

Measures for the Implementation of Southwest Jiaotong University for the Administration of Archives for Graduate Students

Chapter I General Rules

1. In order to strengthen and standardize the training process management for graduate students, and to further implement the *Measures for the Implementation of Training Process Management and Quality Supervision for Graduate Students* in accordance with the *Several Opinions on Further Strictly Regulating the Management of Degrees and the Education Quality for Graduate Students*, the *Regulations of Southwest Jiaotong University on the Cultivation of Graduate Students for Master's Degrees*, and the *Regulations of Southwest Jiaotong University on the Cultivation of Graduate Students for Doctoral Degrees* and other documents, we have specially formulated the Measures.

2. The archive is the record by graduate students about their activities in each training link in line with relevant cultivation regulations; managing archives is a crucial link in the process management and quality supervision of the training.

3. We implement the "archive by archive" system for the management of graduate students' archives. Graduate students should complete and conserve their own archives and their advising professors are the first person responsible for the archives. In each department of cultivation (or school), the academic affairs office is responsible for the filing and management of archives and the quality supervision group is accountable for the inspection and supervision of the management.

Chapter II The Contents of Archives

4. We implement the "archive by archive" system for the management of graduate students' archives in both electronic and paper forms.

5. Materials within the archives are mainly study plans, transcripts of courses, special reports on scientific research and education, academic reports, records of project research seminars, literature reading and review records, documents on professional practice, documents on innovation, entrepreneurship and social practice, documents on engineering practice, records of international academic conferences, records of international academic visits, dissertation proposal, interim assessment report, annual assessment report, and others. All graduate students archive the above-mentioned materials according to the requirements of the training program.

Chapter III The Requirements for Archiving

6. Each department of cultivation should formulate the archiving requirements for graduate students' archives according to the List of Academic Files of Graduate Students, A Guideline of Each Training Session Period for International Doctoral Candidates, and A Guideline of Each Training Link Period for International Master's Degree Candidates.

7. The graduate students must be responsible for the submitted materials and must ensure that the materials are complete, true, reasonable, and effective without fraudulent acts such as plagiarism and forgery. If there is any violation of the *Academic Ethics Code of Southwest Jiaotong University*, the university will deal with it by relevant regulations.

8. Graduate students should gradually complete each training link of the postgraduate stage within the time limit specified in the Schedule of Training Link for Graduate Students and complete the archiving work of each link in accordance with related requirements stipulated in the List of Academic Files of Graduate Students. Sudden completion is prohibited.

9. Graduates students can download the Archiving Form for Each Training Link of Doctoral Candidates or the Archiving Form for Each Training Link of Master's Degree Candidates from the "Download Zone" of the Graduate School's web page. Please read the instructions before filling out the relevant archiving forms and complete works of filling, typesetting, printing, binding and archiving as required.

10. Graduate students should fill in the List of Academic Files of Graduate Students regularly, and sort out and archive the paper documents according to the list. Graduates students should keep materials such as or related to study plans, academic reports, transcripts, special reports on scientific research and education, academic reports, project research seminars, literature reading and reviews, professional practice, innovation, entrepreneurship and social practice, engineering practice, international academic conferences, and international academic visits themselves by the termination of student status. Relevant materials such as dissertation proposal, interim assessment, and annual assessment should be submitted to the department of cultivation for archiving.

Chapter IV Management and Supervision of Archives

11. The end of each year is the "archiving time" for graduate students. Graduate students should file their archives according to the requirements of related departments of cultivation; the spring semester of each calendar year is designated as the "supervision season" for the quality of the graduate student training process management and "school-institute" two-level supervision mechanism is implemented.

12. The focus of the supervision of archives is to check the completeness, reality, and rationality of the materials submitted in each link of graduate student's training. It should mainly include: whether the annual filing 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 training link; whether each graduate student completes the tasks of each training link in a step-by-step manner.

13. The advising professor is the first person responsible for graduate student training. He/she should uphold the tradition of "rigorous scholarship and strict requirements" to guide graduate students to abide by academic ethics and avoid fraud, and supervise the entire process of graduate student training with a serious and rigorous attitude.

14. The academic affairs office of each department of cultivation is accountable for the filing and management of graduate students' archives. It is responsible for

regularly checking the archiving progress of its graduate students' academic archives in each training link, as well as supervising, standardizing and managing these archives.

15. The quality supervision group of each department of cultivation is the first-level supervision department for the quality of the graduate student training process, and it should carry out internal supervision and inspection on graduate student training process management quality in the "supervision season". It should check the annual archives of graduate students randomly, make an overall evaluation of the training process for graduate students, feed back the overall situation of the supervision to the responsible party, and put forward the requirements for rectification within a time limit.

16. The school-level quality supervision group is the secondary supervision department for the quality of the graduate student training process. It is responsible for comprehensive supervision and inspection on the quality of the graduate student training process management of each department of cultivation in the university, then giving evaluation and rectification opinions on the quality of each department of cultivation. In the random inspection process, if a graduate student fails the inspection by the supervision group in a certain link, the assessment result of that link should be recorded as "fail".

Chapter V Supplementary Provisions

17. The Graduate School is responsible for the interpretation of this regulation, which will be implemented from August 1, 2022. If any of the previous regulations is inconsistent with this one, the latter should be final.