

Southwest Jiaotong University

**Implementation Measures for the Management and Quality Supervision
in Graduate Student Cultivation Process**

Chapter I General Rules

Article I In order to strengthen and standardize the management of the graduate student cultivation process, further clarify the management responsibilities in the graduate student cultivation process, conduct proper supervision over the management of the graduate student cultivation process, and ensure the quality of graduate student cultivation, the Measures is formulated based on the actual situation of the university and in accordance with the requirements of *State Council Academic Degrees Committee and the Ministry of Education's Opinions of on Strengthening the Quality Assurance and Supervision System Construction for Degree and Postgraduate Education, Several Opinions on Further Strictly Regulating the Quality Management of Degree and Graduate Student Education, Regulations of Southwest Jiaotong University on the Cultivation of Graduate Students for Master Degrees, Regulations of Southwest Jiaotong University on the Cultivation of Graduate Students for Doctoral Degrees*, and other documents.

Article II The Measures clearly stipulates the requirements for the establishment and management of academic archives in the graduate student cultivation process, the organization for quality supervision at all levels, and the use of supervision results. All graduate students, graduate student tutors, teachers, and departments for graduate student cultivation shall follow it for implementation.

Chapter II Establishment and Management of Academic Archives

Article III The university implements the "one archive for one student" system for the management of graduate students' archives, and keeps archives in both electronic version and paper version. The educational administration division under each department for graduate student cultivation functions to establish and manage academic archives for graduate students. It is responsible for the filing of archives for freshmen of the department, the

entry of archives for graduate students annually, and the standardized management o archives for graduate students.

Article IV The archived materials for a graduate student mainly include: study plan, transcript, project proposal, interim assessment result, annual assessment result, research and education topics, academic reports, research group seminars, literature reading and review, practice in the specialized area, innovation and entrepreneurship-related social practice, engineering practice, international academic conferences, international academic visits and other related materials. Each department for cultivation shall create the content of the archived materials for each graduate student according to the level, type and link of graduate student cultivation and academic years/semesters.

Article V The December of each calendar year is designated as the "month for archiving" of annual materials for graduate students. Each department for cultivation shall organize and complete the archiving of individual's annual learning materials for graduate students in each grade, clarify the scope of and requirements for annual materials to be archived for various types of graduate students based on their academic year, level and type, and properly organize and manage the archiving of annual learning materials for graduate students.

Article VI Each graduate student shall place on file his or her learning materials of the current year in both written and electronic forms in the "month of archiving" of each year in accordance with the requirements of the university and department. The written materials shall be sorted out, typeset, classified, and bound, and then stored in the respective academic portfolio in accordance with the requirements, to be retained by the individual for future reference. The written materials shall be photographed and turned into the electronic form, and submitted to the corresponding department in PDF format. The graduate student education administration division will keep it on file for future reference.

Article VII All graduate students shall be responsible for the study materials submitted by themselves, and ensure that the materials are complete, truthful, reasonable and effective. The requirements of each cultivation link shall be completed annually step by step, and cramming for completion is prohibited. All graduate student tutors shall ensure that the materials are complete, truthful, reasonable and effective and prevent falsification. Each

department for cultivation shall properly organize and supervise the archiving of materials, and review the archived materials to ensure the completion of archiving to satisfaction.

Chapter III Process Management Inspection and Supervision

Article VIII The management and quality supervision of the graduate student cultivation process is implemented at the university and college levels. Each department for cultivation shall establish a college-level quality supervision team, which is mainly responsible for the overall inspection and quality supervision of tutors in terms of instruction and graduate students in terms of annual learning results and scientific research. The university shall establish a school-level quality supervision team, which is mainly responsible for the inspection and supervision of all departments for cultivation in terms of annual quality supervision, and the inspection of annual archived materials for graduate students in each department.

Article IX The spring semester of each calendar year is designated as the "supervision season" for the examination of the management quality of the graduate student cultivation process. Each department for cultivation shall organize the college-level quality supervision team for supervision and inspection of the quality management of the graduate student cultivation process within itself. The university shall organize the school-level quality supervision team for comprehensive supervision and inspection of the management quality of the graduate student cultivation process in each department, and provide evaluation and rectification opinions on the management quality of the graduate student cultivation process in each department.

Article X The supervision over the quality management of the graduate student cultivation process aims mainly to inspect and supervise teachers' course files and students' academic files in the department for cultivation.

Article XI The focus of the inspection of graduate student course files is to check the completeness, clarity, truthfulness, effectiveness, and rationality of the teaching materials. Course files shall include: course syllabus, course teaching calendar, list of elective courses for graduate students, homework or reports of graduate students, course test papers, course grading standards,

transcripts, etc.

Article XII The focus of the inspection of students' academic files is to check the completeness, reality, and rationality of the materials submitted in each link of graduate student's cultivation. It should mainly include: whether the annual archived materials in each graduate student's academic archive are complete, clear, true and effective; whether each graduate student's advising professor is serious and rigorous in the guidance and control of each link of cultivation of graduate students; whether each graduate student completes the tasks in each link step by step.

Chapter IV Quality Supervision Results and Application

Article XIII The quality supervision team at all levels shall make an overall evaluation of the management quality of the graduate student cultivation process in the department for cultivation, feed the overall situation of supervision back to the responsible entity, and put forward the requirements for rectification of overall management quality problems found from inspection within a time limit; individual quality problems found from inspection shall be reported back to teachers, tutors, students or departments for cultivation in a timely manner, and requirements for rectification within a time limit shall be put forward.

Article XIV Under normal circumstances, the course teacher shall rectify course files related problems found during the supervision within 15 days, and report the rectification results to the quality supervision team in written form; the graduate students themselves are required to rectify academic files related problems found during the supervision within 3 months under the guidance of tutors, and report the rectification results to the quality supervision team in written form. Each department for cultivation shall supervise and urge the rectification.

Article XV All responsible entities and individuals shall take seriously the supervision opinions fed back by the quality supervision teams at all levels, attach great importance to the problems pointed out by the supervision teams, and implement rectification seriously as required. The university will deal with those who do not seriously take or implement rectification in accordance with relevant regulations.

Chapter V Supplementary Provisions

Article XVI The Measures shall be implemented from the date of promulgation, and the Graduate School shall be responsible for its interpretation. These regulations shall prevail over other regulations which contradict them.