

Management Measures for Talent Training Programs at Hunan City University

Xiangcheng Institute Teaching Document [2016] 31Number

Chapter One General Principles

Article 1 The talent training program is a guiding document for undergraduate teaching work in higher education institutions. It serves as the fundamental basis for organizing teaching and cultivating talent in schools, is the primary link in achieving talent training goals, and is an important basis for organizing teaching activities and arranging teaching tasks.

Article 2 The training program is formulated by our school with the organization of experts based on the spirit of the documents from the Ministry of Education and the Provincial Education Department. It must reflect the general requirements of the state for talent cultivation, as well as the school's educational positioning and professional characteristics. It should comply with teaching laws, maintain a certain level of stability, and continuously adjust and revise in a timely manner according to the development of society, economy, and science and technology.

Article 3 The training program is a normative document for the school's teaching work, and once determined, it must be implemented seriously.

Chapter Two Principles for Developing Training Programs

Article 4 The formulation (revision) of the training program should follow the laws of education and teaching, adhere to the principles of comprehensive development in morality, intelligence, physical fitness, and aesthetics, coordinate the development and comprehensive improvement of knowledge, ability, and quality, optimize the structure and content as a whole, implement teaching according to students' needs, and closely integrate theory with practice. The training program should reflect the forefront of disciplinary knowledge and the characteristics of the times.

Article 5 The main content of the training program includes: training objectives, training requirements, reliance on core disciplines, professional abilities, core professional courses, characteristic professional courses, duration and degree, distribution of credits and class hours, schedule of teaching activities, course structure, and the overall teaching plan.

Chapter Three: The Procedure for Developing Training Programs

Article 6 The formulation (revision) of the training program shall be organized by the Academic Affairs Office under the leadership of the vice president in charge, with the deans responsible for teaching in each college specifically in charge. The following procedures must be followed:

1. The Academic Affairs Office, based on the relevant documents from the Ministry of Education and the Education Department, as well as the school's positioning, talent cultivation goals, educational characteristics, and development plans, proposes the principles for formulating (revising) the undergraduate training program. After soliciting opinions from various colleges and relevant parties, it is approved by the school and issued to each college as a school document.

2. Each college, based on the guidance, organizes the college's professional teaching advisory committee and the heads of each major to develop training programs for each major after extensive research, expert review, and in a unified, standardized format. These programs are then reviewed by the dean in charge, approved and signed by the college president, and submitted to the academic affairs office with the official seal.

3. The Academic Affairs Office organizes the expert review of the degree evaluation and teaching guidance professional committee for each major's training program and proposes final revision suggestions.

Each college modifies the final draft based on the review comments and then submits it to the Academic Affairs Office.

4. The Academic Affairs Office organizes and summarizes the training programs of each major, and submits them to the Vice President in charge of teaching for review, and they can only be implemented after being approved by the school's Degree Evaluation and Teaching Guidance Professional Committee.

5. After the training program is determined, each college organizes teachers to develop relevant course syllabi and examination outlines, and to improve various teaching guides, etc.

6. The training programs for each major should be announced and interpreted to teachers and students at the time of student enrollment, so that they are aware of the teaching arrangements and requirements under the standard academic system.

Chapter Four Implementation and Execution of the Training Program

Article 7 The training program approved by the school shall be organized and implemented by the Academic Affairs Office and each college. No unit or individual may unilaterally adjust or refuse to implement the teaching tasks specified in the training program.

Article 8 Each college shall complete the maintenance of the teaching plan for each semester in the school's academic management system according to the relevant regulations of the school, strictly verify the scheduling of each course in accordance with the training program, and complete the submission of the teaching schedule, editing of the course task book, and distribution of the class schedule within the specified time.

Article 9 The Academic Affairs Office reviews the implementation plan of each major's training program, and after the signature of the responsible director, one copy is returned to the college, and one copy is kept on file by the Academic Affairs Office.

Article 10 The course instructor shall prepare and submit the teaching calendar based on the course syllabus, and implement it after approval by the college. Instructors shall teach according to the schedule, syllabus, and progress of the teaching calendar.

Article 11 After the course ends, each college will conduct course assessments for students according to the school's requirements. The teaching staff will carefully evaluate grades and analyze exam papers, and will timely report and archive teaching materials.

Article 12 In the process of implementing the training program, the Academic Affairs Office and the college strengthen quality monitoring through student forums, teaching inspections, classroom teaching quality evaluations, leadership class observations, and teaching supervision, to ensure the quality of course instruction.

Chapter 5 Adjustment and Modification of the Training Program

Article 13 Adjustments and modifications to the talent training program should be partial corrections made within the basic framework of the college's principles for talent training, without involving changes to the guiding ideology, basic structure, or main indicators of the talent training program.

Article 14 During the execution process, if it is necessary to change the training program due to special reasons, the following procedures must be followed:

1. Fill out the "Hunan City University Training Program Adjustment Application Form," and after being signed by the college's responsible dean, submit it to the Academic Affairs Office for approval by the responsible director before any changes can be made. Any adjustments not reviewed and approved by the Academic Affairs Office will not be recognized by the school.

2. Any changes to the approved and currently implemented training program, such as changing course names, credit hours, semester of offering, adding, reducing, or replacing courses (including practical teaching components), are considered changes to the training program.

3. The application time for changes to the teaching plan should generally be submitted before the "Teaching Plan Schedule" for the next semester is submitted.

4. Anyone who changes the training program without approval as specified above will be treated as a teaching accident.

5.The application form for changes to the teaching plan shall be signed by the Academic Affairs Office, with one copy kept by the Teaching Operations Department and one copy archived by the college.

Chapter Six: Supplementary Provisions

Article 15 This method shall be implemented from the date of its publication.

Article 16 This method is explained by the Academic Affairs Office.

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Attachment:

Application Form for Adjusting the Training Program of Urban Studies in Hunan

20—20academic yearsemester

College Name: (Seal)

Professi onal				grade	
Abnor mal change Catego ry	1. Change course <input type="checkbox"/> 2. Change course nature <input type="checkbox"/> 3. Change class time <input type="checkbox"/> 4. Increase (decrease) class hours <input type="checkbox"/> 5. Other <input type="checkbox"/>				
Original plan situatio n	Course Name	Course nature	Semester of course commencem ent	Total study hours	
Situatio n after the change	Course Name	Course nature	Semester of the course	Total study hours	
Differe nt Move Yuan Beaus e	Year Month Day				
study 院	Dean in charge of the teaching department (signature): _____ Year Month Day				

meanin g see		
teach Affairs place meanin g see	Opinions on Professional Development Department	
	Opinions of the Director in Charge	Director of Academic Affairs Disciplinary Office (Academic Affairs Office Seal) <div style="text-align: right;">Year Month Day</div>

Note: This form must be submitted to the Academic Affairs Office for review before the start of the course, by May 30 or November 30 each year. Late submissions will not be accepted.