



**Appendix A-16: Management Measures for
Comprehensive Training of Undergraduate
Graduates at Hunan City University**



Hunan City University Undergraduate Comprehensive Training Management Measures

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Chapter I: General Provisions

Article 1 These measures are formulated in order to standardize the management of comprehensive training for undergraduate graduates and ensure the quality of comprehensive training for undergraduate graduates.

Article 2 The comprehensive training for graduation is the comprehensive professional training for students of various majors before graduation, and it is an important practical link for students to comprehensively use the basic knowledge, basic theories and basic skills they have learned, learn the basic methods of scientific research or engineering design, carry out basic training in scientific research, and cultivate innovation ability, practical ability and entrepreneurial spirit.

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

Chapter II: Organizational Management

Article 4 The comprehensive training for undergraduate graduation shall be managed at the second level of the school and the college.

Article 5 As a functional department of the University, the Academic Affairs Office is responsible for the macro management and guidance of the comprehensive training of undergraduate graduates, and its main responsibilities are:

1. Implement the guidance of the competent department at a higher level on the comprehensive training of undergraduate graduates, and formulate and improve relevant rules and regulations.
2. Coordinate with relevant departments in the university to provide support, guarantee and service for the smooth progress of comprehensive training for undergraduate graduates.
3. Responsible for the process monitoring, organizing inspections, and supervising rectification of the comprehensive training of undergraduate graduates.
4. Supervise and urge the archiving of comprehensive training materials for undergraduate graduation.
5. Organize and do a good job in the random inspection and review of the results of comprehensive training for undergraduate graduation by the Ministry of Education.

Article 6 The second-level college is responsible for the specific organization and implementation of the comprehensive training of undergraduate graduates of the college, and the main responsibilities are:

1. Set up a leading group for the comprehensive training of undergraduate graduates, and be fully responsible

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for the management of the comprehensive training of graduates.

2. Formulate a comprehensive training plan for graduation.
3. Review the topics of comprehensive graduation training of each major.
4. Do a good job in monitoring the process of graduation comprehensive training, organize regular inspections, and coordinate and solve existing problems.
5. Organize the comprehensive training review, review, form review and plagiarism detection of graduation comprehensive training.
6. Set up a graduation comprehensive training defense team to organize defense and performance evaluation.
7. Do a good job in summarizing the work of graduation comprehensive training, sorting out and preserving documents.
8. Do a good job of sampling and submitting the results of comprehensive graduation training to the Ministry of Education for review.

Chapter III: Management of Instructors

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

Article 8 The hiring of external instructors is encouraged, and the work leading group of the second-level college shall review and approve it. Each student must have a First Responsible Instructor in the school.

Article 9 The instructor responsibility system shall be implemented for the comprehensive training for graduation. The main tasks are as follows:

1. Formulate the form, topic selection and research tasks of graduation comprehensive training.
2. Develop a mentoring plan.
3. Regularly (at least once a week) check the progress and quality of students' work, and answer and deal with relevant questions raised by students in a timely manner.
4. Review the quality of the results of the graduation comprehensive training, evaluate the results fairly and reasonably, and review and approve the qualifications for the graduation comprehensive training defense.
5. Supervise students to prepare for the defense, and guide students to successfully complete the defense.
6. Instruct students to sort out the relevant materials of graduation comprehensive training in accordance with the relevant requirements of the school and secondary colleges.
7. Insist on cultivating people with virtue, educate and guide students to abide by academic ethics and academic norms, and put an end to academic misconduct.
8. According to the arrangement of the secondary college, participate in the relevant activities of the

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graduation comprehensive training.

Article 10 In principle, the ratio of teachers to students in the comprehensive training for graduation shall not exceed 1:10 to ensure the effectiveness of the guidance. The second-level college shall formulate a plan in advance before the comprehensive training for graduation is carried out and submit it to the school for approval.

Chapter 4 Student Management

Article 11 Students should fully understand the importance of comprehensive graduation training, and independently complete the content of comprehensive graduation training according to the progress requirements and corresponding specifications put forward by the instructor.

Article 12 In the process of completing the comprehensive graduation training, students should be strict with themselves, establish a rigorous scientific attitude, humbly accept the guidance of teachers, give full play to their subjective initiative, think independently, study hard, be diligent in practice, and dare to innovate. Regularly (no less than 1 time per week) report to the instructor on the progress of the comprehensive graduation training.

Article 13 Academic misconduct such as fraud, misappropriation and plagiarism of others' achievements is strictly prohibited, and once discovered, it will be severely dealt with in accordance with relevant laws and regulations and the school system.

Article 14 To carry out comprehensive graduation training outside the school, a written application must be submitted to the secondary college where the student is located and approved. During the practice period, the progress of the work must be reported to the secondary college on a regular basis.

Article 15: Strictly abide by the attendance system, labor discipline and other rules and regulations of the school and the unit, and ask the instructor for leave if there is something to leave the school (unit).

Article 16 After the defense, the student must submit all the graduation comprehensive training materials to the secondary college and the instructor in accordance with the requirements of the secondary college. Those who have been approved as excellent in comprehensive training for school graduation must edit their papers in the required standardized format and submit the electronic manuscript to the secondary college for compilation.

Chapter 5 Process Management

Article 17 The comprehensive graduation training shall include preliminary preparation, topic selection, assignment of assignments, research topics, mid-term inspection, review of research results, text similarity testing, defense and grade evaluation. Each secondary college can decide the specific requirements of the comprehensive training content of students after graduation according to the characteristics of the major.

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

Article 19 Each major shall make detailed arrangements and regulations for the comprehensive training of

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students to ensure the quality and effect of the comprehensive training for graduation, and the defense shall be arranged in mid to late May each year in principle.

Article 20 After the completion of the graduation comprehensive training, each secondary college shall report the results of the graduation comprehensive training to the Academic Affairs Office in a timely manner, and conduct self-evaluation and work summary of the graduation comprehensive training. The school organizes special inspections or spot checks on the comprehensive training for graduation.

Article 21 Principles of topic selection

1. Meet the training objectives of the major and the basic requirements of teaching, ensure that students get basic ability training, and encourage students to innovate.

2. Each secondary college shall establish a subject review mechanism, organize teachers with the title of associate high school or above or doctoral degree or above to review the comprehensive training topics, and provide students with topics for selected topics through the audit. The number of comprehensive training topics for students to choose should be greater than the number of graduates, and the annual update rate of topics or content should reach more than 80%.

3. Combine the practical tasks of production, practice, scientific research and laboratory construction to select topics and update the topics in a timely manner, and advocate real questions. The difficulty of the topic selection should be moderate, and the depth and breadth should be taken into account; The workload is full, the comprehensive training is strong, and the phased results can be reflected, so that students can complete the graduation comprehensive training task within the specified time after hard work.

4. In principle, the topic should be selected by one person, and the content of the work that each student should complete independently must be clear for the topics that need to be completed by multiple people.

Article 22 Issuance of the task book

After the selection of the topic is completed, the instructor shall draw up the task book of the comprehensive graduation training, formulate the guidance plan and working procedures, and issue it to the students after being approved by the secondary college, and arrange the content, requirements and schedule of the graduation comprehensive training to the students in detail.

Article 23 Proposal requirements

1. After selecting the topic, students should complete the task of the proposal report under the guidance of the instructor, which should include the basis for the topic, the main content and expected objectives of the research, the research methods and steps, the research schedule, and the main references. There must be no less than 10 references. The instructor will review and check the proposal report.

2. The second-level college organizes the opening argument. Each major shall set up an opening and argumentation group, which shall be composed of 3 teachers and 1 secretary of the discipline, and the leader of the group shall be a professor or associate professor in principle. The results of the proposal report are graded on a

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two-level system (pass or fail). During the argumentation, the quality of the topic selection, the technical route and the feasibility of the implementation plan should be evaluated, and the secretary should make a record of the defense.

3. The leading group of the comprehensive training of graduates of each secondary college should strengthen the guidance of the opening process and the supervision of the demonstration process. After the proposal report is passed, students can amend, supplement and improve the proposal report according to the opinions of the defense team, and then enter the implementation stage of graduation comprehensive training. If the proposal report is not passed, it must be redone.

Article 24 Evaluation of the results of comprehensive graduation training

Before the defense, it must go through the review and review process. The results of the comprehensive training for students will be submitted to the instructor for review and evaluation by the instructor respectively. The instructor and the reviewing teacher cannot be the same person, and the review and evaluation must be conducted at the same time. Instructors and reviewers should fill in their comments and suggested grades in a factual manner, and the comments should reflect the essence of the student's comprehensive training.

Article 25: Similarity testing of words

The dissertation written by the graduation comprehensive training shall be tested for text similarity, and only after passing the test can they participate in the defense, and the specific requirements shall be implemented in accordance with the "Hunan City University Undergraduate Comprehensive Training Integrity Testing Management Measures".

Article 26 Defense and Grade Evaluation

1. After the completion of the graduation comprehensive training, the defense must be conducted. Each secondary college shall set up a defense committee, which shall be responsible for the defense work of the unit, formulate the defense rules, procedures and requirements, arrange the time and place of the defense, and examine and approve the students' graduation comprehensive training results proposed by the defense team. The defense committee has a number of defense teams, each group is composed of at least 3 people who meet the requirements of graduation comprehensive training instructors, and some external experts are encouraged to participate in the defense work, and there is 1 defense secretary who is responsible for specific work related to the defense.

2. Students can only participate in the defense after passing the qualification examination of the defense committee of the secondary college.

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

4. After the completion of the defense, the student should correct the mistakes in the graduation comprehensive training according to the requirements of the defense team, and the instructor will review it.

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5. The results of the student's graduation comprehensive training shall be comprehensively evaluated by the instructor, the evaluation teacher, and the defense team after writing comments and giving the results.

6. After the results are evaluated, the second-level college will recommend excellent graduation comprehensive training to the school as a professional unit. Students who fail to pass the comprehensive training after graduation should be redone or postponed by the second-level college.

Chapter VI Documentation Specifications

Article 27 Composition of Materials

The graduation comprehensive training materials should contain at least the following contents: task book, proposal report, proposal report meeting minutes, mid-term inspection form, defense application form, defense evaluation form (instructor evaluation form, teacher evaluation form, defense group evaluation form, defense meeting minutes, comprehensive performance evaluation form), thesis or design specification, text similarity test report, guidance record (provided 4 times). The relevant forms refer to the school template, and each secondary college can be fine-tuned according to the characteristics of the major, and submitted to the Academic Affairs Office for approval and filing.

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

Chapter VII: Monitoring and Assessment

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

Article 29 The leading group of the comprehensive training for graduation of the secondary college shall organize and guide the mid-term inspection of the comprehensive training for graduation of the college, and effectively monitor the progress of the students in completing the comprehensive training and the work status of the teachers.

Article 30 The University organizes teaching supervisors and relevant expert groups to inspect and spot check the process management and quality of comprehensive graduation training.

Chapter VIII Supplementary Provisions

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

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