



## **Appendix A-18: Hunan City University Online Admission Site Management Regulations**



## **Hunan City University Online Admission Site Management Regulations**

To ensure the orderly progress of the online admission work for the national college entrance examination in our school and keep the admission information confidential, the following management regulations are formulated in accordance with relevant admission requirements: The admission site is under closed - door management. All staff must enter and exit with their work permits. Persons unrelated to enrollment are not allowed to enter the admission site.

1. No visitors are allowed at the admission site. Candidates, their parents, and school faculty and staff are arranged by the Enrollment and Employment Office in the reception room and are not permitted to enter the admission site.
2. It is strictly prohibited to repair the filing sheets, log in for inquiries, and modify candidates' information without authorization. Any data that needs to be modified must be approved by the competent leader and the person in charge of the Admissions Office before modification.
3. Maintain smooth network connectivity and normal operation of equipment. It is strictly prohibited to use the enrollment and admission equipment without permission, download and install software unrelated to online admission, and browse web pages unrelated to online admission.
4. It is strictly prohibited to disclose admission - related information at the enrollment site, and it is also prohibited to take out enrollment and admission materials that have not been approved for public release.
5. School leaders at all levels and faculty and staff should consciously abide by various management regulations at the enrollment and admission work site.



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6. Relevant school departments should assist in the management of the enrollment and admission site to ensure smooth network connectivity and normal water and power supply.
7. Prevent fire and theft, and prevent the occurrence of accidents.