Hengxing University Talent Cultivation Programme Management Rules

Purpose, Basis and Scope of Application The Cultivation programme is a fundamental and programmatic document for achieving talent training goals and ensuring the quality of talent Cultivation. It is a necessary basis for teaching organisation and operation, teacher teaching, and student learning. These rules are formulated to further strengthen and standardise the management of talent training programmes. These rules apply to full-time undergraduate majors at our university, and other levels of majors shall refer to them for implementation.

1. General Provisions

Fully implement the Party's educational policy, enforce the National Standards for Undergraduate Programmes at General Universities, achieve the objectives of professional talent cultivation, and enhance the quality of talent cultivation. The talent cultivation programme is a guiding document for the school's teaching activities. Its formulation, revision, implementation, and adjustments must be conducted in accordance with strict standards and procedures. Once approved, the talent cultivation programmes for each major must be implemented with diligence.

2. Formulation and Revision

The formulation of talent cultivation programmes must adhere to the Party's educational policy, align with the needs of socio-economic and scientific and technological development, align with the school's educational positioning, and align with the laws of higher education teaching. To adapt to educational and teaching reforms and the cyclical development of talent cultivation, talent cultivation programmes are generally comprehensively revised every four years and adjusted annually in June.

2.1 Main Contents

(1) Cultivation objectives;

(2) Graduation requirements;

(3) Course system;

(4) Academic system, minimum credit requirements for graduation, and degree conferral;

(5) Teaching implementation plan: including course type, nature, code, name, credit hours and credit allocation, semester of offering, assessment methods, etc.;

(6) Other content related to talent cultivation.

2.2 Development (Revision) Procedures

The development (revision) of the talent cultivation programme is organised by the Academic Affairs Office under the leadership of the vice-president in charge, with each college responsible for its implementation. The process generally follows the following steps:

(1) The Academic Affairs Office, in accordance with the relevant documents issued by the Ministry of Education and the Department of Education, as well as the university's educational philosophy, talent cultivation objectives, development plan, and the needs of socio-economic and scientific and technological development, solicits opinions from all colleges and relevant parties, and organizes experts to conduct thorough arguments. Based on this, it proposes guiding opinions and work requirements for the formulation (revision) of the talent cultivation programme. After review by the Teaching Work Committee, it is submitted to the President's Office Meeting for approval, and then implemented by the Academic Affairs Office in collaboration with all colleges.

(2) Each college establishes a leadership group for the formulation (revision) of the talent cultivation programme, led by the college dean, including the academic dean, heads of each major, and members of the Major Development Committee. Based on the guiding principles and work requirements for the formulation (revision) of the talent cultivation programme, a professional research group composed of major heads and core faculty members is established to extensively solicit opinions from industry and enterprise needs as well as representatives of graduating students. Each major's talent cultivation programme is compiled in accordance with the

university's unified standards, signed by all members of the Leading Group, and submitted to the Academic Affairs Office.

(3) The Academic Affairs Office organises experts from both within and outside the university to review each major's talent cultivation programme, provide feedback for revisions, and each college revises the programme based on the review feedback to finalise the draft, which is signed by the dean and submitted to the Academic Affairs Office.

(4) The Academic Affairs Office compiles and organises the talent cultivation plans for each major, submits them to the School Teaching Work Committee for review, and implements them after approval by the School President's Office Meeting.

(5) After the talent cultivation plans are finalised, the Academic Affairs Office organises each college to input the relevant information into the Academic Affairs Management System.

(6) After the talent cultivation plans are finalised, each college organises teachers to compile relevant course syllabi and improve various teaching materials such as teaching guides.

(7) The talent cultivation plans for each major shall be announced and interpreted to faculty and students during orientation to ensure that they are aware of the teaching arrangements and academic requirements for their major under the standard academic system.

3. Implementation

(1) Approved talent cultivation plans shall be implemented by the Academic Affairs Office and each college (department). No unit or individual may arbitrarily adjust or refuse to execute the teaching tasks specified in the talent cultivation plan.

(2) Teaching tasks are managed by the relevant colleges (departments) according to the nature of the courses and their scope of responsibility. The Academic Affairs Office is responsible for dividing, coordinating, and implementing these tasks. Each teaching unit organises and implements the teaching tasks and management of relevant courses based on their course affiliations.

(3) During the implementation of the talent cultivation programme, each college must ensure that each course has the necessary teaching staff, syllabi, textbooks, laboratory and practical training manuals, and teaching conditions as specified in the programme. They must also arrange all teaching activities accordingly and conduct teaching management based on these arrangements. The Academic Affairs Office, Quality Assessment Office, and colleges (departments) strengthen monitoring through student seminars, teaching inspections, classroom teaching quality assessments, leadership classroom observations, and teaching supervision to ensure classroom teaching quality.

(4) The implementation of the talent cultivation programme for each major each semester follows the following procedures:

① During weeks 12–13 of each semester, the Academic Affairs Office organises each college to submit the teaching plan for the next semester based on the talent cultivation programme. The Academic Affairs Office reviews it to ensure the accuracy of the teaching plan for the next semester in the academic affairs management system;

② During weeks 14–16, the Academic Affairs Office organises each college to implement the teaching tasks for specific courses and practical training sessions in the next semester;

③ During weeks 17–18, the Academic Affairs Office organises each college to complete scheduling, course selection, and other tasks, finalise the course schedule, distribute teaching task assignments, and colleges must strictly verify and promptly report any adjustments to the Academic Affairs Office for record-keeping.

4. Changes

(1) Approved talent cultivation programmes must remain relatively stable and may not be arbitrarily changed. Any changes to the course name (code), course type, course nature, department offering the course, credit hours, semester of offering, assessment method, addition, reduction, or replacement of courses (including practical teaching components) in an approved and currently implemented talent cultivation programme constitute a change to the talent cultivation programme.

(2) If changes to the talent cultivation programme are necessary, the 'Explanation of Changes to the Talent Cultivation Programme' and the 'Application Form for Changes to the Teaching Plan' must be completed, stating the reasons for adjusting the programme. These must be submitted to the Academic Affairs Office for review and approval by the relevant school leader before implementation.

(3) Changes that have a significant impact on talent cultivation must be submitted by the Academic Affairs Office to the School Teaching Work Committee for approval before implementation.

(4) Any unauthorised changes to the content or implementation process of the talent cultivation programme without prior approval in accordance with the above provisions shall be handled in accordance with the school's regulations on teaching incidents.

5. Archive Management

The Academic Affairs Office and all teaching units must properly manage and promptly archive all relevant materials related to the talent cultivation programme to ensure the completeness and accuracy of such materials. The archive materials for the talent cultivation programme include:

(1) Talent cultivation programmes for all majors in the college;

(2) Original materials on the implementation of the talent cultivation programmes of each major and grade of the college;

(3) Revisions and adjustments to the talent cultivation programmes of each major of the college and related approval materials;

(4) Research reports and argumentation reports;

(5) Other relevant teaching archives.

6. Record forms

6.1 'Hengxing University's Explanation on the Revision of the Talent Cultivation Programme' HXJXJL157S

6.2 'Hengxing University Teaching Plan Change Application Form' HXJXJL98S

7. Supplementary Provisions

7.1 These detailed rules shall be implemented from the date of publication, and the original relevant management measures shall be automatically repealed.

7.2 The Academic Affairs Office is responsible for interpreting these detailed rules.

8. Change Records

Serial No	Issuance date	Procedure Change			Proposer		Main Drafter		Drafting Group Members	Approver	
		Category	Version	Revision	Name	Position	Name	Position		Name	Position
1	2019.09.17	Formulation	A	0	Jianli Yu	Evaluation and Construction Director	Hongguo Lv	Supervision Section Chief		Changjin Chen	Chairman
2	2019.10.20	Revised	A	1	Qingxin Yuan	Dean of Academic Affairs	Juan Xu	Teaching Section Chief		Changjin CHen	Chairman