



湖南工程學院
HUNAN INSTITUTE OF ENGINEERING

Teaching Management Rules and Regulations

2024



Academic Affairs Office
July 2024

Catalogue

Appendix E-1 Measures for the Administration of Talent Training Program of Hunan Institute of Engineering (Amendment)	4
Appendix E-2 Hunan Institute of Engineering Undergraduate Student Status Management (Amendment).....	9
Appendix E-3 Hunan Institute of Engineering General Full-time Undergraduate Student Transfer Management (Amendment).....	20
Appendix E-4 Management of the Course Assessment of Hunan Institute of Engineering (Amendment)	23
Appendix E-5 Hunan Institute of Engineering Graduation Design (Thesis) Work Management Measures (Amendment)	44
Appendix E-6 Hunan Institute of Engineering Experimental Teaching Management Measures	50
Appendix E-7 Hunan Institute of Engineering Practice (Practical Training) Teaching Management Measures	54
Appendix E-8 Implementation Rules for the Granting of Bachelor's Degrees of Hunan Institute of Engineering	59
Appendix E-9 Hunan Institute of Engineering Laboratory Management Regulations.....	63

Appendix E-10 Hunan Institute of Engineering Laboratory Safety Management Measures.....	68
Appendix E-11 Constitution of Teaching Committee of Hunan Institute of Engineering (Amendment).....	78
Appendix E-12 Hunan Institute of Engineering course teaching assessment methods	81
Appendix E-13 Implementation plan for deepening the reform of educational evaluation in the new era of Hunan Institute of Engineering.....	86
Appendix E-14 Measures for Teaching Administration of Hunan Institute of Engineering (Amendment).....	97
Appendix E-15 Measures for the Identification and Handling of Teaching Accidents of Hunan Institute of Engineering (Amendment).....	120
Appendix E-16 Measures for Teaching Supervision of Hunan Institute of Engineering (Amendment)	125
Appendix E-17 Hunan Institute of Engineering Teaching Quality Excellence Award selection method.....	130
Appendix E-18 Methods of Hunan Institute of Engineering for Teaching and Research Honors (Amendment).....	133

Appendix E-1 Measures for the Administration of Talent Training Program of Hunan Institute of Engineering (Amendment)

Academic Affairs Office No.12, (2018)

Chapter I General Rules

Article 1 The talent training plan is the overall design and implementation plan of the school's talent training, and it is organized and taught. The program, the arrangement of teaching tasks and the determination of the basic basis of teaching preparation are the primary links to achieve the goal of personnel training.

Article 2 The personnel training plan is a legal document of the school's teaching work. The formulation of the personnel training plan, implementation and revision is one of the most important teaching legislation and law enforcement activities of the school, which must be carried out in accordance with strict norms and procedures.

Chapter II Formulation of the personnel training plan

Article 3 According to Article 34 of the Higher Education Law of the People's Republic of China, the personnel training plan shall be studied. The provisions formulated independently by the university shall be implemented according to the specific conditions of each major.

Article 4 Working procedures for the formulation of personnel training plans:

1. The Academic Affairs Office puts forward the principles and guiding opinions that should be followed in revising (formulating) the personnel training plan for each specialty

After deliberation by the academic committee and approval by the university, it will be distributed to each teaching institute (department and center) ;

2. Each school of Teaching shall, according to the requirements of the documents, organize the formulation of its own professional talent training plan, and organize it when necessary. External experts argumentation;

HIE Teaching Management Rules and Regulations

3. Each teaching school shall cooperate with the relevant departments responsible for general education courses in the training plan group for each specialty of the school Organize, review and revise, and submit the revised (made) talent training plan to the Academic Affairs Office after it is reviewed and approved by the vice dean in charge of teaching, signed by the dean and stamped with the official seal;
4. The Academic Affairs Office shall organize experts to review the talent training plan submitted by each teaching institute and submit it to the teaching committee of the school. It will review, revise and finalize the draft according to the review opinions, and submit it to the Academic Affairs Office with the signature and seal of the vice dean in charge of teaching and learning and the dean, and submit it to the Vice president in charge of teaching and Learning (if necessary, it can be submitted to the President's office meeting) for approval. The talent training plan approved by the vice president in charge of teaching shall be the university document effective and implemented.

Article 5 The main contents of the personnel training plan are:

1. Training objectives;
2. Training requirements and graduation requirements;
3. Core courses of main subject and major;
4. Academic structure and degree;
5. Credit hours and credits;
6. Teaching schedule;
7. Formulators (including enterprise participants) and reviewers.

Chapter III Implementation of personnel training plan

Article 6 The approved personnel training plan shall be organized by the Academic Affairs Office and each teaching institute (department or center) Execute.

Article 7 The teaching tasks prescribed in the personnel training plan must be strictly carried out by any teaching institute (department or middle school). No one, teacher or teaching administrative personnel shall be allowed to make excuses. According to the nature of the subject and the scope of business, the teaching tasks are centrally undertaken by the relevant teaching institutes (departments, centers), and are divided and coordinated by the Academic Affairs Office. No teaching institute (department or center) shall unilaterally and forcibly withhold teaching tasks that do not belong to it. Under special circumstances, the issue of centralized transfer of teaching tasks may be resolved by relevant units through consultation under the auspices of the Academic Affairs Office.

HIE Teaching Management Rules and Regulations

Article 8 Work procedures for the implementation of the talent training plan:

1. In the middle of each semester, the Academic Affairs Office shall compile the teaching schedule and various courses for the next semester according to the personnel training plan. The course commencement plan shall be sent to each teaching school (department, center) for comment. Each teaching school (department, center) shall carefully check according to the talent training plan within the specified date, and then submit the plan to the Teaching Affairs Office after being approved and signed by the vice dean in charge of teaching.

2. The Teaching Affairs Office shall make comprehensive adjustment and revise the teaching according to the course starting plan checked by each teaching institute (department and center). The schedule of learning and the notice of teaching tasks for the next semester are issued.

3. Each teaching institute (department, center) that undertakes the teaching task shall implement the teaching task concretely after receiving the notice. All relevant teaching and research departments and all teachers who undertake teaching tasks shall fill in the teaching task notice carefully and submit it to the Teaching Affairs Office after being reviewed and signed by the vice president in charge of teaching and stamped with the official seal. The notice shall be made in duplicate. One copy shall be submitted to the Teaching Affairs Office and the other shall be kept in the department for reference.

4. The Teaching Affairs Office shall review, coordinate and confirm the teaching assignments submitted by each teaching institute (department, center). After reasonable arrangement, the curriculum schedule of the next semester will be arranged, and the curriculum schedule will be issued to each teaching school (department, center) before the holiday

5. The teaching staff responsible for teaching tasks should prepare the curriculum schedule according to the course syllabus and curriculum schedule before the formal class. The teaching plan of this course shall be implemented after approval by the vice dean in charge of teaching. The teaching plan shall be made in 4 copies, one copy shall be submitted to the Teaching and Research Office of the teacher, one copy shall be submitted to the teaching unit of the teacher, one copy shall be submitted to the Academic Affairs Office, and one copy shall be kept by the teacher for future reference.

Chapter IV The modification of the personnel training plan

HIE Teaching Management Rules and Regulations

Article 9 We must attach great importance to the seriousness of the personnel training plan and maintain its relative stability. The personnel training plan that has been approved and is being implemented is not allowed to be changed at will.

Article 10 For personnel training plans that have been approved and are being implemented, it is compulsory to add, subtract or change them. A change in the structure of the curriculum caused by the course or the duration of the course or the nature of the course (including practical teaching links) shall be deemed to be a change in the personnel training plan.

Article 11 In order to better meet the needs of economic construction, social development, scientific and technological progress and teaching reform. Yes, certain necessary amendments may be made to the approved and ongoing personnel training plan, but they must be carried out in strict accordance with the following procedures. The written application shall be submitted by the teaching institute of the major, reviewed and signed by the vice president in charge of teaching, and the approved semester teaching implementation plan shall be submitted to the Academic Affairs Office for unified examination and approval in each semester; For individual large changes, relevant colleges should organize experts to demonstrate, put forward reasons and improvement plans, and the Academic Affairs Office shall submit them to the Teaching committee of the university for examination and approval; The changes can only be implemented after being approved by the vice president in charge of teaching.

Article 12 Any person who changes the personnel training plan without applying for approval according to the above provisions shall be punished by the teaching accident department Reason.

Chapter V Supplementary Rules

Article 13 These Measures are applicable to all full-time undergraduate majors of our university.

Article 14 These Measures shall be implemented from the date of issuance. The former "Hunan Institute of Engineering personnel training plan management Office Law "(Academy teaching character (2007) No. 23) repealed simultaneously.

Article 15 The Teaching Affairs Office shall be responsible for the interpretation of these measures.

HIE Teaching Management Rules and Regulations

(1) Students who are unable to register for school due to natural disasters, sudden diseases and other irresistible factors must present relevant certificates. They must apply to the admission office of the university in advance, and can retain the admission qualification for 1 year after approval;

(2) New students who are recruited to join the Chinese People's Liberation Army (including the Chinese People's Armed Police Force) shall hold an enlistment pass. The application form and relevant supporting materials should be submitted to the Admission office of the school, or obtained from the recruitment office of the county (city or district) people's government and filled in the Application Form for Retention of Admission Qualification for New Students Enrolled in ordinary Colleges and Universities for Recruitment. The recruitment office should send the application form in the form of an official letter to the Admission office of the school before the registration date of new students. After the admission qualification is reviewed by the admission office in accordance with laws and regulations, the admission qualification will be retained until 2 years after the graduation of the student.

Article 7 The university shall conduct re-examination according to the national enrollment regulations within 3 months after the admission of new students. The main contents of the review include the following aspects:

- (1) whether the admission procedures and procedures conform to the national enrollment regulations;
- (2) whether the admission qualifications obtained are true and in line with relevant regulations;

Appendix E-2 Hunan Institute of Engineering

Undergraduate Student Status Management

(Amendment)

Academic Affairs Office No.51 (2024)

Chapter I General Provisions

Article 1 For the purpose of maintaining the normal order of education and teaching in schools and promoting students' all-round development of morality, intelligence, physical fitness, beauty and labor According to the Ministry of Education "Regulations on the Administration of Students in ordinary Colleges and Universities" (Decree No. 41 of the Ministry of Education) and "Measures for the Administration of Credit System Fees in Ordinary Colleges and Universities of Hunan Province (Revised in 2022)" (Xiangfa Reform Fee (2022) No. 586) and other relevant documents, combined with the actual teaching management of the credit system of our school, these regulations are formulated.

Article 2 Students shall abide by the Constitution of the State, laws and regulations, and abide by the code of conduct for students and the school's management. They should respect teachers, study hard, improve their health, establish patriotism, collectivism and socialist thinking, develop morally, intellectually, physically, aesthetically and labously in an all-round way, and achieve coordination and unity of knowledge, ability and quality.

Article 3 Students shall systematically master the basic theories and basic knowledge necessary for their respective disciplines and specialties Students should grasp the basic skills, methods and related knowledge necessary for the major, and have the ability to engage in the practical work and scientific research work of the major, so as to become high- quality applied talents with innovative spirit and strong practical ability.

Chapter II Enrollment and registration

Article 4 According to the national enrollment regulations, all freshmen admitted by our university shall hold the admission letter and the letter of admission. With the relevant certificates stipulated by the University, the freshmen shall go through the registration formalities within the prescribed time limit. Due to natural disasters, sudden diseases and other irresistible factors, those who cannot arrive at the school on time must present relevant certificates and apply for leave from the admissions office

HIE Teaching Management Rules and Regulations

of the school in advance. The leave is valid only after approval. Generally, the leave shall not exceed two weeks. Those who fail to register without leave or after the leave deadline will be deemed to have given up the admission qualification automatically.

Article 5 The university shall conduct a preliminary examination of the admission qualifications of new students at the time of registration, and examine the qualified applicants for admission. If they continue, they shall be registered as students; If the examination finds that the admission notice, examinee information and other supporting materials of the new student are inconsistent with the actual situation of the new student, or there are other circumstances in violation of the provisions of the national admission examination, the admission qualification shall be cancelled.

Article 6 Freshmen may apply for retention of admission qualification. Those who retain the admission qualification shall not have the school status and shall not pay tuition. They shall not enjoy the treatment of registered students. New students should apply for admission to the university before the expiration of the retention of admission qualifications, and go through the admission procedures after being checked by the university. Those who fail the examination shall be disqualified from admission; Those who fail to go through the admission procedures within the time limit without force majeure and other justifiable reasons shall be deemed to have given up the admission qualification. The conditions and period of retention of admission qualification are:

- (3) whether the applicant and his/her identity certificate are consistent with the admission notice and candidate files;
- (4) whether the physical and mental health status meets the physical examination requirements of the major or professional category applied for the examination, and whether it can be guaranteed to be corrected. Study and live regularly;
- (5) whether the professional level of students admitted by special types such as art and sports meets the admission requirements.

Those who pass the re-examination shall be registered and obtain the school status; Those who fail to meet the admission requirements shall be disqualified from admission. Any applicant belonging to Any student who obtains a school registration through fraud, no matter when it is discovered, shall have his or her school registration cancelled as soon as it is verified. If the circumstances are serious, the student shall be transferred to the relevant department for investigation and handling.

Article 8 Students whose physical and mental conditions are found to be unfit for study in school shall be assigned Grade Two A or above by the school. If the student is diagnosed by the hospital, he/she should go home for treatment and may retain his/her admission qualification for one year according to Article 6. Students who retain the admission qualification shall go through the formalities for leaving the school within one week from the date of notification; otherwise, the retention of the admission qualification shall be cancelled. Students who have recovered from treatment during the retention period can apply for admission to the Admissions Office of the University before the registration of new students in the following year. Students who have been diagnosed by

HIE Teaching Management Rules and Regulations

the hospital designated by the university, meet the requirements of physical examination, and go through the admission procedures again after the re-examination. Students who fail to meet the physical examination requirements or fail to go through the admission procedures within the time limit will have their admission credentials cancelled.

Article 9 The school shall implement the credit system and the registration system. The tuition fee shall be paid in one lump sum according to the academic year B: No, the tuition fee should be paid two weeks before the first semester of each academic year. Registration can only be completed after payment.

Article 10 The University shall, according to the actual situation of students, implement policy tuition remission, tuition suspension and other measures, which shall be funded by the University. Students shall apply for state student loans to pay tuition fees.

Article 11 At the beginning of each semester, students shall report to their colleges for registration in accordance with the relevant regulations of the university Formalities. Registration is not allowed under any of the following circumstances:

- (1) dropping out of school or being expelled from school;
- (2) failing to resume school after suspension or retention of school status;
- (3) failing to pay fees as required by the school.

Article 12 Those who cannot register on time for any reason shall ask for leave in advance and go through the formalities of suspending registration, suspending the registration period. The registration period shall not exceed two weeks; Those who fail to register without leave or leave without permission for more than two weeks will be deemed to have given up their school status and will be treated as automatic withdrawal; Students whose families have financial difficulties may apply for national student loans or other forms of financial assistance, and will be registered after going through relevant procedures.

Chapter III Academic System and Length of Study

Article 13 The length of study for undergraduate majors of the University shall be four years, except for five years for architecture majors.

Article 14 The flexible study period shall be implemented in accordance with the credit system management mechanism. The minimum length of study for students shall be that of the major. The vocational school system will be shortened by one year, and the study period of students who leave to start a business can be extended to the academic system of the major by four years; The maximum study period of other students (including suspension) is extended by two years for the major; Those who exceed the maximum study period will not be registered and will be treated as withdrawal. The length of study of students who enlist in the army shall be handled according to the relevant documents of the state.

Article 15 Students who meet the requirements for early graduation may apply for early graduation, and the students shall submit their applications in advance within the

HIE Teaching Management Rules and Regulations

prescribed time The application for graduation shall be submitted to the academic Affairs Office for examination and approval and to the competent department at a higher level for the record. Those who fail to meet the graduation requirements within the normal academic system may be issued a graduation certificate according to the regulations, and students may go through the procedures for leaving the school. Students may return to school to repair the missing credits within the prescribed study years. If they meet the graduation conditions and degree awarding conditions, they will be issued a graduation certificate and awarded a degree.

Chapter IV Curriculum assessment and record of academic achievements

Article 16 Students must participate in the examination of the courses and practical links stipulated in the professional personnel training plan Students can obtain credits only if they pass the examination. Assessment scores and credits will be included in the grade books and placed in the student records. Course assessment and score management shall be carried out in accordance with the Regulations on Course Assessment Management of Hunan Institute of Engineering (Revised).

Article 17 The courses in the talent training plan are divided into two categories: compulsory courses and elective courses. Personnel training plan for each specialty The program has minimum credit requirements for various courses and practical links. Compulsory courses refer to the basic theories and knowledge that students are required to master according to the training objectives and basic specifications of the major The courses of general education and basic skills include basic courses of general education, basic courses of disciplines and specialized courses. Elective courses refer to the courses that deepen the professional foundation, broaden the scope of professional knowledge and improve students' cultural quality. School Encourage, support and guide students to participate in social practice, innovation and entrepreneurship activities, establish innovation and entrepreneurship files, and set up innovation and entrepreneurship credits. Students' experiences and achievements related to professional learning and academic requirements, such as participating in activities such as innovation and entrepreneurship and social practice, publishing papers, obtaining patent authorization, etc., can be converted into credits and included in their academic scores, and the calculation method shall be calculated according to the relevant administrative measures of the university.

Article 18 In order to better reflect the degree of students' mastery of knowledge and the quality of their studies, undergraduate students shall adopt the average The grade point system. The relationship between course assessment results and GPA is as follows:

- (1) 100-point grade point calculation method: A course score below 60 points (excluding 60 points) will not receive credit, and no GPA will be calculated Yes, a score between 60 and 100 is calculated according to the following formula: The grade point of the courses taken = (a course's final rating score - 50) ÷ 10;

HIE Teaching Management Rules and Regulations

(2) The fifth grade grade system grade point calculation method: Excellent - 4.5 ; Good - 3.5 ; Medium - 2.5 ; Pass - 1.5 ; Fail - 0 ;

(3) The student's grade point average shall be calculated at the end of each semester (or academic year) and at the end of the course of study. The method is as follows: Grade point average for one semester (or school year) and completion = $\frac{\sum \text{course Credit Grade Point}}{\sum \text{course credit}}$. Where: GPA of a course = GPA of the course x credit points of the course.

Chapter 5: Course selection and course study

Article 19 Students shall attend compulsory courses and elective courses in accordance with the personnel training plan for their respective majors and the arrangements for relevant elective courses Take the courses and complete the practical links in order to obtain the credits stipulated in the personnel training plan.

Article 20 Students' courses shall be based on the personnel training plan of each major, and they must first ensure that they have completed the courses; For the compulsory courses of the talent training plan, the courses that have the order of study should be selected in the order of study.

Article 21 The credits taken in a semester are generally 20-30 credits; It is allowed to earn average credits in the previous semester Those with a 3.0 GPA will receive co-opted credits; Students with academic difficulties will be allowed to reduce their elective points to reduce their academic burden, but the number of credits taken in a semester should not be less than 15 credits.

Article 22 Any student who fails to go through the course selection procedures according to the regulations and attends the course by himself shall not be allowed to participate in the course assessment. If they participate in the assessment by themselves, their scores will be invalid; Those who fail to complete the withdrawal procedures on time and do not attend classes will be treated as truancy.

Article 23 The number of students enrolled in courses such as cultural quality education courses and public elective courses offered to the whole school is small. Courses with fewer than 35 students are generally not offered.

Chapter VI: Retake courses, make-up courses, exemption courses and Audit-exempt Courses

Article 24 The required courses and optional courses shall be set separately if the course score is less than 30 points and the course make-up examination fails. Those who fail to pass the experimental courses and the centralized practical links (including internship, intensive training, course design, graduation project (thesis), etc.) shall take them again. Those who fail to take the exam or are disqualified from the exam must retake the corresponding courses.

Article 25 Students whose school status is changed during the school period shall be taught according to their major and grade after the change. The missing courses and credits shall be repaired by retaking. Students who fail to meet the graduation conditions

HIE Teaching Management Rules and Regulations

or meet the graduation conditions but fail to meet the degree award conditions within the specified study years. After leaving school, students may apply to make up for uncompleted courses and retake courses that have passed but are not satisfied with their scores, and retake or make up courses shall not exceed 25 credits per semester.

Article 26 Courses to be retaken or retaken must be re-selected, pay the credit tuition fee and participate in the course assessment Such procedures; Retake and make up courses, after passing the assessment, according to the retake and make up scores entered, and get the course credit and grade point.

Article 27 Students who apply for retaking or remedial courses may join classes with lower grades, attend classes by themselves or attend schools. Provided that the course duration shall be the same or similar to that of the original plan.

Article 28 Due to changes in the course teaching content, assessment methods, etc., it is necessary to retake or make up the course. If the contents and assessment methods are inconsistent with the original courses, the latest course contents and assessment methods shall be used to retake or make up the courses.

Article 29 Some students are allowed to be exempted from listening and taking part of the courses, and some students who have the ability to study are encouraged. The relevant regulations and requirements for students to enroll in follow-up courses in advance shall be implemented in accordance with the Administrative Regulations for Undergraduates of Hunan Institute of Engineering on Exemption from Listening, Exemption from taking Courses, Advance Study and Grade Skipping (Revised).

Chapter VII Transfer of major and transfer of school

Article 30 The change of major must be in the case of the school's teaching resources, in line with the principle of students' willingness A plan, based on the best management. The specific requirements and procedures shall be handled according to the "Hunan Institute of Engineering Management Measures for General Full-time Undergraduates to change Majors (Revised)".

Article 31 Students admitted by our university should complete their studies according to the requirements. Due to illness or special conditions, special needs, those who cannot continue to study in our school or do not meet the learning requirements of our school may apply for transfer. The specific requirements and procedures shall be handled in accordance with the implementation Rules of Hunan Institute of Engineering for General Full-time Undergraduates' Transfer Work.

Chapter VIII Suspension, retention of school status and resumption of school

Article 32 A student may apply for leave of absence during the prescribed period of study due to illness, going abroad, starting a business or other reasons. If a student studies, the school retains his/her student status. For students who suspend their

HIE Teaching Management Rules and Regulations

studies to start a business, they must comply with the relevant regulations on student entrepreneurship, their parents' signature, the enrollment, employment and innovation and entrepreneurship guidance Office shall confirm, the dean of the School of Teaching shall review, and the academic Affairs Office shall approve, and the total number of years of suspension shall not exceed 4 years. Suspension for other reasons for one academic year as a unit, students can apply for a suspension of up to 2 times, the cumulative time of up to 2 years, students must submit an application, signed by the parents, the dean of the school of teaching review, reported to the academic affairs Office for approval.

Article 33 Students who have any of the following circumstances shall suspend their studies and leave the school until the suspension period expires:

- (1) Students who have been diagnosed by the secondary Class A and above hospitals designated by the university (the same below) shall suspend classes for treatment and rest due to illness Accounting for one third of one semester's school hours;
- (2) those who, according to their attendance, are absent from classes due to sick leave in one semester for more than one-third of the total school hours of the semester; And (3) students whose absences are deemed necessary by other schools.

Article 34 During the period of suspension, students must leave the university and no longer enjoy all the treatment of students in the university. Suspended students Medical expenses for sick students shall be dealt with according to relevant regulations.

Article 35 Suspension procedures shall not be handled under any of the following circumstances:

- (1) within 15 days before the final examination (except for special emergencies);
- (2) One semester before graduation (except for special emergencies);
- (3) having fulfilled the requirements for dropping out of school;
- (4) those who have exceeded the maximum number of years of study after their suspension.

Article 36 Students who study abroad at their own expense may go through the procedures of suspension and retain their student status for one year, under special circumstances upon application They may retain their student status for two years. Students who go abroad to retain their school status at their own expense are not entitled to the treatment of current and suspended students. Students participate in the inter-school joint training program organized by the school, and the school will retain their school status while studying in the joint training school. If a student enlists in the army, he/she shall go through the formalities of applying for retention of his/her school status. The school shall retain his/her school status until 2 years after his/her retirement. The retention period shall not be counted into the student's academic years. Other special circumstances need to retain the school status, should be discussed and approved by the president's office meeting.

HIE Teaching Management Rules and Regulations

Article 37 If a suspended student applies for resuming his/her studies, he/she shall apply for resuming his/her studies one month before the suspension expires. They may continue their studies only if they continue; Students who fail to go through the procedures for resuming their studies within the time limit shall no longer retain their school status and be subject to automatic withdrawal. If a student who has taken leave of study due to illness applies for resumption of study, he or she must provide a certificate that he or she has recovered his or her health after being diagnosed by a second-class A hospital or above. He or she may resume study only after passing the examination by a hospital designated by the university. Students who have suspended their studies for starting their own business may apply to resume their studies in advance within the prescribed period.

Chapter IX Academic warning and dropout

Article 38 The school shall implement an early warning system for students' academic work. The specific requirements and procedures are in accordance with Hunan Engineering College undergraduate academic early warning implementation Rules (Trial) (school teaching character (2023) No. 34).

Article 39 Students who have any of the following circumstances shall be expelled from school:

- (1) For any reason (including suspension), undergraduate students have exceeded the number of years specified in their major;
- (2) students who are diagnosed by the hospital designated by the university and cannot continue to study in school because of illness or accidental disability;
- (3) students who have not submitted an application for re-entry within the time limit prescribed by the school upon the expiration of their suspension, or have applied for re-entry but the re-examination is inconsistent A case in point;
- (4) failing to register within the time limit prescribed by the school without a legitimate reason;
- (5) Do not participate in the teaching activities stipulated by the school without reason, and the cumulative number of class hours reaches the student's disciplinary treatment documents students who study the relevant regulations;
- (6) Apply for withdrawal;
- (7) For other reasons, the university considers that it should be treated as withdrawal. The expulsion of a student in accordance with the above provisions shall be treated as a normal school status and shall not be a disciplinary action by the tuition fee payment of the students shall be subject to the charging regulations of the school credit system.

Article 40 The treatment of a student's withdrawal from school shall be decided by the school President's office meeting. The withdrawal decision materials shall be made by the students The home college is responsible for delivering it directly to the student

HIE Teaching Management Rules and Regulations

in person. If the student refuses to sign for it, it may be served with a lien; Those who have left school may be served by post; For those who are difficult to contact, the school website, news media, etc., may be served by notice. At the same time, the following processing should be done:

- (1) Students who withdraw from the school must complete the formalities for leaving the school within 10 days from the date of delivery of the letter of decision. File and household registration return to the place of their family registration and cancel their school status;
- (2) if a person is diagnosed with a disease that does not meet the medical examination standards (including accidental disability), he or she shall be assigned to his or her parents or dependants The parent shall be responsible for retrieving the child;
- (3) Students who withdraw from school shall be issued with a certificate of withdrawal and an associate degree according to their years of study (at least one year of study, And those who have passed the examination and achieved academic results.

Article 41 If a student has any objection to the decision, he/she shall work 10 days from the date of receiving the written decision. The student may lodge a written appeal to the Student Appeal Handling Committee of the university within days.

Article 42 The Student Appeal Handling Committee shall review the student's appeal and receive a written application Within 15 working days from the date of filing the complaint, the committee shall issue the conclusion of the review and inform the complainant. If the original decision needs to be changed, the Student Appeal Handling Committee shall submit it to the school President's Office for reconsideration and decision.

Article 43 If a student has any objection to the review decision, he/she shall work 15 days from the date of receiving the review decision from the school They may lodge a written appeal to the administrative department of Education of Hunan Province within days.

Article 44 From the date the decision of handling or the decision of review is sent, the student has not filed a complaint within the appeal period If the student does not file a appeal, the university will no longer accept the appeal.

Chapter X Graduation and Degree, Completion and Associate Study

Article 45 Students shall complete the courses and courses prescribed in the professional personnel training plan within the prescribed period of study He/she shall be allowed to graduate after obtaining corresponding credits; The bachelor's degree shall be awarded to those who meet the relevant regulations of the state and the university.

Article 46. Students who have completed the courses prescribed in the professional personnel training plan in advance and obtained the corresponding credits may to apply for early graduation.

Article 47 Students shall complete the courses prescribed in the personnel training plan for their respective majors within the period of study prescribed by the school

HIE Teaching Management Rules and Regulations

But those who fail to meet the requirements for graduation shall be allowed to complete their courses and issued a certificate of completion.

Article 48 If a student has completed one year of study in school, he or she shall be issued a certificate of associate study upon application. The student shall be expelled from school or students without an associate degree shall be issued a certificate of realistic study.

Chapter XI Management of Academic Certificates

Article 49 The University shall strictly implement the relevant regulations of the Ministry of Education and shall operate the school in accordance with the types and courses determined when enrolling students. The school shall fill in and issue academic certificates, academic degree certificates and other academic certificates, as well as the personal information provided by the students during enrollment and admission. When a student changes his/her name, date of birth and other certificates, the personal information to be filled in shall be reasonable and complete, the reasons should be given, and relevant supporting documents with legal effect should be provided. The student's application shall be reviewed by the school, and the relevant information shall be revised only after being submitted to the Hunan Provincial Department of education for the record.

Article 50 The University shall strictly implement the electronic registration management system of academic records and degree certificates of higher education every year. The University shall submit the information of the graduation (completion) certificate and degree certificate issued to the administrative department of Education of Hunan Province for registration, and the provincial administrative department of education shall report to the administrative department of Education under The State Council for the record.

Article 51 If a student has obtained admission qualification or school status in violation of the national regulations on enrollment, the school shall cancel his/her school status. They shall not be issued diplomas or academic degree certificates; The university shall revoke the academic or degree certificates already issued in accordance with law. The university shall revoke the academic diploma or degree certificate obtained by cheating, plagiarism, copying or other academic misconduct or by other improper means. If the revoked educational or academic degree certificate has been registered, the university shall cancel it and report it to the administrative department of education for nullification.

Article 52 Certificates of graduation, completion, associate study or academic degree that are lost or damaged shall be returned upon application, the university shall issue the corresponding certificate after verification. The certificate shall have the same effect as the original certificate.

Chapter XII Supplementary Provisions

Article 53 These Provisions are applicable to the full-time undergraduate students of Hunan Institute of Engineering.

HIE Teaching Management Rules and Regulations

Article 54 These regulations shall come into force as of the date of issuance and shall be the former Regulations on the Management of Undergraduate student Status of Hunan Institute of Engineering (Revised) (School Teaching Character (2019) No. 54) shall be repealed simultaneously. In case of any conflict with the relevant rules previously formulated by the University, these rules shall prevail.

Article 55 In the course of the implementation of these regulations, if there is any inconsistency with the new relevant regulations of the superior, the superior shall be punished The new provisions shall prevail; In case of any situation not described in these regulations, the teaching committee of the school shall make a final ruling after the school submits a situation report and handling suggestions.

Article 56 The Teaching Affairs Office shall be responsible for the interpretation of these provisions.

Appendix E-3 Hunan Institute of Engineering General Full-time Undergraduate Student Transfer Management (Amendment)

Academic Affairs Office No.15 (2024)

In order to implement the student-centered concept, further mobilize students' consciousness and enthusiasm in learning, and strengthen the awareness of students, in accordance with the relevant provisions of the Ministry of Education "Regulations on the Management of Students in ordinary Colleges and Universities" (Decree No. 41 of the Ministry of Education) and "Regulations on the Management of Undergraduate Student Status of Hunan Institute of Engineering (Revision)", combined with the actual situation of our school, this management method is formulated.

Chapter I General rules

Article 1 Each college shall combine its own teaching resources, teachers and learning in accordance with the management measures for changing majors Students' needs and other actual conditions, formulate the implementation rules of the college's major transfer work and report to the Academic Affairs Office for the record.

Article 2 The University macro-controls the major change plan. The number of transferred and transferred students of the college is controlled separately in principle Within 20% of the total number of students enrolled in the major grade;For majors with a low employment rate or insufficient teaching resources, the number of transferred majors should also be controlled.

Article 3 If the number of students applying for transfer from or into a major exceeds the total number of students in the grade of the major at 20%, the students shall be selected separately according to the principle of "equal opportunities, grades first".

Chapter II Application conditions

Article 4 Students who are studying in the second or third semester may be allowed to change majors under any of the following circumstances:

1. Students who have interest and expertise in other majors during their studies;
2. The student finds a certain disease or physical defect after admission and is diagnosed by the secondary A or above hospital designated by the university having proved that he or she is unable to study in his or her original major, but is still able to study in another major of the university;

HIE Teaching Management Rules and Regulations

3. If the enrollment of the original major is suspended after the student resumes school, he/she may transfer to a major similar to the original major according to the student's wish;
4. Students who are willing to repeat a grade and change their major due to learning difficulties;
5. If the school needs to adjust the major appropriately according to the development and change of the social demand for talents, it is allowed to continue studying students may be transferred to other related majors.

Article 5 The university will give honors to the students who suspend their studies to start a business or return to school after retiring and need to change their major due to their own circumstances Consider first.

Article 6 In any of the following circumstances, the major cannot be changed in principle:

1. The first choice and re-choice subjects of the college entrance examination are limited;
2. Students who have changed their major once in school;
3. Those who violate school discipline and regulations during the school period are punished;
4. Incomplete registration procedures, failure to pay tuition and miscellaneous fees;
5. Admission in the form of special enrollment, where the state has relevant regulations or there is a clear agreement with the school before admission.

Article 7 Students who apply for changing majors must meet the following conditions:

1. Students who have not passed the courses (except the courses of cultural quality) may change their major at the same level; Those who have failed courses, Can only repeat the grade to change the major (except retired students);
2. Participate in the selection assessment (examination) organized by the transfer college and pass.

Chapter III Basic procedures

Article 8 Process of changing major:

1. Before Tuesday of the first week of each semester, students who meet the conditions for changing majors are required to submit to their colleges application form for change of major. Transfer out of the college for review, after the review and approval, the list of students to be transferred out will be publicized. After the expiration of publicity and no objection, it will be submitted to the Academic Affairs Office for summary review on Friday of the 1st week;

HIE Teaching Management Rules and Regulations

2. The transfer college will organize the assessment of the students to be transferred in the second week of each semester according to the list of the Academic Affairs Office (examination), determine and publicize the list of students to be transferred. After the publicity period expires and there is no objection, it shall be reported to the Academic Affairs Office on Monday of the 3rd week for summary;

3. The Academic Affairs Office shall summarize the list of students transferring to the college and submit it to the president in charge for approval continued.

Chapter IV Management of school roll

Article 9 Students who change majors must study in accordance with the requirements of the training plan for talents transferred to majors. Changing Major The credits obtained before in line with the courses (links) of the transfer professional talent training plan are still valid. The remaining course scores and credits that do not meet the requirements of the transfer professional talent training plan are recorded according to the elective course scores. The missing courses of the transfer major must be made up according to the course retaking requirements.

Article 10 Within two weeks after transferring to a new major, students should complete the credit identification work.

Chapter V Supplementary rules

Article 11 Any student who practices fraud or violates laws and disciplines in the process of transferring his/her major shall be disqualified from transferring his/her major, and according to the seriousness of the situation, corresponding sanctions will be given in accordance with state laws and regulations and university regulations.

Article 12 In the process of changing majors, students must study in their original classes and abide by school discipline and regulations. Students who are absent from class without reason, miss the exam or have other disciplinary behaviors will be dealt with according to the relevant regulations of the university, and their major transfer qualification will be revoked.

Article 13 These measures shall be implemented from the date of issuance of the document. The former "Hunan Institute of Engineering Student Transfer Management Office Law (Amendment) (School Teaching Character (2019) No. 53) shall be repealed at the same time.

Article 14 The Teaching Affairs Office shall be responsible for the interpretation of these Measures. Matters not covered herein shall be discussed and approved by the President's Office.

Appendix E-4 Management of the Course Assessment of Hunan Institute of Engineering (Amendment) .

Academic Affairs Office No.55(2019)

Chapter I General Rules

Article 1 Course assessment is an important link in the teaching process, which is not only to determine the degree of students' mastery and application of knowledge. The test of ability is also the test of the teacher's teaching effect. In order to standardize teaching requirements, strengthen curriculum assessment management, improve curriculum assessment management system, maintain assessment order, prevent violations, improve handling procedures, promote the construction of teaching style and study style, and protect the legitimate rights and interests of students, in accordance with the Higher Education Law of the People's Republic of China, the Regulations on the Administration of Students in Ordinary Colleges and Universities of the Ministry of Education (Decree No. 41 of the Ministry of Education) and the Measures for the Treatment of Violations of National Education Examination (Decree No. 33 of the Ministry of Education) and other laws, administrative regulations and departmental rules, combined with the actual situation of our university, the regulations on course assessment management of Hunan Institute of Engineering are formulated.

Article 2 The scope of the course assessment includes the talents who are required to participate in the full-time regular and junior college students of HUST For the courses stipulated in the training plan (including general education basic courses, subject basic courses and professional courses) and all kinds of practical teaching links (experiment, practice, course design, graduation project (thesis), etc.), students will get corresponding scores through the assessment. If they pass the assessment results, they will get corresponding credits, and their scores and credits will be included in the student files.

Article 3 Types of course assessment are divided into two types: examination and examination. Examination courses focus on assessing students' mastery of knowledge The degree and the ability to use knowledge, the examination course focuses on the degree of students to understand knowledge and the ability to use knowledge. The determination of the examination and examination courses shall be subject to the provisions of the personnel training plan.

Article 4 The course assessment is divided into centralized assessment and process assessment. Centralized assessment focuses on students' learning. The effect of centralized assessment mainly refers to the centralized examination at the end of the term or after the end of the course; Process assessment focuses on students' learning process, including usual attendance, usual homework, classroom questions and answers

HIE Teaching Management Rules and Regulations

(discussion), reading notes, investigation reports, usual tests, experiment reports, case analysis, literature review, experiment operation, technical skills demonstration and other content.

Article 5 Course assessment forms are divided into written test (open book, half open book, closed book), computer test, oral test and other forms.

Article 6 In principle, all examination courses need to carry out centralized assessment, which is generally carried out in the form of closed-book written test. According to the actual situation, open book written test, computer test and other forms.

Article 7 The assessment of examination courses (including all kinds of practical teaching links) should pay more attention to process assessment, and can also be rooted according to the actual situation to increase the written test, oral test, computer test and other centralized assessment links.

Article 8 Experimental courses of science and technology, physical education, art and other relevant courses may use experimental operation or technical skills. The examination shall be carried out in the form of demonstration, or in the form of combining the written test of the theory part with the experimental operation or technical skill demonstration of the skill part according to the actual situation.

Article 9 The examination course of the written examination time is 120 minutes, the examination course of the written examination time is 100 Minutes, oral examination time is generally not less than 10 minutes per person, the machine test assessment time depends on the course requirements.

Article 10 The courses specified in the talent training plan must be prepared in accordance with the requirements of the syllabus of the course assessment outline and standardize the course. The course assessment content, assessment type, assessment form, the teacher should inform the students of the course assessment form at the beginning of the course, such as the use of semi-open book form to make relevant provisions in advance, and in the assessment accompanied by the assessment of the relevant instructions, through the examination organization to inform the invigilator teacher.

Article 11 The assessment work of each link must be clear responsibilities, responsibility to the person, strict management. Participation in assessment The work performance of teachers, organizational managers and staff in all aspects of the work shall be included in the scope of individual and unit teaching assessment.

The second chapter is the organization and management of curriculum assessment

Article 12 The Teaching Affairs Office shall be responsible for the organization and management of curriculum assessment. The University shall set up a leading group for curriculum assessment. The school leader in charge of teaching shall be the group leader, the director of the Educational Affairs Department shall be the deputy group leader, and

HIE Teaching Management Rules and Regulations

the members shall include the heads of the Academic Affairs Office, the Student Affairs Office, the publicity Department, the security Office, the Logistics Office, the network Information Center and other departments. The leading group is mainly responsible for the policy formulation of the school curriculum assessment work and the decision of major matters. Under the leading group is the Examination Office, which is located in the Examination Center of the Teaching Affairs Office. The Deputy director of the teaching Affairs Office is in charge of the examination work and also the director of the examination Office. It is responsible for organizing, coordinating and checking the assessment work of the whole school's courses and dealing with various problems arising in the course assessment.

Article 13 Each teaching institute (department, center) shall give full play to its main role in the course assessment management. Establish a working group for the course assessment of the Institute (department or center), carefully grasp all aspects of the assessment work, and fully implement the organization and management of the course assessment of the department. Including the course assessment arrangement, the examination of students' qualifications, the management of students' delayed examination procedures, the arrangement and training of invigilator s, the publicity of integrity reference, the whole meal of the examination style and discipline, the inspection of the examination room, the investigation and handling of the school with the assessment of disciplinary violations and cheating personnel, the organization of examination, summary and submission of results and other work.

Article 14 Each teaching and research office shall hold a special meeting to implement the person in charge of course assessment and organize the order of course assessment questions, examination, examination paper, examination paper review, score entry, examination paper analysis, examination paper archiving and other work.

Article 15 The centralized examination of examination courses shall be uniformly organized and implemented by the Teaching Affairs Office. The centralized assessment of examination courses shall be carried out In accordance with the provisions of the personnel training plan and the schedule of the final exam of the Academic Affairs Office. The examination of the examination courses is generally arranged in the last two weeks of each semester. The examination of the final examination courses that need to be advanced or delayed, and the examination of the examination courses that end the mid-term course shall be submitted by the college and submitted to the Academic Affairs Office for approval. And organize the examination according to the requirements of the final examination (" examination "referred to in this article and the following articles shall refer to" centralized examination "unless otherwise specified) .

Article 16 The assessment of the examination course shall be borne by the teaching task of the teaching institute (department, center) at the end of the course to arrange and organize the implementation, the centralized assessment courses arranged by the teaching institute (department and center) must notify the relevant colleges, classes and invigilators one week in advance, and submit the summary form of invigilation arrangement to the examination center of the Teaching Affairs Office one week in advance

HIE Teaching Management Rules and Regulations

for the purpose of the Teaching Affairs Office Arrange personnel spot check and examination round.

Article 17 Experiment, all kinds of practice, course design, graduation project (thesis) and other practical teaching links The assessment shall be organized and implemented by each teaching school (department or center) according to the provisions of the corresponding teaching outline and assessment outline as well as the various practical teaching management measures and working regulations of Hunan Institute of Engineering.

Chapter III Process assessment qualification review

Article 18 Students' course assessment qualifications shall be examined by the course teachers and the teaching institutes (departments and centers) to which they belong. have under any of the following circumstances, the qualification for participating in the corresponding course will be cancelled and zero points will be counted and the make-up qualification will be cancelled:

- (1) Those who have not gone through the procedures of exemption and are absent from classes in total to one-third of the required class hours of the course or have three attendance Absent from classes without asking for leave for the first time;
- (2) Those who did not hand in more than one-third of the homework in the course or did not do the experiment of the course and failed to hand in the experiment report More than one-third of the course;
- (3) Those who have not registered before taking part in the assessment;
- (4) If the student's qualification for assessment is to be cancelled, the teacher of the first and second cases mentioned above shall apply one week before the course assessment. Fill in the "Hunan Institute of Engineering Student Course Assessment and Qualification Examination Form", and notify the school (department, center) of the student's name, student number, major class, course name and the reasons for the cancellation. The school (department, center) will review and confirm the course, and the teaching leader in charge of the school (department, center) will review and sign. Submit the "Hunan Institute of Engineering Student Course Assessment and Qualification Examination Form" to the Department of Student Status and Score Management of the Academic Affairs Office for record. In the third case, the college of the student shall fill in the Examination Form of Hunan Institute of Engineering Students' Course Assessment Qualification one week before the course assessment. After the examination and signature by the teaching leadership in charge of the school of Teaching (department and center), the course teacher shall be notified of the name, student number, major class, course name and reason of the disqualified student. And submit "Hunan Institute of Engineering Student Course Assessment and Qualification Examination Form" to the Department of Student Status and Score Management of the Academic Affairs Office for record;

HIE Teaching Management Rules and Regulations

(5) For students who have been disqualified from the assessment, the teacher shall announce it in class and arrange the monitor Or the study commissars shall inform the students themselves in a timely manner.

Article 19 All qualified students shall bring their student ID cards and ID cards to the designated examination centers to take the examination. Those who do not have the two certificates cannot take part in the examination.

Chapter IV: Make-up examination, retake (make up)courses , delayed examination, suspended examination

Article 20 Those who fail in the course assessment and whose scores in the centralized assessment are above 30 points (inclusive) have not participated in the set. Those who have applied for the delayed examination may take the make-up examination at the beginning of the term of the course.

Article 21 Students whose scores in the centralized assessment of the course are less than 30 points, those who have missed the examination, and those who have applied for the delayed examination but have not participated in the make-up examination. The examinee, the examinee who failed to pass the make-up examination, or the examinee who was disqualified due to the circumstances listed in **Article 18 of Chapter III** of these Provisions, shall be given Given disciplinary action (including warning, serious warning, demerit and school probation) after education performance is better may apply for the lower grade of the course retake.

Article 22 Students who have not yet taken the required or elective courses of the new major after changing their major must apply for them Enroll in the course to take remedial courses. Course remediation is one of the forms of retaking, and its requirements and methods are the same as those of course retaking.

Article 23 If a student is unable to participate in the course assessment for any reason, he or she must go through the procedures for postponing the examination in accordance with the regulations, otherwise the examination will be revoked The examination shall be dealt with. Any student who fails to take the exam will receive zero marks in the course assessment and be disqualified from taking the make-up examination, and can only take the course again.

Article 24 Students fail to take part in practical teaching examinations such as experiment, practice, course design and graduation project. Students cannot apply for postponing the examination, but can only participate in retaking. Those who fail the retaking assessment will not be arranged for retaking, and can apply for retaking with the lower grade.

Article 25 Course make-up examination is arranged at the weekend of the first week of each semester, and course retaking (make-up) registration is open. It is arranged in the fourth week of each semester. In principle, students can only register for the courses offered by the professional talent training plan in the current semester.

HIE Teaching Management Rules and Regulations

Article 26 Students may not retake more than 20 credits per semester; Graduates after leaving the school shall be in the prescribed school years No more than 25 credits can be retaken per semester within two years after graduation.

Article 27 Students can choose the way of retaking (making up) according to the actual situation Study or participate in group classes set up by the school.

Article 28 In principle, the assessment of retaking (remedial) courses shall be carried out in conjunction with the assessment of the same course in lower grades. Do not test separately. However, fresh graduates in the last semester before graduation, when taking courses not offered in the major, can take the separate proposition group exam

Article 29 Application for retaking (remedial) shall be filled in the Application for retaking (remedial) assessment of Hunan Institute of Engineering. The form shall be approved and signed by the Academic secretary of the College after the course name and the professional class, and the registration confirmation procedure shall be handled in the Student Status and Score Management Section of the Academic Affairs Office.

Article 30 Those who fail to pass the assessment of optional courses can change to other corresponding or similar optional courses to complete the provisions Credits.

Article 31 Scores of more than 75 points in make-up examination shall be recorded as 75 points, and scores of less than 75 points shall be recorded as actual; The score of the make-up examination shall be medium. Above is medium, below medium is real. The score of heavy (make up) is recorded as the actual test score.

Article 32 Students who retake (make up) must pay credit tuition in accordance with regulations.

Chapter V:Course Proposition

Article 33 The course proposition shall be subject to the responsibility system of the person in charge of the course and the review system of the director of the teaching and research section. The School of Teaching (department, center) is responsible for organizing and implementing all kinds of course proposition work, and each teaching and research office is based on the course. The scope and standard of proposition are discussed according to the requirements of the syllabus and assessment syllabus, and the person in charge of proposition is determined according to the major, course, assessment type and assessment form.

Article 34 The basic principles of assessment course proposition are as follows: meet the basic requirements of the teaching syllabus and assessment syllabus; No questions that go beyond the main program, stray questions or have no significance for assessment; The meaning of the question is clear, the wording is accurate, and the correct answer to the question is generally conclusive.

Article 35 The principles of examination course proposition are as follows:

HIE Teaching Management Rules and Regulations

- (1) Based on the curriculum syllabus and assessment syllabus, the content of test questions should be scientific, and attention should be paid to assessment Students on the basic knowledge, basic theory, basic skills (" three basic ") to master the degree, but also pay attention to the assessment of students analysis, problem solving ability;
- (2) To the majority of students can be completed within the prescribed time as appropriate to reasonably determine the amount of questions, so that the questions. Allow the emphasis to be prominent, the distribution of test scores is reasonable;
- (3) According to the overall learning ability of students to determine the degree of difficulty;
- (4) The proposition of the open-book examination course should focus on the comprehensive application ability of students.

Article 36 Examination course paper proposition requirements:

- (1) The total score of the paper is 100 points;
- (2) the test questions are clearly described, the meaning of the question is clear, the word is accurate, the conditions are sufficient, the text is smooth and concise Yes, punctuation is correct, illustrations, formulas, tables are clear;
- (3) In the same set of papers, the same type of test questions to be written in the same format;
- (4) In the same set of papers, each question should be independent; There should be no prompt answer between the questions. The phenomenon of the case; The text of the topic and the description of the answer can not prompt each other; The content of the topic must not be repeated;
- (5) The types of questions should be arranged in the order from easy to difficult, and the answers to multiple choice questions should be arranged randomly;
- (6) The examination paper shall be arranged and produced according to the template of "Hunan Institute of Engineering Examination Paper".

Article 37 A unified standard answer (objective test questions), reference answer or reference answer shall be formulated for each set of test questions Key points of answers (subjective questions) and scoring standards. For questions with scores above 10 points, the grading criteria should be refined.

Article 38 For the examination course that has established the examination question bank or examination paper bank, the lecturer shall arrive at the teaching affairs at the prescribed time. Office to call test questions (papers). If it is necessary to supplement and modify the test question (paper) library, it should be completed within the specified time.

Article 39 An examination course that does not establish an examination question bank or examination paper bank must produce two sets of examination papers (A, B paper, A, B paper question type, question amount, score distribution should be consistent. The

HIE Teaching Management Rules and Regulations

duplicate content of A and B papers shall not exceed 30% of the total score, and the duplicate content of the paper of the same major in the previous year shall not exceed 30% of the total score.

Article 40 For an assessment course in which multiple teachers teach the same syllabus and assessment syllabus in the same semester. The person in charge of the course shall organize unified propositions, unified assessment and unified scoring standards.

Article 41 Examination papers (A, B) and scoring standards and reference answers in the examination subjects, professional classes, The academic year term shall be consistent with the implementation plan.

Article 42 The oral examination shall adopt the method of drawing up the question first and then matching the title. The number of the title should be more than the number of candidates Generally do not repeat. The answers to questions in open book assessment courses should not contain material copied directly from the textbook or other permitted materials. Operational assessment should have detailed assessment content and scoring standards.

Article 43 Each teaching institute (department, center) should do a good job of examination and verification of test questions to ensure the quality of test questions. Proposition After completion, the proposer will send the paper test paper, scoring standards and reference (standard) answers to the director of the teaching and research Office for review and sign on the test paper. If the proposer is the director of the teaching and Research office, the examination paper reviewer shall be the teaching leadership of the teaching institute (department, center). The examination paper after examination shall be handed over to the teaching secretary of the Teaching Institute (department or center) for safekeeping, and the marking standard and reference (standard) answer shall be returned to the proser for safekeeping. The Academic secretary of the Institute (Department, center) shall send the examination papers and the summary form to the examination Center of the Academic Affairs Office within the prescribed time, and make the handover registration.

Chapter VI Preparation, confidentiality and management of examination papers

Article 44 Time for making and handing in examination papers:

- (1) The time for the preparation of examination papers shall be determined by each college;
- (2) For examination courses in which teaching tasks are completed before the 11th week of the semester, the proposition teacher will teach the course 2 weeks before the end of the course After the review, the A and B papers are submitted to the Academic secretary of the Institute of Teaching (Department, Center), and the academic secretary will send the A and B papers to the examination center of the Academic Affairs Office in the 10th week of the semester; For the examination courses that complete the teaching tasks after the 11th week of the semester, the proposition teacher will submit the examined papers to the academic secretary of the Institute (Department, Center) before the 14th week of the semester, and the academic

HIE Teaching Management Rules and Regulations

secretary will submit all the examination papers and the summary of the examination sheets in duplicate to the examination center of the Academic Affairs Office in the 14th week of the semester. After checking the number of examination papers and the number of pages in each paper, the examination center of the Academic Affairs Office will sign the summary form and return a copy of the summary form to the corresponding teaching institute (department or center).

Article 45 The examination paper and draft paper issued uniformly by the Teaching Affairs Office shall be used in the examination.

Article 46 The examination papers for examination courses shall be managed by the special person of the examination center of the Teaching Affairs Office. course-examining. The examination papers are administered by the academic secretary of each teaching institute (department, center). One week before the examination, the academic secretary of each teaching institute (department, center) will send the examination papers to the paper making room for printing. After the examination papers are printed, the academic secretary of the teaching Institute (Department, center) will go to the paper making room for collection. Before receiving the examination papers, you must check and check the number of paper papers, the registration form of the examination room and other relevant materials, and make sure that they are complete and correct.

Article 47 The whole process of printing, packaging and review of the examination paper shall be responsible for the full-time examination management personnel. The examination personnel shall strictly abide by the confidentiality provisions, and no other personnel shall have access to the examination papers.

Article 48 The following provisions shall be observed in the printing of examination papers:

- (1) The security and confidentiality of the printing of test papers must be ensured. Transfer and printing of test papers occur during the printing of test papers. Brush delay and disclosure of the negative impact on the assessment work, according to the "Hunan Institute of Engineering teaching accident Identification and handling Measures";
- (2) the printer must keep the sample roll, finished roll and waste roll and other items, each process must be strictly performed handover procedures; Waste pages and plates should be properly stored and uniformly destroyed during the printing period;
- (3) Paper printing to ensure the quality of paper printing. Arrange the test paper, answer sheet, scratch paper and test paper as required Field registration form. The bagging subject and quantity should be accurate and not mixed;
- (4) After the paper is printed, the printer and the person who leads the paper should carefully review it.

Article 49. Test papers must be stored in a prescribed safe place before and after the examination.

Chapter VII Review, arrangement, filing of examination papers and examination results

HIE Teaching Management Rules and Regulations

Article 50 After the assessment, each teaching institute (department, center) shall organize the marking work (including reading) in a timely manner Papers, grading, marking, etc.). Marking for the final exam is, in principle, required to be completed within five days of the final exam.

Article 51 The marking teacher shall evaluate the examination papers in accordance with the standard (reference) answers and the marking standards to achieve recognition True, rigorous, objective and fair, may not arbitrarily lower the marking standards to send points or too strict deduction. The marking paper should be marked right or wrong, and reviewed according to the steps. The wrong place has deduction, and the score of each big question is marked at the beginning of the question. The scoring column should be marked one by one and ensure the correct combination of points. The marks of the paper and the marks of each question should not be altered. If it is really necessary to change, you should sign the change. The teaching and research Office should arrange special personnel to carefully review and spot check the exam papers after evaluation.

Article 52 The assessment results of examination courses shall be assessed according to the percentage system, and the assessment results of examination courses shall be assessed according to 100 The score system or the five-level system (excellent, good, medium, pass, fail), the practical link assessment results according to the five-level system (excellent, good, medium, pass, fail). The conversion criteria are: excellent ≥ 90 points, $80 \text{ points} \leq \text{good} < 90 \text{ points}$, $70 \text{ points} \leq \text{medium} < 80 \text{ points}$, $60 \text{ points} \leq \text{pass} < 70 \text{ points}$, $\text{fail} < 60 \text{ points}$.

Article 53 The course assessment results consist of the centralized assessment results (generally referring to the score of the paper) and the process assessment results (generally refers to the usual score), of which the composition of the examination course assessment score is: the centralized assessment score accounts for 60%, the process assessment score accounts for 40%; The proportion of examination course assessment scores is: centralized assessment scores account for 50%, process assessment scores account for 50%. Where the centralized assessment score of the course (including examination courses and examination courses) is less than 40 points, the assessment score of the course is failed, and only the centralized assessment score is registered.

Article 54 Teachers shall accurately record students' assessment scores in the course and make them known to the students before the end of the course. The The process assessment results should provide the "Hunan Institute of Engineering process assessment results Composition Table".

Article 55 Materials related to assessment shall be sorted out, classified and stored according to regulations. After the grading work is finished, the marking teacher shall timely put the examine-related materials (students' grade books and process exams). The score form, the standard (reference) answer and the scoring standard, the paper analysis information table, the paper, etc.) bound into the file, and handed over to the unit's reference room for unified storage until two years after the student's graduation, in order to consult if necessary. Assessment and re-examination (remedial) At the end of the examination paper, according to the course classification and binding

HIE Teaching Management Rules and Regulations

standard (reference) answers and comments Sub-standard, student results, examination papers, etc.

Article 56 Teachers of each course shall not accept students' requests for examination of marks and papers without permission, if the students have doubts about their scores. You can apply to the teaching task undertaking unit in the first week after the beginning of the next semester, and you can check the paper only after the approval of the person in charge of teaching. The examination shall be organized by the unit undertaking the teaching task. The marking teacher or nearby professional teachers, students and educational secretary shall consult together. After the examination, the conclusion of the examination shall be written in time and notified to the students and their colleges.

Article 57 The academic secretary of each teaching institute (department or center) shall be responsible for timely notifying the students of their scores.

Chapter VIII Invigilation and inspection

Article 58 Invigilation is a basic link of teaching work, and teachers must perform the duties of invigilation and inspection. The qualifications of invigilators shall be determined by the teaching Affairs Office.

Article 59 Invigilators shall be arranged for all examination courses. Candidates in an examination hall of less than 45 persons, Arrange 2 invigilators; For rooms with 46 to 60 students, arrange 3 invigilators; In the examination room with more than 61 students, there shall be no less than 4 invigilators.

Article 60 The invigilator shall be recommended by the teaching institute (department, center) and the functional department according to the individual and the unit. The invigilator shall be appointed. Once the invigilator is appointed, he shall not be replaced at will. If there are special circumstances that need to be replaced, the invigilator must fill in the "Hunan Institute of Engineering Teacher Replacement Application Form" three days in advance and can be replaced after approval by the Academic Affairs Office. The selection and recruitment of invigilators shall comply with the following basic requirements:

- (1) Faculty and staff of the school;
- (2) good ideological and political quality, decent style, strong sense of responsibility and strong sense of discipline;
- (3) Good health and the ability to undertake the task of invigilating examinations;
- (4) having no immediate family members to participate in the examination.

Article 61 The invigilator shall adopt the post system after being trained and qualified. Supervision provided by the teaching Institute (department, center). The examination personnel shall be organized by the teaching Institute (Department or center), while the invigilators provided by other departments shall be organized by the examination center

HIE Teaching Management Rules and Regulations

of the Teaching Affairs Office. Invigilators shall be trained before they can participate in the invigilation work.

Article 62 The invigilator shall conscientiously perform the duties of invigilation, maintain the normal order of the examination room, and strictly execute the examination room Discipline, specific requirements are as follows:

- (1) Take the test paper 20 minutes in advance and arrange the examination room. The seats are arranged randomly according to the number of seats in the examination room. And tell the students to put the other items near the seat except the examination equipment in the position designated by the invigilator. Strictly abide by the assessment time, may not advance or delay the assessment start and end time;
- (2) Before issuing the test, the assessment discipline should be reiterated, and the student ID card and valid certificate (ID card or driving) should be checked one by one Certificate, the two certificates are not complete can not participate in the examination, and candidates are required to sign the seat table in the examination room;
- (3) During the assessment process, do not do things unrelated to the invigilation work (including smoking, eating, playing with laptop, chatting, reading newspapers and magazines, grading papers, etc.), the use of communication and camera tools in the examination room is strictly prohibited, and the information in the examination room must not be released in any form. The mobile phone must be turned off or turned off the alarm;
- (4) Carefully fill out the "Hunan Institute of Technology Examination Room Registration Form";
- (5) Carefully invigilate the exam to prevent the occurrence of exam violations and fraud. Once the violation of discipline, fraud should be addressed Report to the examination Affairs Office, collect relevant evidence and truthfully fill in the "Hunan Institute of Engineering Student Assessment Violation of Discipline and fraud Registration Form";
- (6) At the end of the assessment, the papers should be collected at the prescribed time, the number of papers should be counted in the order of the student number and sealed and bagged. Excess Test papers and scratch paper must also be returned in full.

Article 63 During the examination period, the Teaching Affairs Office shall organize personnel to conduct examination rounds, and each teaching institute (department and center) shall have the right to do so Relevant leaders shall conduct examinations and be on duty to deal with problems found in a timely manner.

Article 64 The duties of examination inspectors are as follows:

- (1) To inspect and urge the invigilators and examination staff to perform their duties, and to promptly respond to irregularities to correct;

HIE Teaching Management Rules and Regulations

(2) To inspect the examination room and assist the invigilator to deal with violations on the spot;

(3) Record the course assessment, and fill in the "Hunan Institute of Engineering Examination Registration Form".

Article 65 During the examination, proposition teachers should enter the examination room to make a tour and make comments on the problems found in the examination papers. They shall be dealt with in time.

Chapter IX Examination Room discipline

Article 66 Candidates shall consciously observe the discipline in the examination room, respect and obey the invigilators and the examination inspectors in the examination room guidance and management.

Article 67 Candidates are strictly prohibited from bringing mobile phones and other electronic tools with the function of taking notes into the examination room. Brought into the test room. You must turn off your cell phone and other electronic tools and put them in the place designated by the invigilator.

Article 68 Candidates must bring their student ID card and valid documents (ID card, driver's license) to participate in the examination. Identification should be placed in the upper left corner of your seat for reference. Invigilators and examination inspectors have the right to ask those who do not bring all their ids to leave the examination room.

Article 69 Candidates should enter the test room 15 minutes in advance and take a seat according to the prescribed positions. If you arrive 30 minutes late. Those who arrive late are not allowed to enter the test room. Students are not allowed to leave the test room within 30 minutes after the test starts.

Article 70 After receiving the examination paper, students should first fill in their name, student number and major class. They should follow the rules when answering the test Use a black or blue pen, a signature pen, and a 2B pencil to fill in the answer sheet.

Article 71 In the closed-paper assessment, the examinee must bring his/her bag, books, notes and materials before the examination begins. materials, papers and other articles shall be taken away from the seat and put in the place designated by the invigilator.

Article 72 In open-book examination, examinees may bring relevant teaching materials, notes or other reference materials in accordance with regulations. Enter the examination room. Candidates must think and answer independently. They are not allowed to pass books or notes to each other. Discussion and communication are not allowed.

Article 73 During or after the examination, examinees are not allowed to hand over examination papers, answer sheets, answer sheets, scratch paper, etc The examination materials shall be taken out of the examination room.

HIE Teaching Management Rules and Regulations

Chapter X: Identification and treatment of disciplinary violations and cheating in assessment

Article 74 The forms of disciplinary measures for students violating discipline and cheating in the course assessment include: criticism and education, warning and strict punishment Heavy warning, demerit, probation and expulsion from school.

Article 75 If a student commits any of the following violations of discipline, the invigilator shall give him criticism and education and give him the punishment on the spot correction:

- (1) refusing to produce identity cards, student cards and admission tickets;
- (2) bringing his or her own answer sheet or scratch paper into the examination room and refusing to give it to the invigilator;
- (3) borrowing assessment tools from others without permission; And (4) looking outward in the assessment process.

Article 76 Students do not abide by the discipline of the examination room and do not obey the arrangement and requirements of the invigilator during the examination. In any of the following disciplinary violations, according to the seriousness of the circumstances, students will be given criticism education, warning, serious warning, demerit corresponding disciplinary sanctions, the course assessment score will be zero points and the qualification to participate in the normal make-up examination will be cancelled:

- (1) refusing to accept criticism and education from invigilators under any of the circumstances mentioned in **Article 74**;
- (2) bringing articles other than those prescribed into the examination room and failing to put them in the designated places;
- (3) failing to make reference at the specified seat;
- (4) answering questions before the signal for the beginning of the assessment is issued or continuing to answer questions after the signal for the end of the assessment is issued;
- (5) peeping, whispering to each other, exchanging secret signals or gestures during the assessment;
- (6) making noise, smoking or otherwise interfering with the examination within the scope prohibited in the examination room or by an educational examination institution engaging in orderly conduct;
- (7) leaving the examination room without the consent of the staff during the assessment;
- (8) Taking out the examination papers, answer sheets (including answer cards, answer sheets, etc., the same below), scratch paper and other assessment papers of the examination room;

HIE Teaching Management Rules and Regulations

- (9) Answer questions with a pen or paper other than those prescribed, or write your name, test number or in a place other than those prescribed in the test paper marking information on the answer sheets by any other means;
- (10) providing convenience for others to peek;
- (11) those who are forced by others to take their examination papers without refusing them or failing to report them to the invigilator in time;
- (12) other acts that violate the examination rules but do not constitute cheating.

Article 77 Students violate the principles of fairness and justice in the assessment and are admitted in any of the following circumstances during the assessment process as cheating, according to the seriousness of the circumstances shall be given the punishment of probation for half a year or one year, the course assessment score shall be zero and the qualification to participate in the normal make-up examination shall be cancelled:

- (1) Carry written materials related to the examination content or store electronic materials related to the assessment content Having participated in the examination;
- (2) plagiarizing or assisting others to plagiarize the answers to test questions or materials related to the examination content;
- (3) writing information related to the examination course on the desk in the examination room before the examination;
- (4) forcibly taking or stealing others' test papers, answer sheets or scratch papers, or coercing others to provide convenience for plagiarism;
- (5) filling in the answer sheets with names, test numbers and other information inconsistent with his identity;
- (6) passing or receiving articles or exchanging test papers, answer sheets or scratch paper;
- (7) intentionally destroying test papers, answer sheets or assessment materials;
- (8) failing to leave the examination room after handing in the examination papers as required, and providing answer information to the students in the examination room who did not hand in the examination papers;
- (9) Those whose answers are identified as identical in the marking process; More than two copies of the same subject in the same examination room including two Having identical answers;
- (10) obtaining or attempting to obtain answers to test questions or examination results by other improper means;
- (11) chaotic discipline in the examination room, out-of-control order in the examination room, or widespread cheating in the examination;
- (12) carrying equipment with the function of sending or receiving information;

HIE Teaching Management Rules and Regulations

- (13) cheating acts assisted by staff members and verified afterwards;
- (14) obtaining examination qualification, bonus points qualification and assessment by forging certificates, certificates, files or other materials academic performance;
- (15) being identified as violating discipline for the second time during the school period;
- (16) other acts identified as cheating.

Article 78 In the course of assessment, students and other personnel who do not obey the management of the examination staff shall be subject to the following rules. If one of the behaviors that disturbs the order of the examination room is listed, it shall be regarded as a serious violation, and the student shall be terminated from continuing to participate in the assessment of this course, the assessment result of this course shall be recorded as zero, the student shall be disqualified from taking the normal make-up examination, and the student shall be given the sanction of probation for one year. In addition, if the behavior of students and other personnel violates the Law of the People's Republic of China on Public Security Administration and Punishment, they shall be handed over to the public security organs for handling; If it constitutes a crime, it shall be handed over to the judicial organ to handle and investigate criminal responsibility according to law:

- (1) Intentionally disturbing the order of examination sites, examination rooms, marking papers and other assessment workplaces;
- (2) refusing or hindering the assessment staff from performing their administrative duties;
- (3) threatening, insulting, defaming, framing or otherwise infringing upon the assessment staff and other examinees committing acts of legal rights and interests;
- (4) Intentionally damaging the facilities and equipment of the examination room;
- (5) committing any other act that disturbs the administrative order of the examination room.

Article 79 Students who have any of the following circumstances during the examination shall be given the sanction of expulsion. Constitute a Violation Contrary to the Law of the People's Republic of China on Penalties for Public Security Administration shall be handed over to the public security organs for handling; If a crime is constituted, it shall be dealt with by the judicial organ according to law and criminal responsibility shall be investigated:

- (1) Being identified as cheating in the assessment for the second time during the school period;
- (2) threatening, insulting, defaming or framing staff members or other students after their disciplinary cheating behavior is verified;
- (3) taking part in the assessment on behalf of another person or allowing another person to take part in the assessment on his own behalf;

HIE Teaching Management Rules and Regulations

- (4) organizing cheating;
- (5) using communication equipment or other devices to cheat;
- (6) selling examination questions or answers to others for profits;
- (7) other acts of serious cheating or seriously disturbing the order of assessment.

Article 80 A student who has obtained a graduation certificate or a degree certificate and has not yet left the school shall violate Articles 75 to 7 Article 19 of any of the articles, according to the seriousness of the violation of discipline, to criticize education, notify the employment unit (graduate school) . If the case constitutes a violation of the Law of the People's Republic of China on Penalties for Public Security Administration, it shall be handed over to the public security organ for handling; Those that constitute crimes shall be dealt with by judicial organs and investigated for criminal responsibility.

Article 81 The invigilator shall examine the names and student numbers of the students who violate discipline or cheat, as well as those who violate discipline or cheat. The circumstances should be truthfully recorded and signed in the Registration Form of Hunan Institute of Engineering Students' Assessment of violations of discipline and fraud. The students' signatures of violations of discipline and cheating shall be signed and confirmed by the inspectors. The examination papers and material evidence used for cheating shall be submitted to the academic Affairs Office in time. The tools used for cheating shall be temporarily detained. Fill out receipts for temporarily detained student items.

Article 82 The Academic Affairs Office will report the assessment of students who violate discipline or cheat to the college to which the student belongs, and the college shall be responsible Adult students themselves produce written materials and educate them. After reviewing the relevant materials, the Academic Affairs Office will form a proposed opinion, which will be reported by the college to the student himself and publicized for three days. The decision of expulsion or other treatment or punishment involving the major interests of students shall be submitted to the President's office or the special meeting authorized by the president for study and decision, and the legality of the examination shall be conducted in advance.

Article 83 If a student violates discipline or cheats in the assessment is to be punished, the school shall issue a punishment decision document. The college shall be responsible for delivering the documents directly to the students themselves. If the student refuses to sign for it, it may be served with a lien; Those who have left school may be served by post; For those who are difficult to contact, the school website, news media, etc., can be used to announce the party service by style.

Article 84 If a student objects to the decision on handling or punishment, he or she may receive the decision on handling or punishment from the school. A written appeal shall be submitted to the Student Appeal Handling Committee of the university within 10 working days from the date of the document. The appeal shall not be accepted within the time limit. If the Student Appeal Handling Committee finds that the facts, basis and procedures for handling or punishment are improper after review, it may make a review opinion suggesting

HIE Teaching Management Rules and Regulations

cancellation or modification, request relevant functional departments to study it, and submit it to the President's office or special meeting for decision.

Article 85 In addition to the sanction of expulsion, the sanction given to a student is generally set within a period of 6 to 12 months. The period shall be lifted according to the procedures prescribed by the school. After the dismissal of the sanction, the student shall receive commendation, awards and other rights and interests, and shall no longer be affected by the original sanction.

Chapter XI: Identification and handling of violation of regulations by the assessment staff

Article 86 The term "assessment staff" refers to all kinds of teachers who have responsibilities or arrange work in each link of assessment Professional staff.

Article 87 Assessment staff in the assessment management, organization, marking and performance management in the following circumstances. The person directly responsible shall be given a notice of criticism and a general teaching accident shall be recorded:

- (1) failing to perform the duties of invigilating and patrolling examinations according to regulations;
- (2) where the propositions in the examination papers are wrong;
- (3) there are obvious errors in the proposition of the test paper, and the examiners fail to correct them;
- (4) serious dereliction of duty in the marking and grading of examination papers, resulting in obvious wrong assessment, missing assessment or errors in grading;
- (5) arbitrarily raising or lowering the scores of students in examination papers;
- (6) changing the time, place or arrangement of examination without authorization;
- (7) changing the invigilator without authorization, including inviting someone to take the place of invigilator;
- (8) The invigilator is more than 5 minutes late for the exam;
- (9) failing to perform their duties seriously, resulting in more than 1/5 of the identical papers in the examination room in charge;
- (10) failure to perform duties seriously, resulting in disorder, serious cheating or video recording in the examination room in charge. Materials damaged or video system unable to work normally;
- (11) Other acts in violation of administrative regulations on examination invigilation, inspection, marking of examination papers, etc.

Article 88 The assessment staff has the following circumstances in the assessment management, organization, marking of examination papers and performance management. The person directly responsible shall be given the punishment of administrative

HIE Teaching Management Rules and Regulations

warning, and the serious circumstances shall be given the punishment of serious warning, and a serious teaching accident shall be recorded:

- (1) Taking test questions, answer sheets or related contents out of the examination room and passing them on to others without authorization during the examination;
- (2) arbitrarily changing the marking standards in marking papers or marking papers not according to the marking standards;
- (3) dereliction of duty, resulting in the loss of the examination papers;
- (4) having arranged invigilation and failing to attend the examination without reason;
- (5) prompting or hinting the examinee to answer the exam;
- (6) Other acts in serious violation of administrative regulations such as invigilation and marking of examination papers.

Article 89 Any of the following situations occur in the assessment management, organization, marking of examination papers and performance management of examination staff One, give administrative demerit punishment, serious circumstances give demerit punishment, and record a major teaching accident:

- (1) To provide false certificates, certificates and files for personnel who are not qualified to participate in the assessment, so that they can obtain assessment funds of the grid;
- (2) providing conditions for examinees to cheat by taking advantage of invigilation or engaging in assessment work;
- (3) leaking test questions and reference answers before the examination;
- (4) Illegally changing or altering the examinee's answer sheets, assessment results or original records in the examination room;
- (5) altering, fabricating or falsely reporting assessment data or information without authorization;
- (6) providing false scores for examinees;
- (7) framing or retaliating against candidates;
- (8) organizing answer sheets off-site to provide answers to examinees;
- (9) causing students to fail to participate in the assessment as scheduled or causing heavy losses to the assessment work due to dereliction of duty.

Article 90 The assessment staff has one of the following situations in the management, organization, marking of examination papers and management of performance. If the case is serious, he shall be given the sanction of demerit demerit; if the case is serious, he shall be demoted, removed from office or even dismissed from public office; If the case constitutes a crime, it shall be transferred to judicial organs for investigation of criminal responsibility according to law:

HIE Teaching Management Rules and Regulations

- (1) forging or altering examinee archives (including electronic archives);
- (2) changing the assessment results without authorization;
- (3) taking advantage of the convenience of assessment work to solicit or accept bribes or practice favoritism with power;
- (4) stealing examination papers and answers for trading;
- (5) instigating, conniving or encouraging the assessment staff to relax the assessment discipline, resulting in disorder and cheating in the examination room seriously;
- (6) taking advantage of their authority to cover up or cover up cheating acts or coerce others to cheat;
- (7) infringing upon the personal rights of assessment staff and students by attacking, retaliating, framing, threatening or other means.

Chapter XII Others

Article 91 According to the arrangement and needs of the final assessment, the Publicity Department, the student and work Department, the security Department, the logistics Department and the Internet Network information center and other departments should do a good job in the examination room safety, basic equipment and facilities maintenance, integrity reference publicity and other preparatory work before the final examination, so that the facilities are in good condition, the examination room is orderly, and the power supply is guaranteed. If necessary, electricians, medical workers, security, network maintenance personnel and other on-site duty.

Article 92 The personnel responsible for opening (closing) the door of the examination room must open (closing) the door on time.

Article 93 The department in charge of the health administration of the examination room and related areas shall urge the personnel concerned to clean the room in time. If necessary, increase the number of cleaning personnel and cleaning times, and ensure that the examination room and related areas are clean and hygienic.

Article 94 The examination arranged by the higher departments at the national and provincial levels shall include its qualification, form and examination. The examination time, special regulations on the discipline of the examination room and other requirements shall be organized and implemented by the Academic Affairs Office in accordance with the relevant provisions of the higher authorities.

Article 95 These provisions are applicable to full-time ordinary undergraduate and junior college students of Hunan Institute of Engineering and are published since. It shall take effect from the date of promulgation. The original "Hunan Institute of Engineering Curriculum Assessment Management Regulations (Trial)" (school teaching character (2017) No. 62) shall be repealed at the same time.

HIE Teaching Management Rules and Regulations

Article 96 The Teaching Affairs Office shall be responsible for the interpretation of these provisions.

Appendix E-5 Hunan Institute of Engineering Graduation Design (Thesis) Work Management Measures (Amendment)

Academic Affairs Office No. 17 (2024)

Chapter I General Provisions

Article 1 Undergraduate graduation project (thesis) is an important link to achieve the goal of talent training, which is the graduation and study of students. A necessary condition for the awarding of a bachelor's degree. In order to further standardize the management of graduation project (thesis), improve the quality of graduation project (thesis) and enhance the level of talent training, these Measures are formulated in combination with the actual situation of the university.

Article 2 Graduation project (thesis) work includes topic selection (including proposition, examination), proposal, mid-term examination and discussion Essay writing, academic misconduct detection (referred to as "reexamination"), defense, excellent graduation thesis selection, sampling and other main links.

Chapter II Organization and management

Article 3 The graduation project (thesis) shall be administered at two levels by the university and the university. The Academic Affairs Office is responsible for the graduation project as a whole Organization, coordination and overall management of the work. The college is specifically responsible for the implementation of the graduation project (thesis) work of the formulation and organization of implementation, process monitoring, condition support, quality assurance and other work.

Article 4 The work of graduation design (thesis) should generally be arranged in the last academic year of undergraduate study of the major, the principle The work shall not be less than 12 weeks.

Chapter III Liability Requirements

Article 5 Requirements for supervising teachers

1. The instructors should have good ethics, have certain practical experience and professional standards, and have intermediate and professional skills The above professional and technical positions (or with a master's degree or above) should be held by teachers. The number of students supervised by each tutor shall not exceed 8 in principle.

2. Carry out the supervising teacher responsibility system. The supervising teacher should adhere to the principle of teaching and educating people, teaching by word and example, and put ideology and politics into practice. Governance education runs through the whole process of graduation design (thesis) guidance, we should strengthen academic ethics, academic norms education, strengthen the guidance of research and writing process, accurately grasp the progress of students' graduation design (thesis), and strictly control the quality.
3. In order to promote the combination of graduation design (thesis) and engineering practice, the college can hire cooperative units (enterprises, its Other universities, research institutes, etc.) with intermediate and above professional and technical positions of scientific research personnel, engineering and technical personnel to participate in the joint guidance.

Article 6 Requirements for students

1. In the graduation project (thesis) work, students should study assiduously, in line with a rigorous and realistic scientific attitude, independent. Complete the prescribed work tasks immediately.
2. Students should respect the instructor, report the progress of graduation project (thesis) regularly, and humbly ask for advice and accept it guidance.
3. Students shall abide by the code of academic ethics and strictly prohibit all kinds of academic misconduct.
4. Students should complete all aspects of graduation project (thesis) on time according to the relevant regulations of the university and the college. And submit them in time in the educational administration system.
5. Students should submit the relevant materials of graduation project (thesis) to the college for filing as required.

Chapter IV Process management

Article 7 Topic selection. Graduation project (thesis) propositions should conform to the professional training objectives and teaching requirements. Title by reference The title shall be put forward by the tutor and released to the students after examination by the college. Each person has a topic, after determining the topic, the instructor will fill in the graduation project (thesis) assignment book, and reach the students in time. Once the students have selected the topic, they will not be changed in principle. If it is really necessary to change, the application should be submitted before the end of the mid-term inspection, approved by the instructor, and submitted to the college for approval before the change.

Article 8 Proposal. Students shall write the proposal report of graduation project (thesis) under the guidance of the instructor, and the college shall check it. The completion status and quality of students' proposal work.

HIE Teaching Management Rules and Regulations

Article 9 Mid - term inspection . The college shall organize mid-term inspection to understand the progress of graduation project (thesis) and send it in time. Put forward corrective measures and coordinate solutions to existing problems.

Article 10 Paper writing. Students must study within the research on the basis of investigation, experiment, analysis and research. Allow more systematic analysis and elaboration, so that the writing is standardized, clear points of view, sufficient arguments, accurate data, clear logic, smooth expression, rigorous structure, and have independent opinions.

Article 11 Duplicate checking. Before the graduation project (thesis) defense, it is required to accept the academic standard inspection. The thesis should be written in Chinese. The main graduation thesis, should use the paper detection system to check; The graduation thesis mainly completed by drawings, works, performances, etc., or the graduation thesis mainly written in foreign language, can be checked according to the method formulated by the college.

Article 12 Defense. A student who has completed his graduation project (thesis) may apply for graduation defense. The defense organization is as follows:

1. Before the defense, the college shall organize the examination of the students' defense qualifications. Only the students who meet the requirements of the qualification examination can defend the defense. For those who do not pass the sampling test, guide the teacher to evaluate the score or review the teacher to evaluate the score, the defense and evaluation shall be suspended, and the defense and evaluation shall be carried out after the student has improved.
2. The defense team shall be composed of 3 or more members with the instructor qualification. The leader of the defense team must be a senior. A teacher with a senior professional title shall be appointed. In principle, the instructor should avoid the process of guiding students' defense by himself.
3. Defense procedures and requirements shall be determined by each college according to the characteristics of the major. The leader of the defense shall organize the defense teachers to discuss with the students. The defense shall be evaluated, and the comments and grades shall be given, which shall be recorded into the educational administration system by the college within the prescribed time. Those who fail to pass the defense shall apply for defense again.
4. After the completion of the formal defense, the college shall organize a postponement of the defense. Students who postpone their defense are perfecting their graduation project (thesis), after obtaining the defense qualification, may participate in the deferred defense organized by the college. Postponement defense is only organized once. Students who have not obtained the postponement defense qualification and do not participate in the postponement defense without reason or are still unqualified for the postponement defense will be judged as unqualified for their graduation thesis results.

HIE Teaching Management Rules and Regulations

Article 13 Evaluation of academic performance. The grades of graduation project (thesis) shall be evaluated by the supervising teachers and the reviewing teachers. The score and the defense score are composed of three parts. According to the characteristics of majors and disciplines, the college will formulate the corresponding graduation project (thesis) scoring standards and the weight of the three parts of the results, and comprehensively evaluate the graduation thesis results. The total score adopts the scoring system of five levels: excellent, good, medium, pass and fail. The proportion of the score assessed as excellent (90 points and above) shall not exceed 20% .

Article 14 Evaluation of excellent scores. The college recommends the school-level excellent graduation design (thesis) according to 3% of the quota, and the specific evaluation. The selection shall be organized and implemented by the Academic Affairs Office.

Article 15 Random inspection. Before the formal defense work, the Academic Affairs Office shall organize the random inspection of graduation project (thesis). In order to invite peer experts to review, the emphasis is on the significance of the topic, writing arrangement, logical construction, professional ability and academic norms. Those who fail to submit the sampling and review materials on time or fail to pass the review shall postpone the defense.

Article 16 Filing. The Academic Affairs Office shall be responsible for the preservation of electronic archiving materials of graduation project (thesis), and the college shall be responsible for graduation. For the preservation of paper materials, the storage period should meet the relevant provisions of the archiving of teaching documents and materials.

Chapter V Quality assurance and related treatment

Article 17 The quality assurance of graduation project (thesis) shall be carried out under the two-level responsibility system of school and school. The Academic Affairs Office shall organize regular review. The progress and quality of the graduation project (thesis) shall be checked in all aspects. The college shall conscientiously carry out self-examination and self-evaluation, and adopt measures to improve the quality of the graduation project (thesis).

Article 18 The Academic Affairs Office shall be responsible for coordinating with the higher competent departments to carry out the sampling inspection of undergraduate graduation design (thesis). Organize experts to investigate the graduation design (thesis) that is identified as "problematic" in the sampling of higher departments.

Article 19 Related treatment

1. For the graduation project (thesis) identified as "existing problems" as a result of sampling inspection by the superior competent department, learn Students shall be dealt with in accordance with the following provisions:

(1) Plagiarism, plagiarism, forgery, tampering, trading, ghostwriting and other academic misconduct have been verified and identified as if the undergraduate

HIE Teaching Management Rules and Regulations

graduation project (thesis) with "problems" has been awarded a degree, the degree will be revoked and the degree certificate will be cancelled. The university will revoke all kinds and levels of honors related to the student's graduation project (thesis) performance;

(2). The college and the instructor will urge the students who have "problems" with their graduation project (thesis) to make rectification and rectification. After that, 3 peer experts are invited to review until they meet the qualification requirements, and the records of the rectification process are retained by the college. If the college refuses to make the rectification within the prescribed time, the degree will be revoked and the degree certificate will be cancelled.

2. For the graduation project (thesis) identified as "problematic" by the sampling results of the superior competent department, the university. The internal advisor shall deal with the problem according to the following provisions:

(1) The person in charge of the Party and government of the college shall interview the corresponding supervising teachers, and start the relevant investigation to recover the corresponding situation. The teaching workload and the number of undergraduate graduation projects (theses) supervised in the following year were halved compared with the previous year.

(2) When the university organizes random inspection, the undergraduate graduation project (thesis) under its guidance is listed as the required inspection object.

(3) If the undergraduate graduation project (thesis) is "problematic" for two consecutive years, the general teaching accident recognition will be initiated. The qualification of instructing teachers shall be cancelled, and they can apply again after 2 years. After the qualification of instructing is restored, the number of instructing students in the first year shall not exceed 6.

3. For the graduation project (thesis) identified as "problematic" by the sampling results of the superior competent department, learn the College and related majors shall deal with the problems in accordance with the following provisions:

(1)The college whose graduation project (thesis) has "problems" in the sampling inspection of the superior competent department will be deducted for the current year the score of the assessment in the annual target assessment of the college (department), and conduct a quality interview, and put forward rectification requirements within a time limit.

(2) Two consecutive years in the higher competent departments in the sampling of "problems" graduation project (thesis) specialty, will be notified in the whole school, and deduct the next year's enrollment plan of related majors as appropriate.

(3) For three consecutive years, there are "problems" in the graduation project (thesis) in the sampling inspection of the superior department, those who still cannot meet the requirements after rectification, shall be deemed as unable to guarantee the quality of training and shall be ordered to suspend enrollment.

HIE Teaching Management Rules and Regulations

4. For the graduation project (thesis) that has been reviewed in the sampling inspection of the superior competent department, the college shall organize and do a good job. The majors with a higher proportion of rectification and reconsideration will be included in the yellow warning list, and the relevant majors should take good quality assurance measures.

Chapter VI Supplementary rules

Article 20 These administrative measures shall be implemented as of the date of promulgation, and shall be interpreted by the Academic Affairs Office. The working Methods of College graduation Design (thesis) (School teaching Word (2018) No. 52) shall be abolished at the same time.

Appendix E-6 Hunan Institute of Engineering Experimental Teaching Management Measures

Academic Affairs Office No. 39 (2018)

In order to strengthen the management of experimental teaching, standardize the process of experimental teaching, improve the quality of experimental teaching, combined with the actual situation of our school According to the situation, this management method is formulated.

1. Experimental teaching management system

(1) Experimental teaching shall be conducted under the unified leadership of the principal in charge of teaching.

(2) The two-level management system of school and college shall be implemented in experimental teaching. The Academic Affairs Office is responsible for the inspection of the experimental teaching work of the whole school Check and assess. Each college is responsible for coordinating the theoretical teaching and experimental teaching, the relationship between teachers and experimental personnel, the arrangement and implementation of experimental teaching plans, and is responsible for the inspection and assessment of experimental teaching undertaken.

(3) Each laboratory is responsible for undertaking specific experimental teaching tasks and shall ensure the completion of experimental teaching tasks.

2. Experimental teaching management requirements

(1) According to the different nature of the courses stipulated in the talent training plan, the experimental courses are divided into general education basic experiment and subject based Basic experiment and specialized experiment.

(2) Each experiment should have experimental teaching instructions; The experiment course that opens the course separately should have the experiment teaching syllabus and the actual check the teaching instructions.

(3) The process of experimental teaching should generally be connected with the corresponding theoretical courses.

(4) For the courses with more experimental projects, more class hours or more strong connection of experimental projects, experimental courses can be set up separately, and Incorporate into the teaching plan. The teaching and research Office shall put forward the application and the course commencement plan, which shall be reviewed by the school and submitted to the Academic Affairs Office for approval.

HIE Teaching Management Rules and Regulations

(5) If the teaching experiment project required in the teaching plan cannot be opened on campus, it is necessary to go to the off-campus unit to do the experiment. The relevant laboratory shall contact and report to the Management Section of the Academic Affairs Office for approval before implementation.

(6) The teacher of theory course should submit the experimental project and experimental time of this semester to the college in the first week, and then forward it to the laboratory Lab. The laboratory arranges the weekly schedule of the experimental course in this semester according to the experimental class, fills in the "Experimental Teaching Teaching Schedule" as required, and submits it to the Teaching Office after the second week. For the experimental course with separate courses, the "Experimental Teaching Teaching Schedule" shall be submitted to the college within the first week and then uniformly submitted to the Academic Affairs Office.

(7) Teachers should prepare the lesson carefully and write the teaching plan of the experiment course. Before the experiment, the teacher and the laboratory staff should check the experiment instrument. The integrity of the apparatus and equipment. The first experiment in the semester should be done in advance, and the experimental data results and equipment performance should be done. Have a clear idea to avoid temporary mistakes. It is strictly required that students do a good preparation for the experiment and check it before the experiment begins.

(8) Before students take the experiment class for the first time, the instructor should carefully preach the "Hunan Institute of Engineering Student Experiment Rules". And relevant rules and regulations, and conduct experiment discipline and safety education for students.

(9) At the beginning of the experiment, the instructor should explain the experiment purpose, content, requirements, operation safety and other experimental requirements.

(10) During the experiment, the instructor should tour to guide, find problems and solve them in time. It is required to refer to the method Guidance, can not be done for students. Students should do it themselves, and instructors should check and supervise.

(11) At the end of the experiment, the instructor should check the students' experiment records, check and accept the instruments and equipment. The causes of the current problems should be identified in time and dealt with in accordance with relevant regulations. At the same time, the instructor should fill in the "Laboratory Work Manual" as required, and the Academic Affairs Office will take this as the basis for checking and evaluating the experimental teaching and accounting the workload.

(12). Students must complete the experiment report independently, and the instructor should correct all the experiment reports and record the results. Every those who do not write the experiment report or plagiarize others' experiment report for no reason will be punished with failing the experiment. If the experimental course offered separately fails in the assessment, it shall be dealt with according to the Regulations on the Management of student Status of Hunan Institute of Engineering.

HIE Teaching Management Rules and Regulations

(13).The experimental course should be checked in and the student sign-in system should be implemented. Do experimenter without reason, to truancy, the the experiment counts zero points. Students who miss the experiment due to special reasons must apply for making up the experiment. Advocate and encourage teachers to boldly reform experimental teaching methods, so that experimental teaching from demonstration, verification step by step to design, comprehensive, optional, open transition.

3. experimental course performance assessment

Experimental course performance assessment adopts the percentage system or excellent, good, medium, pass, fail five points system.

(1) The scores of separate experimental courses are assessed as follows: the usual scores account for 60% of the total scores, and the final exam scores Account for 40% of the total score. The usual scores are evaluated according to the five aspects of preview, questioning, experimental operation, experimental attitude and experimental report. The form of the final exam can be divided into two kinds of theory and operation, the specific operation can choose a single or two and use the way. The theoretical examination can be carried out by written test or oral test, or it can be combined. But no matter which form, the test content of experimental skills is not less than 50%.

(2) The score of the experimental course attached to the theoretical course shall be scored according to the proportion between the experimental course and the theoretical period, but the minimum is no if it is less than 15%, there will be no final exam, and the score of the experiment part will be based on the usual score.

(3) Students who are short of one third of the experimental project are not allowed to participate in the final exam of the corresponding theoretical or experimental course. The course must be retaken.

4. Other regulations

(1) Any teacher who has experimental content in the theoretical course must participate in the supervision of the experiment. The teacher of theory course is responsible for guiding the experiment preview, checking the preview, guiding the discussion after class; The experiment teacher is responsible for the preliminary preparation and experiment. Give lectures, sort out the experiment report in the later period, and submit the experiment results. The theory teacher and the experiment teacher shall jointly undertake the practical guidance and the on-site management of the experiment, and fill in the "Laboratory Manual" together.

(2) Each laboratory shall establish experimental teaching technology files, and truthfully fill in the "Experimental Project Card" and "Experimental Situation. Summary form, do a good job in the collection, sorting, reporting and archiving of basic information of experimental teaching.

(3) The laboratory shall strictly abide by the relevant provisions of the "Hunan Institute of Engineering Laboratory Work Regulations", and often treat teachers and students Carry out safety education, conscientiously implement the safety measures of

HIE Teaching Management Rules and Regulations

fire prevention, explosion prevention, theft prevention and accident prevention, and effectively protect the personal safety of teachers and students and the safety of the college property.

(4) The laboratory should strengthen the management, timely maintenance of instruments and equipment, improve the integrity rate and utilization rate of instruments and equipment, improve experiment out rate.

5. Supplementary provisions

(1) These Measures shall take effect as of the date below. The original "Hunan Institute of Engineering Experimental Teaching Management Measures (Trial)" (Institute Teaching character (2002) No. 58) repealed at the same time.

(2) The Teaching Affairs Office shall be responsible for the interpretation of these measures.

Appendix E-7 Hunan Institute of Engineering Practice (Practical Training) Teaching Management Measures

Academic Affairs Office No. 41(2018)

Chapter I General Rules

Article 1 Practice (practical training) teaching is an important part of the personnel training plan of institutions of higher learning and is to carry out the Party. It is an important teaching link to promote the combination of theory and practice, cultivate students' practical skills and innovation ability, improve the ability to comprehensively analyze and solve practical problems by applying the knowledge learned, and enable students to have good engineering and professional quality and innovation ability.

Article 2 In order to further strengthen the management of practice (practical training) teaching and effectively improve the quality of practice (practical training) teaching Quantity, to make it more scientific, standardized and institutionalized, combined with the actual goal of application-oriented talent training in our school, formulated the management measures.

Chapter II Category and form of practice (practical training) teaching

Article 3 The categories of practice (practical training) (referred to as practice, the same below) include cognition practice, curriculum practice, production practice, professional investigation, graduation practice, engineering training (metalworking, electrician, electronics practice), etc.

Article 4 The practice teaching may be concentrated or dispersed according to the characteristics of the specialty and the actual situation of the practice place. The practice teaching can be conducted in various forms, such as the combination of in-school and out-of-school practice.

- (1) Centralized practice: subject, major and class as a unit of centralized arrangement;
- (2) Decentralized practice: organized by the teaching and research Office, the majors and classes are divided into several groups (the number of each group is not. It should be too small), under the guidance of teachers in the school, the group as a unit of practice. Individual as a unit of scattered practice, need to go through the relevant procedures, and there is a designated school teacher responsible for guidance. In principle, the units of

HIE Teaching Management Rules and Regulations

decentralized practice are required to be relatively concentrated in order to guide teachers to tour inspection. Under special circumstances, students who have been approved by the college to go out for internship must fill in a form to apply for internship. No matter what form of internship is adopted, it must meet the requirements of the internship outline and ensure the quality of the internship.

Chapter III Purpose and requirement of practice teaching

Article 5 The purpose of practical teaching is to strengthen the connection between theory and practice and to enhance students' contribution to society and country. The perceptual understanding of the situation and professional background; Through investigation and practice, broaden students' horizons, consolidate and apply the theoretical knowledge mastered in classroom teaching, understand the development status of the discipline, and cultivate students' engineering application ability and innovation ability to find, analyze and solve problems; Enhance the concept of labor and cultivate students' dedication and entrepreneurial spirit; Actively explore. A new approach of talent training combining "production, study, research and application" should be adopted to improve the training quality of engineering applied talents.

Article 6 Requirements for practice teaching

1. To understand the general situation of the professional practice environment and increase the perceptual understanding of the professional subject field;
2. A preliminary understanding of the position, role and development trend of the major in national economic construction;
3. Consolidate and deepen the theoretical knowledge, training analysis and solution of engineering (or social, professional) practical problems the initial ability;
4. Be familiar with the job duties and work procedures of professional and technical personnel, and acquire preliminary knowledge of organization and management;
5. Humbly learn from the staff of the practice unit, and cultivate the moral character of love and dedication.

Chapter IV organization and leadership of practice teaching

Article 7 Practice teaching shall be administered at three levels: school, college and teaching and research section.

Article 8 The Teaching Affairs Office shall be responsible for the macro-management of practice teaching of the whole school, and formulate the work plan and management regulations of practice teaching Rules and regulations. Specific duties include:

- (1) Summarize and approve the annual internship plan drawn up by each teaching unit;

HIE Teaching Management Rules and Regulations

(2) To check the preparation work and the implementation of the practice plan of each teaching unit. The academic Affairs Office takes many forms. Type, to check the practice situation, check the content includes: the implementation of the practice plan, the progress of the practice, the effect of the practice, the teaching and training of the instructor and the practice guidance, the attendance, discipline, ideological status of the students, the practice report of the students, the organization and management of the college for the students' individual internship;

(3) According to the internship budget of each major of the school, check the use and implementation of the internship funds of each teaching unit.

Article 9 The College shall carry out the relevant regulations and arrangements of the school's practice teaching work, and be responsible for organizing the implementation of the college Practice teaching. Specific duties include:

(1) Organize the teaching and research departments of each specialty to contact and implement the practice places; Make full use of the existing off-campus practice base of the college Practice teaching; Do a good job in the construction and management of practice bases inside and outside the school;

(2) Summarize the semester internship plan drawn up by the teaching and research department of each specialty, and after the approval of the supervisor, the first two internship weeks, submitted to the Practice Teaching Management section of the Academic Affairs Office. If the internship is scheduled during vacation or during the first week, the internship plan should be submitted at the end of the previous semester.

(3) Check the preparation for each internship and the implementation of internship plans;

(4) Check the implementation of the internship, especially the teaching and research office's organization and management of students' individual internships, and find questions problems solved in a timely manner;

(5) to prepare the annual budget of practice teaching funds, and strengthen the management of practice funds;

(6) After the internship, organize and complete the summary of the internship teaching work (including: the implementation of the internship teaching, use of funds, achieved results, experience and suggestions).

Article 10 The Teaching and Research section shall be responsible for formulating the practice teaching syllabus and the practice teaching implementation plan, and arranging the practice guidance and teaching Teachers shall organize the implementation of internship teaching and complete the pre-loan and reimbursement of internship funds. Specific responsibilities include:

(1) Fill in the professional internship plan, write the internship outline and the internship guide;

(2) Contact and implement internship sites;

HIE Teaching Management Rules and Regulations

- (3) Select and assign practice instructors;
- (4) Do a good job before the practice of all kinds of preparation work, and formulate practice discipline, while strengthening the personal practice of students
- (5) Conduct internship mobilization and safety education before the internship, and organize daily teaching work during the internship;
- (6) Handle the pre-loan and reimbursement of internship funds on time in accordance with the school's internship fund management measures, and require special funds

Use, shall not be diverted to other purposes;

- (7) Within one week after the end of the internship, organize and complete the internship performance assessment and internship summary work.

Chapter V Internship outline, internship plan and internship implementation plan

Article 11 The internship outline refers to the teaching objectives and specific teaching intended to be achieved in the practice links set up in the training plan. It is the main document and basis for formulating the internship plan, organizing and inspecting the student's internship. The content of the internship outline includes the following aspects:

- (1) The purpose, tasks and requirements of the internship;
- (2) the teaching organization of the internship;
- (3) the way and time arrangement of the practice;
- (4) The content and method of internship performance assessment.

Article 12 Before students start their practice, the college shall urge the teaching and research Office to arrange instructors and contact them for implementation in advance. The internship unit shall, according to the requirements of the internship outline and combined with the specific conditions of the internship place, work out a practical implementation plan with the relevant personnel of the internship unit. The teacher in charge of the internship should send the paper copy of the internship plan approved and signed by the college leaders and sealed by the college to the Practice Teaching Management Section of the Academic Affairs Office two weeks before the internship; Only after the internship plan has been approved by the Academic Affairs Office can the internship and the procedures of advance and reimbursement of funds be carried out.

Article 13 In order to improve the effect of internship, each internship supervisor shall follow the guidelines of the internship outline and the internship plan. Therefore, according to the actual situation of the practice place, the practice implementation plan should be formulated, the internship preparation should be prepared, and the internship guide with internship thinking questions should be written and sent to the students before the internship.

Article 14 After the internship plan is submitted to the Academic Affairs Office, the course and content of the internship shall not be changed in principle. In case of under

HIE Teaching Management Rules and Regulations

special circumstances, a written application for change shall be submitted, signed and approved by the dean in charge, submitted to the Academic Affairs Office for examination and approval, and implemented after the approval of the president in charge. Otherwise, it will be treated as a teaching accident.

Appendix E-8 Implementation Rules for the Granting of Bachelor's Degrees of Hunan Institute of Engineering

Academic Affairs Office No. 28, (2022)

Chapter I General Provisions

Article 1 Provisional Implementation Office of the Regulations of the People's Republic of China on Academic Degrees. These Detailed Rules are formulated in accordance with the Law, the Measures for the Administration of the Authorization and Conferment of Bachelor's Degrees and the Regulations on the Administration of Students in Ordinary Institutions of Higher Learning, and the actual conditions of universities.

Chapter II Conditions for the Conferring of Bachelor's Degrees

Article 2 Students who have the right to confer bachelor's degrees in all undergraduate majors of our university shall graduate from their respective majors. Those who are qualified and meet the following requirements may be awarded a bachelor's degree:

(1) Take Comrade Xi's Thoughts on Socialism with Chinese Characteristics in the new era as the guidance, insist on Four Cardinal Principles and support the Leader of the Communist Party of China love the motherland, abide by rules and laws, and have good morals and civilized customs;

(2) to complete all the courses (including the practice circle) stipulated in the talent training plan within the prescribed period of study (2) have passed the academic records, have a good grasp of the basic theories, specialized knowledge and basic skills of the major, meet the requirements for graduation, and have the initial ability to engage in scientific research work or undertake specialized technical work;

(3) having a high level of foreign language.

1. Non-English major students participate in the National College English Test Band 4 (CET-4), English major students participate in the national Students majoring in College English Test Band 4 (TEM-4) and arts majors take the English Proficiency Test for Colleges and Universities (Level A, PRETCO), ranking within the top 98% of the test score (according to science and technology, English, art, economics and management and other liberal arts majors are ranked in four categories).

2. Minor language students who do not take the English Proficiency Test or the English Proficiency test may take the International Water of the same language. Those who pass the flat test, the unified national examination or the comprehensive assessment organized by the school.

HIE Teaching Management Rules and Regulations

Article 3 No bachelor's degree shall be awarded to any undergraduate student who falls under any of the following circumstances:

- (1) Anyone who violates the Constitution, opposes the four Cardinal Principles, undermines stability and unity, or disturbs social order;
- (2) those who have been placed on probation or above during their studies in school;
- (3) those who have not obtained the qualification for undergraduate graduation within the maximum number of years of study prescribed by the university;
- (4) Students whose GPA of all courses (including graduation project (thesis)) is lower than 1.7;
- (5) Students who commit academic misconduct such as fraud in their graduation project (thesis);
- (6) those who have been determined by the academic degree Evaluation committee of the university that a bachelor's degree should not be awarded.

Article 4 Full-time undergraduate students who cannot obtain a bachelor's degree because they fail to meet **Article 2** (3) shall be awarded in within the prescribed years of study, those who meet one of the following conditions may apply for the award of a bachelor's degree:

- (1) A good score or above in the graduation project (thesis) and a GPA of other courses (links) 3.0 or above;
- (2) won the third prize of individual project in various discipline competitions organized by provincial or above government departments and the top five winners of the first prize, the top three winners of the second prize and the top two winners of the third prize of the collective project; Or in all kinds of discipline competitions organized by provincial and school associations, the third prize and above of individual project, the top three first prize of collective project, the top two second prizes, and the first third prize;
- (3) to obtain the national invention patent or utility model patent related to the specialty, software works and the right to be the first the owner;
- (4) Publish 1 academic paper related to the major in the Chinese core journal of Peking University as the first author and or above;
- (5) those who have been admitted to master's degree or are employed as state civil servants (by presentation of the acceptance documents, letters or notices);
- (6) those who have joined the army, assisted Xinjiang or Tibet, or have been admitted to a selective transfer;
- (7) Candidates accepted by the national Top 500 enterprises or institutions (with official list documents, employment documents or three parties agreement).

HIE Teaching Management Rules and Regulations

Article 5 Full-time undergraduate students who are unable to obtain a bachelor's degree due to the circumstances of **Article 3** (2) shall arrive. Those who have no disciplinary violations or bad behaviors after the termination of disciplinary sanctions (revocation of disciplinary measures), and meet any of the provisions in **Article 4**, may apply for a bachelor's degree.

Article 6 Students who have completed their studies in this major and are also pursuing double bachelor's degrees in other majors shall be eligible for Higher Education. The second bachelor's degree may be awarded to those who are required by the Trial Measures for Training Second Bachelor's Degree Students of the University upon approval.

Article 7 Graduates of bachelor's degree programs in adult education shall pass the prescribed foreign language proficiency examination and the comprehensive examination of professional proficiency, and in conformity with paragraphs (1), (2) and (3) of **Article 2**, a bachelor's degree may be conferred.

Chapter III Procedures for conferring Bachelor's degrees

Article 8 Procedures for awarding Bachelor's degrees to undergraduate graduates:

(1) Procedures for awarding Bachelor's degree (including second degree) to full-time general undergraduate graduates:

1. Preliminary examination. Each college's Bachelor's Degree Evaluation Subcommittee reviews a student's degree granting slip on a case-by-case basis in accordance with these Bye-Laws. The students who meet the requirements of **Article 4** and **Article 5** shall provide relevant certification materials, and the college shall conduct preliminary examination on the students who meet the requirements for awarding degrees;

2. Review. The Academic Affairs Office will review the preliminary review list reported by each college;

3. Evaluation. The Sub-Committee of Bachelor's Degree Evaluation of the University shall, in accordance with the conditions of these Detailed Rules, review the list submitted by the Academic Affairs Office. And the provisions of the review, put forward a list of degree conferment suggestions, submitted to the university academic degree evaluation committee for evaluation.

(2) Procedures for conferring bachelor's degrees to adult education graduates:

1. Adult Education graduates apply for a bachelor's degree in foreign languages (English) through the application process organized by Hunan Provincial Placement Office. After passing the provincial unified examination for degree courses, they shall submit a written application to the School of Continuing Education of the University within the prescribed time;

2. The College of Continuing Education shall conduct a preliminary examination of the student's application in accordance with the relevant provisions of **Article 2** and **Article 3** of these Rules. After that, the school will submit the list of

HIE Teaching Management Rules and Regulations

recommendations to the Academic Affairs Office and receive the application form for bachelor's degree of adult graduates;

3. The Academic Affairs Office shall reply the materials of the recommended object (including talent training plan, scores, application form, etc.) verify;

4. The Sub-Committee of Bachelor's Degree Evaluation of the University shall review the list submitted by the Academic Affairs Office in accordance with the conditions and provisions of these Detailed Rules. After deliberation, the academic degree awarding proposal list shall be put forward to the academic degree Evaluation Committee of the University for evaluation.

Article 9 The University Bachelor's Degree Evaluation Committee shall decide whether or not to confer degrees by vote, and the number of members present shall be required. A bachelor's degree may be awarded only if the number of members agreeing to confer the degree exceeds half of the number of members actually present.

Chapter IV Supplementary Rules

Article 10 The bachelor's degree of a graduate shall be awarded by the academic degree Evaluation Committee of the University upon graduation. Obtained studies. The bachelor's degree qualification of a bachelor's degree holder may be revoked after deliberation by the academic degree Evaluation committee of the university if he/she commits any violation of discipline or regulations before leaving the university after graduation, resulting in serious consequences.

Article 11 If the academic degree certificate is lost or damaged, the university may issue the certificate after verification by the applicant. The written certificate shall have the same effect as the original certificate.

Article 12 These Detailed Rules shall take effect as of the date of promulgation, and the original "Rules for the Implementation of Hunan Institute of Engineering for Awarding Bachelor's Degrees" (Teaching Affairs Office [2019] No. 52) shall be repealed at the same time. If other relevant provisions are inconsistent with these Detailed Rules, these Detailed Rules shall be applicable.

Article 13 The Teaching Affairs Office shall be responsible for the interpretation of these Detailed Rules, and matters not mentioned herein shall be dealt with in accordance with the relevant provisions of the State.

Appendix E-9 Hunan Institute of Engineering Laboratory Management Regulations

Academic Affairs Office No. 53 (2018)

Chapter I General Rules

Article 1 In order to strengthen the construction and management of school laboratories and ensure the needs of teaching and scientific research, the Ministry of Education shall follow the rules. The Regulations for Laboratory Work in Institutions of higher Learning are formulated in accordance with the actual conditions of schools.

Article 2 Laboratories are teaching or scientific research engaged in experimental teaching or scientific research, production experiments and technological development institutions.

Article 3 Laboratories must implement the Party's educational policy, ensure the completion of experimental teaching tasks and constantly improve experiments. The level of teaching; To actively carry out scientific research, production experiments and technological development as needed and possible to serve economic construction and social development.

Article 4 In the construction of laboratories, the principle of running schools diligently and frugally shall be adhered to in accordance with the needs of teaching and scientific research tasks Determine its layout, scale and equipment level. Give full play to the role of existing human, material and financial resources, and gradually raise the level of equipment and investment efficiency.

Chapter II Duties

Article 5 Undertake experimental teaching tasks according to the teaching plan of the school. The laboratory shall arrange instructing staff to ensure the completion of the task. Into the experimental teaching task, at the same time to strict performance assessment, to ensure the quality of experimental teaching.

Article 6 Responsible for the compilation of experimental teaching syllabus, experimental textbooks (handouts), experimental instructions and other teaching materials work. According to the experimental teaching plan and budget, organize and draw up the purchase plan of experimental equipment and low-value consumable products.

Article 7 The laboratory shall set up experiments according to the Schedule of Experimental Teaching and Teaching, and the Academic Affairs Office shall take this as the basis. As the basis for checking and evaluating experimental teaching.

HIE Teaching Management Rules and Regulations

Article 8 The laboratory accepts the scientific research tasks assigned by the superior, and actively cooperates with the scientific research unit or the person in charge of the project. After consultation, the laboratory shall sign relevant agreements according to regulations and procedures to ensure the completion of scientific research tasks.

Article 9 According to the needs of teaching and scientific research development, the contents of experiments should be perfected and updated, and the experimental teaching methods should be improved. Law, pay attention to the cultivation of students' scientific experiment ability and the training of rigorous scientific attitude and work style, and strive to improve the quality and level of practical teaching.

Article 10 On the premise of ensuring the completion of experimental teaching and scientific research experiments, actively develop social services and technology to develop technology and carry out academic exchange activities. In foreign-related activities, relevant laws and regulations of the State shall be observed and state secrets shall be strictly observed.

Article 11 Completing the management, maintenance, measurement and appraisal of experimental instruments and equipment and striving to improve them. The rate of completeness and utilization shall reduce the waste and consumption of articles. Actively carry out the research and self-made work of experimental equipment.

Article 12 Strict implementation of laboratory work norms, strengthen the training and management of staff. Strive to improve their ideological and political quality and professional level, and constantly improve the level of management.

Chapter III Construction and management

Article 13 The establishment of a laboratory shall meet the following basic conditions:

- (1) According to the requirements of professional training objectives, it is really necessary to set up;
 - (2) there are relatively full experimental teaching or scientific research, technology development and other tasks;
 - (3) having sites, facilities and environment that meet the requirements of experimental technology;
 - (4) having qualified laboratory directors and a certain number of full-time laboratory technicians;
- And (5) having scientific work standards and a sound management system.

Article 14 Plans for the establishment, construction, adjustment and cancellation of laboratories shall be submitted from the Institute (department or center) to the

HIE Teaching Management Rules and Regulations

Academic Affairs Office The proposal shall be submitted to the university for examination and approval.

Article 15 The construction and development plan of laboratories shall be incorporated into the overall development plan of the university, including the buildings and facilities Large instruments and equipment shall be included in the capital construction plan of the university; General instruments and equipment, operation and maintenance expenses should be included in the school financial plan; The staffing and structural adjustment of the staff shall be included in the school personnel plan.

Article 16 In the construction of a laboratory, comprehensive consideration shall be given to the environment, facilities, equipment, personnel structure and funding project management shall be carried out in accordance with the procedures of project initiation, demonstration, implementation, supervision, completion, acceptance, benefit and assessment, and the implementation shall be organized by the Academic Affairs Office, the Asset Management Office and the Personnel Department.

Article 17 Give full play to the role of instruments and equipment to improve the investment efficiency of laboratory construction. Purchase of instruments and equipment. When preparing, through investigation, analysis and demonstration, it is necessary to achieve reasonable selection, good quality, economic and practical, prevent repeated purchases, and prohibit wrong purchases and inferior purchases.

Chapter IV System and management

Article 18 The university laboratory shall, under the unified leadership of the vice president in charge, implement two levels: school, school (department, center) Management system. Each school (department, center) shall appoint a leader of the teaching school (department, center) to be responsible for the laboratory work of the school (department, center).

Article 19 The Practical Teaching Management Section is set up under the Teaching Affairs Office, which is responsible for the planning, management and experiments of laboratory construction in the university Teaching inspection, assessment and management.

Article 20 The director responsibility system shall be implemented in the laboratory. The director of the laboratory is responsible for the overall work and experiments of the laboratory. The size of the laboratory is large, and one deputy director can be added. The deputy director shall assist the director in his work.

Article 21 The University shall establish a laboratory and practice base construction committee, which shall be in charge of the vice president and other relevant departments. The committee shall be composed of persons in charge of administration and experts to conduct research and consultation on major problems in laboratory construction and experimental teaching, and make suggestions.

Article 22 Establish and improve the management rules and regulations, so that there are rules to follow, violations will be investigated. Content of rules and regulations, including experimental teaching management, equipment and materials management, personnel management, safety management and other aspects of management.

HIE Teaching Management Rules and Regulations

Article 23 Establish and improve the post responsibility system, and regularly check the workload and professional level of laboratory staff Carry out assessment.

Article 24 Implement computer management and strive to improve work quality and efficiency. Establish and improve laboratory work Archives and basic laboratory information collection, statistics, collation and reporting system, timely provide superior departments with accurate reports reflecting the work of the laboratory.

Article 25 Strictly abide by the relevant laws and regulations of the State on environmental protection, and do not discharge harmful waste gas at will. Waste water and wastes may not pollute the environment.

Article 26 The relevant laws, regulations and systems of the State and universities shall be strictly observed, and fire and prevention shall be checked regularly The implementation of such safety measures as explosion, theft prevention and accident prevention. Safety education should be carried out regularly for teachers and students to effectively protect human health and property safety.

Chapter V Human personnel

Article 27 The director of the laboratory shall have high ideological and political consciousness, have certain professional theoretical accomplishment, associate professors (or senior engineers, senior experimentalists) or above who have rich experience in experimental teaching and scientific research and strong organizational ability. The deputy director of the laboratory can be the lecturer (or engineer, experimentalists) or above of the corresponding specialty.

Article 28 Main duties of the laboratory director

(1) To be responsible for the preparation of laboratory construction plans and plans, and to organize the implementation and inspection of the implementation;

(2) To be responsible for laboratory work under the guidance of the leaders in charge of laboratory work in each institute (department, center); To lead and organize the completion of the work tasks specified in Chapter II of these Regulations;

(3) Do a good job in the scientific management of the laboratory, carry out and implement the relevant rules and regulations;

(4) Lead the work of all types of personnel in the laboratory and formulate post responsibility system; To be responsible for proposing the progress of laboratory personnel Revise training plan, do a good job of business technical assessment;

(5) Do a good job in the examination and examination of experimental courses;

(6) To be responsible for the construction of the laboratory's spiritual civilization, and to do a good job in the ideological and political education of the staff and students;

(7) Regularly check the implementation of the laboratory systems and plans, and do a good year-end review of the laboratory ; compare the work.

HIE Teaching Management Rules and Regulations

Article 29 Laboratory personnel refer to teachers, researchers and engineers engaged in laboratory work, personnel, laboratory technicians, managers and other employees. Each laboratory must ensure that it has a sufficient number of laboratory workers to meet the needs of laboratory teaching.

Article 30 The laboratory staff shall, in accordance with the division of duties, perform their respective duties, assume their respective responsibilities, and be united and cooperative Do, and actively complete all work tasks.

Article 31 The University shall determine the laboratory reasonably according to the workload of experimental teaching and scientific research and the development plan of the university Staffing of the laboratory.

Article 32 The University shall formulate a training and evaluation system for laboratory technicians to continuously improve their work In order to meet the needs of modern experimental teaching.

Article 33 The personnel engaged in laboratory work harmful to health may follow the relevant provisions of the State Enjoy health care treatment.

Article 34 The technical posts of laboratory staff shall be evaluated and recruited in accordance with the provisions for the evaluation and evaluation of laboratory series.

Article 35 The University shall regularly carry out laboratory work inspection and evaluation activities, and make evaluations on groups with outstanding achievements Individuals shall be commended in conjunction with the annual assessment. Those who violate regulations or neglect their duties or cause losses or accidents due to irresponsibility of work should be criticized, educated or given administrative sanctions; If the circumstances are serious and the law is violated, they shall be investigated for legal responsibility according to law.

Chapter VI Supplementary Provisions

Article 36 These provisions shall come into force as of the date of issuance. The original "Hunan Institute of Engineering Laboratory Work Regulations" (Institute Teaching character (2001) No. 43) repealed at the same time.

Article 37 The Teaching Affairs Office shall be responsible for the interpretation of these provisions.

Appendix E-10 Hunan Institute of Engineering Laboratory Safety Management Measures

Academic Affairs Office No. 60 (2018)

Chapter I General Rules

In order to ensure the safety of the campus, teachers and students, and ensure the normal conduct of school teaching and scientific research, according to the "Chinese. The Work Safety Law of the People's Republic of China, the Regulations on the Safety Administration of Hazardous Chemicals of The State Council, the Regulations on Laboratory Work of Universities and other relevant national laws and regulations, combined with the actual work of school laboratory safety, formulated these measures.

Article 1 The term "laboratory" in these regulations refers to the teaching and scientific research carried out within the scope of Hunan Institute of Engineering All kinds of experimental and practical training places, including all kinds of public experimental and practical training rooms (such as teaching laboratories, provincial key laboratories, engineering training centers, etc.), teachers' research laboratories and other on-campus laboratories. Laboratory safety work is carried out by room.

Article 2 Laboratory safety management work mainly includes laboratory safety education and safety access system implementation and implementation Inspection project safety audit, laboratory safety facilities construction, hazardous chemical safety management, laboratory pressure cylinder safety management, laboratory waste safety management, radiation safety management, instrument and equipment safety management, laboratory water and electricity safety management, fire safety management and laboratory scientific research projects related to security management and other aspects.

Article 3 Laboratory safety management work adhere to "people-oriented, safety first, prevention first, comprehensive treatment principle" policy, implement the principle of "who is in charge, who is responsible, who uses, who is responsible", and implement safety responsibilities step by step and layer. College (Center) and relevant functional departments according to the functional division of labor, effectively perform their duties, assume the responsibility of laboratory safety.

Chapter II Laboratory safety management system and work responsibilities

Article 4 The laboratory safety work shall implement the three-level management system of school, college (center) and laboratory. learn The school, college (center), laboratory and the teachers and staff who work in the laboratory have their own responsibilities, and the responsibility is to the person. Through strengthening the

HIE Teaching Management Rules and Regulations

collaborative management of various functional departments and colleges (center), the safety responsibility of each laboratory is fully covered.

Article 5 The university shall establish a laboratory safety work leading group, which shall be led by the secretary of the Party Committee and the president of the University. The deputy leader of the group shall be the school leader in charge of the Asset Management Office, the teaching Affairs Office, the Science and Technology Office and the Security Office. The members are the principal persons in charge of the Asset Management Office, the Party and Government Office, the Academic Affairs Office, the Science and Technology Office, the Security Office, the Network Information Center, and the president (director) of the teaching Institute (Department, center) with the experimental and practical training sites on campus. They are mainly responsible for the supervision, guidance, decision-making consultation and operation guarantee of laboratory safety work, and responsible for leading the emergency response of laboratory safety emergencies. The leading group has an office under which the director of the office is the director of the Asset Management Department, and the members are the Asset Management Department and the academic Affairs Department. The head of the office and the Security Department is in charge of the related work or safety of the laboratory. Mainly responsible for the communication and organization of the relevant documents and notices of the superior competent department, as well as the daily management of laboratory safety, such as safety education and training, inspection and supervision of the implementation of the safety access system, special investigation of laboratory safety, rectification and supervision.

Article 6 Asset Management Office, teaching Affairs Office, science and Technology Department, security department as the school laboratory safety management work. The main functional departments shall carry out their work under the guidance of the laboratory safety work leading group.

(1) The Asset Management Department shall be responsible for the signing and implementation inspection of the "Laboratory Safety Responsibility Letter", and the laboratory shall be safe. The planning and construction of full management information, the improvement, maintenance and planning of laboratory safety facilities, the approval and implementation of experimental site renovation plans, taking the lead in the supervision and management of the storage and use of hazardous chemicals in the laboratory, the safety of pressurized gas cylinders in the laboratory, the safety of instruments and equipment, the declaration, organization and safety supervision of the harmless disposal of experimental waste, Regularly report the work status to the leading group of laboratory safety work of the university.

(2) The Teaching Affairs Office is mainly responsible for the formulation of university-wide rules and regulations for the safe use of laboratories and teaching laboratory experiments. Project safety review, assist the office of the leading group to carry out other work related to laboratory safety.

(3) The Science and Technology Division is mainly responsible for the management of secret security of laboratory scientific research projects and the safety of scientific

HIE Teaching Management Rules and Regulations

research experiment projects Complete audit. Guide the safety of the research experiment project, assist the leading group office to carry out other work related to laboratory safety.

(4) The Security Department takes the lead in the safety work of the whole school, and is responsible for the management of laboratory fire safety, targeting laboratories, etc. Carry out fire drills and safety publicity in key areas, do a good job in the equipment, inspection and management of fire fighting facilities, and assist the leading group office to carry out other related work on laboratory safety.

Article 7 The college establishes a university-level laboratory safety work leading group, led by the Party and the political office. The deputy leader shall be the leader in charge of laboratory safety work. The leader is the first person responsible for the safety of the laboratory in his unit, and the deputy leader is the person responsible for direct management. The leading group of laboratory safety work at the hospital level is mainly responsible for implementing the relevant regulations of laboratory safety management, establishing the laboratory safety management team and responsibility system of the unit, formulating the laboratory safety-related management system, emergency plan and work plan of the unit, rectification of laboratory safety hazards, safety audit of experimental projects, construction and management of laboratory safety files. On behalf of the college (center), signed the "Laboratory Safety Responsibility Letter" with the school and the laboratory, and accepted the work formulation and arrangement of the laboratory safety work leading group of the school. The College (Center) shall appoint at least one official faculty member as a full-time (part-time) laboratory safety administrator. The safety officer is responsible for assisting the College (Center) in the implementation of laboratory safety-related rules and regulations, daily safety inspection, safety education of laboratory personnel (including students), submission of laboratory safety-related information, laboratory safety emergency response drills and emergency response and other daily work.

Article 8 The person in charge of the laboratory shall be the person directly responsible for the safety management of the laboratory and shall be responsible for the safety of the laboratory. Be fully responsible for the management of the laboratory. 10. The person in charge of the laboratory should be trained and have a certain degree of safety knowledge and emergency management skills. The teachers, students and staff who enter the laboratory to study or work shall be the specific responsible persons for the safety of the laboratory.

Article 9 The laboratory safety responsibility letter shall be signed **in person** The college (Center) leader signed the Laboratory Safety Responsibility Letter with the school on behalf of the unit he/she belongs to Laboratory. The director or the responsible professor of the faculty research group signed the "Laboratory Safety Responsibility Letter" with the college (Center) on behalf of the laboratory used to ensure that the laboratory safety responsibility is implemented step by step.

HIE Teaching Management Rules and Regulations

Article 10 Teachers, students and staff entering the laboratory to carry out experiments must abide by the laboratory safety management regulations and bear the responsibility Corresponding responsibilities for laboratory safety and their own safety.

(1) before entering the laboratory must accept laboratory safety education training, familiar with and strictly abide by the rules and regulations Degree and the safety management regulations of the laboratory, pass the laboratory safety assessment before entering the corresponding laboratory.

(2) Familiar with the laboratory emergency plan, emergency telephone number and emergency facilities and the location of the items, master the correct. Use method, know the danger source of the laboratory.

(3) Before the experiment, carefully check in accordance with relevant regulations to confirm that there is no safety hazard before the experiment can begin experiment ;Wear the necessary protective equipment according to the regulations, and carry out the experiment in strict accordance with the operating procedures or experimental instructions; After the experimental binding, the experimental equipment and equipment should be cleaned in time, the experimental drugs and reagents should be handled correctly, and the experimental site should be cleaned.

(4) Cooperate with laboratory safety management, and have the right to put forward opinions and opinions on hidden safety hazards in the laboratory Suggestions, the right to refuse to enter the laboratory with safety hazards.

Chapter III Main contents of laboratory safety management

Article 11 Laboratory safety education and training. The university implements a system of laboratory safety education, training and examination. When new undergraduate and graduate students register for admission. To complete laboratory safety education and training in accordance with regulations, and pass the examination; The school has included laboratory safety education and training into the important content of training for new teachers and newly hired graduate tutors. When undergraduate students do teaching experiments, teachers or laboratory technicians must be present to guide them. Safety education is required for the first experimental class of each semester, or for graduate students before they enter a research laboratory. Graduation thesis or graduate students conducting individual experiments should be approved by the supervisor, and the required safety education should be carried out before the experiment. The teachers and students who work in the laboratory should implement and strengthen safety education such as "fire prevention, anti-theft, anti-gas and anti-explosion".

Article 12 Laboratory safety access system For laboratories with higher laboratory safety requirements, the corresponding college (center) should organize experiments for the specialty Laboratory safety training and examination. Only those who pass the examination are allowed to enter the laboratory. For the actual test that may lead to danger, the laboratory shall issue a notice of safety operation specifications. The personnel entering the laboratory shall read it carefully and sign it for confirmation. The laboratory shall arrange personnel to monitor and implement safety precautions. Construction of laboratory safety training and examination information system.

HIE Teaching Management Rules and Regulations

Organize training and examination in a unified, scientific, systematic and efficient manner.

Article 13 Safety review system for experimental projects

(1) Establish an experimental project review system. The College shall review experimental projects with safety risk factors. And evaluation, especially related to chemical, explosion and other safety hazards and hidden dangers of the project to conduct strict audit and supervision, to ensure that there are appropriate safety facilities and qualifications. As far as possible, the use of alternative experimental projects or through the construction of information resources to develop experimental teaching.

(2) Starting from the source, establish and implement the qualification examination and approval of all kinds of new and reformed laboratories step by step. Entry system. Newly built or reformed scientific research laboratories and teaching laboratories shall be approved by the relevant functional departments of the university approved. The examination and approval of the commissioning of new and reformed teaching laboratories shall be led by the Asset Management Office and jointly taught. Affairs Department, graduate office, security department, etc., to conduct a qualified audit. The examination and approval of the commissioning of the newly built and renovated scientific research laboratories shall be led by the Science and Technology Department and jointly managed by the assets. The Management Department and the Security Department shall conduct the qualification review.

(3) Strengthen the acceptance management of new laboratories and laboratory renovation, which are newly built or rebuilt in schools. Class laboratories shall comply with laboratory safety norms, and experts on laboratory safety inside and outside the school shall be hired to participate in the acceptance work.

Article 14 Construction of laboratory safety facilities Increase investment in laboratory safety construction, strengthen information management and relevant safety precautions. Schools and Colleges (Center) should strengthen the investment in laboratory safety construction, strengthen the information construction of laboratory safety, establish and promote the laboratory access control system associated with campus card. Each laboratory shall place equipment suitable for the requirements of the laboratory according to the requirements, such as fire extinguisher, fire blanket, reagent cabinet, protective clothing, goggles, etc. Fire equipment should be placed in an obvious and easy to access position, no debris should be stacked around, pay attention to frequent inspection, timely replacement and establish a record system. It is strictly forbidden to move the fire equipment for other purposes, and keep the fire control passageway unblocked and clean.

Article 15 Safety management of instruments and equipment. All kinds of large-scale facilities and instruments related to teaching and scientific research in schools shall be governed by the rules of large-scale facilities and instruments. Specific operating standards and safety requirements shall be formulated for the characteristics of the equipment and strictly implemented. Laboratory special equipment management (such as pressure vessels, vehicles, etc.) and use should strictly abide

HIE Teaching Management Rules and Regulations

by the relevant provisions of the state, Hunan Province and Hunan Institute of Engineering laboratory special equipment safety management, strictly do acceptance, annual inspection and other work, and designate a person to hold a certificate to ensure the safety of use. The staff on the post must be trained according to the regulations, and after passing the examination, hold a qualified job certificate, can be on the post operation, and it is strictly prohibited to operate without a license. Laboratory shall establish special equipment operation file to ensure safety experiment.

Article 16 Radiation safety management. The use and storage of laboratory radioactive materials must comply with the provisions of the relevant laws and regulations of the State and Hunan Province (Specific reference should be made to the Law of the People's Republic of China on the Prevention and Control of Radioactive Pollution), and the safety protection system against radioactive radiation should be strictly implemented.

Article 17. Safety management of experimental waste. All kinds of toxic and harmful wastes (waste gas, liquid waste and solid waste) generated in laboratory experiments shall not be left untreated Any discharge or disposal shall be carried out in a harmless manner.

(1) Strengthen the safety management of laboratory waste, strengthen the safety education and training of relevant personnel, and improve Safety awareness and safe disposal capacity.

(2) Set up temporary storage points, implement classified storage, and do a good job of harmless treatment, packaging and labeling; Standardizing waste Waste disposal management, under the unified supervision of relevant functional departments, in accordance with national laws and regulations, handed over to a qualified single for disposal.

(3) The laboratory shall select the correct toxic and harmful gases and soot emitted in the course of experimental operation. The methods of absorption and discharge shall be strengthened in the management and maintenance of ventilation, dust removal and personal protective equipment to ensure personal and environmental safety.

Article 18 Safety management of hazardous chemicals. When any laboratory uses precursor, explosive, highly toxic or dangerous chemicals for real needs, it shall strictly follow the prescribed conditions Purchase, use, storage and disposal shall be carried out according to relevant regulations, and reliable preventive measures shall be taken at the same time. A dangerous goods ledger management system shall be established and detailed records shall be made for future reference.

All relevant laboratories should use and dispose of inflammable, explosive, spontaneous combustion, oxidation and peroxide in strict accordance with the regulations Chemical, toxic, corrosive and other dangerous chemicals. No fireworks or use of open flames. To do a good job of fire prevention, anti-theft, explosion-proof, anti-poison, anti-corrosion work. Need to store a small amount of flammable and explosive goods, must meet the requirements of safe storage (the body should refer to the national "Hazardous chemicals safety Management Regulations"), at the entrance of the laboratory in the eye-catching position of the dangerous laboratory warning board, in the storage of dangerous goods container posted the corresponding dangerous goods label.

HIE Teaching Management Rules and Regulations

Laboratory safety personnel shall strengthen the safety management and daily inspection of dangerous chemicals, and check the teachers entering the laboratory. And students should be trained to enable teachers and students to purchase, use, store and dispose of dangerous chemicals in strict accordance with regulations.

Article 19 Safety management of pressure-bearing gas cylinders in laboratories. It mainly involves the safety management and supervision of the transportation, use and storage of pressure-bearing gas cylinders.

(1) Strictly review the corresponding licensing qualifications of laboratory pressure cylinders and other suppliers for experimental use to ensure the source Safety.

(2) Implement the management regulations on the storage and use of pressurized gas cylinders, and use special storage facilities. It should be carried out before use Safety condition check, do not meet the safety technical requirements of the firm prohibition of storage and use.

(3) Gas cylinders of flammable gases and gas cylinders of combustibles shall not be mixed for storage and placement, and shall be equipped as necessary when necessary Monitoring and alarm device. Those exceeding the inspection period shall be returned to the warehouse and submitted for inspection in time.

Article 20 Management of laboratory water and electricity safety

(1) The laboratory shall standardize the management of water use and electricity use, and regularly check the water source and power supply of the laboratory Hidden dangers, make records.

(2) The laboratory power supply must use air switch, equipped with leakage protector shall not overload the use of electrical equipment; Prepare electrical equipment and large instruments must be well grounded; The relevant provisions on the operation of electricity shall be strictly implemented.

(3) The fixed power socket in the laboratory shall not be disassembled, rewired or used without professional construction Knife switch and line facilities with potential safety hazards.

(4) The use of electric heating equipment (electric furnace, electric heater, hot fast, etc.) is strictly prohibited in the laboratory. It is necessary for the work. Yes, must choose a heating equipment with sufficient safety performance, after use must be disconnected in time.

Article 21 Laboratory fire safety management

(1) Organize all types of laboratory personnel to participate in fire safety training, and strictly implement various fire safety management measures. To master the use of fire control equipment, and carry out safety inspections regularly or irregularly.

(2) Implement the management responsibilities and measures of fire control equipment, ensure that fire control equipment is stored at a fixed point and has good performance. No one shall damage or use them for other purposes, check the fire control equipment regularly,

HIE Teaching Management Rules and Regulations

replace the expired ones in time, and keep the safety exit, dispersal passage and fire truck passage unblocked.

(3) Establish a daily inspection system for fire control safety, and register the safety of fire control facilities and equipment and electricity consumption For future reference.

Article 22 Scientific research projects involve security management

(1) The University shall strengthen the management of secret-related work of scientific research projects and strictly implement the Provisions on Scientific and Technological Confidentiality. In accordance with relevant provisions on confidentiality, the University supervises and improves the confidentiality management system related to scientific research projects and scientific research results, and timely puts forward suggestions on confidentiality during project application, project approval and acceptance.

(2) The College (Center) shall implement the confidentiality management responsibility system, and strengthen the scientific research of scientific research projects involving secret information Management, education and training of personnel and students.

Article 23 Daily management of laboratories

(1) The college shall specify the person responsible for the laboratory room, and the entrance of the laboratory shall be uniformly placed with laboratory information. The notice board shall contain the name of the laboratory, the person in charge of safety, the emergency contact person and the unsafe source stored in the laboratory.

(2) Establish an inspection duty system. Keep the laboratory clean, the layout of instruments and equipment reasonable, equipment storage. Standard. Before the end of the experiment, clean up the test bench, all kinds of equipment, tools, and data, cut off the power, extinguish the fire source, close the doors and Windows and faucets, and clean up flammable items, paper scraps and other debris to eliminate hidden dangers.

(3) Strict distribution and management of laboratory keys. It is not allowed to assign keys without permission or lend keys to others. Students are required to keep a set of spare keys for all laboratories and assign special personnel to manage them in case of emergency.

(4) According to the requirements of the experiment, wear labor protection and protective equipment, and wear their own clothes (clothes, pants and shoes) Children, etc.) shall comply with the experimental operation regulations.

(5) The experimenter shall not leave his post during the use of the laboratory. Dangerous experiments must be carried out by two or more persons. Only when present can the experiment be performed. If the overnight experiment is required for work, two or more people must be present at the same time and apply in advance, and can only be carried out with approval.

HIE Teaching Management Rules and Regulations

(6) Activities unrelated to the experiment are strictly prohibited in the laboratory. Smoking, cooking and eating are strictly prohibited. Visitors are not allowed to stay overnight in the laboratory unless required by the experiment.

Chapter IV Laboratory safety inspection and rectification

Article 24 The University laboratory safety work leading group guides the college (Center) to carry out laboratory safety inspection. Check and supervise the implementation of laboratory safety. The school carries out 1 to 2 school-wide laboratory safety inspections every semester, and the college (center) and the laboratory should actively cooperate to find problems and rectify them in time.

Article 25 College (Center) should establish laboratory safety management and inspection ledger (Hunan Institute of Engineering Laboratory safety Inspection List) system to record each inspection. Sort out the problems and hidden dangers found, distinguish responsibilities and actively rectify; After each inspection, each college (center) shall form a brief report on the inspection results and submit it to the school laboratory safety work leading Group Office for the record. If any hidden safety hazards are found in each laboratory, timely measures should be taken to rectify them. If a serious safety hazard is found or a safety hazard that cannot be solved for a while, it shall report to the school (center), the teaching Affairs Office, the asset Management Office, the Security Department and other departments, and cooperate with the school to take measures to actively rectify and ensure that the safety hazards found in each inspection have been effectively rectified.

Article 26 No unit or individual shall conceal or delay the report of the discovered safety hidden danger.

Article 27 Main contents of laboratory examination

- (1) laboratory safety publicity, education and training
- (2) Implementation of laboratory safety system and responsibility system
- (3) The establishment and improvement of laboratory safety work files
- (4) Laboratory safety facilities, equipment configuration and effectiveness
- (5) Hidden dangers and rectification of laboratory safety

Article 28 Supervision of laboratory safety management, The University will regularly or irregularly supervise the laboratory safety work of each college (center) and check the findings. Suggestions for rectification will be put forward, and ineffective rectification will be classified according to the situation. For the safety inspection found hidden dangers in the laboratory, ordered rectification failed to complete on time, will be given a warning, and Shall be notified. For the failure to pay attention to the two orders for rectification, and found that there continue to be serious hidden dangers, the laboratory will be stopped It can be used again until the rectification is completed and the acceptance is qualified. For the management is not in place, and lead to laboratory safety accidents, the responsible person will be investigated in accordance with the relevant provisions.

HIE Teaching Management Rules and Regulations

Chapter V Handling of laboratory safety accidents

Article 29 If a safety emergency occurs in the laboratory, it must be handled in accordance with the school laboratory safety emergency Emergency plans shall be made to deal with the situation to prevent the expansion and spread of the situation. When there is a big danger, the police should be called immediately, and emergency information should be reported step by step according to the regulations. No concealment, delay or false report shall be allowed.

Article 30 After an accident occurs in a laboratory, the institute (center) shall cooperate with the investigation and analysis of the accident The cause of the accident, clear the responsibility, and write the accident investigation report realistically. Rectification measures shall be implemented in a timely manner, and rectification reports shall be reported, departments and personnel involved shall be dealt with in accordance with relevant regulations, and those who violate the law shall be investigated for legal responsibility according to law.

Article 31 The university will incorporate laboratory safety management into the annual assessment of departments and individuals, and implement the laboratory Safety "one vote veto system".

Chapter VI Supplementary Rules

Article 32 Matters not covered in these Measures shall be implemented in accordance with relevant laws and regulations of the State.

Article 33 These Measures shall be implemented as of the date of issuance.

Article 34 These Measures shall be interpreted by the office of the University laboratory Safety Work Leading Group.

Appendix E-11 Constitution of Teaching Committee of Hunan Institute of Engineering (Amendment)

Academic Affairs Office No.27 (2018)

Chapter I General Rules

Article 1 In order to adapt to the new situation of the reform and development of higher education, the system for promoting the administration of teaching in schools shall be promoted. The Teaching Committee of Hunan Institute of Engineering is hereby established to strengthen the scientific guidance and democratic management of school education and teaching work, effectively guarantee and vigorously promote the sustainable and healthy development of school education and teaching work, and constantly improve the level of school education and teaching and the quality of personnel training. The Constitution is formulated in accordance with the Constitution of Hunan Institute of Engineering and the Constitution of the Academic Committee of Hunan Institute of Engineering.

Article 2 The Teaching Committee shall, under the leadership of the Academic Committee of the University, conduct consultation on the teaching work of the university. Deliberating, evaluating (determining), supervising and guiding the academic institutions.

Article 3 The teaching committee shall act by adhering to the socialist direction of running a school and earnestly carrying out the Party's educational policy. The fundamental purpose is to actively promote teaching reform by closely focusing on scientific decision-making, consultation, guidance, evaluation and supervision of teaching management such as professional training system, quality control system, student guidance system, campus culture system, discipline construction system and security system. To encourage the university to gradually establish a set of flexible operation, unique characteristics, in line with the actual operation of engineering application-oriented undergraduate education system and education and teaching mode, mobilize the university and all aspects of the community to work together, constantly improve the university's school-running strength and education and teaching level, and vigorously train senior specialized talents with innovative spirit and practical ability.

Chapter II Organization

HIE Teaching Management Rules and Regulations

Article 4 According to the distribution of disciplines and the establishment of specialties in Hunan Institute of Engineering, the members of the Teaching committee are generally not more than one There are more than 35 members. The membership structure of the committee is: 1. School leaders; 2. Heads of relevant functional departments and institutions; 3. Academic management experts in various disciplines and specialties. The members of the teaching committee are elected through democratic recommendation, fully reflecting the opinions of the grassroots teaching units and the majority of teachers, and are appointed by the school president.

Article 5 A teaching committee shall have one chairman and two vice- chairmen. The chairman shall be the president and the vice chairman The vice president who is in charge of teaching and student affairs shall serve as the member of the committee. The Teaching Committee has an office, which is located in the Office of Academic Affairs, and the Dean of Academic Affairs serves as the director of the office.

Article 6 The teaching committee may, according to needs, set up teaching evaluation, teaching supervision and textbook construction work. The committee shall set up special working organizations, such as laboratory construction and practical teaching work, and carry out related work.

Chapter III Duties and Responsibilities

Article 7 The teaching committee shall mainly perform the following duties:

1. To put forward guiding opinions and suggestions on the teaching work of the university and the improvement of teaching quality.
2. To examine the planning of teaching work, teaching reform measures and teaching management system put forward by functional departments, and To put forward opinions.
3. Review and guide the school's specialty setting and construction plan.
4. To review and guide the planning for the establishment and construction of teaching laboratories.
5. Evaluate the teaching qualifications of all kinds of school personnel who apply for professional titles.
6. Review and approve the evaluation standards and methods of various teaching awards, and review teaching awards such as teaching achievement awards and famous teaching teachers awards.
7. Review and approve the management methods of various teaching reform projects, and review the teaching team, brand specialty and other major teaching Projects.
8. Discuss, evaluate (determine) and consider other matters authorized by the Academic Committee of the University.

Chapter IV Work system

HIE Teaching Management Rules and Regulations

Article 8 In principle, the teaching committee shall hold at least 1~2 regular meetings every semester. If necessary, it shall be convened by the director. Call committee meetings on a regular basis. The decisions of the teaching committee must be attended by more than two thirds (including two thirds) of the members, and the decisions must be approved by more than two thirds of the members.

Article 9 Members of the teaching committee must strictly abide by the articles of association of the committee and earnestly perform their duties and justice. Actively participate in the activities of the committee, and strive to promote the healthy development of school education and teaching, and constantly improve the quality of talent training and education and teaching level of our school.

Article 10 When the matters reviewed and discussed by the teaching and Learning committee are related to the members or their relatives, the members shall withdraw.

Article 11 If a teaching committee determines the contents to be kept secret at its meeting, the committee member must keep them secret and act accordingly. The results of deliberation or evaluation adopted by the apologetics committee.

Article 12 The Teaching committee may invite relevant experts, scholars and functions when discussing major teaching work issues. Heads of departments shall attend the meetings and participate in the discussions.

Chapter V Supplementary rules

Article 13 The term of office of the Teaching Committee of Hunan Institute of Engineering shall be four years.

Article 14 The Articles of Association shall take effect as of the date of issuance. The original Charter of Teaching Committee of Hunan Institute of Engineering (School Office Word (2001) No. 20) repealed at the same time.

Article 15 The Teaching Committee shall be responsible for the interpretation of this Constitution.

Appendix E-12 Hunan Institute of Engineering course teaching assessment methods

Academic Affairs Office No.48 [2024]

Guiding Opinions on Strengthening the Construction of Classroom Teaching in Colleges and Universities and Improving the Quality of Teaching (Teaching Party [2017] No. 51), Opinions of the Ministry of Education on Accelerating the Construction of High-level Undergraduate Education and Comprehensively Improving the Ability to Cultivate Talents (Teaching High School [2018] No. 2) and Opinions on Deepening the Reform of Undergraduate Education and Comprehensively Improving the Quality of Talent Training (Jiaogao (2019) No. 6) and other documents spirit, fully implement the fundamental task of moral education, strengthen curriculum teaching management, improve curriculum teaching quality, promote teachers to continuously improve professional quality and teaching level, give full play to the classroom teaching in the training of talents in the main channel and the main position role, formulated these measures.

First, the assessment principle

1. Scientific principle. The assessment of teachers' curriculum teaching should follow the teaching laws of ordinary colleges and universities and teachers' work. The characteristics are conducive to promoting teachers to improve their professional quality and teaching level, and improve the quality of curriculum teaching.

2. The principle of seeking truth from facts, objectivity, fairness and openness. The assessment of teachers' curriculum teaching should be objective, fair and public. The assessment methods, contents and results should be open to the teachers themselves.

3. Comprehensive principle. The combination of supervision evaluation, student evaluation and peer teacher evaluation should give full play to the school. The role of the teaching supervision group and the supervision group of each teaching institute in the teacher assessment should respect the evaluation of the teaching quality by students and fellow teachers, so as to make the assessment objective, comprehensive and credible.

4. The principle of combining qualitative and quantitative. The setting of the connotation of the assessment index should be able to accurately describe the teacher's teaching quality signs, easy to evaluate; Where can be quantitative indicators as far as possible quantitative, index weight set reasonable.

5. The principle of combining regular and irregular.

Second, the assessment object and assessment period

HIE Teaching Management Rules and Regulations

1. All full-time and part-time teachers of the school shall be assessed for the teaching of teachers' courses.

2. The assessment of teachers' course teaching takes one year as the basic unit.

Three, the main content of the assessment

1. The assessment of teachers' curriculum teaching quality, that is, the assessment of teachers' classroom teaching quality, pre-class preparation and after-class counseling to evaluate the situation of teachers. Among them, the assessment of classroom teaching quality is the focus of assessment work. The assessment of the teacher's classroom teaching quality is the main package. Including: the implementation of the basic task of moral education, ethics and style of teachers, "student center" education and teaching concept is practical; Whether the teaching attitude is correct, whether the teaching behavior is standardized, whether the teaching content is scientific and rigorous, whether the teaching method and hand section are appropriate, and whether the overall teaching effect is good or bad; Whether the course teaching reflects the "advanced, innovative and challenging degree"; Whether the curriculum ideological and political education is organically integrated with professional education; Whether information technology is organically integrated with classroom teaching; Whether the classroom discipline is good, whether the class style is good, whether the students' learning attitude is correct, whether the students' class participation and specialization degree is high; Whether the teachers and students interact effectively, whether the students' thinking is active, whether the response is positive, etc.

At the same time, the pre-class preparation and after-class counseling, students' course examination (including the quality of the paper, the quality of the marking paper and the score). The relevant information such as cloth will be included in the assessment content to form a systematic assessment before, during and after class.

2. The assessment of the quantity of teachers' course teaching mainly includes the teachers arranged by the school and included in the talent training program. The courses taught and tutored, and the workload of practical teaching (including experiment, practice, course design, extracurricular guidance, graduation project (thesis), etc.) undertaken by teachers.

3. Assessment of teachers' professional ethics and professional quality.

Four. Assessment methods

1. The assessment is a combination of student assessment, peer teacher assessment and teaching supervision assessment. Assessment General. It is divided into 100 points, of which 30% is student assessment, 30% is peer teacher assessment, and 40% is teaching supervision assessment.

2. Students' course evaluation is generally completed through the online teaching quality evaluation system, peer teachers' course evaluation, teaching supervision evaluation. It is completed by manual discussion or online course evaluation.

HIE Teaching Management Rules and Regulations

3. The teaching quality assessment of teachers' courses shall be organized and implemented by each teaching institute, and the assessment results shall be unified at the end of each year Report to Higher Education Research and Teaching Evaluation Center. The higher education Research and teaching Evaluation Center organizes experts according to disciplines, conducts centralized review of the assessment results according to the assessment methods of teachers' classroom teaching and the usual spot checks by teaching management departments, and forms the final assessment opinions. The assessment results are officially announced by the school through the office system.

4. For teachers who teach two or more courses, at least one course should be fully assessed.

Five. Organization and Management

1. The University has set up a school-level curriculum teaching assessment leading group, headed by the vice president in charge of teaching evaluation. The Research and teaching Evaluation Center, the Academic Affairs Office, the Personnel Department and the head of the school teaching supervision group are the members. The office is located in the Higher Education; Research and Teaching Evaluation Center, and is responsible for the guidance, organization and review work.

2. The Institute of Teaching and Learning shall set up a leading group for teaching and assessment of college-level courses, headed by the dean, who shall be responsible for organizing the supervisors of the Institute Guide the members of the group, fellow teachers and students to evaluate the course, and report the evaluation results to the Center for Higher Education Research and Teaching Evaluation. At the same time, it is responsible for feedbacks to teachers on the course teaching assessment conclusions and main problems in teaching, and collect feedback opinions and suggestions on the course teaching assessment work.

Six Assessment methods

1. Students evaluate the course. Every semester week 17-18 the school organizes all classes of students online for this semester; Courses (including cultural quality courses and independent experimental courses) are assessed online.

2. Peer teachers review the courses. Each teaching institute randomly evaluates each other's teachers in the teaching and research Department Class, fill in the listening record, and use manual discussion and evaluation or online evaluation to determine the evaluation conclusion.

3. Supervise and evaluate the class. The teaching supervision group of the school and the teaching supervision group of each teaching institute jointly undertake the teaching randomly Teachers evaluate the lessons by listening to lectures, and determine the evaluation conclusions by means of manual discussion or online evaluation. Among them, the teaching supervision group of the school conducts the evaluation mainly in the way of random inspection.

HIE Teaching Management Rules and Regulations

4. Teachers should consciously accept the lectures arranged by the functional departments of teaching management, teaching supervision groups (groups) and the school. And other teaching quality inspection.

5. The number of teachers whose conclusion is "excellent" in the annual course teaching assessment shall not be higher than the number of courses offered by each teaching school in that year 20% of the total number of teachers.

Seven. Assessment results

1. Assessment results: scores "excellent" (A : more than 90 points), "good" (B : 76 89 points), "good" (C : 60 ~ 75 points), "unqualified" (D : less than 60 points) four grades.

2. Won Hunan Classroom Teaching Competition, Teaching Innovation Competition, information-based teaching Competition, curriculum ideology and politics during the assessment period Teachers awarded by teaching competitions, or teachers whose courses are approved as provincial or above construction courses, and there are no violations of teachers' ethics and teaching accidents during the examination and approval period, the courses they teach will be directly assessed as excellent.

3. Any teacher who violates the Ten Principles of Professional Behavior of College Teachers in the New Era and other violations of teachers during the assessment period. The conduct of moral teachers will be vetoed by one vote, and the assessment result will be directly assessed as unqualified.

4. Where there are serious teaching accidents or more during the assessment period, the assessment result is directly assessed as unqualified.

Eight. Application of assessment results

1. Teachers' course teaching assessment is the core content of teachers' annual assessment, and the assessment conclusions will be used as teachers' posts. It is an important basis for the evaluation, evaluation, allowance and bonus of teachers.

2. Teachers' curriculum teaching assessment results shall be used as an important basis and condition for participating in the evaluation of education quality engineering projects at all levels.

3. If the assessment result is "excellent" for three consecutive years, and there has never been a C or below assessment result before, can be straight. Recommended to participate in the evaluation of "Hunan Institute of Engineering Teaching Quality Excellence Award".

4. Apply for the grade of classroom teaching quality evaluation of teachers and experimental positions with intermediate and junior qualifications, and take teachers in. The highest level of the course teaching assessment during the current qualification period shall prevail, and the teacher must reach the qualified level or above; Applicant teacher. The grade of classroom teaching quality evaluation of senior laboratory positions shall be assessed by the school teaching supervision group in the year of title review, and must reach good grade or above; For those who are promoted to senior qualifications, the course teaching assessment must reach excellent grade; Those

HIE Teaching Management Rules and Regulations

who have been rated C or below for three consecutive years shall not be promoted to a higher teacher position.

5. The teachers' annual assessment conclusions and the main problems in their teaching shall be fed back to the teachers' textbooks by each teaching institute. And listen to the opinions of the teachers themselves.

6. If the teacher is rated as C in the annual assessment, the leader of the teaching school should help him analyze the reasons and sum up the experience of teaching Training, put forward rectification measures, improve the teaching level.

7. The teachers whose annual evaluation is grade D should be given a warning. The warning period is half a year, and their learning should be arranged during the warning period. One month before the expiration of the warning period, the teacher should apply to the teaching institute, and the teaching task can be arranged, only after the assessment of the organization finds that they are ready for class.

8. Teachers who have been rated D for two consecutive years shall be transferred from their teaching posts.

Nine. Appeals.

Teachers who have objections to the assessment results can report them to their school within 7 working days after the assessment results are announced after receiving the appeal, the Institute of Teaching and Learning reports to the Center for Higher Education Research and Teaching Evaluation, and the Center of Higher Education Research and Teaching and Teaching Evaluation, together with the Academic Affairs Office and the person in charge of the Institute of Teaching and Learning will form an investigation team for verification. If the assessment conclusion is not inconsistent with the facts, it will directly inform the person and do ideological work well; If there is an obvious discrepancy with the facts, the school leaders in charge will organize the relevant personnel to re-evaluate the assessment and form the assessment conclusion.

Ten. Others

1. These measures shall be implemented as of the date of publication. The original "Hunan Institute of Engineering Teacher Course Teaching Assessment Measures (revise Set) (School teaching character (2014) No. 77) shall be invalid at the same time.

2. This regulation shall be interpreted by the Center for Higher Education Research and Teaching Evaluation.

Appendix E-13 Implementation plan for deepening the reform of educational evaluation in the new era of Hunan Institute of Engineering

School Party of the Central Committee of CPC No. 22 (2022)

In accordance with the spirit of the important instruction of the Central Committee of the Communist Party of China and The State Council to deepen the reform of educational evaluation in the New era and the spirit of the superior documents such as the "Hunan Province to deepen the reform of educational evaluation in the New Era Implementation Plan", combined with the actual situation of the school, this plan is formulated.

1. General requirements

(1) Guiding ideology

In the spirit of the plenary session, we comprehensively implemented the Party's educational policy, adhered to the socialist direction of running schools, carried out the fundamental task of fostering morality and educating people, followed the laws of education, and systematically promoted the reform of school education evaluation. Adhere to the new development concept, break the "five" as the guidance, closely focus on high-quality development, deepen the orientation of application-oriented undergraduate education, guide the whole school to establish a scientific concept of education development, talent growth, selection and employment, strive to train socialist builders and successors with all-round development of morality, intelligence, physical fitness, the United States and labor, and comprehensively build a high-level engineering applied university with distinctive characteristics.

(2) Main principles

a. Insist on standing up and cultivating people. Fully implement the Party's educational policy, bear in mind the mission of educating people for the Party and talents for the country, and keep falling The basic task is to establish morality and cultivate people, and to take teachers' morality and style as the first standard, which runs through all tasks of educational evaluation reform. Strengthen the investigation of teachers' ideological and political quality, promote the normalization and long-term development of teachers' ethics, and ensure the correct direction of education development.

b. Insist on respecting rules. Follow the laws of personnel training and scientific research, and scientifically set evaluation objectives, indicators and methods. To guide the establishment of scientific education goals and highlight the achievements in education and teaching. We should respect the laws governing the development of disciplines and the

HIE Teaching Management Rules and Regulations

laws governing the running of schools, not adopt a one-size-fits-all approach, and formulate evaluation standards that conform to the characteristics and stages of development of different disciplines and subjects.

c. Adhere to distinctive development. Inherit and carry forward the school's experience in running a school, in order to build a high-level engineering application with distinctive characteristics. The university aims to deepen the orientation of application-oriented undergraduate education, promote the deep integration of university, local university and enterprise, cultivate high-quality application-oriented talents in order to serve the major national strategy and the strategic positioning and mission of Hunan's "three highs and four new", and create high-level application technology innovation achievements.

d. Stick to problem-orientation. Focus on the outstanding problems existing in the current education and teaching evaluation work, and break the system. Start with the obstacles, find a breakthrough, break immediately and simultaneously, strengthen the pertinence, highlight the practical and hard recruitment, and promote the education evaluation. Substantial breakthroughs have been made in the reform of key fields.

e. Stick to a holistic approach. We will study the reform of educational evaluation in light of the characteristics of different subjects, disciplines, and specialties. We should establish a classified education evaluation index system and standardized evaluation procedures, adhere to overall planning, classified design, and systematic promotion, and make the reform more systematic, holistic, and coordinated.

(3) Reform objectives

By 2025, the modernization level of the school governance system and governance capacity will be further improved, and the implementation of moral cultivation will be fundamental. The evaluation system for tasks and promoting the all-round development of students will be further effective, the evaluation mechanism for guiding teachers to concentrate on educating students and the way of selecting and employing students will be further improved, and the pace of comprehensively promoting the high-quality development of schools will be further accelerated.

By 2030, the modernization level of the school governance system and governance capacity will be significantly improved, and the evaluation of establishing virtues and cultivating talents will be implemented. The mechanism will be improved, the evaluation system to guide teachers to concentrate on educating students will be improved, the evaluation methods to promote the all-round development of students will be more diversified, the selection and employment methods will be more scientific, and the overall high-quality development of schools will be promoted more effectively.

By 2035, an educational evaluation system with the characteristics of The Times, the characteristics of schools and the first-class level will be basically formed. Department.

2.Key tasks

HIE Teaching Management Rules and Regulations

.Implementing the reform of school evaluation and promoting the implementation of the fundamental task of fostering morality and educating people

1.Improve the Party's systems and mechanisms for overall leadership. Accelerate the reform of the school's internal governance and management system and mechanism. The leadership system under the unified leadership of the whole Party committee, co-management of the Party and government, and the responsibility of each department, the implementation of the president responsibility system under the leadership of the Party Committee, constantly improve the rules of procedure of the Party Committee and the President's office, and establish and improve the mechanism or system of regular communication between the Party secretary and the president, communication and coordination among members of the school's leading group, and communication and brewing before major decisions such as "triple one". Revise the charter of the school, consolidate and expand the achievements of governing the school according to the law and the charter, and effectively fulfill the responsibilities of guiding the direction, managing the overall situation, grasping the team, leading the team, making decisions and ensuring implementation.

2. Grasp the lifeline of ideological and political work. Strengthen the reform of ideological and political work in schools, and put ideological and political work The results are incorporated into the school's second-level unit and individual assessment system, as a prerequisite for the evaluation of awards and excellent titles, and the evaluation of professional titles. The whole process of school education management is carried out, the scientific concept of education development is firmly established, and the short-sighted behavior and utilitarian tendency are resolutely overcome. Formulate measures for the identification and management of the school's outstanding network culture achievements, and pilot the construction of network famous teacher studios. Adhere to the school party and government team members in charge of departments, contact the teaching unit system, improve the party and government team members in- depth teaching frontline research, for teachers and students on ideological and political lessons party lessons, school leaders reception day system, each party and government team members contact ideological and political teachers 1~2, every semester on ideological and political lessons not less than 1 times.

3. Adhere to the effectiveness of moral education as the fundamental standard. Speed up the construction of the "three full education" pattern, and constantly improve the ten Big education system. Efforts will be made to strengthen the College of Marxism in the New Era and the discipline construction of Marxist theory, and establish a key Marxist college in Hunan Province. The Thought on Socialism with Chinese Characteristics for a new Era is reflected in the curriculum objectives, curriculum Settings and course materials, which cover the whole process. The team of ideological and political courses should be equipped and strengthened, and the integration of ideological and political courses should be coordinated and promoted. Increase the weight of the implementation of the task of cultivating virtues in the assessment and evaluation system, improve the assessment methods of school goals, and the annual assessment methods of middle-level cadres and teaching staff. Implementing the overall leadership of the Party, adhering to the correct direction of running the school, strengthening and improving the school's party building and party building leading

HIE Teaching Management Rules and Regulations

the league, doing ideological and political work and ideological work, running the school according to law, and maintaining security and stability are taken as important contents. Strengthen the internal management of the university, improve the self-assessment and internal quality assurance system, establish and improve the teaching quality assurance system for undergraduate students and postgraduates, resolutely overcome the one-sided school-running behavior of emphasizing intellectual education over moral education, emphasizing scores over quality, and promote the physical and mental health and all-round development of students.

4. Explore the evaluation standards of engineering applied undergraduate universities.

To implement the national and Hunan application-oriented undergraduate university evaluation standards, deepen the school's application-oriented undergraduate school positioning, strengthen research, accelerate practice, explore suitable for the development of the school, full of school characteristics of engineering application-oriented undergraduate university evaluation standards, to further refine the characteristics of the school, enhance core competitiveness, enhance comprehensive strength.

5. Improve educational teaching evaluation. We will put teaching at the center of our work and give prominence to ideological and political education and teacher-based education. Evaluation of class attendance, student-to-teacher ratio, number of courses per student, advantages and characteristics of majors, thesis (graduation design) guidance, student management and service, student participation in social practice graduate development, employer satisfaction, etc. Accelerate the reform of application-oriented undergraduate personnel training, meet the needs of regional economic and social development, improve the dynamic adjustment mechanism of majors, coordinate the promotion of new engineering (Excellence Plan 2.0) and new liberal arts construction, and increase the professional certification of engineering education; To complete the school-enterprise cooperation, school-local cooperation, and industry-education integration collaborative education mechanisms, actively introduce social school-running resources, promote the construction of modern industrial colleges, explore the construction and management methods and assessment index system of industrial colleges, and establish and improve a new system and mechanism for all-round participation of industries and enterprises in management and personnel training; To carry out professional evaluation, establish professional evaluation standards with the characteristics of the university, and strengthen the supervision of the effectiveness of the construction of first-class majors and first-class courses. Strengthen the recruitment, training and employment association, improve the quality of talent training and employment, cooperate with experts from outside the university and employers to carry out all-round and comprehensive employment guidance services, deeply understand the talent needs of employers, and improve the satisfaction of employers. We have improved the mechanism for monitoring and evaluating the quality of teaching materials, implemented the requirements of the Measures for the Administration of Teaching Materials in General Institutions of Higher Learning, revised the Law on the construction and management of school teaching materials, and adhered to the principle that all selected materials must be reviewed to ensure the quality of teaching materials.

HIE Teaching Management Rules and Regulations

6. Improve the evaluation of discipline construction. Vigorously promote the reform of school discipline construction and management system, and revise school application characteristics Color discipline construction and management measures, improve the discipline assessment index system, strengthen the position of talent training center, downplay the number of papers included, citation rate, number of awards and other quantitative indicators, highlight the characteristics of the discipline, quality and contribution, correct the one-sided evaluation of academic level by academic titles, teachers' achievements are strictly identified by the signed unit, do not follow others. The implementation of Hunan Province "double first-class" construction effectiveness evaluation implementation measures, the development of school "double first-class" construction effectiveness evaluation system, outstanding Evaluate the contribution of training high-quality talents, producing high-level achievements and serving national needs, the strategic positioning and mission of Hunan Province's "three highs and four new", especially in cracking key core technologies, promoting scientific and technological innovation, and serving local economic and social development. It issued the implementation opinions on the construction of interdisciplinary groups in the university, docking the needs of new energy, new materials, high-end assembly manufacturing and other industries, and laying out 2 to 3 interdisciplinary groups. Intensify the reform of school science and technology work, improve the system and mechanism for the deep integration of school and local and school and enterprise, reform the mechanism for the transformation of scientific research results, and establish and improve the management system for the transformation of scientific research results in schools, not only to open up the "last kilometer" of the transformation of results, but also to closely connect the needs of industrial enterprises and open up the "first kilometer" of the source of projects. We will improve the performance evaluation of the use of school funds, and increase support for education, teaching, and research on the innovation of applied technology.

7. Improve evaluation of international exchanges and cooperation. We will promote cooperation in running schools, inter-university exchanges, and government-sponsored studies abroad and in China China will establish multi-mode and multi-type joint training projects with world-renowned universities and enterprises, explore the mode and operation mechanism of overseas internship for students and joint training with overseas enterprises through cooperative projects, and explore new paths for international talent training.

II. Reform teachers' evaluation and promote the mission of teaching and educating people

8. Adhere to the teacher's ethics as the first standard. Constantly improve and strictly implement the "Hunan Institute of Engineering on strengthening. And improve the implementation Opinions on the Construction of Teachers' Ethics and Style ", consolidate the results of the "Construction Year of teachers' Ethics and style", and promote the normalization and long-term construction of teachers' ethics and style. Improve the work system and mechanism of teachers' ideological and political and ethics construction, improve the teachers' theoretical learning system, give full play to the role of teachers' Party branch and party members' teachers, promote the deep integration of

HIE Teaching Management Rules and Regulations

party building work, ethics construction and daily work, and promote the implementation of teachers' public heart, love and sense of responsibility of loving school and students. Improve the teacher honor system, stimulate the teacher's sense of honor and mission, regularly select the school's outstanding teachers, excellent educators, "30 years from teaching" award, etc., increase publicity efforts, and recommend to higher departments, play a typical demonstration and leading role. Strictly implement the "Hunan Institute of Engineering teachers' Negative list System" and "Hunan Institute of Engineering. Teachers' improper behavior Handling Measures", and "zero tolerance" for teachers' improper behavior. Resolutely overcome the current phenomenon of attaching importance to scientific research over teaching, attaching importance to teaching over educating people, implementing the first standard of teachers' ethics into various links such as recruitment and introduction, teacher qualification, performance assessment, professional title evaluation, award evaluation, etc., the assessment of teachers' ethics runs through all aspects of education and teaching management, and implements "one vote no decision on teachers' ethics". It will fully implement the professional code of conduct for college teachers in the new era, strengthen the reporting of misconduct of teachers' ethics, strictly implement the professional qualification inquiry system, establish a reporting platform and management system for school teachers' ethics problems, and unblock channels for supervision and reporting. Teachers who have serious problems with teachers' ethics will be banned from entering the education industry according to law and regulations.

9. Highlight educational teaching performance. Take earnestly performing the duties of education and teaching as the basic requirement for evaluating teachers and guide them. Teachers do a good job in every class and care for every student. Comprehensively enhance teachers' ideological and political awareness and education ability in the curriculum, consolidate the achievements of ideological and political reform in the curriculum, improve the blueprint of ideological and political curriculum, and innovate the teaching methods of ideological and political curriculum, so as to achieve the silent effect of education. We will further standardize and improve the relevant systems for the employment and evaluation of school teachers' professional titles, and refrain from learning from outside the country. Experience as a restrictive condition. Participation in teaching and research activities, compilation of teaching materials and cases, guidance of students' graduation design, career, innovation and entrepreneurship, social practice, association activities, competitions and exhibitions are included in teachers' workload. Strengthen the construction of "double professional and dual ability" teachers, establish the standards for the identification of "double professional and dual ability" teachers in schools, select and send teachers to enterprises in a planned way to obtain engineering experience, and lean toward "double professional and dual ability" teachers in performance assessment, position (title) evaluation and appointment, etc., so as to encourage teachers to improve their practical ability initiative and enthusiasm. Implement the teaching system for professors, insist on taking on the teaching task of one undergraduate course every academic year as the basic condition for the appointment of professors, and give annual or employment assessment unqualified treatment for those who fail to meet the requirements. Revise the selection and reward system of teaching

HIE Teaching Management Rules and Regulations

achievement awards, optimize the categories of awards and the allocation of selected and recommended places.

10. Strengthen front line student work. Improve the work of leading cadres of Hunan Institute of Engineering to contact students at the grassroots level Measures to clarify the specific requirements for school leaders, middle-level cadres and teachers to participate in student work, and strengthen the implementation of responsibilities and effectiveness supervision. Take ideological and political lessons and contact with students as an important content of the annual work report of the school's leading team members, and incorporate the participation in student work into the assessment index system of middle-level cadres and teachers. To improve the selection and appointment mechanism of school party and government management cadres, in principle, students should have work experience as teachers of ideological and political courses, counselors or class teachers. Young teachers who are promoted to a higher title must have at least one year's work experience as counselors, class teachers and other students.

11. Improve faculty research evaluation. Highlight the quality orientation of scientific research results, improve the academic evaluation mechanism for teachers, and improve academic performance The results shall be reviewed by peer review, focusing on the evaluation of academic contributions, social contributions and supporting personnel training. Relevant systems such as the calculation method for the workload of scientific research, teaching and research reform and the evaluation scheme for professional and technical titles shall be improved, and quantitative indicators such as the number of papers, the number of projects, and project funds shall not be directly linked to the distribution and reward of performance pay. In the evaluation of professional titles, according to the characteristics of different disciplines and positions, adhere to classified evaluation, promote representative evaluation, explore long-term evaluation, improve the peer expert review mechanism, and pay attention to the combination of individual evaluation and team evaluation; For those who have been awarded scientific research achievements by the government at or above the provincial level, the paper does not make restrictive requirements when applying for senior titles.

12. Promote the talent title to return to academic and honorable. Carry out talent work "only hat" cleaning and management, excellent Integrate all kinds of talent plans. Sort out all kinds of regulations of the university, standardize the application of talent application and talent title, and do not use talent title as a restrictive condition for undertaking scientific research projects, professional title evaluation and recruitment, and evaluation and award. The relevant declaration does not set a column to fill in talent title, and does not directly link talent title with salary treatment and academic resource allocation. The talent title winners are encouraged to sign long-term service contracts with the university to contribute to the implementation of the national development strategy and the strategic positioning and mission of "three high and four new" in Hunan Province.

III Reform student evaluation and promote all-round development of morality, intelligence, physical fitness, the United States and labor

HIE Teaching Management Rules and Regulations

13. Establish the concept of scientific success. Adhere to the moral first, ability first, all-round development, adhere to everyone, Teaching students in accordance with their aptitude, integrating knowledge and action, and resolutely changing the practice of labeling students with grades. We will improve the evaluation of students' comprehensive quality, innovate the process evaluation methods of morality, intelligence, physical fitness, the United States and labor, and build a comprehensive "five education" for college students based on platforms such as Yiban. Evaluation data platform, the construction of the characteristics of the school "five education" comprehensive quality evaluation system, to promote the comprehensive and individual development of students.

14. Improve moral education evaluation. According to the physical and mental characteristics of college students, the scientific design of moral education goals and requirements will be inherited red The gene runs through the whole process of school education, guiding students to develop good ideological ethics, psychological quality and behavioral habits, enhancing the "four self-confidence", determined to listen to the Party, feel the party's kindness, go with the Party, determined to take root in the people and contribute to the country. We will use information and other means to explore the establishment of moral education evaluation methods with the participation of students, parents, teachers and communities. We will establish a documentary system for students' moral behavior, and incorporate students' moral behavior, especially their practice of socialist core values, into the comprehensive quality evaluation. We will fully implement the Outline of Rule of Law Education for Youth, and establish and improve the evaluation system and criteria for the rule of law literacy of college students.

15. Reinforce sports evaluation. Establish a combination of daily participation, physical fitness monitoring and special sports skill tests. Mechanism, to meet the requirements of the national physical health standards for students as an important content of education and teaching assessment, guide students to cultivate good exercise habits and healthy lifestyles, temper a strong will, and cultivate the spirit of cooperation. We will improve students' physical health records, improve undergraduate physical education, and explore the possibility of offering graduate physical education courses.

16. Improve aesthetic education evaluation. Perfect the curriculum system of aesthetic education and clarify the curriculum objectives of aesthetic education. Combine the public art curriculum with Art practice into the talent training program, the implementation of credit system management, students to complete the required credits can graduate.

17. Strengthen labor education evaluation. Comprehensively strengthen labor education in the new era, and implement the New Era of Hunan Institute of Engineering Labor Education Implementation Plan, to build a labor education evaluation index system rich in school characteristics. The participation in the learning and practice of labor education courses shall be incorporated into the comprehensive quality evaluation system of students, the standards, procedures and methods for the evaluation of students' labor literacy shall be established and improved, and the evaluation of peacetime performance and the comprehensive evaluation of school years shall be carried out.

HIE Teaching Management Rules and Regulations

18. Strict academic standards. Perfect and strictly implement the university undergraduate and graduate student status management regulations, improve the study Student academic requirements, strict exit. We will improve the academic evaluation system that organically combines process assessment with results-based assessment, revise undergraduate and postgraduate training programs, increase the proportion of process assessment results in total course grades, and include classroom participation and classroom discipline in the scope of examination. We will improve the management and assessment methods related to internship (practical training) and professional practice for undergraduates and postgraduates. Strengthen the reform of practical teaching content to ensure the rate of practice teaching; Strengthen the construction of double-qualified and double-capable teachers to ensure the quality of practical teaching; Strengthen the cooperation between schools and enterprises to build practice and training bases, encourage multiple forms of practice and training, explore the joint evaluation of practical teaching effects by schools and enterprises, and further improve the level of practice and training.

19. Deepen reform of the examination and enrollment system. Implementing the "Hunan Province Deepening the Reform of the Examination and Enrollment System" Plan "and" Hunan Provincial College Entrance Examination Comprehensive Reform Implementation Plan "to scientifically adjust the enrollment plan. To deepen the reform of postgraduate examination and enrollment, revise the Interim Regulations on the Enrollment Management of Master's Professional Degree Postgraduates of Hunan Institute of Engineering and the Measures for the Management of self-examination of the Entrance Examination of Master's Postgraduates of Hunan Institute of Engineering, and strengthen the examination of scientific research and innovation ability and practical ability. Implement the credit bank system in our province, and smooth the channels for lifelong learning and talent growth.

IV Reform the evaluation of employment and jointly create a good environment for education development

20. Set the right hiring orientation. Resolutely reverse the employment orientation of "only famous schools" and "only academic qualifications", and revise schools. Measures for the introduction of talents and measures for the flexible introduction and management of high-level talents, establish a mechanism for the introduction and use of talents that is oriented by virtue and ability and aims at discipline construction and job requirements, and recruit and introduce talents in strict accordance with laws, policies and contractual agreements. In the process of selecting and employing talents, emphasis should be placed on talents who have made actual contributions to the discipline construction, talent training and scientific research of the university, on supporting outstanding young talents with good development potential, and on full-time teachers who focus on the talent training of the subject, devote themselves to teaching reform research and outstanding teaching performance.

21. Constantly promote the suitability of people and posts. The school recruitment according to the needs of the position, reasonably formulate the recruitment conditions

HIE Teaching Management Rules and Regulations

and determine the academic qualifications Level, in the recruitment announcement and actual operation will not be graduated from the university, foreign (foreign) study experience, learning style as restrictive conditions. Set up posts reasonably, emphasize contract management, and build a three-in-one classified management system of posts, performance and salaries. We will determine the responsibilities of posts in a scientific and reasonable way, improve the personnel systems for post employment, assessment and evaluation, steadily advance the reform of performance-related pay, improve policies related to performance-related pay management, adhere to the principle of setting pay according to post, getting pay according to work, and paying for excellent work, and establish an incentive mechanism that emphasizes performance and contributions.

V Organization, implementation and guarantee one Strengthen organizational leadership. In order to strengthen organizational leadership, the school Party Office on the basis of document No. 34 [2020]

The leading institutions and working institutions of educational evaluation reform in the new era of school are further clarified:

1. The school has established a leading group for deepening the reform of educational evaluation in the new era, which is headed by the secretary of the Party Committee and the president of the school members shall be leaders of other universities and members of the University Party Committee, responsible for overall planning, top-level design, and leading the reform of educational evaluation. The leading group has an office, which is located in the Reform and Development Department and is headed by the director of the Reform and Development Department. The main person in charge of the Party and government Office, the Organization Department, the Publicity Department, the Personnel Office, the Educational Affairs Office, the Student and Work Office (Ministry), the Graduate Office (Discipline Office, "Double first- class Office"), the Science and Technology Office and other departments is the deputy director, and the members are the main person in charge of other departments, responsible for the daily work of the education evaluation reform, and do a good job of overall coordination, publicity guidance and supervision of the implementation. Insist on deepening the reform of educational evaluation into the important agenda of the university, into the main points of the annual school work. The leading group will set up an expert group and employ 2 to 3 people with rich experience in teaching, scientific research and management work. Responsible for studying the spirit of the superior, actively carrying out research, and providing advice and suggestions to the leading group and its office. The daily work of the expert group is managed by the office of the leading group.

2. **Strengthen the implementation of responsibility.** The main person in charge of each department-level department takes the initiative to take responsibility, focusing on evaluating all aspects of the reform To sort out the rules and regulations of the department. In view of the problems, form a list of work, clarify "what to change" and "how to change", enhance the systematic, holistic and collaborative nature of the reform, and ensure the effectiveness of the reform of teaching evaluation, in particular,

HIE Teaching Management Rules and Regulations

it is necessary to establish and improve the system and mechanism, timely repair (system) and set supporting systems, policies and measures, and pay close attention to the implementation. The reform and development department and the leading departments of key tasks should strengthen communication, do a good job of cohesion, and adhere to the overall planning and systematic promotion. Supervision and supervision departments should strengthen supervision and inspection, urge and correct those who violate relevant regulations in a timely manner, and seriously deal with relevant responsible personnel in accordance with regulations and laws.

3. Strengthen specialization. We will take an active part in establishing and improving a diversified evaluation system for the government, schools and society. The education evaluation and monitoring mechanism emphasizes the role of professional institutions and social organizations. Innovative evaluation methods, artificial intelligence, big data and other modern information technologies are used to explore and carry out longitudinal evaluation of the whole process of learning of different types of students, and horizontal evaluation of all elements of moral intelligence, physical education, labor and education. We will improve the application of evaluation results and give full play to their guiding, identifying, diagnosing, regulating and improving functions. We should strengthen teachers' capacity building in educational evaluation, and actively train talents specialized in educational evaluation.

4. Create a good atmosphere. Perform their duties and promote the formation of scientific concepts of selection and employment. To increase scientific education, we should publicize and interpret the reform policies, reasonably guide expectations, and build consensus. Conduct regular summaries of our work, timely publicity and promotion of the school's work, typical cases and successful experience.

Appendix E-14 Measures for Teaching Administration of Hunan Institute of Engineering (Amendment)

Academic Affairs Office No.28 (2018)

In order to adapt to the reform and development of higher education, improve the quality and efficiency of teaching management, and further strengthen the teaching of schools Management functions, straighten out the relationship between teaching and management, and according to the school management system, formulate a special teaching management law at the school and college levels.

I Management organization and functions

The teaching work of the university shall be in the overall charge of the president, and the vice president in charge of teaching shall be in charge of the work, and the work shall be approved by the functional departments Function: Unified mobilization of various school resources for teaching services, unified management of teaching work process, to achieve various teaching management objectives, under the unified leadership of the school party committee and administration, according to the school Party committee, the president's office rules of procedure to decide on teaching and management policies, planning, major reform measures. According to the school charter, all kinds of teaching consultation, evaluation and deliberation institutions at all levels are set up. The Academic Affairs Office is the functional department responsible for organizing the teaching work and implementing the teaching management of the university, the Party committee and the administration of the university Under the leadership of the CPC and the State, it comprehensively implements the educational policies of the Party and the state, adheres to the central position of teaching, updates educational concepts, deepens the reform of teaching, comprehensively does a good job in teaching plan management, teaching operation management, teaching quality management and evaluation, teaching capital construction, teaching organization management, teaching research and other work, and strives to improve the level of education and teaching and the quality of personnel training. The Institute of Teaching (department, center) is the teaching unit that carries out the personnel training, and is responsible for the organization and management of the teaching in its own department The department shall, in accordance with the policies and regulations of the higher education authorities and the school and the relevant teaching rules and regulations, organize the formulation of the teaching management plan of the unit and organize the teachers, students and staff to implement it. The teaching Institute (department, center) shall strictly implement the rules and regulations of the higher education department and the school, and set up the teaching sub-committee and teaching supervision group of the department, and organize the work.

HIE Teaching Management Rules and Regulations

II. Basic tasks of teaching management

Teaching management includes personnel training plan, teaching operation, teaching quality, majors, courses, teaching materials and experiments Management of teaching capital construction, such as room (center), practice teaching base construction, study style construction, teaching team and teaching style construction, teaching management system.

The basic task of teaching management is to thoroughly implement the Party's educational policy and adhere to socialism with Chinese characteristics The direction of learning, according to the law of higher education and teaching, reasonable allocation of teaching resources, the implementation of the distinctive characteristics of our school. The goal of the university of Engineering Technology is to plan, organize, direct, coordinate and supervise the teaching work to ensure the realization of educational goals and the quality of personnel training.

III. Application and construction of specialties

(1) Responsibilities of the Academic Affairs Office

1. Formulate rules for school professional development according to the needs of economic and social development and school development; Organize the establishment of new specialties Business declaration and preliminary examination;

2. Formulate the annual major construction plan of the school, and formulate the evaluation indicators and tests for each major (including newly built majors) Collect measures, be responsible for the inspection and evaluation of each major;

3. Responsible for the declaration, process management, evaluation and acceptance of all kinds of professional construction at all levels.

(2) Responsibilities of the College (department, center)

1. To formulate the professional construction plan of the College according to the professional development plan of the University;

2. According to the plan, organize the investigation and demonstration of the proposed major, and organize the drafting of the application materials for the new major. At the same time, make the talent training plan for the application major and collect and sort out teachers, experiments, practice bases, books and materials;

3. Organize the recommendation and application of the professional construction project of the college, and be responsible for the completion according to the requirements of the professional construction The organization and implementation of the major construction;

4. According to the general requirements of the talent training objectives of the university, timely adjust the structure and system of the major to adapt to the economy and society to develop innovative talents in need.

IV Teaching plan management

HIE Teaching Management Rules and Regulations

(1) Responsibilities of the Teaching Affairs Office

1. Responsible for putting forward the principles and opinions on the revision (formulation) of the personnel training plan, and organizing experts to train talents for each specialty Review, compile and print the plan;
2. Formulate and distribute teaching plans of the whole school according to the talent training plan;
3. Review the teaching plan formulated by each teaching unit and be responsible for the change and approval of the teaching plan;
4. Compile the teaching syllabuses and assessment syllabuses of all majors in the school.

(2) Responsibilities of colleges (departments, centers)

1. According to the principles and opinions of the school's talent training plan, organize the revision (preparation) of the college's professional talent training plan
2. To prepare teaching plans for each specialty of the department according to the principles and regulations of the school's teaching plans, and to review them Submit them to the Academic Affairs Office for examination and approval;
3. Responsible for the implementation of the professional teaching plan, and submit any change to the Academic Affairs Office for approval;
4. Organize the preparation and revision of the syllabus and assessment syllabus of each course.

V. Experiment and practice teaching

(1) Duties of the Academic Affairs Office

1. Responsible for the formulation of principles for the preparation of practical teaching plans such as experiments and internships;
2. Responsible for the formulation of practical teaching management documents such as experiments, internships and graduation projects (theses);
3. Responsible for the inspection and evaluation of all kinds of experiments and practice teaching work (including the construction of practice bases);
4. Responsible for the planning and management of internship funds.

(2) Responsibilities of the College (department, center)

1. Develop experiment and practice plans, formulate laboratory post responsibilities, implement laboratory post responsibilities, and organize the implementation. All kinds of experiment and practice teaching;

HIE Teaching Management Rules and Regulations

2. Formulate experimental and practical teaching plans according to the relevant principles and opinions of the Academic Affairs Office, and be responsible for their implementation;

3. Responsible for laboratory construction and management, establish a stable practice base;

4. According to the experiment and practice teaching plan, draw up the application plan of low-value products and consumables for experiments.

VI. Curriculum construction

(1) Responsibilities of the Teaching Affairs Office

1. Responsible for making the curriculum construction plan of the whole school;

2. Responsible for formulating the acceptance index system of curriculum construction projects at all levels;

3. Responsible for the establishment, evaluation and acceptance of school - level curriculum construction projects, and organize the construction of various courses above the provincial level Project declaration, process management and acceptance.

(2) Responsibilities of the College (department, Center)

1. Responsible for the formulation and implementation of the curriculum construction plan of the department;

2. Responsible for the application, preliminary review, recommendation and process management of course construction projects at all levels of the department, and organize the implementation of courses construction work.

VII. Textbook construction

(1) Duties of the Teaching Affairs Office

1. To be responsible for the formulation and implementation of the textbook construction and development plan, and carry out the textbook research and construction;

2. Responsible for the formulation, organization and review of the evaluation index system of textbook construction projects, and recommend the application to the provincial level. Or national key (or planning) teaching materials; To be responsible for organizing the examination and approval of textbook fund projects;

3. Implement the decision of the school textbook construction committee on textbook construction, and timely report the major issues in textbook construction. Report to the school textbook Construction Working Committee;

4. Formulate the principles for the selection of teaching materials, and the teaching materials Section will draft a bibliography of teaching materials in May and early

HIE Teaching Management Rules and Regulations

November every year. To each department to ensure the availability of textbooks for each semester and timely delivery.

(2) Responsibilities of the College (department, Center)

1. Responsible for the formulation and implementation of the textbook construction plan of the department;
2. Responsible for the application and recommendation of teaching materials construction projects of the department;
3. According to the teaching material selection principles formulated by the Academic Affairs Office, determine the teaching material selection principles for the department's courses and determine the school. The selection of teaching materials for department courses will be summarized in the 10th week of each semester and reported to the Teaching Materials Section for the next semester;
4. Organize teachers to compile teaching materials. Teaching arrangement, organization and implementation.

VIII. Teaching arrangement and organization

(1) Responsibilities of the Teaching Affairs Office

1. Starting class plan
 - a. According to the teaching plan of each major, the teaching tasks of each major in the next semester will be assigned in the 12th week of each semester (compulsory Classes, elective courses, etc.); The course teaching tasks of the retaking classes that are offered separately in each semester shall be assigned before the fifth day of each semester;
 - b. Coordinate and approve the arrangement of teachers of public compulsory courses, and coordinate some teachers of professional basic courses across departments Arrangement;
 - c. to confirm and approve the establishment of public elective courses and the arrangement of teachers;
 - d. to summarize, collect statistics, compile and publish the course opening plan for each semester;
 - e. Be responsible for examining and approving the course opening plans of minor courses and double degree classes independently set up by each department.
2. Class schedule preparation and course and classroom scheduling
 - a. Responsible for the arrangement of school schedule;
 - b. Responsible for coordinating, summarizing and printing the courses and classroom arrangements of undergraduate majors in each semester, and sending the class schedule to each Department of Teaching and Learning (Center);
 - c. Responsible for the scheduling of courses and classrooms in the whole school.

HIE Teaching Management Rules and Regulations

3. Select courses

a Organize the selection of cultural quality courses in the 4th and 5th week of each semester;

b Responsible for the review and management of course selection for students who apply for retaking, graduation retaking and exemption, and will learn the courses The list of students shall be reported to the Program Finance Office.

(2) College (Department, Center) duties

1. Organize, arrange and implement the teaching tasks issued by the Academic Affairs Office (including public courses and some cross- departmental professional bases) Basic courses), and within 2 weeks after the assignment of teaching tasks, summarize the situation of each course teacher and report it to the Academic Affairs Office for review and summary;

2. Responsible for the qualification review of course teachers, especially newly opened teachers, by the dean of the college (department, center) (Director) shall submit to the Academic Affairs Office for the record after signing the opinions, and the public elective courses and teacher arrangements shall be submitted to the Academic Affairs Office for approval;

3. Those who really need to be transferred or suspended for various reasons shall be sent to the Academic Affairs Office for preparation after signing the opinions of the Dean (director) of the Department of Teaching At the same time, make up time should be arranged. Each department strictly controls the number of class hours transferred or suspended, and the principle is that the number of class hours transferred or suspended in each semester shall not exceed 2% of the total class hours.

IX. Course assessment

(1) Responsibilities of the Teaching Affairs Office

1. Organization and arrangement of various examinations

a Final assessment: Before Friday of the 16th week of each semester, the centralized assessment of all professional examination courses will be prepared Schedule, in the 18th week, coordinate the implementation of the invigilator teachers of the examination courses of each hospital (department, center), and issue each hospital (department, center), and formulate the schedule of examination Tours; Responsible for the organization, inspection, supervision and evaluation of the centralized examination of the school's examination courses;

b All kinds of unified examination work at or above the provincial level: according to the relevant provisions of the superior competent department, organized by the Academic Affairs Office, including notification, registration, examination room arrangement, invigilator teacher coordination, implementation, and score management, grade certificate issuance;

c Responsible for organizing the printing of examination papers;

d Responsible for the organization and arrangement of delayed examination, retaking after graduation and assessment of non-listening courses.

HIE Teaching Management Rules and Regulations

2. Proposition, marking and examination paper management

a The centralized assessment of any examination course should produce A and B papers, which are randomly selected by the Academic Affairs Office as the period. The final centralized examination paper shall be sent to the designated printing place of the Academic Affairs Office for printing, and the other one shall be retained as the make-up examination paper; For the centralized examination of any course, the printed centralized examination papers shall be sent to the Academic Affairs Office one week before the examination according to the examination schedule of the Academic Affairs Office;

b Be responsible for the confidentiality of the examination papers and the pre-exam distribution; Test paper handover to list, to be complete and thorough. Handover procedures; Ensure the confidentiality and integrity of the test paper;

c Check the registration of A and B papers delivered by each department.

3. Invigilate the exam

Check the implementation and place of invigilator teachers, and promptly deal with teachers who violate teaching discipline and invigilator procedures discipline.

4. Student discipline and cheating treatment

Carefully verify the students' disciplinary violations or cheating found by the invigilator teachers, and put forward suggestions for handling. Once verified, cancel. Corresponding disciplinary measures shall be taken in accordance with relevant regulations of the university.

5. Responsible for the organization and arrangement of the whole school's centralized marking.

(2) Responsibilities of colleges (departments, centers)

1. Organization and arrangement of various assessments

a Responsible for the arrangement, organization and implementation of various assessment work of examination courses;

b According to the arrangement of the Academic Affairs Office, responsible for the arrangement, implementation and regulation of invigilator teachers for the examination courses offered by the Department Report to the Academic Affairs Office within the time (the invigilation task of college English, College mathematics, college physics and other courses shall be jointly undertaken by the department that offers the course and the department where the student resides); Make the examination schedule of the department; To be responsible for the normal development and full implementation of the course examination work offered by the department;

c all kinds of provincial and above unified examination work; Organize students to register according to the notice of the academic Affairs Office; Implement and arrange this the invigilator shall report to the Academic Affairs Office for unified deployment;

HIE Teaching Management Rules and Regulations

d For students who have special reasons for postponing the exam, the school (department, center) will sign the opinion after review and send it to the Academic Affairs Office for review approve.

2. Proposition, marking and test paper management

a The proposition should reflect the basic requirements of the course syllabus; Establish, improve and constantly update the test paper library or test questions Library; Gradually establish and improve the system of separating examination and teaching; The same teaching requires two or more people to teach the examination course should be unified proposition, unified examination, unified marking, unified scoring, to achieve the "four unified"; Grading and registration should be carried out according to the reference answers and scoring standards, and the scores should be submitted to the department where the students are located within 5 days after the centralized examination;

b Responsible for the construction of the question bank of each course; Responsible for the archiving of various examination papers, the binding and storage of students' examination papers Complete and correctly fill in the cover sheet and keep it until at least 1 year after students leave school after graduation. It is strictly forbidden for each school department to lack the examination papers during the process of invigilation, marking and storage;

c For examination courses that have completed their teaching tasks before the 11th week of the semester, the proposition teacher will teach them 2 weeks before the end of the course. After the review, the A and B papers are submitted to the Academic Secretary of the Institute of Teaching (Department, Center), and the academic secretary will send the A and B papers to the examination center of the Academic Affairs Office in the 10th week of the semester; For the examination courses that complete the teaching tasks after the 11th week of the semester, the proposition teacher will submit the examined papers to the academic secretary of the Institute (Department, Center) before the 14th week of the semester, and the academic secretary will submit all the examination papers and the summary of the examination sheets in duplicate to the examination center of the Academic Affairs Office in the 14th week of the semester. After checking the number of examination papers and the number of pages in each examination paper, the examination center of the Academic Affairs Office will sign the summary form and return a copy of the summary form to the corresponding teaching institute (department or center);

d Assessment After the grading work is finished, the marking teacher should timely evaluate the relevant materials (students' grade books, over process assessment results form, standard (reference) answers and scoring standards, paper analysis information table, papers, etc.) binding and archiving, submitted to the unit's reference room unified storage until two years after the student's graduation, in order to be ready to consult when necessary;

e invigilation: the implementation of all kinds of courses invigilation teachers; Organize teachers to do a good job of invigilation according to regulations and requirements. To deal with teachers who violate teaching discipline and exam invigilation procedures in a timely manner;

HIE Teaching Management Rules and Regulations

f students violating discipline and cheating, must terminate the examinee examination in time. Collect relevant evidence and ask students to tell the truth. Write down the violation of discipline or cheating and attached review, make a record of the examination room, timely report to the academic affairs Office for processing.

X. Management of student status and scores

(1) Responsibilities of the Academic Affairs Office

1. Student status management

- a Responsible for the summary and statistics of student enrollment and registration;
- b Responsible for compiling the student number of new students;
- c Responsible for the printing, verification and acceptance of student ID and school badge, and the replacement of certificates;
- d Responsible for students' suspension, return to school, withdrawal, graduation, completion, extension of study, retention of student status, change of major, etc .Reviewing or approving work;
- e Responsible for the examination and approval of students' applications for minor, double degree and higher education and the issuance of certificates;
- f To be responsible for submitting the list of qualified students to be awarded bachelor's degree to the Sub-Committee of Bachelor's Degree. Evaluation and the University The Academic Degree Evaluation Committee of the University shall review;
- g To be responsible for the examination and approval of the transfer students, and report to the provincial Department of Education for the record;
- h To be responsible for the numbering, printing and uniform distribution of graduation certificates, completion certificates and degree certificates to all colleges to be responsible for;
- i To be responsible for the renewal of graduation certificates for students who meet the regulations of the university.

(2) Performance management

- a Responsible for the review, summary and filing of the scores of all courses in each semester;
- b Responsible for reviewing students' grade points;
- c Responsible for the review and seal of student score files and related certification materials;
- d Responsible for review and management of scores of students majoring in resources, minors and double degrees;

HIE Teaching Management Rules and Regulations

e Responsible for the processing, analysis, announcement and archiving of all kinds of provincial or higher unified examination course results;

f Responsible for the analysis, statistics and course score analysis of public compulsory courses;

g To be responsible for the academic early warning, repetition, withdrawal, graduation, completion, degree awarding and extension reported to each college. Review of academic performance, change of major, etc.;

h Responsible for the recognition and record of students' cultural quality credits.

2. college (department, center)

(1). Student status management

a Enrollment and registration: cooperate with the college to do a good job of freshman enrollment; Go to the Academic Affairs Office to collect blank students After the card is responsible for filling and issuing work; Responsible for the school badge issuing work; To be responsible for the preliminary examination and filling of students who require reissuance of certificates, and report to the Academic Affairs Office after collecting at the end of each month; Responsible for the registration, review and statistics of students in each semester; Supervise and urge students to pay the tuition at the finance office of the school within the prescribed time, and do not register those who fail to pay the tuition after the processing is completed.

b Responsible for the printing of the list of new students;

c To be responsible for the preliminary examination of students who apply for suspension, suspension and resumption of study, and report to the Academic Affairs Office for examination and approval; To be responsible for the examination of students To be responsible for the preliminary examination of pre-warning, repetition, withdrawal, graduation, completion, extension of academic performance of students, etc., and report to the Academic Affairs Office for examination and approval; At the same time, do a good job of signing procedures; The 5th week of the 2nd semester of each academic year begins to accept students' application for graduation or completion procedures, and at the same time report to the Academic Affairs Office. In the 10th week of the 2nd semester, the list of students who cannot graduate and cannot obtain a degree shall be reported to the Academic Affairs Office. At the same time, the list of students and materials recommended for awarding a bachelor's degree shall be reported to the Academic Affairs Office;

d The students applying for minor, double degree and "higher education" shall be evaluated in accordance with the regulations of the college, and will meet the requirements. The list of students shall be submitted to the Academic Affairs Office for approval; Responsible for submitting the list of students who meet the requirements for obtaining minor and double degree certificates to the Academic Affairs Office for approval;

HIE Teaching Management Rules and Regulations

e Responsible for the preliminary examination of the transfer and transfer of students who apply for major transfer and transfer, and report to the Academic Affairs Office for approval;

f Cooperate with the Academic Affairs Office to print, verify and seal various certificates such as graduation certificates, completion certificates and degree certificates. Such work, and according to the requirements of the relevant departments of the college to distribute;

g One week before graduation, each college will print out the student file form (in duplicate, with photos) and sign it Sign, stamp and send it to the Academic Affairs Office.

(2) Grade management

a Responsible for the input, verification, announcement, analysis and statistics of the scores of the courses offered by the department. Course teacher Within 5 days after the course assessment, the score must be entered into the educational administration system and submitted two copies of the paper to the school;

b Be responsible for printing and publishing the summary of student scores of each class and submit a copy to the Academic Affairs Office for the record;

c Responsible for the inquiry, summary and archiving of students' scores; Accept students' comments within 2 weeks of the beginning of the semester. The application for checking scores can only be implemented with the approval of the dean in charge (director) and submitted to the Academic Affairs Office for the record;

d Be responsible for publicizing the GPA information to students;

e In the second semester of each academic year, I am responsible for printing the summary of the college's graduates' scores in duplicate, after signing and sealing, submit it to the Academic Affairs Office;

f Clean up the list of failed students at the end of each semester, and print the make-up exam personnel by course name and by name respectively. The registration form and statistics form shall be submitted to the Academic Affairs Office.

XI. Teaching research and other teaching construction

1. Responsibilities of the Teaching Affairs Office

(1) Deployed and coordinated the teaching and research work of the whole school, formulated work plans and research directions. Organize teaching experience of the whole school Exchange meetings, seminars and other teaching and research activities;

(2) Responsible for organizing the establishment, evaluation and acceptance of various teaching reform topics (projects) at all levels of the university;

(3) Responsible for the development of the whole school teachers' teaching level evaluation index system, organize various forms of teaching evaluation activities, and Feedback the evaluation results to each teaching unit, and inform the whole school;

HIE Teaching Management Rules and Regulations

(4) Organize the evaluation of university-level teaching achievement awards and the declaration and recommendation of provincial-level teaching achievement awards;

(5) Organize and carry out research activities on teaching reform to provide scientific basis for teaching reform.

2 Responsibilities of the College (department, center)

(1) Responsible for the application, recommendation and implementation of the teaching reform research topics (projects) of the department;

(2) Organize teachers in the department to actively carry out various teaching reform research, carry out teaching experience exchange meetings, and write teaching Reform research papers to promote the improvement of teaching level;

(3) Focus on the innovative research of curriculum system and teaching content, methods and means, and organize teachers to carry out various teaching. Learning reform, vigorously cultivate teaching results, timely summary appraisal, recommendation and award;

(4) Cooperate with field teaching evaluation, teaching and researching activities actively, seriously implement the system of class, the students and on a regular basis. Teachers' colloquium, objective evaluation of teachers' teaching, overall improvement of teaching quality;

(5) Put forward suggestions for various school teaching reforms.

XII. All kinds of school-level and above teaching competitions

1. Responsibilities of the Teaching Affairs Office

To be responsible for the formulation of regulations and management measures for all kinds of teaching competitions, and the organization and management of all kinds of school-level teaching competitions. Implement; To be responsible for the recommendation and reporting of provincial and national competitions.

2. Responsibilities of the College (department, center)

Responsible for the organization and implementation of all kinds of competition activities related to the department, and ensure the smooth start of competition activities. And strive for good results.

XIII. Teaching quality management

1. Responsibilities of the Teaching Affairs Office

(1) Cooperate with the Teaching Quality supervision and Evaluation Center to formulate the methods of teaching quality management and quality control;

(2) Organize, supervise and evaluate the teaching inspection of the whole school;

HIE Teaching Management Rules and Regulations

(3) Assist the school teaching supervision to conduct teaching inspection on the activities of teachers and students in all teaching links, and be responsible for the teaching inspection

(4) Report the inspection results to all departments; Timely handling and reporting of teaching accidents and teaching errors;

(5) Organize the whole school teachers' teaching competition;

(6) To formulate and inspect the system of listening to lectures at all levels;

(7) Establish a single evaluation system for teaching quality;

(8) Establish teaching quality information feedback system.

2 Responsibilities of the college (department, center)

(1) Carry out the inspection of all aspects of teaching in the department;

(2) Set up the teaching supervision group of the department, with the teaching dean (director) as the supervising group leader or deputy group leader;

(3) According to the requirements of the Academic Affairs Office, organize the implementation of the beginning, middle and end of the teaching inspection, and report the inspection results to the academic affairs office;

(4) Formulate the corresponding system of the department in accordance with the measures of teaching quality management and quality control of the school;

(5) Collect the teacher's teaching plan in the second week of the semester and submit a copy to the Academic Affairs Office for the record;

(6) Organize teaching competitions, open classes and demonstration classes of the department;

(7) Organize a student symposium every period to understand the problems existing in teaching and students' requirements and suggestions;

(8) Set up teaching documents and archives of all aspects of teaching in the department.

XIV. Teaching files

1. The duties of the Teaching Affairs Office

Responsible for teaching plan, course commencement plan, course schedule, examination schedule, graduate register, degree register, File and keep all kinds of teaching and management materials, such as certificate issuance roster, student score summary list, student status summary list, transfer to major approval form, minor and double degree roster, and send them to the comprehensive archives of the university for archiving if necessary.

HIE Teaching Management Rules and Regulations

2. Responsibilities of the College (department, Center)

Responsible for the syllabus, teaching calendar, course teaching files, examination papers, score registration form, score summary sheet, study organize, file and keep teaching materials such as book summary, student register, degree register, course selection summary, practice experiment plan and report, student graduation design (thesis).

XV. Other teaching management work

1. Responsibilities of the Teaching Affairs Office

(1) Responsible for the formulation, approval and interpretation of various teaching management documents and rules and regulations;

(2) Responsible for the approval of all kinds of classes, such as retaking classes, minor classes and double degree classes;

(3) Responsible for the formulation of school-wide graduation project (thesis) work regulations and the examination of school-level graduation project defense; Selection and organization of university-level outstanding graduation project (thesis);

(4). Responsible for the upgrading, maintenance and operation of the school educational administration management system;

(5). Responsible for teaching secretary business training;

(6). Responsible for the reception, coordination and management of audit students;

(7). Responsible for the planning, management, training, evaluation and examination of the application of modern educational technology, and responsible for excellent courseware the promotion work;

(8). Responsible for the organization, evaluation and inspection of the second classroom teaching;

(9). Responsible for the Putonghua test of the whole school teachers; Responsible for language promotion, application and training of the whole school work.

2. College (Department, Center) duties

(1) Implement various teaching documents and rules and regulations of the university; Formulate the relevant implementation rules of the department;

(2) Formulate the implementation rules of the college graduation project (thesis) and organize the implementation; Responsible for reviewing and recommending outstanding graduates design (thesis);

(3) Responsible for the application of modern teaching means, the formulation of implementation rules and the implementation of planning; Responsible for CAI courseware Production, development and application;

HIE Teaching Management Rules and Regulations

- (4) Report to the academic affairs in time before the commencement of courses such as re-courses, minor courses and double degree classes Submit to the Department for approval;
- (5) Responsible for the mobilization and guidance of students in the department for postgraduate entrance examination and the specific organization of students for postgraduate entrance examination;
- (6) Responsible for the formulation and implementation of the second class teaching plan; Responsible for the second class teaching assessment and results assessment and registration work;
- (7) Cooperate with the school and language Work Committee to do a good job in the Putonghua test of teachers and the language of the whole school Promotion, application, training and other work;
- (8) According to the notice of auditing students issued by the academic Affairs Office, arrange the lectures and take charge of their performance assessment and report Academic Affairs Office.

XVI. By-laws

1. These measures shall be implemented from the date of promulgation, and the former "Hunan Institute of Engineering Teaching Management Measures (Trial)" (Institute The teaching character (2001) No. 53) shall be repealed simultaneously.
2. The Administrative Affairs Office shall be responsible for the interpretation of these measures. In addition, whether the classroom discipline is good, whether the teaching materials are standardized and complete, the overall teaching effect is good or bad, and at the same time, the pre-class preparation and after-class tutoring, students' course examination (including the quality of the paper, the quality of the grading paper and the distribution of the score) and other relevant situations are included in the assessment content, forming a system assessment before class, during class and after class.
3. The assessment method adopts the combination of student evaluation, the same line teacher evaluation and teaching supervision evaluation. The total score of the assessment is 100 points, of which 30% is the student assessment, 30% is the peer teacher assessment and 40% is the teaching supervision assessment.
4. Promote teachers to continuously improve their professional quality and teaching level, strictly fulfill their post responsibilities, rigorous learning, strict teaching, teaching and educating, and earnestly do a good job in every teaching link the teaching work.
5. Strictly assess the process management of the work. In order to ensure that the performance assessment meets the basic requirements of quality, in addition to the requirement of teaching Teachers conscientiously do a good job of the thesis, grading and score assessment work, but also must earnestly grasp the following management work in the process of examination work:
 - (1) strengthen the responsibility of examination staff, invigilators, require them to do a good job in the process of every link of the work, to prevent the phenomenon of leakage of papers and confusion in the examination room.

HIE Teaching Management Rules and Regulations

(2) Strengthen the examination style examination discipline education, requiring students to strictly abide by the examination discipline, to prevent cheating in the exam, once found cheating students in the exam, in time according to school regulations for punishment.

(3) Strengthen the supervision work, by the dean of the academic Affairs Office, the person in charge of the test center and the relevant members of the school teaching supervision group composed of the examination supervision group, respectively, the inspection work of each examination room is carried out on tour, in order to maintain good order in the examination room and ensure the smooth progress of the examination work.

Second, experimental teaching

(1) Basic requirements for teaching quality

Through experimental teaching, it is not only necessary to help students consolidate and deepen their theoretical knowledge, but also to familiarize themselves with the principles and methods of scientific experiments. In addition, it is necessary for students to master the necessary engineering experiment technology, enhance the ability to analyze and solve practical problems, develop a rigorous and practical scientific style, and cultivate the spirit of innovation. In order to achieve the above teaching purposes, the experimental teaching of each specialty should meet the following basic requirements:

1. According to the training objectives of the major, the experimental teaching content should be updated to form the main line of engineering application ability training "Three-level" experimental teaching system. Namely, the basic skill level, the comprehensive application ability level and the engineering application ability level, the experimental teaching is organized in a hierarchical way, so that students can gradually receive more comprehensive, more systematic and close to the actual field of engineering experiment ability training.

2. For the theoretical courses with more experimental content, the experimental content should be separated from the theoretical courses and implemented in a single form. Set up separate courses, separate teaching and separate assessment, so that the experimental teaching from the subordinate position of theoretical teaching to a relatively independent location, to ensure that the experimental teaching is strengthened.

3. On the basis of formulating the experimental teaching syllabus according to the requirements of professional training objectives, ensure that the experimental opening rate can reach 100%, courses with comprehensive and designed experiments occupy more than 80% of the total number of experimental courses, and as far as possible to set up comprehensive experiment week, in order to strengthen the training of comprehensive ability to analyze and solve practical problems.

4. All public basic course laboratories and specialized basic course laboratories shall gradually be fully open, and their opening hours shall be achieved. Long, wide open scope and coverage, that is, the laboratory is open to students from Monday to Saturday during the day and from Monday to Thursday evening, and students can complete each required experiment or optional experiment independently and independently by making an

HIE Teaching Management Rules and Regulations

appointment at a specific time under the guidance of the teacher, so that the hands-on ability of the experiment can be better cultivated.

5. In the process of guiding the experiment, the teacher can neither arrange the experiment, nor let it drift, and should strengthen the tour Guidance, and in accordance with the principle of "teaching students according to their aptitude", different guidance methods are used for students with different learning bases, so that they can better complete the experimental task. It is necessary to pay attention to the collection and statistics of the experimental data of students, avoid randomness, and urge the students to strictly abide by it. "Experimental Code" and "Operating procedures", to avoid safety accidents, maintain a good order of experimental teaching. After the experiment, the experimental report should be carefully corrected and the experimental results evaluated.

6. Strengthen the evaluation of experimental results. Take the combination of operational examination and written examination, and take the operation examination as the main method. Method to test the experimental results. For experimental assessment results attached to theoretical courses, a certain proportion should be included in the overall assessment score of the course. For separate experimental courses and comprehensive experimental weeks, the grades should be assessed separately and counted as the grades of one course.

(2) Teaching process management measures

1. Teachers and experimental technicians with solid theoretical foundation and strong experimental hands-on ability serve as experimental teaching Tasks. Young teachers must first engage in practice in the laboratory for a period of time, after passing the examination, they can undertake the experimental teaching task.

2. Organize teachers to carry out experimental teaching and research activities regularly, such as collective lesson preparation, mutual lectures, holding demonstrations. Model open classes, research experimental teaching reform and experimental project development, etc., in order to continuously improve the level and quality of experimental teaching.

3. Establish incentive mechanism, formulate specific implementation measures, actively create conditions, and solve specific difficult problems in time. Gradually realize the opening of all public basic course laboratories and specialized basic course laboratories.

4. Improve the rules and regulations, clarify the job responsibilities, and earnestly grasp the equipment, safety and health and information management. In order to maintain a good order of experimental teaching and ensure the smooth progress of experimental teaching.

5. Include experimental teaching as an important part of teaching inspection and supervision. By strengthening the inspection and supervision of teaching work, guide and promote the reform of experimental teaching and the improvement of experimental teaching quality.

HIE Teaching Management Rules and Regulations

Third. Practice teaching

(1) Basic requirements for teaching quality

Practice teaching shall be administered at three levels: school, teaching institute (department, center) and teaching and research office. Practice teaching includes teaching practice, production practice and graduation practice, including teaching practice in the campus practice base, production practice and graduation practice. Through the teaching practice, students are required to master the basic operation skills of the major production, understand the basic knowledge of production technology, and lay the foundation for learning the basic courses and professional courses of the major and engaging in professional technical work in the future. Through the production practice, students are required to obtain relatively complete production process and organization management knowledge, and can preliminarily use the theoretical knowledge to observe and analyze the common process and technology problems in the production site, so as to further lay a good foundation for learning specialized courses and engaging in professional technical work in the future. Through the graduation practice, students are required to comprehensively apply the theoretical knowledge to analyze and solve practical problems in production, obtain the comprehensive training of independent engineering technology and management work ability, and collect relevant materials for graduation design (thesis) work.

In order to make the teaching practice, production practice and graduation practice to achieve the above teaching purposes, must be in accordance with the teaching outline. Seek to carry on teaching. In the teaching practice, the instructor should combine with practice and practice based method, so that the students can get better basic operation skills training, but also make them understand more production technology knowledge, and do a good job in performance assessment. For production practice and graduation practice, to choose the professional counterpart, can well meet the basic requirements of teaching enterprises as off-campus practice base, hire high technical level, practical experience of the enterprise technical personnel, management and the professional teachers to guide students practice. To strive for enterprises to provide students with practical hands-on opportunities and opportunities to participate in practical technical work exercise, especially graduation practice, should try to do on-the-job internship, so that students by the "real knife real gun" training, well to meet the basic requirements of teaching. After the production practice and graduation practice, students should write the practice report, the instructor should carefully review and evaluate the practice results. To adopt the "3+1" (refers to the first three years of study in the school, the last year in the enterprise school) training mode of majors, should adopt the "double tutor" (refers to the school instructor and the enterprise instructor) guidance method, the use of "rotation system", "project system", enterprise learning. The learning process shall be subject to the "Enterprise Learning Guide" which includes the enterprise learning plan.

(2) Teaching process management measures

1. In terms of teaching practice: First, it is necessary to establish a practice management organization and practice teaching and research office, and the appointment

HIE Teaching Management Rules and Regulations

has a certain theoretical basis Engineering and technical personnel or technical workers with high level of operation technology and rich experience in production practice should serve as internship instructors to strengthen organization and management and ensure the implementation of internship teaching syllabus. Second, through the establishment and improvement of management rules and regulations, strengthen the sense of responsibility of internship instructors, encourage students to strictly abide by labor discipline and operation rules, prevent personal and equipment accidents, and be able to learn humbly and practice basic skills. Thirdly, we should carry out practice teaching research activities, actively explore the law of practice teaching, and constantly improve the level of practice teaching and practice teaching quality.

2. In terms of production practice and graduation practice: first, we should make good preparation for practice in advance, that is, practice in students at the latest The previous month to send people to negotiate with the enterprise, and according to the requirements of the internship syllabus, combined with the actual situation of enterprise production, to work out a specific internship plan. Second, to strengthen the internship guidance strength, each student class should arrange no less than two instructors, the student teacher ratio of the practice team is about 15~20:1, and form the internship guidance working group, designate one instructor as the leader, and be fully responsible for the organization and implementation of the internship plan. Thirdly, ideological education in the whole process of practice should be strengthened

And the organization and management work, students go to the enterprise before the internship, to hold a ideological mobilization meeting, to explain to students the purpose of the internship, significance and requirements, announced the practice discipline and relevant provisions; In the process of internship, we should always strengthen discipline and safety education to avoid accidents; After the end of the internship, the internship summary meeting should be held to affirm the achievements, summarize the experience, find out the gap and put forward improvement measures. For the majors that adopt the "3+1" training mode, the teaching work in the internship stage of enterprises should be organized and implemented by the teaching and research department under the leadership of the school-enterprise joint training cooperation group and the guidance of the school working group.

3. Strengthen the management of students' internships. The practice teaching can be based on the characteristics of the major and the actual practice place. The international situation, under a unified organization, takes many forms. Production practice and understanding practice are concentrated in the class as a single place in principle, and graduation practice and professional investigation can be concentrated in the class as a unit, or the class can be divided into several groups. For scattered practice, each teaching institute (department, center) and professional teaching and research office should strengthen leadership, careful organization, strict management, to ensure safety. No matter what form of internship is adopted, it is necessary to meet the requirements of the internship outline and ensure the quality of the internship. Strictly control students' personal internship. Students who really need personal internship for personal reasons must fill in the application form for personal internship of Hunan Institute

HIE Teaching Management Rules and Regulations

of Engineering (see the attached table), which can be carried out according to the principle of voluntary students after approval by the school.

Four. Course Design (Thesis)

(1) Basic requirements for teaching quality

Course design (thesis) is an important practical teaching link to strengthen the cultivation of students' practical ability. Passing the Course.

Program design (thesis), to promote students to combine theory with practice, initially cultivate the ability to analyze and solve practical problems and the ability of engineering design, but also let students initially master the correct design method or paper writing method, improve the ability of calculation, drawing and consulting and using literature, and lay the foundation for the graduation design (thesis) work in the future. In order to achieve the above teaching purposes, teachers must do a good job of topic selection work, the selected topic should be combined with reality, its difficult. The degree of ease and the workload of design (thesis) are appropriate, so that the vast majority of students can complete the task of course design (thesis) within the prescribed time through their efforts; In the process of guidance, the instructor should try his best to inspire and guide the students to actively think about the examination and independently complete the task of course design (thesis); After students complete the task of course design (thesis), the instructor should carefully review and evaluate the score.

(2) Teaching process management measures

1. Strengthen the guiding force, each class should be equipped with at least 2 guiding teachers.
2. Arrange the design or paper writing space, and prepare the drawing boards, drawing instruments and workers that can be lent to students. Books, reference materials, etc.
3. The teaching and research office shall urge the supervising teachers to get off work on time and ask the supervising teachers to strengthen the attendance of students.
4. In order to check and assess the progress of students' course design (thesis) in stages, and promote students to complete the task of course design (thesis) on time to avoid plagiarism and coping.

Five . Graduation Design (thesis)

(1) Basic requirements for teaching quality

Graduation project (thesis) is a comprehensive application of basic theories learned by students under the guidance of teachers after graduation practice. Knowledge, professional knowledge and basic skills independently analyze and solve practical problems, and receive more comprehensive practical ability training is one of the most important practical teaching links, and it is also a key link for students to transition from school learning to actual independent work. Through this link, it is necessary to further improve the students' ability of designing, drawing, calculating, consulting literature, writing expression and analyzing and solving practical

HIE Teaching Management Rules and Regulations

problems, so as to lay a good foundation for them to engage in professional technical work as soon as possible after they enter the job.

In order to achieve the above teaching purposes, first of all, the nature, difficulty and content of the topic of graduation design (thesis) are required quantity, comprehensive training, etc., can fully reflect the training objectives, meet the basic requirements of teaching, reflect the professional training objectives, so that students can get more comprehensive training; The topic should be selected as far as possible from scientific research and enterprise production practice of the topic; For majors that adopt the "3+1" training mode, the students' graduation project (thesis) must be the real topic of the enterprise. Graduation design (thesis) in principle should be a person one topic, many people undertake the same topic, there should be a clear division of labor of sub-topics, each has an independent part to complete. Secondly, the guidance teacher is required to strengthen the guidance work. Through the use of inspirational teaching method, on the basis of guiding students to think positively, further focus on the training of students' data operation and processing ability, experimental results analysis ability, computer application ability, literature application ability, foreign language application ability, writing ability, drawing ability and comprehensive application of knowledge to analyze and solve practical problems. In order to improve the academic level of graduation design (thesis), in terms of content, format and so on to meet the requirements of the school's graduation design (thesis) grid specification. Thirdly, it is required to do a good job of graduation design (thesis) defense and evaluation work. Each major should invite professors, scholars, experts and enterprise teachers to form a defense committee, responsible for the implementation of the defense work. Before the defense, it is required to pass the examination of the thesis. The defense is generally divided into two forms: first, the public defense, that is, the defense of a small number of students with the participation of all the members of the defense committee, and other students are required to attend; The second is group defense, that is, under the leadership of the defense committee, most of the students in the form of group defense. During the defense, all the instructors of each major can be divided into several defense teams, and each team must be composed of more than three teachers. Through the former form of defense, teachers and students can be guided to do well in the latter form of defense. All students of majors adopting the "3+1" mode of training shall defend their defense according to the requirements of public defense. Through the defense, the scores of the defense shall be evaluated according to the students' on-the-spot performance and the grading standards. After the defense work, the instructor shall comprehensively evaluate the student's graduation project (thesis) scores according to the scores of the paper (namely, the scores of the design and the quality of the thesis), the scores of the defense and the scores of the work performance (namely, the scores of the usual assessment). The scores of the defense must be reviewed by the Teaching and Research Office after the completion of the defense, and submitted to the Academy of Teaching and Learning for examination and approval. Finally, each teaching institute should do a good job of archiving the graduation project (thesis) materials. The graduation project (thesis) work manual, proposal report, graduation project specification, graduation thesis and other materials are required for each graduate Make a book and file it.

HIE Teaching Management Rules and Regulations

(2) Teaching process management measures

1. Strengthen the guiding force of graduation project (thesis). Assign teachers with titles of lecturers and above or have Teachers with master's degree or above shall be the supervisors of graduation project (thesis), and each tutor shall not instruct more than 8 students.

2. Create good working conditions for graduation project (thesis). Arrange good design and thesis writing places for students Provide experimental conditions and computer conditions, etc. The relevant laboratory should be arranged on duty to ensure that after - school time is open to students who carry out graduation design (thesis) work.

3. Strengthen the management of the whole process and each link of graduation design (thesis). Specific measures:

(1) The establishment of schools and colleges. Two-level organization, comprehensively strengthen the leadership, management and quality control of graduation design (thesis) work;

(2) Each college should set up graduation design (thesis) work leading group, formulate graduation design (thesis) work plan, to do careful organization, careful arrangement, conscientiously implement each link of work, to ensure the implementation and completion of various work tasks;

(3) Establish the corresponding rules and regulations to ensure that guiding teachers can mainly focus on guiding graduation design (thesis) work, promote students to strengthen the sense of organization and discipline, can concentrate on doing a good job of graduation design (thesis) work, put an end to plagiarism and cope with the phenomenon;

(4) The school set up a special inspection group to strengthen the inspection of the progress of graduation design (thesis), find problems and solve them in time to ensure the quality of graduation design (thesis).

(5) In order to strengthen the quality management of undergraduate graduation design (thesis), each college has set up a graduation design (thesis) review working group to check the majors required by the school, and use the thesis detection system purchased by the school to check the graduation design (thesis). Only the students who pass the review are eligible to participate in the graduation defense.

4. To carry out the selection of school-level outstanding graduation design (thesis). Excellent graduation design (thesis) of each major The proportion shall not exceed 15% of the number of graduates of the major. The prerequisite for the selection of outstanding graduation project (thesis) is that students apply for and participate in the public defense. Among the outstanding graduation project (thesis) that has been evaluated through the defense of each major, 4% of the current graduates of the college will be selected to participate in the evaluation of school-level graduation project (thesis). All the outstanding graduation design (thesis) of participating schools must be checked by the paper review and detection system, and the coincidence degree is less than 30%. In the graduation design (thesis), the school evaluation expert group selects the school - level excellent graduation design (thesis), and the school gives corresponding rewards to the guidance

HIE Teaching Management Rules and Regulations

teachers, so as to promote the continuous improvement of the level and quality of the graduation design (thesis).

Six . Supplementary provisions

These provisions shall take effect as of the date below. The original "Five teaching links of teaching quality basic requirements and teaching process Management measures (School teaching Word (2006) No. 68) document repealed at the same time. This regulation shall be interpreted by the Academic Affairs Office.

Appendix E-15 Measures for the Identification and Handling of Teaching Accidents of Hunan Institute of Engineering (Amendment)

Academic Affairs Office No.27 (2019)

Chapter I General Rules

Article 1 These Measures are **formulated** in order to strengthen the standardized administration of teaching work, establish stable and good teaching order, comprehensively improve the quality of education and teaching, prevent and eliminate the occurrence of all kinds of teaching accidents, and enable all kinds of teaching accidents to be dealt with timely, seriously and properly.

Chapter Two Definition and level of teaching accidents

Article 2 Teaching accident refers to the incident that teachers, teaching auxiliary personnel and teaching management personnel have bad influence on the normal teaching order and teaching quality due to their weak sense of responsibility in teaching and teaching management.

Article 3 The sources of information on teaching accidents are divided into all kinds and levels of school teaching inspection, teaching supervision group members attending lectures and watching lessons, others' reports and other channels.

Article 4 Teaching accidents can be classified into three levels: general teaching accidents, severe and serious teaching accidents and major teaching accidents according to their nature and influence.

Article 5 Any of the following circumstances shall be classified as general teaching accidents:

1. The teacher is late for class or leaves class early.
2. The teacher answers the phone in class.
3. The question of the test paper is wrong; The invigilator changes the invigilator without authorization or asks someone to replace the invigilator; Failing to perform their duties seriously, resulting in the presence of more than 1/5 of the same papers in the examination room in charge; Failing to perform their duties seriously, causing disorder, serious cheating, damage to video materials, or failure of the video system to work normally in the examination room; Other acts in violation of **Article 85** of

HIE Teaching Management Rules and Regulations

Hunan Institute of Engineering Curriculum Assessment Management Regulations (Trial) (School Teaching Word (2017) No. 62).

4. Hiring substitutes or transferring classes for 2 class hours or more without approval.

5. Failing to fill in the time on the transfer (suspension) class list to make up for 2 class hours.

6. If you do not report your scores after the prescribed time, there will be mistakes in the grading of the paper.

7. Due to poor teaching organization and management, students are hurt in teaching, practice or experiment activities or make teaching equipment and other losses of less than 1000 yuan.

8. In the informed case, issue inconsistent with the facts of education, school status, grades and other kinds of certificates, certificates and other materials.

9. Mis - issue or omission of graduation certificates or degree certificates due to work mistakes.

Article 6 Any of the following circumstances shall be considered as a serious teaching accident:

1. Absenteeism for 1 class hour or more.

2. Students who suspend or transfer classes within 4 class hours without approval, or cause other classes to be unable to have normal classes, experiments, and examinations.

3. Due to poor teaching organization and management, the loss of teaching equipment caused by students is more than 1000 yuan and less than 3000yuan.

4. Have arranged invigilation, do not participate in the exam without reason; Turning a blind eye to students' violations of examination discipline, sheltering or interceding; Prompting or hinting at examinees to answer questions; Taking test questions, answer sheets or related contents out of the examination room and passing them on to others without authorization during the examination; Other violations of the "Hunan Institute of Engineering Curriculum Assessment Management Regulations (Trial)" (school teaching word [2017] No. 62) The act of **Article 86**.

5. Due to the omission of management work, the conflict of class arrangement was caused, and it was not timely and properly solved, which delayed the teaching activity of 4 class hours or more.

6. Do not guide the graduation design (thesis) according to the requirements, resulting in students can not complete the task on time, the graduation design (thesis) quality is poor, resulting in bad impact.

7. Due to inadequate preparation, more than 30% of students cannot achieve experimental or learning results.

8. Deliberately concealing and failing to report serious teaching accidents occurring in the department.

HIE Teaching Management Rules and Regulations

Article 7 Any of the following circumstances shall be considered as a major teaching accident:

(1) Violating political discipline in teaching, propagating political remarks that violate the four basic principles, spreading national divisions, religious superstitions, and extremely corrupt bourgeois ideas, and inciting students to be unstable.

2. Due to poor teaching organization and management, the loss of teaching equipment caused by students amounted to more than 3,000 yuan.

3. Not responsible for teaching organization and management, resulting in serious personal casualties in the teaching process.

4. Leaking questions to students or other personnel before the examination; Other acts in violation of **Article 87** of "Hunan Institute of Engineering Curriculum Assessment Management Regulations (Trial)" (School teaching Word (2017) No. 62).

5. Delay or affect teaching activities for 6 class hours or more.

6. Unauthorized suspension or transfer of classes for 6 class hours or more.

Article 8 Where other teaching accidents not listed in the above three categories occur, the grade of the accident shall be applied according to the above provisions Be identified.

Chapter III The identification and treatment of teaching accidents

Article 9 teaching accident shall be verified by the competent department, fill in the "Hunan Institute of Engineering teaching accident identification and treatment form". The responsible person shall be clearly listed in the form and shall not be replaced by any department or collective.

Article 10 The university shall establish a working group for the identification of teaching accidents. The group shall be headed by the director of the Academic Affairs Office and its members shall be higher education Heads of Research and Teaching Evaluation Center, Personnel Office, Ombudsman office and other departments shall be constituted.

Article 11 A teaching accident shall be identified by the teaching accident identification working group after the preliminary opinions of the Teaching Affairs Office, and reported to the leader of the school in charge for review. General teaching accidents shall be reported to the competent teaching school leaders for examination and approval, while serious teaching accidents and major teaching accidents shall be reported to the President's office meeting for examination and approval.

Article 12 Those who have serious or above teaching accidents shall be recorded in their personal business files, and according to the circumstances, they shall be dealt with as follows:

HIE Teaching Management Rules and Regulations

1. For those who have a major teaching accident, after the approval of the president's office meeting, the school will issue a notice, fail to pass the year-end assessment, shall not be promoted within two years, withhold the accident performance salary for 12 months, and compensate for economic losses in accordance with the relevant provisions. At the same time, give the corresponding administrative sanctions.

2. For those who have serious teaching accidents, after the approval of the president's office meeting, the school will issue a notice, the year-end assessment base is competent, the title shall not be promoted within one year, and the accident will be withheld for 6 months performance salary, and compensation for economic losses in accordance with the relevant provisions.

3. For those who have a general teaching accident, after the approval of the school leaders in charge of teaching, the school will issue a notice, and the year-end assessment can not be rated as excellent.

Article 13 If the same person has a second teaching accident in the same year, the treatment of the second accident shall be treated as a grade one accident.

Article 14 Those who persist in mistakes, have a bad attitude or refuse to correct repeated teaching shall be dealt with separately according to the seriousness of the circumstances, until they are transferred from their current posts and their teachers' qualifications are revoked.

Article 15 The decision on the handling of the person responsible for the teaching accident shall be sent to him by the unit to which he belongs.

Chapter IV Appeals and rulings

Article 16 If the person responsible for the teaching accident has different opinions on the identification and handling of the responsibility, he may submit a written appeal to the Teaching Affairs Office within 5 working days from the date of receiving the decision of the school.

Article 17 After receiving the appeal, the Teaching Affairs Office shall reexamine the matter together with relevant departments and the unit to which the responsible person belongs, and submit the reexamination opinions within 15 working days from the date of receiving the appeal.

Article 18 The Teaching Affairs Office shall submit the review opinions together with the responsible person's petition to the Teaching Committee of Hunan Institute of Engineering for ruling.

Article 19 During the review period, the execution of the original decision shall not be affected.

Chapter V Supplementary Provisions

HIE Teaching Management Rules and Regulations

Article 20 These measures shall be implemented as of the date of promulgation, and the original "Hunan Institute of Engineering Teaching Accident Identification and Treatment Measures" (school teaching character (2014) No. 67) shall be repealed simultaneously.

Article 21 The Teaching Affairs Office shall be responsible for the interpretation of these measures.

Appendix E-16 Measures for Teaching Supervision of Hunan Institute of Engineering (Amendment)

Academic Affairs Office No. 24 (2024)

Chapter I General Provisions

Article 1. In order to fully implement the spirit of the Twentieth National Congress of the Party and the National Education Congress, and to carry out the fundamental task of fostering morality and educating people, in accordance with the "Regulations on Education Supervision" and "Opinions on Deepening the Reform of the Educational Supervision System and Mechanism in the New Era" of The State Council, effectively strengthen the supervision of teaching quality, improve the teaching quality assurance system, ensure that all aspects of the teaching process are standardized and meet the corresponding quality standards, and improve the level of school running. Give full play to the role of "supervision", "supervision", "supervision", "supervision" and "guidance" in the teaching supervision work in the process of teaching quality monitoring, to achieve the development goals of the school and talent training goals, combined with the actual situation of education and teaching in our school, formulated the measures.

Article 2 The school shall establish the school teaching supervision group and the school teaching supervision group, which shall be responsible for the work within their respective responsibilities Teaching supervision work. Under the leadership of the competent school leader and with the assistance of the Higher Education Research and Teaching Evaluation Center, the Teaching supervision Group is responsible for supervising, checking, guiding and commenting on all aspects of the teaching process. The Teaching supervision group of each college is responsible for supervising, checking, guiding and commenting on all aspects of the teaching process of the college in which it belongs. The college teaching supervision groups receive professional guidance from the school teaching supervision groups.

Article 3 All units, teachers and students should actively cooperate with and support the supervision work, and humbly accept the suggestions of the supervision experts Opinions and suggestions. No unit or individual may refuse or interfere with the normal development of teaching supervision.

Article 4 If any unit or individual has any objection to the opinions and suggestions put forward by the supervisor, it may, after receiving the opinions, report 10. Submit an application for review to the school supervisor's office within working days. The

HIE Teaching Management Rules and Regulations

Center for Higher Education Research and Teaching Evaluation should organize a review and reply within 10 working days.

Chapter II Organization and appointment

Article 5 The teaching supervision group of the university shall have 1 head, and may have 1 deputy head and the teaching supervision group of the university as required. The number shall be determined by the university according to the actual situation; The number of the teaching supervision group shall be determined according to the actual situation of the school.

Article 6 The teaching supervisors of the university and the members of the teaching supervision group of the college shall be rich in teaching experience, familiar with teaching laws, they shall be composed of retired or in-service teachers and administrators who are fair in handling affairs, rigorous in learning, serious and responsible in work, have the title of associate high school senior or above, and are no more than 70 years old in principle and in good health. The school teaching supervisor shall not concurrently serve as the teaching supervisor of the college.

Article 7 The term of appointment of the members of the teaching supervision group of the university is three years, and they may be engaged continuously, but generally not more than three terms shall be fulfilled. Those who fail to perform their duties or cannot continue to perform their duties for any reason may be dismissed in advance. The members of the teaching supervision group shall be hired by each teaching institute and reported to the teaching supervision group of the university for the record. The leader of the teaching supervision group shall be a leader of the teaching institute.

Article 8 The office of the Teaching supervision group of the University is located in the Center of Higher Education Research and Teaching Evaluation.

Chapter III The task of teaching supervisor

Article 9 The guiding ideology for running a school, the plan for educational development, the program for personnel training, the construction of disciplines and specialties, to provide consultation and suggestions on teaching reform, teaching management, teaching process, teaching quality, curriculum construction, textbook construction, teaching staff construction, laboratory construction, etc.

Article 10 To supervise, inspect and evaluate the teaching and teaching management work of schools and colleges as entrusted by schools; To investigate, study and analyze the opinions and existing problems of the teaching and learning parties on the teaching work on a regular basis, and put forward suggestions to the university to solve the relevant problems. The teaching information and existing problems collected in the teaching inspection are timely fed back to the competent leaders and relevant functional departments. And the teaching institute, and urge timely solution, to ensure that the teaching supervision work on the whole school teaching quality monitoring role.

Article 11 Supervise the construction of school teaching style and study style.

HIE Teaching Management Rules and Regulations

Chapter IV Duties of teaching supervisors

Article 12 Study the educational principles, policies, laws and regulations of the State conscientiously, and strive to learn modern educational theories and methods. They should be familiar with the school's teaching management system and improve their professional quality.

Article 13 Go deep into the front line of teaching and adhere to the system of listening to lectures, evaluating lessons and helping lessons. To conduct classroom teaching and teaching management. The process of management and each teaching link shall be followed up, inspected and supervised, and the performance of teachers in the process of teaching, teaching, teaching input, discipline and management, teaching attitude, teaching effect and other aspects shall be objectively evaluated. Pay attention to the guidance, help and training of young teachers and new teachers, and give full play to the role of "guidance".

Article 14 School (college) teaching supervisors shall organize and participate in teaching research in the school, and make use of before and after class. Talk with students to understand their opinions on teaching work; And according to certain procedures to organize the teachers and students meeting, collect and timely feedback of the teaching school teachers and students on the teaching work and requirements, teachers on students' learning style, students on teachers' teaching style opinions and suggestions; To inspect the implementation of relevant teaching rules and regulations, deepening teaching reform and improving teaching quality in each school.

Article 15 Random check of the materials that should be filed, and timely report the situation to the relevant functional departments and departments. Colleges shall be dealt with by relevant functional departments in accordance with relevant regulations of the university. Under the condition that confidentiality provisions and intellectual property rights are not violated, the teaching supervisor shall obtain approval and perform the work when he considers it necessary. After going through the relevant procedures, the relevant teaching documents and teaching materials of the relevant functional departments of the school, each college and the individual teachers can be consulted, but the inspected unit shall be notified 1 to 3 days in advance, and the required materials shall be sent to the inspected unit. The secondment time is limited to 2 weeks, and the teaching supervisor should ensure the integrity of the transferred materials.

Article 16 The teaching supervisor may supervise the teaching management of the relevant functional departments of the university and the teaching institute. Check, collect, sort out and analyze teaching management information, and put forward guiding suggestions so as to take effective measures to ensure teaching improve the quality of learning.

Article 17 The teaching supervision group of the university and the teaching supervision group of the college shall be formulated in accordance with the school work plan at the beginning of each semester. At the end of the semester, there should be a

HIE Teaching Management Rules and Regulations

summary of the supervision work of the semester, among which the supervision work plan and the summary of the supervision work of the college shall be submitted to the office of the teaching supervision group of the university in the form of paper and electronic documents.

Article 18 Teaching supervisors attend important teaching work meetings of schools and colleges, and participate in the teaching titles of schools and colleges Selection of teachers, fine courses, excellent teaching quality awards, excellent dissertations, excellent graduates and other guiding teachers, and put forward teaching quality evaluation opinions on the promotion and appointment of teachers.

Chapter V Job requirements of teaching supervisors

Article 19 The teaching supervisor shall strictly implement the evaluation standards in the evaluation of teachers' teaching quality, so as to ensure accuracy and accuracy. Fairness and justice.

Article 20 Teaching supervisors should timely grasp the dynamics of teaching and reflect the majority of teachers and students on teaching work and teaching. Study management opinions and requirements, regularly write research reports and supervision information, to the relevant functional departments and the institute of teaching feedback and put forward rectification suggestions. Relevant units should take measures to seriously rectify, and timely exchange and feedback with supervisors on the implementation of the rectification.

Article 21 The school teaching supervision group shall implement the regular work meeting system, and hold the regular teaching supervision meeting once a month. The meeting is presided over by the head of the teaching supervision group, exchange the status of listening to the class and routine inspection, discuss the problems found in the teaching process together, and form the teaching supervision report.

Article 22 School teaching supervisors shall make written records when carrying out supervision work; Should attach importance to the supervision of the right. Like communication, seeking truth from facts, objective and fair; Strictly implement the plan of attending lectures in class, attending classes for no less than 50 class hours per semester, and actively participate in the relevant supervision work organized by the school. At the end of each semester, the teaching supervisor shall submit the work records, suggestions and summaries to the office of the school teaching supervision group.

Chapter VI Supplementary rules

Article 23 Schools and institutes of teaching and learning shall give corresponding remuneration and appropriate transportation allowances to the teaching supervisors for their work. To commend and reward the teaching supervisors who have outstanding performance in their work.

Article 24 These Measures shall come into force as of the date of issuance. The original "Hunan Institute of Engineering Teaching Supervision Work Regulations" (School teaching Character [2018] No. 32) repealed at the same time.

HIE Teaching Management Rules and Regulations

Article 25 These Measures shall be interpreted by the Higher Education Research and Teaching Evaluation Center.

Appendix E-17 Hunan Institute of Engineering Teaching Quality Excellence Award selection method

Academic Affairs Office No. 23 (2022)

Chapter I General Provisions

Article 1 In order to deepen the reform of education and teaching, ensure the centrality of teaching work and fully mobilize teachers. These Measures are formulated for the purpose of encouraging teachers (including experimental technicians) to actively carry out teaching research and teaching reform, and promoting the improvement of teaching quality and teaching level in schools.

Article 2 The award for excellence in teaching quality shall take the quality of classroom teaching (including experimental teaching) as the main evaluation basis and emphasize Evaluation of teaching effect and teaching quality.

Article 3 The award of Excellence in teaching quality is selected once a year, and the participants are determined in the first semester of each year and presented to the whole school Publicity, lectures throughout the year, year-end selection and commendation.

Article 4 The award of excellence in teaching quality has no grade, and its award proportion is controlled at 4% of the total number of full-time teachers in the year within.

Chapter II Conditions for declaration

Article 5 Applicants (including candidates recommended by teaching supervision) pay attention to teaching and educating people, be a model for teachers, and pay full attention to learning Student growth, always will cultivate students good moral quality, learning spirit and innovation ability throughout the teaching link, teaching and learning effect is good, won the peer teachers and students praise.

Article 6 The applicant (including the candidate recommended by teaching supervision) shall undertake the teaching of all teaching links of full-time students in the school. The assigned teachers shall have three or more years of teaching experience in colleges and universities, mainly teach one or more courses, and complete or exceed the annual basic teaching workload prescribed by the cost unit.

Article 7 Where any of the following situations occur in the teaching work of the current year, the excellent teaching quality of the year shall be cancelled The qualifications for participating in the Show Award:

- (1) Conduct against teachers' ethics;

HIE Teaching Management Rules and Regulations

(2) failing to carry out teaching in strict accordance with teaching arrangements;

(3) teaching accidents occur;

(4) failure to complete the required teaching workload;

(5) Among the recommended candidates of the year, the supervisor ranked the bottom 3 in the score of the lecture;

(6) The results of students' online teaching evaluation were 30% below the ranking of all teachers in that year;

(7) Administrative sanctions, party disciplinary sanctions and government sanctions due to disciplinary violations, within the influence period; Or received in the same year accountable handling.

Chapter III Declaration and selection

Article 8 A teacher shall submit an application to his/her teaching institute (department or center), and the teaching institute (department or center) shall make the application. The teachers shall make selection and recommendation, and determine the recommended candidates; Or the teaching supervisor shall recommend candidates according to the teaching and learning situation and teaching effect mastered by listening to and watching classes at ordinary times (the proportion shall be less than 10% of the total number of recommended candidates in the year). The winners of the first prize or above of the provincial teaching competition held by the education administrative department shall be directly awarded the award of Excellence in teaching quality that year.

Article 9 The Academic Affairs Office shall publicize the list of recommended participants to the whole school after the qualification examination of the candidates. Supervision by teachers and students.

Article 10 Candidates must have at least one public class in the school (department or center).

Article 11 The Academic Affairs Office shall organize experts to check and specialize the relevant materials and teaching process of the participants. Item inspection, item score, and finally form a comprehensive evaluation result. The specific contents include:

1. Daily teaching materials, including lesson plan, lesson plan, homework, test paper, experiment practice report, etc., 15 points.

2. Classroom teaching, including teaching attitude, content teaching, language, blackboard writing, teaching methods and means, 70 points (Among them, 35 points are accounted for by attending lectures in class, 35 points are accounted for by talking or lecturing intensively).

HIE Teaching Management Rules and Regulations

3. Teaching work, including teaching and research ability and teaching ability, 5 points.

4. Students' online evaluation of teaching, 10 points.

Article 12 The comprehensive evaluation results shall be published after being submitted to the school for examination and approval. If there is no objection to the publicity, it shall be confirmed.

Chapter IV Awards

Article 13 Teachers who have won the award for Excellence in Teaching Quality of the school may enjoy the following honors and awards:

1. The university will issue the award documents and issue honorary certificates to the winners;
2. The school will issue a bonus to each winner, which will be distributed in one time every year when statistics teaching awards are given.

Chapter V Supplementary rules

Article 14 The Teaching Affairs Office shall be specifically responsible for the daily organization and management of the selection of the Award for Excellence in Teaching quality.

Article 15 These Regulations shall come into effect from January 1,2022. The former Hunan Institute of Engineering has excellent teaching quality The Regulations on Show Award Selection (Amendment) (School Teaching Character (2014) No. 18) and the Implementation Rules for Hunan Institute of Engineering Teaching Quality Excellence Award Selection (School teaching character (2015) No. 7) are repealed.

Article 16 The Teaching Affairs Office shall be responsible for the interpretation of these Regulations.

Appendix E-18 Methods of Hunan Institute of Engineering for Teaching and Research Honors (Amendment)

Academic Affairs Office [2024] 24

Chapter I General Rules

Article 1 In order to fully mobilize the enthusiasm of the majority of teaching and administrative staff, strengthen connotation construction and enhance core competition. To encourage the faculty and staff to make outstanding contributions in teaching and scientific research, these Measures are hereby revised.

Article 2 The honors referred to in these Measures refer to the teaching and scientific research honors issued by the competent government departments, not included. It includes the honors issued by trade associations.

Chapter II Honors and Awards

Article 3 Individual honors for teaching and scientific research.

Personal name	Reward level	Reward amount (ten thousand yuan)
Famous teacher Award	National Level	7.5
	Provincial	3
	School level	1
Outstanding Teacher Award Advanced Educator	National level	3
	Provincial	1.5
	School level	0.5
Teaching expert	Provincial	0.3
Teaching competition	National First Prize	6.0

HIE Teaching Management Rules and Regulations

(National College Young Teachers Teaching Competition, national College Teachers Teaching Innovation Competition) Award	National Second Prize	4.0
	National Third Prize	3.0
Teaching competition (In-class teaching competition, teaching innovation competition, Ideological and Political Teaching Competition, Digital Teaching Competition) Award	Provincial First prize	2.0
	Provincial Second Prize	1.0
	Provincial third prize	0.5
	First prize at school level	0.15
	Second Prize at school level	0.1
	Third prize at school level	0.05

First name	Reward level	Reward amount (ten thousand yuan)
Other provincial teaching competition awards	Provincial First Prize	0.9
	Provincial Second Prize	0.6
	Provincial third prize	0.3
Award for excellence in teaching quality	School-level	0.2
Advanced workers in science and technology	School-level	0.75
Youth tech pacesetter	university-level	0.75

HIE Teaching Management Rules and Regulations

Article 4 Collective honor for teaching and scientific research.

Name	Award rating	Award amount (10,000 yuan)
Excellent teaching and Research Office	provincial	1.2
	School level	0.4
Model grassroots teaching organization	provincial- level	1.2
Advanced collective for scientific and technological work	University- level	0.75

Chapter III Other Provisions

Article 5 Each reward shall be assigned according to job duties, and relevant departments shall be responsible for the specific implementation. Each year in November, by Winners will be awarded within a year (since December of the previous year) reported to the unit, each unit is responsible for collecting all kinds of honor original, unified form to report to the relevant office, after the relevant office check and approve, honor registration, file, and determine the amount of bonus. Winning the provincial or above excellent organization award will be rewarded according to the provincial collective honor.

Article 6 Hunan Institute of Engineering shall be the recommended unit for the awards.

Article 7 Awards for honors above the school level are matching awards, excluding bonuses issued by higher departments. All Winnings are pre-tax.

Article 8 For multiple winners of the same honor, the bonus shall not be repeated, and the highest award shall prevail. The original prize has been lower Grade reward, if the higher reward, will be reissued the difference.

Chapter IV Supplementary Rules

Article 9 Other special awards stipulated in relevant documents of the school shall be implemented in accordance with the documents.

Article 10 The teaching honors and scientific research honors not mentioned in these measures shall be submitted by the applicant or the department. The close office shall report to the President's office for research and determination.

HIE Teaching Management Rules and Regulations

Article 11 These Measures shall come into force as of January 1,2024. The original "Hunan Institute of Engineering teaching and research honor Award Measures (school-run word [2018] No. 21) shall be repealed at the same time, and other relevant provisions shall prevail if they are inconsistent with these Measures.

Article 12 Each item of these measures shall be assigned according to the duties of the work, and the relevant departments shall be responsible for interpretation.