

# Management Measures for Comprehensive Training of Undergraduate Graduates at Hunan City University

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## Chapter One General Principle

**Article 1** In order to standardize the management of undergraduate graduation comprehensive training and ensure the quality of undergraduate graduation comprehensive training, these measures are specially formulated.

**Article 2** The comprehensive graduation training is a professional comprehensive training session that undergraduate students from various majors undergo before graduation. It is an important practical segment for students to comprehensively apply the foundational knowledge, basic theories, and essential skills they have learned, to study the fundamental methods of scientific research or engineering design, to conduct basic training in scientific research, and to cultivate innovation ability, practical ability, and entrepreneurial spirit.

**Article 3** The comprehensive training for undergraduate graduation includes forms such as graduation design, graduation thesis, graduation report performance, work exhibition, and social survey report.

## Chapter Two: Organizational Management

**Article 4** The comprehensive training for undergraduate graduation is managed at both the university and college levels.

**Article 5** The Academic Affairs Office, as a functional department of the school, is responsible for the macro management and guidance of the comprehensive training for undergraduate graduation, and its main responsibilities are:

Implement and carry out the guidance from the higher-level competent authority on the comprehensive training work for undergraduate graduates, and formulate and improve relevant rules and regulations.

2. Coordinate relevant departments within the school to provide support, guarantee, and services for the smooth conduct of undergraduate graduation comprehensive training.

3. Responsible for the process monitoring, organization, inspection, and supervision of the comprehensive training work for undergraduate graduation.

4. Urge to properly archive the comprehensive training materials for undergraduate graduation.

5. Organize the comprehensive training results of undergraduate graduates for the Ministry of Education's random inspection and review.

**Article 6** The secondary college is responsible for the specific organization and implementation of the comprehensive training work for undergraduate graduates in its college, and its main responsibilities are:

1. Establish a leadership group for the comprehensive training of undergraduate graduates, fully responsible for the management of comprehensive training in this college.

2. Develop a comprehensive training work plan for graduation.

3. Review the comprehensive training topics for graduation in each major.

4. Monitor the process of the comprehensive graduation training, organize regular inspections, and coordinate to solve existing problems.

5. Organize the review, evaluation, formal examination, and plagiarism detection of the comprehensive graduation training.

6. Establish a comprehensive graduation training defense group to organize the defense and grade evaluation.

7. Prepare a summary of the comprehensive training work for graduation, and organize and preserve the documentation materials.

8. Ensure the Ministry of Education's random inspection and review of the graduation comprehensive training results.

### **Chapter Three: Management of Supervising Teachers**

**Article 7** Guiding teachers should be professionals with intermediate or higher technical positions, a background in scientific research, practical experience, and a strong sense of responsibility. Professors and associate professors must undertake the comprehensive graduation training guidance teaching tasks assigned by the college each year.

**Article 8** Encouragement is given to hire external instructors, subject to approval by the leadership group of the secondary college. Each student must have one primary responsible instructor from within the school.

**Article 9** The comprehensive training for graduation is under the responsibility of the supervising teacher. The main tasks are as follows:

1. Formulate the format, topics, and research tasks for the graduation comprehensive training.
2. Develop a guidance plan.
3. Regularly (at least once a week) check students' work progress and quality of completion, and promptly answer and address any questions raised by students.
4. Review the quality of the comprehensive training results for graduation, fairly and reasonably evaluate the achievements, and approve the qualifications for the graduation defense.
5. Urge students to prepare for the defense and guide them to successfully complete the defense.
6. Guide students to organize materials related to the graduation comprehensive training according to the requirements of the school and the secondary college.
7. Adhere to the principle of cultivating virtue and nurturing talent, guiding students to observe academic ethics and standards, and eliminating phenomena such as academic misconduct.
8. Participate in relevant activities for the graduation comprehensive training as arranged by the secondary college.

**Article 10** In principle, the ratio of instructors to students for the comprehensive graduation training should not exceed 1:10 to ensure effective guidance. The secondary college should prepare a plan in advance before the comprehensive graduation training begins and submit it for school approval.

### **Chapter Four Student Management**

**Article 11** Students should fully recognize the importance of the comprehensive graduation training and independently complete the content of the graduation comprehensive training according to the progress requirements and corresponding standards set by the guiding teacher.

**Article 12** During the completion of the graduation comprehensive training, students must set strict requirements for themselves, establish a rigorous scientific attitude, humbly accept the guidance of teachers, fully exert their subjective initiative, think independently, strive for in-depth research, be diligent in practice, and dare to innovate. Regularly (at least once a week) report to the supervising teacher on the progress of the graduation comprehensive training work.

**Article 13**It is strictly prohibited to engage in academic misconduct such as falsification, plagiarism, and the unauthorized use of others' work. Once discovered, serious consequences will be imposed in accordance with relevant laws and regulations as well as school policies.

**Article 14**To conduct comprehensive graduation training off-campus, a written application must be submitted to the relevant secondary college and approved; during the practice period, regular reports on work progress must be submitted to the relevant secondary college.

**Article 15**Strictly adhere to the attendance system, labor discipline, and other regulations of the school and the unit, and must ask for leave from the supervising teacher when leaving the school (unit) for any reason.

**Article 16**After the defense, students must submit all graduation comprehensive training materials to the secondary college and the supervising teacher as required by the secondary college. Those approved as excellent in the school's graduation comprehensive training must edit their thesis in the specified format and submit the electronic version to the secondary college for compilation.

## **Chapter FiveProcess Management**

**Article 17**The comprehensive graduation training should include stages such as preliminary preparation, topic selection, task assignment, research topics, mid-term review, evaluation of research results, text similarity detection, defense, and grade assessment. Each secondary college can study and decide on the specific requirements for students' comprehensive graduation training based on the characteristics of their majors.

**Article 18**Each secondary college should complete the preparation, review, and selection of graduation comprehensive training topics before the end of the seventh semester (ninth semester for five-year programs).

**Article 19**Each major should make detailed arrangements and regulations for students' comprehensive graduation training to ensure the quality and effectiveness of the training, with defenses generally scheduled for mid to late May each year.

**Article 20**After the completion of the comprehensive graduation training, each secondary college should promptly report the graduation training results to the Academic Affairs Office and conduct a self-evaluation and work summary of the graduation training. The school organizes special inspections or random checks of the graduation training.

### **Article 21Principles of Topic Selection**

1. Meet the basic requirements of the training objectives and teaching of this major, ensure that students receive basic skills training, and encourage students to be innovative.
2. Each secondary college should establish a project review mechanism, organizing teachers with associate senior titles or above, or doctoral degrees, to review comprehensive training projects. Projects that pass the review will be provided for students to choose from. The number of comprehensive training projects available for students to choose from should be greater than the number of graduates, and the annual update rate of topics or content should reach over 80%.
3. Choose topics based on the actual tasks of production, practice, scientific research, and laboratory construction, and update the topics in a timely manner, advocating for real problems to be solved. The difficulty of the topics should be moderate, balancing depth and breadth; the workload should be substantial, with strong comprehensive training, reflecting phased achievements, allowing students to complete their graduation comprehensive training tasks within the specified time through their efforts.
4. In principle, each topic should be assigned to one person, and for topics that require collaboration, the specific work content that each student should complete independently must be clearly defined.

### **Article 22Issuance of Task Order**

After the topic selection is completed, the supervising teacher drafts the graduation comprehensive training task book, formulates the guidance plan and work procedures, and issues

it to the students after approval by the secondary college, providing detailed instructions on the content, requirements, and schedule of the graduation comprehensive training.

#### Article 23 Requirements for Topic Proposal

After selecting a topic, students complete the proposal report task under the guidance of their instructors. The proposal report should include the basis for the topic, the main content and expected goals of the research, research methods and steps, research schedule, and main references, among others. The references must be no less than 10 articles. The instructor reviews and approves the proposal report.

2. The secondary college organizes the thesis proposal defense. Each major establishes a thesis proposal defense group, consisting of 3 teachers from the discipline and 1 secretary, with the group leader generally being a professor or associate professor. The thesis proposal report is graded on a two-level system (pass or fail). The defense should assess the quality of the topic, the feasibility of the technical route, and the implementation plan, determining whether the proposal passes, and the secretary should keep a record of the defense.

3. The leadership team of each secondary college's graduation comprehensive training work should strengthen guidance on the topic selection phase and supervision of the argumentation process. After the topic selection report is approved, students should revise, supplement, and improve the report based on the opinions of the defense group, and then they can enter the implementation phase of the graduation comprehensive training. If the topic selection report is not approved, it must be redone.

#### Article 24 Review of Comprehensive Graduation Training Results

Before the defense, a review and evaluation process must be conducted. The student's comprehensive training results must be submitted to the supervising teacher for review and to the evaluating teacher for evaluation. The supervising teacher and the evaluating teacher cannot be the same person, and the review and evaluation must be conducted simultaneously. The supervising teacher and the evaluating teacher should truthfully fill out comments and suggested grades, and the comments must reflect the essence of the student's comprehensive training.

#### Article 25 Text Similarity Detection

The thesis written for the comprehensive training of graduation should undergo text similarity detection, and only after passing the detection can one participate in the defense. The specific requirements are implemented according to the "Integrity Detection Management Measures for Undergraduate Graduation Comprehensive Training of Hunan City University."

#### Article 26 Defense and Grading

After the completion of the comprehensive graduation training, a defense must be conducted. Each secondary college should establish a defense committee responsible for the defense work of its unit, formulate defense rules, procedures, and requirements, arrange the time and place for the defense, and approve the graduation comprehensive training grades proposed by the defense group. The defense committee will have several defense groups, each consisting of at least three qualified instructors for the comprehensive graduation training. It is encouraged to invite some external experts to participate in the defense work, and a defense secretary will be appointed to handle specific tasks related to the defense.

Students must pass the qualification review of the defense committee of the secondary college before they can participate in the defense.

3. During the defense process, each defense group must strictly adhere to the defense procedures, maintain the discipline of the defense, uphold the seriousness and authenticity of the defense process, and keep detailed records of the defense process.

After the defense is completed, students must correct the errors found in the graduation comprehensive training according to the requirements of the defense team, and have them reviewed by the supervising teacher.

5. The overall performance of students in their graduation comprehensive training is assessed by the supervising teacher, reviewing teacher, and defense panel, who will each provide comments and grades before the final evaluation of the student's performance.

6. After the evaluation of grades, the secondary college recommends outstanding graduates for comprehensive training to the school based on their major. Students who fail the comprehensive training must be required by the secondary college to redo it or have their completion postponed.

## Chapter Six Document Data Standards

### Article 27 Composition of Materials

The comprehensive training materials for graduation should include at least the following contents: task book, proposal report, minutes of the proposal report meeting, mid-term inspection form, defense application form, defense review form (supervisor review form, reviewer review form, defense group review form, minutes of the defense meeting, comprehensive grade evaluation form), thesis or design specification, text similarity detection report, guidance records (provide 4 times). Relevant forms should refer to the school template, and each secondary college can make minor adjustments based on professional characteristics, subject to approval and filing by the academic affairs office.

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

## Chapter Seven Monitoring and Evaluation

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

Article 29 The leadership group for the comprehensive graduation training of secondary colleges should organize and guide the mid-term inspection of the comprehensive training work in the college, effectively monitoring the progress of students' completion of the comprehensive training and the work status of teachers.

Article 30 The school organizes teaching supervision and relevant expert groups to inspect and randomly check the process management and quality of the graduation comprehensive training.

## Chapter Eight Appendix Regulations

Article 31 Each secondary college shall formulate detailed requirements and explanations for the comprehensive graduation training based on these regulations.

These regulations shall take effect from the date of issuance and shall be interpreted by the Academic Affairs Office. The original "Management Measures for Comprehensive Graduation Training of Hunan City University" (Xiangchengyuan Fa [2008] No. 80) is hereby abolished.