.

Students must carry out extracurricular activities without affecting the schools educational and teaching order and life order.

Article 51 The university encourages, supports and guides students to participate in social practice, voluntary service and work-study activities. The university incorporates social practice

and voluntary service into the student training plan and organizes them through the university Youth League Committee.

Article 52 The school advocates and supports students in engaging in work-study activities and legally protects the income earned by students through honest labor and service. Students work-study activities shall comply with laws, regulations, as well as the management systems of the school and employers (see the "Hunan City University Work-Study Management Regulations").

Article 53 Student groups or individuals who wish to establish publications for campus use must obtain approval from the schools publicity department and be subject to its management. Student groups that establish cross-campus or cross-regional organizations and publish publications for off-campus use must be approved by the school and then submitted to the relevant government authorities for approval. The school prohibits illegal organization activities and the publication of illegal publications.

Article 54 Students holding large-scale meetings, demonstrations and other activities must obtain approval according to legal procedures and relevant regulations. For those who have not been approved, the schools security department has the right to dissuade or stop them according to law.

Article 55 Students shall abide by the relevant regulations of the state and school regarding internet usage shall not log into illegal websites or disseminate illegal texts audio video materials etc. shall not fabricate or spread false or harmful information; shall not attack or intrude upon others computer and mobile communication network systems; shall not use the internet for illegal or other criminal activities.

Article 56 Students must abide by the relevant regulations on student accommodation management of the university (see "Hunan City College Student Apartment Management Regulations" for details).

## **Chapter V Rewards and Punishments**

Article 57: The school shall commend and reward students or groups who have achieved outstanding results in moral, intellectual, physical, and aesthetic development, as well as those who have excelled in moral character, academic performance, scientific and technological innovation, sports competitions, cultural activities, volunteer services, and social practices, as evaluated through comprehensive quality assessments (for specific methods, see the "Hunan City University Student Comprehensive Quality Assessment Regulations").

Article 58 The school adopts various forms of commendation and rewards for students, whether individually or collectively, including verbal praise, public commendation, conferment of honorary titles, and awarding scholarships, to provide spiritual encouragement or material rewards. For outstanding students, the school will recommend them to participate in various excellence

evaluation activities at or above the municipal level (specific methods are detailed in the "Student Reward Regulations of Hunan City University").

Article 59 The school shall, depending on the nature and severity of the illegal, irregular or disciplinary acts of individual students or groups, criticize and educate them or impose disciplinary sanctions.

Article 60 The types of disciplinary sanctions are as follows:

- (1) warning;
- (2) serious warning;
- (3) a record of misconduct;
- (4) to be placed under probation;
- (5) Expulsion from school.

Article 61 In any of the following circumstances, the university may expel a student after deliberation by the presidents meeting (including the presidents office meeting and the meeting convened by the president or the executive president with the heads of relevant functional departments):

- (一) Those who violate the Constitution, oppose the Four Cardinal Principles, undermine stability and unity, or disrupt social order;
- (二) Having violated state laws and constituting a criminal offence;
- (三) Those who violate the provisions on public security administration and are punished, but whose circumstances are serious and their nature is bad;
- (4) Taking an exam on behalf of another person or having another person take an exam on his/her behalf, organizing cheating, using communication equipment or other equipment to cheat, selling examination questions or answers for profit, and other serious cheating or disturbing the order of an exam, with serious circumstances and extremely bad influence;
- (5) theses and publicly published research results have serious academic misconduct such as plagiarism, alteration or forgery, or theses are written by proxy or bought;
- (6) Violating school regulations and seriously affecting the order of school education and teaching, life and public place management;
- (7) infringing upon the lawful rights and interests of other persons or organizations and causing serious consequences;
- (8) repeatedly violates school regulations and is disciplined, but does not change after education.

The rules and regulations on disciplinary punishment for students are detailed in the Regulations on Disciplinary Punishment for Students of Hunan City University.

Article 62 The school shall follow the principles of proper procedures, sufficient evidence, clear basis, accurate characterization and appropriate punishment, adhere to the combination of

education and punishment, adapt to the nature and severity of the students illegal or disciplinary violations, and make a punishment on the students after listening to the statements and defenses of the students or their agents.

Article 63: When a school imposes disciplinary action on a student, it shall issue a disciplinary decision document and deliver it to the student concerned. If the student refuses to sign for it, it shall be served by leaving it at the students residence; if the student has left the school, it shall be served by mail; if the student is difficult to contact, it shall be publicly announced on the schools website or other announcements for 10 working days. The disciplinary decision document for expulsion shall be filed with the higher education administrative department.

Article 64 The contents of the schools disciplinary decision on students shall include:

- (一) Basic information of students;
- (二) Facts and evidence of the fact of disciplinary action;
- (三) Types, basis and duration of punishment;
- (四) Means and time limits for lodging complaints;
- (五) Other necessary content.

Article 65 The decision to cancel the admission qualification, cancel the student status, withdraw from school, expel the student or make any other decision involving the major interests of the student shall be submitted to the presidents office meeting or a special meeting authorized by the president for deliberation and decision.

Article Sixty-six: Except for expulsion from school, a warning or a serious warning shall be given to students with a duration of 6 months; a record of misconduct or probation shall be given to students with a duration of 12 months, which will be lifted according to the schools prescribed procedures upon expiration. After the lifting of the disciplinary action, students shall receive commendations, rewards, and other rights without being affected by the original disciplinary action. (See the "Hunan City University Student Discipline Violation Regulations").

Article 67 The school shall truthfully and completely file the materials of rewards, treatment, punishment and removal of punishment for students into the schools documents and archives and the students personal files.

Students who are expelled shall be issued a certificate of study by the school. Students shall leave the school within the prescribed period of the school, and their files shall be returned to their familys place of residence by the school, and their household registration shall be transferred back to their original place of household registration or the familys place of household registration in accordance with relevant national regulations.

## Chapter VI Student appeals



Article 68 The Student Grievance Handling Committee, composed of the schools divisional leaders in charge, the heads of the Disciplinary Inspection and Supervision Department, the Student Affairs Department (Office), the Academic Affairs Office, the Admissions and Employment Office, the Security Office, the University Youth League Committee, teacher representatives, student representatives, representatives of the Schools Committee for the Care of the Next Generation, and legal experts, shall handle student appeals regarding the revocation of admission qualifications, expulsion, or disciplinary actions.

Article 69 If a student has any objection to the schools decision on handling or punishment, he/she may file a written appeal to the schools student appeal handling committee within 15 working days from the date of receiving the schools decision on handling or punishment.

Article 70 The Student Grievance Handling Committee reviews the grievances raised by students and shall make a reconsideration decision within 15 working days from the date of receiving the written grievance and inform the complainant. If the situation is complex and it is impossible to make a conclusion within the prescribed period, with the approval of the schools responsible person, the period may be extended by 15 days. If the Student Grievance Handling Committee deems it necessary, it may recommend that the school suspend the implementation of relevant decisions.

Article 71 If a student has any objection to the decision of re-examination, he/she may file a written appeal with the superior education administrative department.

Article 72 From the date of sending the decision on handling, punishment or review, if the student does not file an appeal within the period of appeal, it shall be deemed that he/she has abandoned the appeal, and the student appeal handling committee or the superior education administrative department shall no longer accept his/her appeal.

If the decision on handling, punishment or review is not informed to the student of the time limit for appeal, the time limit for appeal shall be calculated from the date when the student knows or should know the decision on handling, punishment or review, but shall not exceed 6 months at most (see the "Student Appeal Handling Measures of Hunan City College").

#### Chapter VII Supplementary Provisions

Article 73 The school shall manage students who receive higher education and continuing education in the school, overseas Chinese students from Hong Kong, Macao and Taiwan, international students, and students of Sino-foreign exchanges in accordance with these Provisions.

Article 74 These Provisions shall come into force on September 1, 2017, and the original provisions shall be repealed at the same time. Matters that have been handled in accordance with the original Regulations before the implementation of these Provisions shall not be changed.

Article 75 These Provisions shall be interpreted by the Schools Academic Affairs Office, the Student Work Department (Office) and the Communist Youth League Committee.

Hunan City College

July 23,2017

## **Hunan City College Online Open Course Construction and Teaching Management Measures**

Xiangchengyuan Jiazi [2022] No.26

### **Chapter I General Provisions**

Article 1: To deepen educational reform and effectively promote the construction of online open courses in schools, standardize the management of online open course teaching, maintain the teaching order of online open courses, strengthen the educational philosophy centered on students, innovate teaching models, and improve the educational standards and talent cultivation quality of our school, in accordance with the spirit of the "Several Opinions on Strengthening the Management of Online Open Course Teaching in Ordinary Higher Education Institutions" (Jiaogao [2022] No.1) issued by the Ministry of Education and four other departments, and the "Implementation Measures for the Management of Online Open Course Teaching in Hunan Provinces Ordinary Higher Education Institutions" (Xiangjiaofa [2022] No.38), this method is specially formulated in combination with the actual conditions of our school.

### **Chapter 2 Construction of online open courses**

#### **Article 2 Construction objectives**

Promote teachers to transform their educational concepts, lead the reform of teaching content and teaching models, achieve the transformation from "teaching" to "learning", from classroom-oriented to a combination of classroom and extracurricular activities, from focusing on outcome evaluation to focusing on process evaluation, deeply promote the reform and innovation of talent cultivation models, and effectively improve the quality of talent cultivation.

Make full use of the advantages of network information technology to optimize the informatized teaching environment achieve the digitalization and networking of courses explore diversified blended teaching models and comprehensively promote the reform of course teaching

models. Courses approved at or above the school level should all be built into online open courses and other courses are encouraged to autonomously construct themselves into online open courses.

### Article 3 Construction contents

#### (1) Construction of teachers information-based teaching ability

Teachers are the key factors in promoting educational reform. Through multi-level teacher training, seminars, and observation methods such as school, college, and course teams, enhance teachers teaching capabilities in an information-based environment. Guide teachers to establish an "student-centered" educational philosophy, assist teachers in learning and mastering information technology, and encourage teachers to explore diversified blended teaching models that integrate "in-class and out-of-class, online and offline, within-school and outside-school, mobile and fixed."

#### (2) Course team construction

According to the needs of course construction integrate human resources encourage interdisciplinary and inter-professional cooperation build several course teams with reasonable structure stable personnel high teaching level and good teaching effect. All teachers in the course team jointly build course resources collectively prepare lessons strengthen teaching design carry out course ideological and political education update teaching content in a timely manner and form a synergy for course construction.

#### (3) Construction of digital teaching resources

The construction of teaching resources is the foundation of educational informatization fully utilizing modern information technology to achieve the digitalization and networking of course teaching resources. The development and production of digital teaching resources should not only comply with the national "Technical Specifications for Educational Resource Construction" but also meet the needs of students online learning. Combining teacher collaboration in development and construction with schools introducing high-quality electronic teaching resources, a three-dimensional teaching resource system composed of textbooks, e-textbooks, knowledge point videos, self-study task sheets, question banks, and auxiliary electronic resources has been established.

#### (4) Construction of online teaching platforms

The school uniformly purchases a network course teaching platform to provide a controllable and manageable high-level teaching exchange space for all teachers and students. The platform construction should meet the needs of teachers conducting lesson preparation, teaching, learning guidance, and other teaching activities, meet the needs of students conducting autonomous learning, collaborative learning, and inquiry-based learning and other learning activities, and meet the needs of academic affairs management departments conducting comprehensive student evaluations, comprehensive analysis of teaching activities, and improving management efficiency. Courses approved at or above the school level must be developed as online open courses on this platform.

#### (5) Construction of teaching evaluation system

Reform the methods of evaluating teaching and learning, strengthen the evaluation of the teaching process. Utilize information technology to document teachers teaching processes, integrate factors such as teachers online teaching behaviors, student satisfaction, and expert evaluations, and establish an evaluation system for the effectiveness of course informatization teaching. Improve course assessment methods, use information technology to record students learning processes, clarify academic evaluation methods and learning incentive measures, focus on evaluating students ability and quality teaching objectives, comprehensively consider students online learning behaviors, classroom performance, regular assignments, and exams, integrate

online and offline approaches, and establish a diversified assessment model that combines process evaluation and outcome evaluation.

### Chapter 3 Teaching management of online open courses

Article 4 Online open courses are the results of teachers work supported by the school, and their intellectual property rights belong to the school. All teaching activities carried out within the scope of the school have the right of use. Online open courses are managed at two levels: school and college.

Article 5: The school incorporates online open courses into daily teaching management strictly implementing all systems related to the selection teaching evaluation supervision and credit recognition of online open courses ensuring that both online and offline courses are managed and required in the same way. The Academic Affairs Office is responsible for managing the online course platforms and coordinating platforms both on and off campus mainly engaging in the construction and teaching of online open courses by teachers within the school free of charge for students on campus. Teachers collaborating with external institutions to offer online open courses in the form of paid services must obtain the consent and filing from the Academic Affairs Office otherwise any legal disputes and liabilities arising therefrom shall be borne by the teachers individually.

Article 6 The course leader shall form a reasonable course team, formulate the course construction plan and construction objectives, implement the complete teaching activities according to the requirements of the teaching outline, update the course content in time, do a good job in online services, and ensure the quality of the course.

Article 7: Courses approved at the university level and above must be offered free of charge to students of our university. The main lecturers should actively explore teaching methods such as flipped classroom and blended learning, make good use of online open courses, and improve teaching quality. The Academic Affairs Office will inspect course operation data at the end of each semester, and courses that have not been actually applied online for two consecutive semesters will have their project approval and corresponding benefits revoked.

Article 8: The introduction of off-campus courses must strengthen selection management, implement strict ideological review, content review, and quality supervision to ensure that the courses have the correct political direction and value orientation, meet scientific and applicable requirements, and select courses with fresh content and good service quality that can reflect the latest developments in disciplines and educational research and teaching reforms. In principle, these courses should be from the "white list" of online open course platforms published by the higher education authorities, which are well-regulated, of high course quality, and with good management and services. The courses should meet our university's teaching needs, with credit hours and teaching periods aligned, and fall within the scope of our existing academic disciplines and professional fields. The Academic Affairs Office organizes the course selection argumentation and review process, releasing the list of courses to be introduced for the next semester; the college is responsible for assigning course responsibility teachers and managing course teaching services.

Article 9: Course responsibility teachers must possess relevant knowledge backgrounds and have conducted research in the corresponding course fields, holding qualifications as higher education institution teachers, intermediate or above titles, or doctoral degrees. Course responsibility teachers should cooperate with the main lecturers and teaching teams of online open courses, strengthen learning organization and academic guidance, reinforce course assessment supervision, and be responsible for platform usage training, learning progress tracking, examination paper proposition, and score entry. The selection of courses will adopt a combination

of online and offline assessments, with the weight ratio of grades determined by the course responsibility teachers.

Article 10 In principle, when teachers conduct short-term online teaching due to force majeure factors, the students college should organize students to concentrate as much as possible in classrooms and assign a principal teacher to organize teaching and manage classroom instruction. If students are unable to attend school due to force majeure factors, teachers should proactively use information technology to conduct online teaching and provide regular grades based on students online self-study and assignment submissions, as well as organize course evaluations.

Article 11 Students shall select online open courses according to the schools requirements abide by course learning discipline and examination discipline and complete all teaching links as required by the course. It is strictly prohibited to lend personal learning accounts to others or to obtain learning records and examination scores through illegal software or technical services provided by third parties such as "course brushing" "substitute class" "exam brushing" "substitute exam" behaviors. It is also strictly prohibited to spread course examination content and answers in any form. Relevant violations and disciplinary offenses will be handled according to the schools relevant documents. For students who participate in organizing "course brushing" "substitute class" "exam brushing" "substitute exam" and other activities constituting illegal acts they will be submitted to relevant departments for legal responsibility pursuit.

#### Chapter 4 Quality management of online open courses

Article 12 The school establishes an Online Open Course Construction and Teaching Management Leadership Group headed by the Vice President in charge of teaching, responsible for the construction and management of online open courses across the university. Each teaching unit establishes an Online Open Course Construction and Teaching Management Work Group headed by the person in charge, responsible for reviewing, constructing, operating, and cultivating teachers teaching abilities for online open courses within their units, as well as managing the teaching work of students in online open courses within their units.

Article 13 The school conducts tracking monitoring and comprehensive evaluation of the construction, online operation, and teaching effectiveness of our universitys open online courses through methods such as assessment, acceptance, usage evaluation, and regular inspections, incorporating these into the course project initiation and acceptance indicator system. By supervising and managing the operation, maintenance, and updates of courses, we achieve routine and secure operation, promoting continuous improvement in course construction quality and utilization efficiency. The service cycle for university-level and above approved courses shall be no less than 5 years.

Article 14 During the online open course teaching period, the school will periodically evaluate the teaching quality and effectiveness of the courses and provide feedback to the instructors. For courses with poor evaluations or negative student feedback that are verified, the school will suspend the online or blended teaching mode for that course, and the main instructor must attend various relevant training sessions. Before resuming the course, the main instructor must submit an application, and the Academic Affairs Office will organize experts to evaluate the teaching methods. Only after passing the evaluation can the course proceed according to the established procedures.

#### Chapter V Course Safety and Prevention

Article 15: Course instructors and students should establish a correct view of cyber security and strengthen the prevention and control of security risks. Course leaders bear the responsibility

for cyber security protection, while students participate in accordance with laws and regulations, jointly creating a clean cyberspace and a healthy educational environment.

Article 16 Course leaders and teams shall strictly examine the membership of online communication groups formed for teaching purposes, earnestly implement identity verification and real-name application system, and strive to prevent network security incidents.

Article 17 Students should fully respect the knowledge achievements of course teachers. Without the permission of course teachers or relevant departments of the university, it is prohibited to record courses in any way, and they are not allowed to share videos, courseware, materials and other information with others or other online platforms.

#### Chapter VI Supplementary Provisions

Article 18 These Measures shall come into force as of the date of promulgation, and other forms of online teaching shall be carried out by reference to these Measures.

Article 19 The regulations shall be interpreted by the Office of Education.

Hunan City College of Education  
December 30,2022