

**Appendix A-9 Implementing Rules of Shanghai University  
of Engineering and Technology for Admission Supervision**

## **Implementing Rules of Shanghai University of Engineering and Technology for Admission Supervision**

Article 1 These Implementing Rules, in accordance with the Administrative Supervision Law of the People's Republic of China, the Interim Measures of the Ministry of Education for the Supervision of Admission of Regular Institutions of Higher Education and the Opinions of the Shanghai Municipal Education Commission on Strengthening the Administration and Supervision of the Admission Examination of Regular Institutions of Higher Education, are formulated to maintain the authority and seriousness of the national admission policies, regulations, and systems, and to improve the supervision and restriction mechanism, so as to ensure the smooth progress of the University's admission.

Article 2 The University's admission supervision shall comply with the requirements of relevant regulations and laws, and follow the principles of supervision and service. It is required to actively cooperate with the admission management department, participate in the entire process of admission, and maintain a positive image of the University's admission and social interests.

Article 3 The admission supervision of the University shall be conducive to the implementation of national admission-related policies, regulations and systems, be conducive to reflecting the principles of fair competition and selection based morality, intelligence, physique and beauty, and be conducive to safeguarding the legitimate rights and interests of candidates.

### **Chapter II Working Mechanisms**

Article 4 The University establishes the Admission Steering Group consisting of the major person-in-charge the University, the person in charge of admission, and the secretary of the Discipline Inspection Commission, to lead the admission management and supervision. The group leader is the major person-in-charge the University, and the deputy leader is the person in charge of admission and the secretary of the Discipline Inspection Commission.

Article 5 The University establishes the Admission Working Group consisting of the leaders in

charge of the University's admission, the major person-in-charge of the Office of Supervision of the Discipline Inspection Commission, the major person-in-charge of the Dean's Office, the director of the Admission Office and the major person-in-charge of the Student Affairs Office to take charge of the University's admission tasks.

Article 6 During the admission period, the University establishes the Admission Supervision Group consisting of leaders in charge of University's supervision, the major person-in-charge of the Office of Supervision of the Discipline Inspection Commission and the President's Office, specially invited representatives and other relevant personnel. It specifically implements the supervision and inspection of admission under the leadership of the Admission Steering Group.

### **Chapter III Responsibility**

Article 7 It is required to cooperate with the Admission Working Group to conduct education and related training on national admission-related policies, regulations, systems and disciplines for admission staff and supervisors.

Article 8 It is required to supervise and inspect the implementation of the admission-related policies, regulations, systems, plans and disciplines of the State and the Shanghai Municipal Education Commission by the admission management department.

Article 9 It is required to supervise and inspect the administration and performance by the admission management department and its staff in accordance with the law. It is also required to put forward opinions on practices that do not conform to procedures and regulations, and urge prompt rectification.

Article 10 It is required to supervise and urge the University's admission staff to carry out procedures such as document upgrade, review and withdrawal in accordance with relevant regulations, procedures and time requirements, and promptly and properly handle the opinions and suggestions put forward by the Shanghai University Admission Office.

Article 11 It is required to accept complaints and reports concerning violations of admission-related policies, regulations and disciplinary issues, and urge or cooperate with relevant departments to investigate and deal with them, so as to safeguard the legitimate rights and interests

of candidates and admission staff.

Article 12 If admission staff and related personnel have violated disciplines and laws, the parties and responsible persons shall be held accountable in accordance with the principles of "responsibility of the person in charge" and "one post with double duty".

## **Chapter IV Supervision**

Article 13 It is required to supervise the entire process of admission, focus on the supervision and inspection of propositions, printing questions, examination style and discipline, examination paper storage, freshman admission, handling of remaining problems and other procedures.

Article 14 It is required to supervise and inspect the preparation of candidates' electronic files, especially the collection and maintenance of information about physical examination, voluntary reporting and results, so as to protect the legitimate rights and interests of candidates.

Article 15 It is required to supervise and inspect the qualification review of freshmen.

## **Chapter V Policies and Requirements**

Article 16 The prior notice system shall be implemented. For matters related to admission supervision, the admission management department shall notify the Admission Supervision Group within one week to properly arrange admission supervision.

Article 17 The qualification review system shall be implemented. The Admission Supervision Group shall, in conjunction with the admission management department, conduct a qualification review of the staff involved in proposition, printing, exemption paper storage and marking.

Article 18 The on-site office system shall be implemented. During the admission period, for candidates who need to be admitted on the spot, the Admission Supervision Group shall be stationed at the admission site to perform their duties.

Article 19 The meeting system shall be implemented. During the admission period, the person in charge of the Admission Supervision Group shall participate in the meeting held by the admission management department to study relevant matters.

Article 20 The challenge system shall be implemented. The members of the Admission Supervision Group whose immediate family members apply for Shanghai University of

Engineering Science shall take the initiative to apply for withdrawal and shall not join in the Admission Supervision Group of that year.

Article 21 The system of signing opinions shall be implemented. The admission list of art admission and sports and art students shall be determined by the collective study of the Admission Steering Group, and shall be signed by the leaders of the University in charge, the admission management department and the person-in-charge of the Office of Supervision.

Article 22 The working report system shall be implemented. In the event of any major or difficult problems during the admission period, it is required to report to the Admission Steering Group and the Shanghai University Admission Office in time. The remaining issues or major issues must be collectively studied and decided by the Admission Steering Group. Within one month after the admission work is completed, it is required to summarize the admission work in a timely manner, and report to the Admission Steering Group and relevant working committees within the specified time.

Article 23 The social supervision system shall be implemented. The admission management department shall provide the admission supervision telephone in the Admission Guide, Instructions for Candidates, Admission Work Manual, etc., and the Admission Supervision Group shall accept reports on various violations related to admission.

Article 24 The members of the Admission Supervision Group shall be familiar with the business, master the relevant national and municipal admission-related policies, regulations, systems and disciplines, and supervise and inspect the entire process of the University's admission.

Article 25 The admission staff and supervisors shall be decent, honest and self-disciplined, enforce discipline impartially, and consciously accept the supervision of the organization and the masses.

## **Chapter VI Supplementary Provisions**

Article 26 The admission supervision of the Adult Education College of the University shall be implemented with reference to these Implementing Rules.

Article 27 The Discipline Inspection Commission (Office of Supervision) shall be responsible for the interpretation of these Implementing Rules.