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Appendix B-12

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Measures of Shanghai University of Engineering Science for the Management of Experiment-Based Teaching

HU GONG CHENG JIAO [2015] No. 106

Chapter I General Provisions

Article 1 Experiment-based teaching is an important part of the undergraduate teaching system of colleges and universities, and an important teaching procedure for training students' ability to integrate theory with practice and pursue innovation. These Measures are hereby formulated to standardize the experiment-based teaching management of the University, ensure the quality of experiment-based teaching, and train qualified students.

Article 2 Experiment-based teaching is a learning process of independent operation of students by using instruments and equipment under the guidance of experiment instructors in accordance with specific educational goals and plans. It is a teaching form for training practical and innovative ability. The experimental course is an important part of the teaching content and cannot be exempted.

Article 3 Experiment-based teaching must be instructed by faculty members or professional technical personnel with instructing qualifications. The staff of the laboratory shall assist experiment instructors to complete teaching tasks and jointly assume the responsibility of imparting knowledge and educating students.

Article 4 Departments that provide guarantee and management services for experiment-based teaching shall recognize the core position of teaching and perform their duties to jointly create good conditions for experiment-based teaching.

Article 5 The dual management by the University and the secondary schools and colleges shall be implemented for experiment-based teaching. The management of experiment-based teaching shall be implemented by the secondary schools and colleges (teaching divisions/centers) under the leadership of the Vice President in charge. The experiment-based teaching of the secondary schools and colleges (teaching divisions/centers) shall be in the organized by the Deputy Dean in charge; the director of the department (teaching and research section) and the laboratory director shall assist in daily work.

Chapter II Experiment-Based Teaching Task Management

Article 6 The teaching laboratory shall undertake the task of experiment-based teaching according to the teaching plan of the University. Its development, adjustment, and cancellation must be reviewed by the University's competent departments and officially approved by the University.

Article 7 All secondary schools and colleges (teaching divisions/centers) shall put forward suggestions and development plans for laboratories and experimental courses based on discipline development, talent training goals, and actual conditions.

Article 8 All secondary schools and colleges (teaching divisions/centers) shall formulate experiment-based teaching plans and syllabuses according to programs' teaching plans and talent training goals and select appropriate experiment items.

Article 9 All secondary schools and colleges (teaching divisions/centers) shall supervise, inspect, and approve the syllabus, teaching plan, and experiment item of each experimental course, and select or compile experimental instructions, experimental textbooks and other teaching materials according to the syllabus and the teaching plan.

Article 10 All secondary schools and colleges (teaching divisions/centers) shall carefully prepare experiment-based teaching tasks in accordance with the requirements of the syllabus and the teaching plan. It is required to try to ensure that there is 1 individual per group for basic course experiments, 2 individuals per group for specialized basic course experiments, and no more than 5 individuals per group for specialized course experiments. For some experiments that cannot be completed by 1 or 2 individuals, the minimum number of individuals for each group shall be proposed on the principle of meeting the requirements of the experiment, and the number of each group shall be submitted to the Dean's Office for approval before implementation to ensure the quality of experiment-based teaching.

Article 11 For experimental tasks in which theoretical teaching and experiment-based teaching are not carried out in the same department, the two departments shall negotiate with each other and arrange experimental tasks, and the department undertaking experimental tasks shall be responsible for including the experimental course in the class schedule.

Article 12 Faculty members shall formulate an experiment-based teaching plan according to the teaching tasks, and submit it to the secondary schools and colleges within three weeks after the start of the semester, and report to the Dean's Office for the record. Experiment-based teaching tasks must be carried out as planned and cannot be changed at will. If it is necessary to adjust the experiment-based teaching task due to the change of teaching requirements or the fact that the hardware cannot meet requirements, the department undertaking the experiment task must submit a written report and submit it to the Dean's Office for approval.

Article 13 All secondary schools and colleges (teaching divisions/centers) shall actively carry out the reform of experiment-based teaching, and formulate research plans and implementation plans for experiment-based teaching (including the development and improvement of experimental textbooks, experiment-based teaching methods, teaching methods, experimental techniques, and experimental devices). Efforts shall also be made to absorb new achievements in science and technology and teaching reform, optimize the experiment-based teaching system, update the experiment content, and offer comprehensive and designing experiments to continuously improve the quality and level of experiment-based teaching.

Article 14 All secondary schools and colleges (teaching divisions/centers) shall effectively strengthen the management, maintenance, and functional development of instruments and equipment, and improve the integrity, utilization, and comprehensive benefits of instruments and equipment. Efforts shall be made to improve the technical conditions and working environment of experiments to provide a guarantee for completing the task of experiment-based teaching efficiently and at a high level.

Article 15 All secondary schools and colleges (teaching divisions/centers) shall collect, organize, summarize, submit and archive basic information on experiment-based teaching, personnel and equipment in accordance with relevant regulations.

Article 16 All secondary schools and colleges (teaching divisions/centers) shall regularly check the quality of experiment-based teaching, solicit opinions and suggestions from faculty members and students on experiment-based teaching, summarize experiment-based teaching in time, and solve problems in this aspect.

Article 17 All secondary schools and colleges (teaching divisions/centers) shall strengthen scientific management, improve the rules and regulations of laboratory development and management, refine the laboratory assessment system, strengthen staff training, and create a cooperative working environment that is conducive to imparting knowledge and educating students.

Article 18 Under the premise of ensuring regular teaching, all secondary schools and colleges (teaching divisions/centers) shall actively create conditions to gradually realize the full opening of laboratories on working days. Students shall be encouraged to use their spare time to carry out scientific and technological innovation or independent experiments. At the same time, academic and technical exchange activities shall be carried out, social services shall be provided, and technology development shall be carried out to inject new vitality into laboratories.

Article 19 The director of the department (teaching and research section) and the laboratory director shall assist the Deputy Dean in charge and related personnel in drawing up the syllabus and plan of experiment-based teaching, selecting experiment items, compile and select experimental textbooks, arrange the class schedule of experiment-based teaching, and define the experiment-based teaching tasks undertaken by the laboratory.

Chapter III Experiment-Based Teaching Document Management

Article 20 The guiding document of experiment-based teaching is the basic document for the organization, implementation, and regulation of the experiment-based teaching process of the University. The syllabus of experiment-based teaching, the plan of experiment-based teaching, and relevant textbooks shall remain relatively stable. If the content needs to be adjusted or changed, the department to which the course belongs shall demonstrate, review and apply, and report to the Dean's Office for approval before implementation.

Article 21 The plan of experiment-based teaching is an important part of the program training plan. In plan of experiment-based teaching, the hours of teaching experiments shall be specified, and independently offered experimental course shall be included in the course catalog.

Article 22 Requirements for the syllabus of experiment-based teaching

i The syllabus of experiment-based teaching is the main basis for organizing, checking and evaluating experiment-based teaching and guiding the development of the laboratory. All experimental courses offered in the training plan must have the syllabus of experiment-based teaching.

ii The syllabus of experiment-based teaching shall make clear the positioning, teaching objectives and teaching effectiveness of experiment-based teaching in the curriculum system.

iii The syllabus of experiment-based teaching shall make clear the experimental items, the allocation of class hours, the content of each experimental item and the teaching requirements.

iv The syllabus of experiment-based teaching shall specify the requirements for experiment reports.

v The syllabus of experiment-based teaching shall determine the evaluation method and scoring criteria of experiment-based teaching of the course.

vi The syllabus of experiment-based teaching shall be revised in time according to the reform measures for experiment-based teaching and the development of science and technology to adapt to the new situation.

Article 23 Requirements for experiment items

i The selected experiment items shall meet the training goals and characteristics of the program, and meet the requirements of the syllabus of experiment-based teaching syllabus for ability training.

ii The selected experiment items shall help to strengthen the training of basic experimental skills, while laying emphasis on the cultivation of comprehensive ability and innovation ability.

iv The content of the experiment shall be carefully selected to control the number of experiment items and ensure the quality of the experiment.

iv The types of experiment items shall be both diverse and typical. The proportion of comprehensive and designing experiments shall be gradually increased. The ratio between classic items and experiment items reflecting modern technology shall be reasonably determined. It is required to teach students in accordance with their aptitude.

v Comprehensive and designing experiment items must be demonstrated by experts organized by the secondary schools and colleges; only after passing the review can they be included in the syllabus of experiment-based teaching. Comprehensive and designing experiment items must be implemented strictly in accordance with the syllabus of experiments.

vi Comprehensive and designing experiment courses shall account for more than 80% of the total experiment courses offered. It is required to choose as many comprehensive and designing experiment items as possible.

vii The selection of experiment items shall be based on the principle of going from simple to complex, from easy to difficult, and gradually deepening step by step. Attention shall also be paid to the coordination of the previous and subsequent courses.

viii When selecting experiment items, the conditions of the laboratory and the specific circumstances of the University shall be considered.

Article 24 All experimental courses shall have experimental textbooks or instruction books, and they shall be distributed to students before the course starts. Experimental textbooks or instruction books shall generally be determined by faculty members according to the syllabus of experiment-based teaching, discussed and reviewed by the department (teaching and research section), and reported to the secondary schools and colleges for approval.

Chapter IV Experiment-Based Teaching Process Management

Article 25 Requirements for experiment instructors

i Experiment instructors shall be fully responsible for the teaching of the experimental course, including participating in the preparation or selection of experiment textbooks, preparing the syllabus, selecting experiment items, and organizing assessments.

ii Experiment course instructors and professional and technical personnel must carefully prepare for the class and do a good job of preparing experimental lesson plans, instruments and equipment, and experimental materials. Young faculty members and professional and technical personnel who are going to offer new experiment courses and teaching experiment courses for the first time shall give trial lectures and trial experiments under the guidance of

faculty members or professional and technical personnel, and can only take up their posts after confirmation by the director of the department (teaching and research section).

iii Experiment instructors shall pay attention to the combination of theory and practice in teaching, understand the theoretical frontiers of the course, and apply advanced experimental techniques, methods and methods to experiment-based teaching.

iv Experiment instructors shall actively conduct teaching research and improve teaching methods and means. Multimedia teaching methods shall be gradually used for experiment-based teaching, and research on virtualization and IT application in the field of experiment-based teaching shall be actively carried out.

v Experiment instructors must be strict with themselves and lead by example. It is required to guide students to abide by the law, study diligently, be thrifty, seek truth from facts, and be brave to explore and innovate. For the students who are taking the experimental course for the first time, instructors shall briefly introduce the laboratory, explain rules and regulations related to experiments and experimental courses, and provide safety and discipline education to them.

vi Experiment instructors shall check students' preview in teaching, explain the use and precautions of instruments and equipment and other basic requirements, and strengthen the cultivation and training of students' basic operating skills.

vii Experiment instructors shall inspire and guide students in teaching and teach them in accordance with their aptitude. Attention shall be paid to cultivating students' ability of independent observation, thinking and operation, and to improving their ability to analyze and solve problems.

viii At the end of the experiment, experiment instructors shall carefully check the experimental data and results. After confirming that they meet the requirements of experiment-based teaching, faculty members shall review on the raw data recording paper (with signature and date of correction).

ix Experiment instructors must properly make experiment records, seriously correct experiment reports, and strictly evaluate students' experimental results according to assessment methods and scoring criteria.

Article 26 Requirements for laboratory staff

i All preparations before experiment-based teaching shall be made to ensure that the experiment is carried out on time and with high quality. The files of experiment-based teaching shall be established, organized and archived.

ii While students are doing experiments, laboratory staff shall tour with experiment instructors to provide guidance, answer students' questions, provide necessary technical guidance, and solve problems with instruments, equipment, equipment, and experimental facilities.

iii After the experiment, laboratory staff shall check whether instruments and equipment are in good condition, repair and maintain them in time, and check the safety and sanitation of the laboratory.

iv Research on experiment-based teaching shall be actively carried out, and experimental techniques and methods shall be improved to improve the quality of experiment-based teaching.

Article 27 Requirements for students

i Before doing the experiment, students must preview according to the regulations, know the purpose and requirements of the experiment, and understand the principle of the experiment. In addition, they shall understand the experimental procedures and the use of instruments and equipment, review relevant theoretical knowledge, and write a preview report.

ii The experiment time must be strictly observed. Students in the experimental class shall not be allowed to be late or leave early, and shall not be allowed to leave halfway without the faculty member's approval. Students who cannot go to the laboratory to do experiments on time due to illness or special circumstances shall ask for leave according to normal procedures. Those who are absent from the experimental class without reason shall be treated as absenteeism. Students who do not do the experiment due to leave must arrange another time to do the experiment.

iii It is required to pay attention to safety, hygiene and environmental protection, maintain a quiet laboratory environment, and abide by laboratory rules and regulations.

iv During the experiment, students shall follow the guidance and management of faculty members and experiment instructors, strictly abide by the operating procedures, and truthfully record the experimental data. Plagiarism and falsification of experimental data and unauthorized exchange of instruments and supplies shall be strictly prohibited.

v It is required to take good care of public property, operate instruments and equipment correctly, and save experimental materials. Students shall report to faculty members or experiment instructors immediately if they find faults or abnormalities during the experiment. Anyone who has caused an accident or loss due to a violation of the operating procedures or non-observance of instructions or negligence shall compensate for the loss and be dealt with seriously in accordance with disciplines and rules of the University.

vi After the experiment, students shall submit all data to instructors for inspection and signature, carefully organize the experimental site as required, and leave the laboratory after passing instructors' acceptance inspection.

vii After the experiment, students shall carefully and independently complete the experiment report with the required experiment report paper as required. The requirements shall include complete raw data, neat handwriting, clear charts, accurate data processing, concise analysis, and clear expression.

Article 28 Experimental assessment and performance evaluation

i All secondary schools and colleges (teaching divisions/centers) shall establish and strictly implement a sound experiment-based teaching assessment system.

ii Students' performance shall be assessed based on attendance, preview, actual operation, original records, attitude, experimental results, and experimental reports.

iii In principle, experimental courses shall be offered independently for courses with more than 20 class hours. For independently offered experimental courses, assessment methods and scoring criteria shall be specified. For experimental courses that are not independently offered, the basis for scoring and the percentage of the score for the experiment in the total score for the course shall be clearly defined.

Chapter V Experiment-Based Teaching Quality Management

Article 29 The quality of experiment-based teaching is directly

related to the quality of students. It is vital to strengthen the quality management of experiment-based teaching.

Article 30 All secondary schools and colleges shall establish a quality control system for experiment-based teaching, take practical measures to strengthen the quality inspection and monitoring of the plan, process and teaching effectiveness of experiment-based teaching, and continue to advance the reform of the system, content, methods and approaches of experiment-based teaching.

Article 31 All secondary schools and colleges (teaching divisions/centers) shall conduct daily inspections and assessments of experiment-based teaching, summarize experience in time, and make written records of important inspections and assessment items. A mid-term quality inspection for experiment-based teaching shall be conducted every semester; the report shall be archived and submitted to the Dean's Office.

Article 32 The University will inspect, appraise and evaluate the quality of experiment-based teaching on a regularly and random basis. Quantitative assessments, class visiting, symposiums and spot checks will be organized for comprehensive evaluation.

Article 33 The Dean's Office shall be responsible for the interpretation of these Measures.

Article 34 These Measures shall come into effect as of September 1, 2015. The original Regulations on the Management of Experiment-Based Teaching (HU GONG CHENG JIAO [2004] No. 100 shall be repealed simultaneously.

Invigilation Instructions of Shanghai University of Engineering Science

HU GONG CHENG JIAO [2015] No. 110

The Invigilation Instructions of Shanghai University of Engineering Science are hereby formulated to further specify the responsibilities of invigilation, regulate invigilation procedures, maintain the normal order of the examination room, and exercise strict exam disciplines.

I. Invigilators must strictly perform their duties, strictly implement examination rules, carefully supervise and inspect the examination room, and maintain the examination discipline to ensure that the assessment is fair, just and smooth.

II. If the Notice of Invigilation requires examination papers to be collected, invigilators shall collect examination papers at the designated place 20 minutes before the examination begins. Invigilators must enter the examination room 15 minutes before the examination begins.

III. Invigilators must check candidates' campus card before the examination begins. Candidates who have lost their campus card must enter the examination room with their student ID and ID card (passport or "identity certificate" with photo issued by the public security agency). The assessment with special regulations on documents shall be organized in accordance with such regulations. Those without designated documents or incomplete documents shall not be allowed to participate in the examination and shall be ordered to leave. If the candidate's ID photo is difficult to identify or there is a suspicion of posting another person's photo, the candidate shall be temporarily detained, and the candidate shall be asked to find a supervisor (head teacher) or counselor to come to the examination room for confirmation before the examination begins. The supervisor (head teacher) or counselor who comes to verify the identity of the candidate must sign the Examination Room Situation Record Form.

IV. Invigilators shall arrange seats in the examination room reasonably. Both the first and last rows must be seated. Two candidates in the same row must be separated by at least 2 spaces. Candidates shall be designated to be seated as required.

V. Invigilators must clean up the scene before the examination begins, and urge candidates to place the following items on the podium or other designated locations away from their seats: books, handouts, lecture notes, newspapers and periodicals, materials, brief notes, self-provided draft papers, all kinds of bags (school bags, pencil cases, pencil cases, glasses cases, etc.), and mobile phones, electronic dictionaries, computers and other devices or communication tools with storage, Internet, and transmission functions. Invigilators must double check the examination room to carefully check whether candidates' desks and chairs have information related to the examination.

VI. Invigilators must read the Examination Rules to candidates 5 minutes before the start of the examination (note that the examination time must not be occupied).

VII. The following shall be written on the blackboard in the examination room:

1. The name of the course; the start and end time of the examination;

2. Hand in books, bags and papers; turn off and hand in mobile phones and other equipment;

3. Put your documents on the corner of the desk for future reference.

VIII. Examination papers, answer sheets (papers) and draft papers shall be distributed 2 minutes before the start of the examination. Candidates shall be required to firstly check the number of pages and the printing of the front and back of examination papers after receiving examination papers. If finding that some pages are missing or some parts are omitted or reprinted, the candidate must raise hand to report to invigilators in time.

IX. Candidates shall be required to fill in information such as class, name, and student number in the designated place on the examination paper.

X. Candidates shall not be allowed to borrow stationery and calculators without authorization. The above items can only be borrowed after invigilators have checked and cleared relevant information.

XI. Candidates who arrive 20 minutes after the start of the examination shall not be allowed to enter the examination room. Invigilators shall double check candidates' information and fill in the list of absentees on the Examination Room Situation Record Form.

XII. Candidates can hand in their examination papers and leave the venue 30 minutes after the start of the examination.

XIII. Invigilators shall earnestly perform their duties of supervising candidates and always concentrate on invigilation. Invigilators shall not be allowed to leave the examination room at will, and shall not be allowed to do anything unrelated to invigilation (such as reading books, chatting, and doing other things). Invigilators shall not be allowed to smoke in the examination room, use mobile phones, computers and other communication or Internet tools, and shall not be allowed to sit with their backs to candidates.

XIV. If a candidate reports that examination papers are incorrectly distributed, bound or printed, or the questions are illegible, invigilators must reply in public. Invigilators shall not give any explanations or hints on the meaning of the questions.

XV. Candidates shall not be allowed to leave the venue at will during the examination. If there are special reasons, candidates must obtain the consent of invigilators, and they can leave the examination room temporarily under the company of invigilators (for examinations that require the submission of examination papers before leaving the venue, the rules concerned shall be implemented).

XVI. Invigilators must strictly enforce the examination discipline and prevent violations in the bud. Invigilators shall promptly warn and stop any attempts to violate disciplines by candidates and shall not turn a blind eye. For evidence-based violations of discipline, relevant candidates shall be ordered to terminate the examination immediately, and the physical evidence, examination papers and answer sheets (papers) shall be collected, and the words "violating discipline" shall be marked on the examination papers, and the candidates shall be sent to the secondary schools and colleges where they study to receive punishment. The details shall be written in the Examination Room Situation Record Form. After the examination is over, the physical evidence and the Examination Room Situation Record Form shall be reported to the Teaching Affairs Section as soon as possible.

XVII. Invigilators shall not extend or shorten the duration of the examination.

XVIII. At the end of the examination, invigilators shall tell candidates to stop writing and not leave their seats. Invigilators shall collect examination papers immediately. Candidates can

leave the venue only after examination papers have been collected and counted correctly. Invigilators must sign the examination paper bag.

XIX. Invigilators shall truthfully fill in the Examination Room Situation Record Form and submit it to the Teaching Affairs Section immediately. If a candidate violates discipline, the physical evidence shall be submitted to the Teaching Affairs Section. Examination papers shall be returned to the office where the papers are collected.

XX.The Dean's Office shall be responsible for the interpretation of these Instructions. Where there are other regulations for other national or (provincial) municipal examinations, such regulations shall prevail.

Examination Rules of Shanghai University of Engineering Science

HU GONG CHENG JIAO [2015] No. 111

I. Candidates taking examinations must hold their campus card. Candidates who have lost their campus card must enter the examination room with their student ID and ID card (passport or "identity certificate" with photo issued by the public security agency). The assessment with special regulations on documents shall be organized in accordance with such regulations. Those without designated documents or incomplete documents shall not be allowed to participate in the examination and shall be regarded as absentees. After entering the examination room, candidates must put their campus card, student ID and other relevant documents at the corner of the desk for future reference.

II. Candidates must enter the designated examination room 10 minutes before the examination begins. Candidates who arrive 20 minutes after the start of the examination shall not be allowed to enter the examination room and shall be regarded as absentees. Candidates can hand in their examination papers and leave the venue 30 minutes after the start of the examination (for examinations in which candidates shall not be allowed to hand in their examination papers in advance, the rules concerned shall be implemented).

III. Candidates shall keep quiet after entering the examination room, and shall not make any noise or walk around the examination room at will.

IV. Candidates must sit in the seat designated by invigilators and obey the adjustment of the seat by invigilators. Those who do not follow the arrangements of invigilators shall not be distributed examination papers. Candidates shall not be allowed to change seats during the examination.

V. Candidates taking closed-book examinations shall only be allowed to bring necessary stationery (such as fountain pens, pens, ballpoint pens, pencils, rulers, compasses, erasers, etc.); candidates taking open-book examinations shall only be allowed to bring books, notes and materials designated by faculty members and necessary stationery.

Without permission, it is not allowed to bring any books, handouts, lecture notes, newspapers and periodicals, materials, brief notes and other written materials and self-provided draft paper; it is not allowed to bring all kinds of bags (such as school bags, pencil cases, pencil cases or

glasses cases, etc.); it is not allowed to use mobile phones and other communication tools and electronic devices with storage or Internet access and transmission functions (such as electronic dictionaries, computers or other electronic storage and recording devices).

Candidates who have brought the above-mentioned items into the examination room must put them in the designated place according to the requirements of invigilators before the examination starts. Candidates who fail to put the above-mentioned items in the designated place according to regulations after the start of the examination shall be punished as violators of discipline.

VI. For courses that allow candidates to use calculators, the calculators used by candidates must not have programmable or storage functions. Candidates shall not be allowed to continue using the receiving device after the listening playback is over. Candidates shall not be allowed to borrow calculators, stationery or other items from each other during the examination.

VII. If finding that examination papers are incorrectly distributed, bound or printed, or the questions are illegible, candidates can raise hands to indicate to invigilators and ask invigilators only after getting permission. Candidates shall not ask invigilators to give any explanations or hints on the meaning of the questions.

VIII. After receiving examination papers, candidates shall first check whether they match the course of the examination, and report to invigilators in case of mismatch. After confirming that test papers are correct, candidates shall use a black or blue fountain pen, pen or ballpoint pen to write down the class, name, student number and other information neatly and clearly on the answer sheet.

IX. Except for special requirements, candidates must use a black or blue fountain pen, pen or ballpoint pen to write in the designated place. The writing shall be neat, clear and tidy. It is prohibited to use red pens or pencils to answer questions. Answers written on the draft paper shall be invalid. For examinations that require the use of answer sheets (cards), answers must be written on answer sheets (cards). Answers written on examination papers shall be invalid.

X. When answering questions, candidates shall not disassemble the bound examination papers without permission.

XI. Candidates shall not be allowed to take examinations on behalf of others, exchange examination papers, carry materials, pass slips, copy from others, check answers with others, peek at or peep into others' examination papers, talk with or whisper to others, or borrow stationery or calculators from each other without authorization. Candidates taking open-book examinations shall not be allowed to borrow others' books, notes and other materials. Violators shall be punished in accordance with the Regulations on the Management of Examination Discipline, Definition of Violations of Discipline and Disciplinary Punishment for Various Assessments.

XII. If a candidate violates discipline, invigilators shall keep the physical evidence, immediately terminate his/her examination, and send him/her to the secondary schools and colleges where he/she study to receive punishment. The details shall be written in the Examination Room Situation Record Form. After the examination is over, the physical evidence and the Examination Room Situation Record Form shall be reported to the Teaching Affairs Section as soon as possible.

XIII. Unless otherwise specified, the duration of the test shall generally be 120 minutes, and the duration of the assessment shall be 90 minutes. Invigilators shall not extend or shorten the duration of the examination without authorization.

XIV. Candidates shall not be allowed to leave the venue at will during the examination. If there are special reasons, candidates must obtain the consent of invigilators, and they can leave the examination room temporarily under the company of invigilators (for examinations that require the submission of examination papers before leaving the venue, the rules concerned shall be implemented).

XV. Candidates who have finished answering questions and want to leave within the period when candidates are allowed to hand in examination papers shall hand in examination papers, answer sheets (papers) and draft paper to invigilators. Candidates will not be allowed to leave until invigilators confirm that the above materials are correct and agree.

At the end of the examination, candidates shall stop writing immediately and remain sitting in their seats. It is not allowed to read others' examination papers or talk to others, or hand in examination papers for others. Invigilators shall collect and count all examination papers and

confirm that they are correct. Candidates can only leave the examination room after obtaining permission from invigilators. Candidates shall not be allowed to discuss or make noise around the examination room after they leave.

After the examination is over, for candidates who still do not hand in examination papers after being urged, invigilators may publicly announce that they will no longer collect their examination papers, their answer papers will be invalid, and they will be regarded as absentees.

Candidates shall not be allowed to leave the examination room with examination papers. Anyone who takes examination papers or answer sheets (papers) away from the examination room or destroys examination papers or answer sheets without authorization shall be treated as violators of discipline.

XVI. The Dean's Office shall be responsible for the interpretation of these Rules. Where there are other regulations for other national or (provincial) municipal examinations, such regulations shall prevail.

XVII. These Rules shall come into effect as of September 1, 2015. The original Examination Rules of Shanghai University of Engineering Science (HU GONG CHENG JIAO [2006] No. 81) shall be repealed simultaneously.

Measures of Shanghai University of Engineering Science for the Management of Course Design

HU GONG CHENG JIAO [2015] No. 118

Chapter I General Provisions

Article 1 Course design is an important part of practice teaching. Course design shall be organized to cultivate students' ability to analyze and solve practical problems by comprehensively using the theoretical knowledge learned from the course; ability in theoretical calculations, structural design, engineering drawings, access to design materials and computer applications; correct design thinking, hardworking attitude and innovative spirit to explore. These Measures are hereby formulated to ensure the quality of teaching.

Chapter II Responsibilities for Course Design in the Teaching Process

Article 2 Responsibilities of the Dean's Office:

i Organizing the formulation and improvement of the management policies for course design;

ii Supervising, inspecting, researching, guiding, and evaluating course design in the teaching process;

iii Summarizing course design of the University and organizing experience exchanges;

Article 3 Responsibilities of the secondary schools and colleges and departments (teaching and research sections):

i The secondary schools and colleges (teaching divisions/centers) shall arrange course design according to the talent training plan of each program.

ii Preparing course design specifications and syllabuses;

iii The departments (teaching and research sections) shall be responsible for designating mentors and reviewing the subject of course design.

iv The secondary schools and colleges shall be responsible for the inspection of course design, the assessment of mentors' work, writing the summary of course design, and submitting the documents to the Dean's Office in time.

Chapter III Management of Course Design in the Teaching Process

Article 4 Requirements for the subject of course design:

i The subject of course design must meet the requirements of the training goal of the program

and achieve the purpose of teaching of course design.

ii The depth, breadth and difficulty of the subject shall be appropriate so that students can complete the task with hard work within the specified time.

Article 5 Requirements for the mentors of course design:

i The mentors of course design shall guide students in course design according to the syllabus.

ii The mentors of course design shall conduct collective teaching guidance, check the progress and quality of students' design, provide them with guidance patiently and meticulously, answer their questions in time, and complete the teaching tasks within the specified time.

iii In principle, each mentor shall provide guidance on course design to approximately 20 students. During course design, mentors must stick to their posts and provide guidance for at least 2 hours a day.

iv Mentors shall carefully review all the content of students' course design and assess and summarize students' performance.

Article 6 Requirements for students participating in course design:

i Students shall take prerequisite courses before proceeding to the corresponding course design.

ii Students shall be clear about the purpose and importance of course design, carefully understand the subject of course design, understand the requirements specified in the task book, learn basic design methods and steps, and make preparations actively and seriously.

iii During course design, students shall learn how to use the knowledge they have learned to improve their self-study ability, as well as methods to collect and summarize information and solve specific problems.

iv Students must complete the task of course design independently. Students shall not be allowed to plagiarize or ask someone to do course design on their behalf, otherwise they will be counted as failing, and disciplinary actions will be given depending on the severity of the

circumstances.

Article 7 Specification of the instructions for course design

i Students shall write a copy of instructions of course design (not less than 5,000 Chinese characters) when completing the course design.

ii The instructions of course design shall include the text, drawings and bibliography(data).

Chapter IV Evaluation of Performance in Course Design

Article 8 After the end of course design, mentors shall carefully review the instructions and drawings and evaluate the performance according to students' defense and the syllabus for the course.

Article 9 The results shall be given according to the 5-grade and 10-level system.

Article 10 The Dean's Office shall be responsible for the interpretation of these Measures.

Article 11 These Measures shall come into effect as of September 1, 2015. The original Measures for the Management of Course Design (HU GONG CHENG JIAO [2004] No.89) shall be repealed simultaneously.

Measures of Shanghai University of Engineering Science for the Management of Internship Teaching

HU GONG CHENG JIAO [2015] No. 119

Chapter I General Provisions

Article 1 Internship teaching is an important part of practice teaching in the process of training university students. Its purpose is to enable students to understand the status,role and development trend of the program in the country's economic development through field observation, investigation and research,and practical operations; consolidate and deepen the theoretical knowledge learned; obtain preliminary work ability and professional skills; and cultivate students' practical ability,innovation ability,dedication and team spirit.

Article 2 Internship teaching shall include: cognitive internship, special internship, graduation internship, etc.

Chapter II Responsibilities in the Internship Teaching Process

Article 3 Responsibilities of the Dean's Office:

i Carrying out management on the University's internship teaching, implementing the guidance docu-ments issued by the Ministry of Education and the Municipal Education Commission on the management of internship teaching, and formulating and modifying the University's internship teaching management measures;

ii Coordinating with relevant parties to solve problems arising in internship teaching, and spot checking internship teaching;

iii Organizing relevant parties to exchange experience in internship teaching management;

iv Reporting internship teaching and statistical data of the University to the Municipal Education Commission and the leaders of the University as required.

Article 4 Responsibilities of the secondary schools and colleges (teaching divisions/centers):

i The Dean in charge of teaching shall be responsible for the overall leadership and organization of the internship teaching of the secondary school/college;

ii The Dean in charge of teaching shall be responsible for examining and approving the internship syllabus based on the training plan and submitting it to the Dean's Office for the record;

iii Planning, inspecting and developing internship bases;

iv Allocating funds for internship teaching and checking the use of the funds;

v Checking the quality of internship teaching; summarizing and exchanging experience in internship teaching;

Article 5 Responsibilities of the departments (teaching and research sections):

i Organizing and implementing specific tasks for internship teaching;

ii Formulating an internship syllabus based on the training plan and reporting to the heads of the secondary s-chools and colleges for review;

iii Establishing long-term internship teaching bases, implement internship sites, and properly manage the int-ernship process;

iv Organizing faculty members to prepare internship instructions and assign mentors;

v Carrying out the reform of internship teaching, checking the effectiveness of internship teaching,and ens-uring the quality of internship teaching.

vi Archiving internship teaching materials as required.

Chapter III Methods of Internship Teaching

Article 6 According to specific arrangements,internships shall be divided into two categories: collective internship and decentralized internship.

Article 7 Collective internship:an internship organized by the whole class of students in the internship e-mployer.Each class is required to be equipped with at least one mentor.

Article 8 Decentralized internship:an internship that can be organized in a decentralized way according to the arrangement.Internship instructors shall identify the internship employer selected by students according tothe internship syllabus. Mentors shall guide students in all internship sites.If there are a number of internshipsites and internship s

ites are scattered,the secondary schools and colleges(divisions)shall assign more mento rs as appropriate.

Chapter IV Development of Internship Bases

Article 9 According to the University's positioning of training talents for regional economic development, employers with high production and management levels must be selected as internship bases. They shall meet the requirements of the internship syllabus and can serve as long-term internship bases.

Article 10 Internship bases shall be divided into two categories: on-campus internship bases and off-campus internship bases.The development and management of on-campus internship bases shall be oriented to the society and actual conditions,reflecting the advantages and advancement of the University.The development and selection of off-campus internship bases shall be aligned with the development direction of the University's disciplines. Industry-University-Research cooperation shall be leveraged to establish solid connections with enterprises.

Chapter V Internship Teaching Process Management

Article 11 Requirements for internship instructors:

i Internship instructors shall be faculty members with good political and professional qualities,strong sen-se of responsibility, excellent organizational skills,and intermediate and above professional title.During inte-rnship management, objective management and process management shall be combined.

ii Internship instructors shall formulate internship plans and instructions according to the internship sylla-bus,and be responsible for all tasks in the internship process.

iii Internship instructors shall ensure the quality of internship teaching, teach students in accordance with their aptitude, patiently guide students,and answer the questions they encounter during the internship.

iv Internship instructors shall educate students to strictly abide by rules and regulations and pay attention to safety rules.When internship instructors encounter major problems,they shall report to the heads of the secondary schools and colleges for in

structions and solve them in time.

v Internship instructors shall review students' internship reports and evaluate the results based on students' actual performance during the internship,

vi Instructors shall organize off-campus internships conscientiously and responsibly,strengthen contact and communication with internship employers, and promote the development of internship bases.

vii After the end of the internship, internship instructors shall make a written summary and submit it to the secondary schools and colleges for the record.

Article 12 Requirements for students participating in the internship:

i Students participating in the internship shall comply with the requirement of internship instructions and fa-culty members,obey the management of the faculty members and the internship employer,and complete the entire internship teaching.

ii During the internship,students shall make internship notes,accumulate materials,and write an internship report after the internship.

iii During the internship, students shall strictly abide by the rules and regulations to ensure the safety of themselves and equipment.

Chapter VI Internship Assessment

Article 13 The internship assessment shall be conducted in accordance with the requirements of the internship syllabus.

Article 14 The results shall be given according to the 5-grade and 10-level system.

Article 15 The Dean's Office shall be responsible for the interpretation of these Measures.

Article 16 These Measures shall come into effect as of September 1, 2015.The original Measures for the Management of Internship Teaching (HU GONG CHENG JIAO [2004]No. 92) shall be repealed simultaneously.

Implementation Rules of Shanghai University of Engineering Science for Course Credit Recognition and Grade Conversion of Students Participating in Overseas Study and Exchange Programs

HU GONG CHENG JIAO [2022] No. 100

According to the Measures of Shanghai University of Engineering Science for the Management of Students Participating in Overseas Exchange Programs (for Trial Implementation), international exchange students of the University can apply for credit recognition and grade conversion for the courses taken at overseas universities; These regulations shall apply to exchange and study programs that are recognized by the International Cooperation and Exchange Office and are organized online for special reasons.

I. Credit Recognition

The overall principle of course credit recognition shall be course-based credit correspondence. Regarding the courses taken at overseas universities, if they are the same as or similar to the required program courses of the University, credit conversion shall be implemented according to the rules for required program courses of the University. For program courses without corresponding courses in the University, credit conversion shall be implemented according to the rules for elective program courses. For non-program courses, credit conversion shall be implemented according to the rules for general elective courses. Students participating in overseas study and exchange programs can choose corresponding courses from all the courses listed in their training plan for credit recognition. Please refer to the table below for specific credit points and the number of courses of the University for which credit points can be converted:

Credit points of the courses taken at the overseas university	Number of courses of the University for which credits can be converted
4 credit points and below	1-2
Between 4-10 credit points	1-3
10 credit points and above	1-4

Note:

1. The ideological and political courses of the University shall not be included in the scope of conversion. Students must take such courses or take the assessment after returning to the University;

2. The language courses taken in overseas universities can only be converted to similar language courses or general elective courses of the University; 3. The total credit points to be converted shall not exceed the average credit points of the semester of the program concerned.

II. Course Selection Process

The secondary schools and colleges shall be responsible for providing guidance on the selection of courses for students to participate in overseas study and exchange programs. Before participating in overseas study programs, students shall formulate a plan for elective courses and courses to be converted based on the available courses of the corresponding semester of overseas universities and the suggestions of their tutors and the secondary schools and colleges. Students shall also fill out the Application Form for Course Selection by Exchange Students (Annex 1), which shall be submitted to the Dean's Office for record after the Director of the department and the Deputy Dean in charge have signed and agreed. Students shall not be allowed to change the courses taken and converted without authorization. Otherwise the courses concerned will not be recognized. If courses need to be changed due to objective reasons (proper documentation are required), students need to apply in time during exchange and study programs, and the courses can be changed only after the secondary schools and colleges approve the application and the Dean's Office files the application.

III. Grade Conversion

After students return to the University and complete the registration, the secondary schools and colleges shall fill in the Application Form for Course Credit Recognition and Grade Conversion by Exchange Students (Annex 3) according to the transcripts provided by overseas universities, the Application Form for Course Selection by Exchange Students, and the Explanation of Grade Conversion between Overseas Universities and SUES (Annex 2). The secondary schools and colleges shall also review course credit recognition and grade conversion, and then submit relevant documents to the Dean's Office to complete grade registration and other follow-up matters.

IV. Supplementary Provisions

These Implementation Rules shall be interpreted by the Dean's Office and shall come into effect on the date of promulgation. The original Implementation Rules of Shanghai University of Engineering Science for Course Credit Recognition and Grade Conversion of Students Participating in Overseas Study and Exchange Programs (HU GONG CHENG JIAO [2017] No. 15) shall be simultaneously repealed.

Annex 1

Shanghai University of Engineering Science

Application Form for Course Selection by Exchange Students

Name		Student ID		School		Program	
Exchange Semester	Semester _ of 20_ - 20_ Academic Year	Overseas University				Contact Number of the Exchange Student	

Courses to be Taken in the Overseas University			**Courses to be Converted in the Program Training Plan of SUES**			
Course Code	Course Title	Credit Points	Course Code	Course Title	Course Category	Credit Points

Signature of Department Head:

Signature of Dean in charge of teaching:

(Official seal of the school)

MM DD YY

Notc:

1) The correspondence between the courses offered by the university with exchange programs and the courses offered by SUES must be indicated.
2) Please fill in the information about the courses with reference to the training plan of your program.
3) Two copies of the form will be kept by the student and the school respectively.

Annex 2

Explanation of Grade Conversion between Overseas Universities and SUES (Continuously added)

I. Sweden

1. Halmstad University
2. University West

Grade	Description	Corresponding Grade of SUES
A	Excellent	A
B	Very good	A-
C	Good	B
D	Satisfactory	C+
E	Sufficent	C
P	Pass	C-
5	5	A
4	4	B
3	3	C
VG	Pass with Distinction/Credit	A/A-
G	Good	B
If G=PASS is indicated, conversion will be done according to Grade B of SUES.		

Explanation

Pass with Distinction: Excellent
Pass with Credit: Good

II. United States of America

1. Lawrence Technological University
2. West Virginia University
3. Florida Institute of Technology, USA

Grade	Corresponding GPA	Corresponding Grade of SUES
A	4.0	A
A-	3.7	A-
B+	3.3	B+
B	3.0	B
B-	2.7	B-
C+	2.3	C+
C	2.0	C
C-	1.7	C-
D+	1.3	C-
D	1.0	D
D-	0.7	D
F	0.0	F
WF	0.0	F

4. California State University, Fullerton

Grade	Corresponding GPA	Corresponding Grade of SUES
A	4	A
A-	3.7	A-
B+	3.3	B+
B	3.0	B
B-	2.7	B-
C+	2.3	C+
C	2.0	C
C-	1.7	C-
D+	1.3	C-
D	1.0	D
D-	0.7	D
F/IC	0	F
WU/U/F*/NR/ WF / NC*	0	F

5. St. Cloud State University, USA

Grade	Corresponding GPA	Corresponding Grade of SUES
A&A+/ Excellent	4.00	A
A-	3.67	A-
B+	3.33	B+
B /Above Average	3.00	B
B-	2.67	B-
C+	2.33	C+
C /Average	2.00	C
C-	1.67	C
D+	1.33	C-
D /Below Average	1.00	D
D-	0.67	D
F/Fail	0.00	F
FN/FW/R/RC	0.00	F

6. University of Washington

Exactly the same as SUES, direct exchange

III. Australia

Monash University, Australia

Grade	Corresponding Grade/GPA	Corresponding Grade of SUES
HD	80+/4	A
D	70-79/3	A-
C	60-69/2	B-
P(Pass)	50-59/1	C-
N	<50/0.3	F
NGO(Fail)	10	F
Withdrawn fail	10	F

IV. Germany

1. Schmalkalden University of Applied Sciences, Germany
2. Karlsruhe University of Applied Sciences, Germany
3. Esslingen University of Applied Sciences, Germany

Grade	Corresponding Grade/Score	Corresponding Grade of SUES
1,0	100-95	A
1,3	94-90	A
1,7	89-85	A-
2,0	84-80	B+
2,3	79-75	B
2,7	74-70	B-
3,0	69-65	C+
3,3	64-60	C
3,7	59-55	C-
4,0	50-54	D
4,1-5,0	49-0	F
If BE is shown in Grade but no GPA description, the student may be exempt from taking the course in the grade conversion program; no specific grade, only credit points earned		

Explanation

1,0 bis 1,5- very good/sehr gut
1,6 bis 2,5-good/gut

2,6 bis 3,5-satisfactory/befriedigend
3,6 bis 4,0-sufficient/ausreichend
4,1 bis 5,0-non-sufficient/ungenügend

V. Italy

Nuova Accademia di Belle Arti, Milan, Italy

Grade	Grade/GPA	Corresponding Grade of SUES
A	100~90/4.0	A
A-	89~85/3.7	A-
B+	84~82/3.3	B+
B	81~78/3.0	B
B-	77~75/2.7	B-
C+	74~71/2.3	C+
C	70~66/2.0	C
C-	65~62/1.5	C-
D	61~60/1.0	D
F	60~0/0	F

VI. Korea

Kongju National University, Korea

Grade	Corresponding Grade/GPA	Corresponding Grade of SUES
A+	100~95/4.5	A
AO(A)	94~90/4.0	A
B+	89~85/3.5	A-
BO(B)	84~80/3.0	B+
C+	79~75/2.5	B
CO(C)	74~70/2.0	C+
D+	69~65/1.5	C
DO(D)	64~60/1.0	C-
F	59~010	F

VII. Canada

University of Windsor, Canada

Grade	Corresponding Grade	Corresponding Grade of SUES
A+	90-100	A
A	85-89.9	A
A-	80-84.9	A-
B+	77-79.9	A-
B	73-76.9	B+
B-	70-72.9	B+
C+	67-69.9	B
C	63-66.9	B-
C-	60-62.9	C+
D+	57-59.9	C
D	53-56.9	C-
D-	50-52.9	D
P	Pass	C-
F	0-49.9	F
NP	Non-Pass	F

VIII. United Kingdom

1. University of Cumbria, UK

Grade		Description	Corresponding Grade of SUES
80% +	A A	I First Class	A
70% +	A	I First Class	A-
60-69%	B	IIi Upper Second Class	B+
50-59%	C	II Lower Second Class	B-
40-49%	D	III Third Class	C
35-39%	C D	Condoned Fail(credit awarded)	D
<40 %	F	Fail on original assessment	F
<40 %	F1	Fail on 1st reassessment	
<40 %	CF	Fail on 2nd reassessment(confirmed)	
40 %	R1	Failure recouped on 1st reassessment(capped mark)	
40 %	R2	Failure recouped on 2nd reassessment	
	EC	Extenuating Circumstances	
	M P	Malpractice	
	W D	Withdrawn	
	WP	Module assessment waived (credit awarded)	

2. Napier University, Edinburgh

Grade Description (the MARK column)	Grade	Corresponding Grade of SUES
100	Full mark	
80-100	Excellent	A
70-80	Excellent	A-
60-69	Good	B+
50-59	Good	B
40-49	Satisfactory	C
40	Passing score	D
Additional remarks: If a course is not passed, but a grade of 35 or higher is achieved and all other courses are passed, a D is given for that course		

3. Liverpool John Moores University

Grade Description (the MARK column)	Grade	Corresponding Grade of SUES
100	Full mark	
80-100	Excellent	A
70-80	Excellent	A-
60-69	Good	B+
50-59	Good	B
40-49	Satisfactory	C
40	Passing score	D
Additional remarks: If a course is not passed, but a grade of 35 or higher is achieved and all other courses are passed, a D is given for that course		

IX. Ireland

Waterford Institute of Technology, Ireland

Grade		Description	Corresponding Grade of SUES
70%+	A	1st Class Honours	A
60%-69%	B	2.1 Class Honours	B+
50%-59%	C	2.2 Class Honours	C+
40%-49%	D	Pass translates into ECTS D	D
0-39%	F	Fail	F
	I	Deferral of subject	
	AB	Absent from Exam	

X. Russia

1. Saint Petersburg State University of Information Technologies, Mechanics and Optics, Russia

Grade		Description	Corresponding Grade of SUES
A	5 (excellent)	High level of competence	A
B	4(good)	Good general	B+
C		performance	B
D	3 (satisfactory)	Fair general	C
E		performance	D
F	2(unsatisfactory)	Failure	F
U/T	passed	Ungraded test	

2. Peter the Great Saint-Petersburg Polytechnic University, Russia

Grade		Description	Corresponding Grade of SUES
Passed	100	High level of competence	A
A	93-100	Excellent	A
B	85-92	Very good	B+
C	70-84	Good	B
D	60-69	Satisfactory	C
E	51-59	Sufficient	D
Fx	30-50	Fail	F
F	0-29	Fail	
Unpassed	0	Fail	

XI. Spain

Universidad Politcnica de Valencia, Spain

Grade		Description	Corresponding Grade of SUES
9-10	Sobresaliente	Excellent	A
8-8.9	Notable	Good general	B+
7-7.9		performance	B
6-6.9	Aprobado	Fair general	C
5-5.9		Pass	D
0-4.9	Suspenso	Fail	F

XII. Japan

Yamagata University, Japan

Grade Description (the EVALUATION column)	Corresponding Grade	Corresponding Grade of SUES
S	90-100	A
A	80-89	A-
B	70-79	B
C	60-69	C

Annex 3

Application Form for Course Credit Recognition and Grade Conversion by Exchange Students (a copy of transcript of records attached)

Name		Student ID		School		Program	
Exchange Semester	Semester __ of 20_ - 20_ Academic Year	Overseas University				Contact details of the applicant	

Courses taken in the overseas university			SUES courses for conversion				
Course Title	Credit Points	Grade	Course Title	Course Code	Course Category	Credit Points	Converted grade

Opinions of the School

Signature of supervisor:

(Official seal of the school)

MM DD YYYY

Opinions of Dean's Office

Signature of supervisor:

(Official seal of Dean's Office)

MM DD YYYY

Note:

1) Please fill out the form according to the transcript of records provided by the overseas university and submit it to your school.
2) The correspondence between the courses offered by the university with exchange programs and the courses offered by SUES must be indicated (course code and title must correspond accurately).
3) Two copies of the form will be kept and filed by the Dean's Office and the School respectively.

Code of Shanghai University of Engineering Science on Student Academic Integrity

HU GONG CHENG JIAO [2023] No. 3

Article 1 This Code is hereby formulated in accordance with the Code of Conduct for Students in Institution of Higher Learning, the Administrative Regulations for Students in Regular Institutions of Higher Education and relevant regulations of the University, as well as the actual situation of the University, in order to promote the scientific spirit of seeking truth and being pragmatic, to create a fair learning environment and a good learning atmosphere, to protect students' rights, and to jointly create an atmosphere of integrity for the University.

Article 2 Academic integrity means that students shall act with integrity in all aspects of their studies. The aspects of studies shall include assignments, experiments, practice, course design, papers, assessments, competitions and tests. Students must not be dishonest in any aspect of their, and shall supervise and remind each other.

Article 3 Academic integrity requires that students achieve real academic results through their own efforts in their studies, and that they do not accept inappropriate help from others or give inappropriate help to others.

Article 4 Students shall complete assignments and experiments in accordance with the requirements of faculty members and instructors. Dishonest behavior by students in assignments and experiments includes:

i Tampering with or fabricating the data from assignments or experiment, practice or course design reports;

ii Falsifying or copying the assignments or experiment, practice or course design reports of others;

iii Asking others to complete the assignment or experiment, practice or course design reports or completing the assignment or experiment, practice or course design reports for others;

iv Obtaining records of extracurricular physical exercises by others or by other

means;

v Dishonest behavior other than those listed above.

Article 5 Students shall use real data and information in academic research and paper writing. Students shall write papers independently and show respect for the academic achievements of others through notes and quotations. Dishonest behavior by students in papers includes:

i Fabricating the data or content of papers;

ii Copying or plagiarizing the results or papers of others;

iii Directly quoting the content of the results or papers of others without citing the source;

iv Asking others to write papers for themselves or writing papers for others or selling or purchasing papers;

v Dishonest behavior other than those listed above.

Article 6 Students shall strictly abide by the Examination Rules of Shanghai University of Engineering Science. When taking national and municipal examinations, students shall abide by relevant regulations.

Article 7 Students shall follow the basic principles of fairness and justice in competitions. Dishonest behavior by students in contests includes:

i Obtaining competition questions through improper means or leaking them prior to the competition;

ii Copying, plagiarizing or engaging in other cheating behaviors during the competition;

iii Tampering with data, providing false results or engaging in other fraudulent behaviors during the competition;

iv Tampering with or destroying own or others' game records or results;

v Asking others to participate in the competition for themselves or participating in the competition for others;

vi Dishonest behavior other than those listed above.

Article 8 Dishonest behavior by students in other aspects of their studies includes:

i Asking others to sign in for oneself or signing in on behalf of others in class attendance;

ii Preventing faculty members from accurately obtaining information about reports or assignments;

iii Posting answers to assignments or reports of experiments in public places such as the Internet, regardless of the explicit prohibition of faculty members;

iv Forging documents or proving the participation of in academic activities and fake results;

v Lying about or fabricating academic results;

vi Falsifying, forging or destroying any type of academic transcripts, course attendance certificates or other academic experiences;

vii Tampering with or forging scholarships and other honor certificates;

viii Tampering with or falsifying the certificate of attendance, the certificate of completion, the graduation certificate, the diploma, etc.;

ix Dishonest behavior other than those listed above.

Article 9 Those who have violated academic integrity shall be dealt with according to the specific circumstances after verification, including ordering them to make corrections, criticizing and educating them, delaying their participation in the defense, disqualifying them from participating in competitions, withdrawing their honors, etc. They shall also be dealt with or punished according to the Regulations of Shanghai University of Engineering Science on Academic Status and Qualification Management, the Detailed Rules of Shanghai University of Engineering Science on the Management of Undergraduate and Junior College Credit System, the Regulations of Shanghai University of Engineering Science on the Management of Examination Rules, Definition of Regulatory Violations and Disciplinary Punishment for Various Assessments, the Measures of Shanghai University of Engineering Science on the Management of Graduation Projects (Theses), and the Measures of Shanghai University of Engineering Science on the Management of Disciplinary Actions against Student Violations.

Article 10 This Conde shall be interpreted by the Dean's Office and shall come into effect on the date of promulgation. The original Code of Shanghai University of Engineering Science on Student Academic Integrity (Shanghai Engineering Education [2017] No. 49) shall be repealed simultaneously.

Regulations of Shanghai University of Engineering Science on the Management of Examination Discipline, Definition of Violations of Discipline and Disciplinary Punishment for Various Assessments

HU GONG CHENG JIAO [2017] No. 50

Curriculum-based assessment is an important method to check students' learning achievements and measure teaching effectiveness. Both faculty members and students must place an emphasis on and take various assessments seriously. The following provisions are hereby formulated to strictly enforce university discipline, create a good teaching, academic and learning environment, further strengthen examination discipline, strictly conduct examination room management, and deal with those violating examination discipline in accordance with regulations:

Article 1 Students sitting for an examination must bring their "campus card" or "student ID" and place it on the upper right of the desk for future reference. Otherwise they shall not be allowed to take the examination.

Article 2 Students shall enter the examination room 10 minutes in advance and sit in the seat designated by invigilators. Those who are late for more than 20 minutes shall be disqualified from the examination and be deemed absent from the examination. Students can leave the examination room only 30 minutes after the start of the examination.

Article 3 Students taking the closed-book examination can only bring stationery into the test room in accordance with regulations (the faculty members organizing the examination shall specify whether calculators are allowed and inform the students). Students taking the open-book examination can only bring books, notebooks and stationery specified by the faculty members organizing the examination into the exam room. Any other books and notes must be put in the place designated by invigilators together with the schoolbag.

Article 4 Students shall not be allowed to bring any communication tools and electronic devices with storage and recording functions into the examination room. If the above-mentioned items have been brought into the examination room, students must turn off the power and deliver them to invigilators for temporary storage. Otherwise they will be treated as violators of examination room discipline.

Article 5 For those who do not follow the instructions of invigilators in the examination room, invigilators may not give out examination papers or take back the examination papers which have been handed out, request them to terminate the examination, and record their course score as "Invalid".

Article 6 Students shall answer the examination paper independently within the specified time. If finding that the questions in examination papers are illegible, students can raise hands to ask invigilators, but shall not ask invigilators to give any explanations or hints on the meaning of the questions.

Article 7 Students must strictly abide by the examination discipline. Any form of cheating shall be prohibited, including passing slips, carrying materials, taking examinations on behalf of others, peeking at others' examination papers, talking with others, reading questions and answers, changing examination papers with others, plagiarizing, checking answers with others, etc. Once verified, both parties involved in the cheating shall be punished.

Article 8 Students shall keep quiet during the examination. It is forbidden to stand up or leave the seat at will. If something happens temporarily, students need to raise hands to indicate to the invigilator. They can leave the examination room only with the consent of the invigilator.

Article 9 Students must hand in examination papers, answer sheets, and draft papers at the same time, and cannot take them out of the examination room without permission. Students shall not return to the examination room after handing in examination papers, and shall not stay and talk loudly near the examination room.

Article 10 As soon as the examination ends, students shall stop writing immediately without delay. For those who do not hand in the examination paper after being urged by the invigilator, the invigilator may declare that the examination paper is invalid, and the course score will be recorded as "Invalid".

Article 11 Anyone who violates the examination discipline in one of the following circumstances shall be punished as a violator of order in the examination room and be given a warning. Those with serious violations of discipline may be given a serious warning, and the course score will be recorded as "Invalid".

i Keeping books, notebooks and other items which are not allowed to be brought into the examination room but have not been looked over after the examination begins;

ii Borrowing others' calculators or stationery, or borrowing others' books, notebooks, stationery and other items during the open-book examination without the permission of the invigilator;

iii Bringing all kinds of communication tools or other tools that have a prompt effect on the examination into the examination room without authorization;

iv Splitting the examination paper without authorization;

v Giving others a chance to peek at the examination paper;

vi Showing signs of using certain gestures or actions to communicate information about the examination to each other;

vii Attempting to peek at others' answer sheets or draft papers or show similar signs.

Article 12 Anyone who has one of the following circumstances shall be punished as the cheater and be given a demerit or above penalty, and the course score will be recorded as "Invalid".

i Looking over or peeking at books, notebooks, paper slips or other information that shall not be brought into the examination room after the examination begins;

ii Giving, accepting or taking others' answer sheets, draft papers or slips without authorization;

iii Drawing or writing content related to the examination course on the desktop, hands, etc. (regardless of whether there is content in the examination paper);

iv Transferring and receiving information about the questions in the examination paper by borrowing calculators, reference books, stationery and other items in the examination room;

v Leaving the examination room for excuses during the examination, peeking at relevant content or talking to others about relevant content outside the examination room;

vi Using various electronic storage or communication tools to look over, eavesdrop on relevant content or talk to others about relevant content during the examination;

vii The answer on the examination paper is confirmed by the faculty members marking examination paper and relevant departments of the University as plagiarism;

viii Bringing any information related to the examination course (whether or not it contains the content in the examination paper) into the examination room in any form.

Article 13 Those who take the examination on behalf of others shall be given a sanction of academic probation. Those with serious circumstances shall be expelled from the University. Those who ask others to take the examination on behalf of themselves, organize collective cheating, or commit other serious cheating behaviors shall be expelled from the University.

Article 14 The invigilator shall identify whether students violate the examination discipline. If it is confirmed that there is a violation of discipline, the invigilator shall fill out the Examination Room Situation Record Form on the spot and report the case to the Dean's Office for the record. The University will punish the students concerned in accordance with relevant regulations.

Article 15 For students who violate the examination discipline or cheat, they shall be criticized and educated in accordance with the relevant regulations of the University and the specific circumstances. The course score shall be recorded as "Invalid". The students concerned shall not participate in make-up examinations or retake the course. Those who

show repentance and behave well after being educated may have the opportunity to re-take the course after the punishment is lifted.

Article 16 For the procedures for dealing with students who violate discipline, please refer to the Measures for the Management of Disciplinary Actions against Student Violations.

Article 17 The Dean's Office shall be responsible for the interpretation of these Regulations.

Article 18 These Regulations shall come into effect as of September 1, 2017. The original Regulations on the Management of Examination Discipline, Definition of Violations of Discipline and Disciplinary Punishment for Various Assessments (HU GONG CHENG JIAO [2015] No. 109) shall be repealed simultaneously. Issues that have been handled in accordance with the original regulations will no longer be changed due the promulgation of these Regulations.

(2) Professional Accreditation

Notice on Speeding up the Professional Accreditation for Programs in the University

Secondary schools and colleges (teaching divisions/centers), the University accepted the on-site inspection by the panel from December 11 to 15, 2016. At the feedback meeting, the panel recommended to carry out publicity and education on professional accreditation, enhance the awareness of faculty members and students of professional accreditation, promote the professional accreditation of other disciplines at home and abroad, and create a culture of continuous quality improvement.

In order to implement the review, assessment and rectification, all secondary schools and colleges shall speed up professional accreditation in accordance with the requirements of this Notice. The specific requirements are as follows:

I. Guiding Principles

The University, based on the relevant professional accreditation standards at home and abroad, advocates the concept of student-centered, output-oriented education and

continuous quality improvement, enhances the awareness of quality assurance across the board, explores the establishment of an output-oriented training system, and improves the quality of training improvement systems to improve classroom teaching quality, practical teaching and quality assurance, and form a quality culture featuring clear awareness and objectives, strict management and strong sense of responsibility.

II. Basic Principles

The University will promote professional accreditation based on the principles of comprehensive initiation, promotion in batches and promotion first, investment first

(1) Comprehensive initiation

Among the 62 undergraduate programs (including direction) in the University, 34 of them can award engineering degrees. 18 of the 26 engineering programs are in the list of accepted certification programs published by the China Engineering Education Accreditation Association in 2017.

In order to achieve the overall strategy of promoting the professional accreditation of engineering and improving the quality of engineering education, the University has decided to launch the professional accreditation of engineering from 2017. The University incorporates the professional accreditation into the annual teaching objective assessment, and the secondary schools and colleges where the programs are located shall start relevant learning research, pre-assessment and other work in the initial stage at the same time.

(2) Promotion in batches

For the 18 programs in the abovementioned List 2017, the University plans to promote the professional accreditation of engineering education in batches. Secondary schools and colleges shall formulate the accreditation plan according to the specific situation of the program, and promote the accreditation in batches.

For non-engineering programs and other engineering programs that are not in the list, pilot reforms can be carried out with reference to relevant international accreditation requirements. These programs are encouraged to carry out international accreditation.

After the accreditation of each program is initiated, a working group shall be established to formulate a detailed work plan. At the end of the 13th Five-Year Plan period, the University is expected to have 3-5 programs that have passed the accreditation.

(3) Promotion first, investment first

The University will give priority to the programs applying for accreditation when applying for various teaching development projects. After the application is accepted by the Secretariat of the Accreditation Association, the University will provide special funding to support the development of the program.

III. Organization and Responsibilities

The University has established the Professional Accreditation Leading Group to coordinate the professional accreditation. At the same time, secondary schools and colleges have set up working groups for professional accreditation to promote the accreditation work.

(1) Professional Accreditation Leading Group

Head: XIA Jianguo

Deputy team leader: LU Jiahua

Members: WANG Chen, WANG Yuming, FANG Yu, ZHU Hongchun, ZHU Bei, TANG Zhengqin, LI Rongzheng, SHEN Qin, SONG Qinjian, MAO Lei, MI Yiming, QIAN Huimin, XU Yang, XU Guoxiang, MIAO Xingwai

(Note: In case of changes to members of the leading group, other individuals shall be appointed to take over their posts)

Responsibilities:

1. Reviewing and deciding the University's work plan for implementing professional accreditation;

2. Implementing unified leadership, supervision and command for all stages of professional accreditation;

3. Reviewing and deciding on matters related to professional accreditation, such as the allocation of financial resources and progressive policies.

(2) Working Group for Professional Accreditation

Head: LU Jiahua Deputy team leader: FANG Yu

Members: WANG Yansong, WANG Qin, FANG Zhijun, LIU Zhixin, LIU Fuyao, WU Yasheng, HE Fajiang, MAO Hongliu, ZHOU Xiying, ZHOU Jie, ZHOU Xiaoming, RAO Pinhua, CHAI Xiaodong, XU Xincheng, XU Tenggang, GAO Zhe, XIE Hong, XIE Min

Responsibilities:

1. Implementing the dean responsibility system and post responsibility system of the secondary schools and colleges that carry out the professional accreditation;

2. Being responsible for the specific program development, curriculum development, laboratory development and team development;

3. Being responsible for the organization and implementation of initiation and promotion of the school/college's professional accreditation work;

4. Being responsible for completing key tasks such as compiling the Self-assessment Report, collecting and sorting supporting materials, arrangements of on-site inspection as scheduled.

IV. Working Mechanism

Promoting professional accreditation at university, school/college and program level:

University level: The Management Office of Teaching Quality shall be responsible for horizontal communication and vertical coordination, and provide full-process policy consultation, material guidance and service coordination for the program to be applied.

School/college level: Establishing a work group for professional accreditation, formulating professional accreditation plans, providing financial guarantees, and coordinating within the school/college.

V. Work Arrangements

(1) Schedule

The secondary schools and colleges shall draft and start professional accreditation plans in batches based on the actual situation. After the accreditation of each program is initiated, a working group shall be established to formulate a detailed work plan.

All secondary schools and colleges are requested to submit the accreditation arrangements for each program within 5 years before May 10, 2017.

(2) Study survey

All secondary schools and colleges shall initiate related study surveys. Each program shall draw on the concepts and practices of engineering education professional accreditation, perfect the talent training model based on the OBE concept, and carry out the reform of the talent training system and mechanism based on standards for professional accreditation.

(3) Pre-application

The program that has started the accreditation in the same year shall carry out pre-application, compile accreditation application form, summarize the basic status data of the program, and complete the basic status data analysis report as required.

At the same time, the program shall improve its connotation by: Carrying out training and organizing teaching and research activities, guiding and encouraging faculty members to reposition the roles of faculty members and students in teaching activities based on the OBE concept, and encouraging faculty members to design teaching objectives, teaching content, teaching methods, teaching process and teaching evaluation, and carrying out teaching activities through cases, experiments, educational technology, innovative design competitions, research-based learning, etc., to guide students to study independently and improve teaching effectiveness.

The program that has started the accreditation shall submit the application and basic status data analysis report to the Dean's Office (Management Office of Teaching Quality) in mid-June, and the University will invite relevant experts to review and guide. The program applying for accreditation inv2018 shall submit the application before June 15, 2017.

The program shall submit a formal application after rectification based on expert's opinions.

In the process of application, if other secondary schools and colleges (teaching divisions/centers) are required to provide materials, they shall cooperate to assist the program in the accreditation application.

It is hereby notified.

Dean's Office (Management Office of Teaching Quality)

May 2, 2017

Writing Norms of Undergraduate Graduation Projects (Theses) of Shanghai University of Engineering Science

HU GONG CHENG JIAO [2019] No. 187

In accordance with the Articles of Association of Shanghai University of Engineering Science and the relevant requirements of the Measures of Shanghai University of Engineering Science for the Management of Undergraduate Graduation Project (Thesis), these Norms are hereby formulated to standardize the writing of graduation project (thesis) and improve the quality of graduation project (thesis), with reference to GB/T 7713.1-2006 Presentation of theses and dissertations:

1. Content requirements

The graduation project (thesis) shall demonstrate that the student has a solid grasp of the basic theories, knowledge and skills of the discipline, and is capable of taking up preliminary scientific research or technical work.

The content generally include: title, statement of originality, copyright permission, table of contents, abstract, keywords, text, reference, appendix, etc.

1.1 Title

A title is a logical combination of the most appropriate and concise words that reflect the most important particulars of the thesis.

The title shall be a normal phrase, not a complete declarative sentence. Generally, a Chinese title shall not exceed 20 characters.

1.2 Statement of originality and copyright permission

The statement of originality is a solemn commitment to academic integrity on the part of the author of the graduate project (thesis). These Norms provide standard text for the statement of originality and copyright permission, which the author shall sign and date after careful reading.

1.3 Table of contents

The table of contents shall be prepared in three levels of heading with clear hierarchy and page numbers.

1.4 Abstract

The abstract is a short statement of the contents of the thesis without notes or comments (e.g. it shall not contain words like "This paper can be used as a reference for ... department" or "This paper provides a useful exploration of ..."). The abstract shall be independent and self-contained. It provides necessary information of the thesis without reading the full text. The abstract may contain data and conclusion, which make it a complete short article. But it shall not include any figures, tables, chemical structural formulae, or non-commonly known symbols and terminology. It shall generally state the purpose of the research, experiment methods, results, and conclusion. The focus is on the results and conclusions. An abstract shall be well structured, concise and semantically precise, written in the third person and limited to 300-500 Chinese characters.

Each thesis must be complete with Chinese and corresponding English abstract. When writing the English abstract, the title of the thesis shall also be translated into English and placed before the English abstract. The English abstract shall be presented in the passive voice and include 250-300 words.

1.5 Keywords

There shall be 3 to 8 keywords. Keywords shall be translated into English. Chinese keywords are listed under the Chinese abstract. Keywords translated into English are listed under the English abstract.

1.6 Text

Text shall include an introduction, main body of text and conclusions.

1.6.1 Introduction

The introduction is an overview of the research and states the significance, objectives, scope and technical requirements of the research project. It shall briefly summarize the development of the research field both at home and abroad and its existing issues.

1.6.2 Main body of text

The main body of text is a detailed description of the research, which include research questions, basic premises, assumptions and conditions of the research work; the establishment of model and formulation of experiment scheme; basic concepts and theoretical foundations; main methods and contents of design and calculation; experiment methods, contents and their analysis; theoretical arguments and their application, research results and discussion.

Since the research work involves different disciplines, topics, research methods, work processes and expression of results, there is no uniform regulation of the main body of text. However, it must be factual, objective, accurate, complete, logical, organized, concise and readable. Citation of others or data shall indicate the source (references). False data and plagiarism are strictly prohibited.

1.6.3 Conclusion

The conclusion is a summary of the research and includes a comparison of the research results with the existing results and the remaining problems of the research project, as well as insights and suggestions for further research.

1.7 Reference

References are the materials referenced in the research, including monographs, papers, yearbooks, websites, etc. The cited reference must be published documents that are directly related to the work of the graduation project (thesis) and have been read and understood by the author. Please refer to the provisions of GB/T 7714-2005 Rules for

Postscript References for format.

1.8 Appendix (optional)

Some raw data, mathematical derivations, computational procedures, computer printouts, structural diagrams, statistical tables, etc., which may take up too much content in the text and affect its logical organization can be included in the appendix.

2. Writing rules

2.1 Textual requirements

The thesis shall be composed in accordance with the Law of the People's Republic of China on the Standard Spoken and Written Chinese Language. Sentences and text shall be fluent and paragraphs reflect clear and logical ideas.

2.2 Quantities and units

Please refer to the national standard GB3100-3102-1993 for quantities and units.

2.3 Levels of heading

A three-level numerical numbering system shall be used, e.g. "1" for level 1, "1.1", "1.2" for level 2, and "1.1.1", "1.1.2" for level 3. The heading shall be in three levels, separated by dots in the lower corners between two levels, with no punctuation at the end of each level. There shall be no indent for headings of each level.

In the main text, sub-items of the overall items shall be numbered (1), (2), (3) ..., followed by ①, ②, ③ ... The serial number has no punctuation and 2-character indent.

2.4 Formula

Formulas are edited with a formula editor. Formulas, equations and algorithms shall be numbered on the right side of the line where the formula is located. Formula numbering principle: Follow the numbering of the heading in which the formula is located (formulas and serial numbers shall be typed in small four-point size in Songti font). Symbols used for formulas shall be indicated in the thesis or in the symbol table.

2.5 Figures

Figures include graphs, diagrams, schematic diagrams, charts, block diagrams, flowcharts, records, layout drawings, photographs, etc. They shall be "self-explanatory", that is, understandable without reading the text. Figures shall have a description such as serial number, name and legend. If necessary, the symbols, marks, codes and experimental conditions shall be stated on the figure with the most concise text as a legend description.

The vertical and horizontal coordinates of a graph must be labeled with quantity, symbolic units, and indexes, and shall be omitted only in cases where it is unnecessary to indicate

(e.g., dimensionless, etc.). Photo diagrams shall be labeled with scale or magnification (reduction) multiples when they relate to scale.

The figure number shall be indicated at the bottom of the figure (in the center).

The principles of figure numbering: Sorted by the number of the title to which it belongs. If there are multiple figures, use (a), (b), (c) to differentiate (figure numbers and names shall be typed in five-point size in Songti font).

2.6 Tables

Similar to figures, tables shall bear a serial number, name, notes and other descriptions, so as to be "self-explanatory". It is recommended to use three-line tables. Each column of the table shall be marked with "quantity or test items, symbols and units". Do not repeat the column. The table number shall be indicated at the top of the table (in the center). Principle of table numbering: Sorted by the number of the title to which it belongs (table numbers and names shall be in five-point size in Songti font).

2.7 References

References shall be listed at the end of the paper in the order indicated in the quotation of the main text and in accordance with the Rules for Postscript References (GB/T 7714-2005).

The codes of references include: Monograph [M], Conference [C], General [G], Newspapers [N], Journal [J], Dissertation [D], Report [R], Standard [S], Patent [P], Databases [DB], Computer Programs [CP], Electronic Bulletin Board [EB], etc. Examples are as follows:

2.7.1 Monograph

[1] Forestry Department of Guangxi Zhuang Autonomous Region. Guangxi Nature Reserve [M]. Beijing: China Forestry Publishing House, 1993.

[2] Jiang Youxu, GuoChunsun, Ma Juan et al. Classification of Chinese Forest Communities and Their Tribological Characteristics [M]. Beijing: China Science Publishing, 1998.

[3] Tang Xujun. Newspaper Economy and Newspaper Management [M]. Beijing: Xinhua Publishing House, 1999:117-121.

[4] Zhao Kaihua, LuoWeiyin. New Concept Physics Tutorial: Mechanics [M]. Beijing: Higher Education Press, 1995.

[5] Wang Ang. (Supplement) The Preparation of the MateriaMedica [M]. Lithograph. Shanghai: Tongwen Press, 1912.

[6] CRAWFPRD W, GORMAN M. Future libraries: dreams, madness, &reality[M]. Chicago: American Library Association, 1995.

[7] International Federation of Library Association and Institutions. Names of persons: national usages for entry in catalogues[M]. 3rd ed. London: IFLA International Office for UBC, 1977.

[8] O'BRIEN J A. Introduction to information systems[M]. 7th ed. Burr Ridge, III.: Irwin, 1994.

[9] ROOD H J. Logic and structured design for computer programmers[M]. 3rd ed. [S.1.]: Brooks/Cole Thomson Learning, 2001.

2.7.2 Conference proceedings

[1] Chinese Society of Mechanics. Proceedings of the 3rd National Conference on Experimental Fluid Mechanics [C]. Tianjin: [publisher unknown], 1990.

[2] ROSENTHALL E M. Proceedings of the Fifth Canadian Mathematical Congress, University of Montreal, 1961[C]. Toronto: University of Toronto Press, 1963.

[3] GANZHA V G, MAYR E W, VOROZHTSOV E V. Computer algebra in scientific computing: CASC 2000: proceedings of the Third Workshop on Computer Algebra in Scientific Computing, Samarkand, October 5-9, 2000[C]. Berlin: Springer, c2000.

2.7.3 Scientific reports

[1] U. S. Department of Transportation Federal Highway Administration. Guidelines for bandling excavated acid-producing materials, PB 91-194001[R]. Springfield: U. S. Department of Commerce National Information Service, 1990.

[2] World Health Organization. Factors regulating the immune response: report of WHO Scientific Group[R]. Geneva: WHO, 1970.

2.7.4 Dissertation

[1] Zhang Zhixiang. Random Perturbations of Intermittent Dynamical Systems and Their Application to Conservation Law Equations [D]. Beijing: School of Mathematics, Peking University, 1998.

[2] CALMS R B. Infrared spectroscopic studies on solid oxygen[D]. Berkeley:Univ. of California. 1965.

2.7.5 Patent

[1] Liu Jialin. Multifunctional Disposable Tongue Depressor: China, 92214985. 2[P].1993-04-14.

[2] Hebei Oasis Eco-environmental Technology Co., Ltd. An integrated cultivation and planting method for ecological vegetation in desertification areas: China, 01129210.5[P/OL].2001-10-24[2002-05-28]. http://211.152.9.47/sipoasp/zlijs/hyjs-yx-new.asp?recid=01129210.5&leixin.

[3] KOSEKI A, MOMOSE H, KAWAHITO M, et al. Compiler: US, 828402[P/OL]. 2002-05-25[2002-05-28].

2.7.6 Literature extracted from monographs

[1] National Institute for Information Classification and Coding, National Bureau of Standards, GB/T 2659-1986 Codes for the representation of names of countries and regions [S]//National Technical Committee for Standardization of Documentation. Compilation of national standards for documentation: 3. Beijing: Standard Press of China, 1988:59-92.

[2] Han Jiren. On the Characteristics of Employee Education [G]// China Employee Education Research Association. Research Paper on Employee Education. Beijing: People's Education Press, 1985:90-99.

[3] BUSECK P R, NORD G L, Jr. , VEBLEN D R. Subsolidus phenomena in pyroxenes[M]// PREWITT C T. Pyroxense. Washington,

D. C. :Mineralogical Society of America, c1980: 117-211.

[4] FOURNEY M E. Advances in holographic photoelasticity [C]// American Society of Mechanical Engineers. Applied Mechanics Division.Symposium on Applications of Holography in Mechanics, August 23-25, 1971, University of Southern California, Los Angeles, California. New York: ASME, c1971 : 17-38.

[5] MARTIN G.. Control of electronic resources in Australia[M]//PATTLE L W, COX BJ. Electronic resources: selection and bibliographic control. New York: The Haworth Press, 1996: 85-96.

2.7.7 Literature extracted from journals

[1] Li Bingmu. The quality and image of ideal librarian and information specialist [J]. Library and Information Service, 2000(2):5-8.

[2] Tao Renji. Cryptography and Nathematics[J]. Chinese Journal of Nature, 1984,7(7):527.

[3] Geological Atlas of Asia Cataloguing Group. An overview of the stratigraphy and geological history of Asia [J].ActaGeologicaSinica, 1978,3:194-208.

[4] DES MARAIS D J, STRAUSS H, SUMMONS R E, et al. Carbon isotope evidence for the stepwise oxidation of the Proterozoic environment [J]. Nature, 1992, 359:605-609.

[5] HEWITT J A. Technical services in 1983[J]. Library Resource Services, 1984, 28(3): 205-218.

2.7.8 Literature extracted from newspapers

[1] Ding Wenxiang. The Digital Revolution and the Internationalization of Competition [N].China Youth Daily, 2000-11-20(15).

[2] Zhang Tianqin. A DNA Bank for Criminals and the Bioethics Project [N].Science and Technology Daily, 2000-11-12(7).

2.7.9 Electronic bulletin (including electronic literature extracted from monographs or publications)

[1] Jiang Xiangdong. Information processing and library management system solutions in the Internet environment [J/OL]. Journal of the China Society for Scientific and Technical Information, 1999,18(2):4[2000-01-18].

http://www.chinainfo.gov.cn/periodical/gbxb/gbxb99/gbxb9902 03.

[2] Xiao Niu. Informationization of the publishing industry in the fast lane[EB/OL]. (2001-12-19) [2002-04-15]

http://www.creader.com/news/20011219/200112190019.htmi.

[3] CHRISTINE M. Plant physiology: plant biology in the Genome Era[J/OL]. Science, 1998, 281:331-332[1998-09-23].

http://www.sciencemag.org/cgi/collection/anatmorp.

[4] METCALF S W. The Tort Hall air emission study[C/OL]//The International Congress on Hazardous Waste, Atlanta Marriott Marquis Hotel, Atlanta, Georgia, June 5-8, 1995: impact on human and ecological health[1998-09-22].

http://atsdrl.atsdr.cdc.gov:8080/cong95.html.

[5] TURCOTTED L. Fractals and chaos in geology and geophysics[M/OL]. New York: Cambridge University Press,.

[6] Scitor Corporation. Project scheduler[CP/DK]. Sunnyvale, Calif. :Scitor Corporation, c1983.

3. Requirements for printing and binding graduation projects (theses)

3.1 Page setup

Paper size: A4. Paper orientation: Portrait.

Margins: top 2.8 cm, bottom 1.6 cm, left 3.4 cm, right 2 cm. Header and footer: header 2 cm, footer 1.6 cm.

Document grid: no grid lines

3.2 Header/page setting

Print “Graduation project (thesis) of Shanghai University of Engineering Science" on the left side of the header, using 4-point size in Songti font. Print the title on the right side of

the header, using 5-point size in Songti font. Only the main title shall be printed on the header of the page.

Insert the page number in the center at the bottom of the page. The page number shall be small five-point size in Times New Roman Arabic numerals, i.e. 1, 2, 3, etc. The table of contents shall be numbered separately.

3.3 Text

The main text of the graduation project (thesis) is in small 4-point size Songti font. 1.5x row spacing. Print on one side.

3.4 Binding order of the graduation project (thesis)

The binding order shall be cover (uniformly printed by the University), task book, originality statement, copyright permission, table of contents, Chinese abstract, English abstract, main text, references, appendix.

4. These Norms shall be implemented starting from class 2020. The original Writing Norms of Undergraduate Graduation Projects (Theses) of Shanghai University of Engineering Science (HU GONG CHENG JIAO [2015] No. 2) shall be repealed simultaneously.

Measures of Shanghai University of Engineering Science for the Selection of Excellent Undergraduate Graduation Projects (Theses)

HU GONG CHENG JIAO [2019] No. 188

These Measures are hereby formulated in accordance with the Articles of Association of Shanghai University of Engineering Science to improve the quality of undergraduate graduation projects (theses), cultivate high-quality talents with innovation and creativity, and encourage undergraduates to strive for outstanding performance in their graduation project (thesis).

I. Selection scope and proportion.

1. Thesis recommended for the selection of excellent graduation project (thesis) must be tested for its repetition rate.

2. Candidates for the selection are those who passed the graduation defense with grades of excellency (90 points and above) of the year.

3. The selection is based on the performance, creativity, practicality and academic level of the thesis.

4. Secondary schools, colleges and departments shall recommend 2% of graduation projects (theses) for the selection of excellent graduation projects (theses).

II. Date of selection:

The selection of excellent undergraduate theses shall be conducted once per year in June.

III Review procedures:

1. Excellent graduation projects (theses) shall be recommended by the Defense Committee of the secondary school or college, and two faculty members or experts with senior titles shall fill in the Evaluation Form for Excellent Graduation Projects (Theses) to be submitted to the Dean's Office after evaluation by the Working Group.

2. The Dean's Office shall organize the selection work. The submitted graduation projects (theses) will be reported, displayed and defended, and the final list of winners will be

reviewed and determined by the Expert Review Panel for Excellent Graduation Projects (Theses).

IV. Results and rewards:

1. There are three prizes for excellent undergraduate graduation project (thesis): first, second and third.

2. Winners will be awarded with certificates and prizes by the University. The first prize is RMB 1,000, the second prize is RMB 800 and the third prize is RMB 500.

V. The Dean's Office shall be responsible for the interpretation of these Measures.

VI. These Measures shall be implemented starting from class 2020. The original Measures of Shanghai University of Engineering Science for the Selection of Excellent Undergraduate Graduation Projects (Theses) (HU GONG CHENG JIAO [2015] No. 3) will be appealed simultaneously.

Measures of Shanghai University of Engineering Science for Awarding Credit Points to High-Level Athletes

HU GONG CHENG JIAO [2022] No. 104

In order to further regulate the academic and training management of the University for high-level athletes and based on the results of extensive investigation and discussion, the University has decided to conduct assessments and scoring of sports training courses for students who are high-level athletes and to implement the measures of "Credit Awards for High-Level Sports Teams Based on Athletic Performance" in accordance with the Implementation Opinions of the Ministry of Education on Further Strengthening the Development of High Level Sports Teams in Regular Institutions of Higher Education (JIAO TI YI [2017] No. 6) and the Opinions of the Ministry of Education on Further Strengthening the Management of the Development of High Level Sports Teams in Regular Institutions of Higher Education (JIAO TI YI [2022] No. 1). Sports training shall be taken as a compulsory course for student athletes, and performance evaluation shall be conducted annually. Those who pass the assessment will receive the credit points of the "sports performance award" for the academic year (capping: 12 credit points per academic year).

I. Organizational management

A sports training course assessment team shall be established to be responsible for the assessment and scoring of sports training courses.

Team leader: Director of Dean's Office, Director of Department of Physical Education

Deputy team leaders: Deputy Director in charge of Dean's Office, Deputy Director in charge of Department of Physical Education, Deputy Dean in charge of School of Management Studies

Members: Coaches of high-level sports teams, administrators of the secondary schools and colleges, and faculty members for educational administration in the Dean's Office

II. Evaluation Criteria of Credit Reward

The assessment team shall make assessment based on the best annual results of each team's participation in competitions and the Evaluation Criteria of Credit Reward Based on Sports Performance shall apply.

Evaluation Criteria of Credit Reward Based on Sports Performance

Team Category	Men's Football	Men's Basketball	Credit Points
Sports Results	(1) Be selected into national teams and formally represent China in high-level competitions such as the Olympics, Asian Games, and World Championships; (2) Participate in intercontinental (inclusive) international competitions or international college student competitions and rank in the top 8 (if some athletes are selected, award certificates and a list of applicants must be provided);	(1) Top 4 of CUBA; (2) Top three in the National University Games (if some athletes are selected, award certificates and a list of applicants must be provided)	10~12
	(1) Participate in the Chinese Professional Football League and rank in the top 8; (2) Rank in the top 4 in the China University Football Association; (3) Top eight in the National University Games (if some athletes are selected, award certificates and a list of applicants must be provided);	(1) Top sixteen of CUBA; (2) Top eight in the National University Games (if some athletes are selected, award certificates and a list of applicants must be provided);	8~10
	Regional competitions of the domestic college student league (for example, the top four in the South or North)	(1) Top eight of CUBA; (2) Participate in the National University Games (if some athletes are selected, award certificates and a list of applicants must be provided)	6~8
	Top three in Shanghai	Top three in Shanghai	4~6
	Top 5 in Shanghai, Moral Style Award and other rankings	Top 5 in Shanghai, Moral Style Award and other rankings	2~4
	Students who are not included in the competition list but insist on daily training (The list of five-a-side competitions shall be based on 15 people, and the list of eleven-a-side competitions shall be based on 22 people)	Students who are not included in the competition list but insist on daily training (The list of basketball matches shall be based on 15 applicants)	0~2

Notes	The competitions in the score sheet shall be based on the competitions sponsored by the Federation of University Sports of China or China's formal industry associations, excluding commercial competitions. The results obtained by athletes participating in competitions shall be checked and confirmed by the coaching team one by one. Main players and substitute players can be determined by the coach and given corresponding points. Those who have a training attendance rate of 90% or more shall get 2 points; those who have a training attendance rate of 70% or more shall get 1 point; those who have a training attendance rate of less than 70% shall get no points in this module. Attendance shall be recorded by students on duty and finally confirmed by the coach.

III. Scoring Procedures for Sports Training Courses

1. Athletes shall submit an application and fill in the application form, with the proof of their best performance in the same year.

2. The evaluation team shall make statistics on athletes' competition results, training performance and attendance, and report the scores of sports performance.

3. The assessment team shall comprehensively evaluate the athletes, and enter the credit points as rewards for sports training into the teaching system so that students can earn the credit points.

4. The assessment team shall archive the list of students who have earned credit points with credit rewards each year and their results and recognition; the Department of Physical Education shall archive the original audit data; the Dean's Office shall archive the assessment statistics for future reference.

IV. Supplementary Provisions

These Measures shall be implemented as of the date of promulgation. The sports training course assessment team shall be responsible for the interpretation of these Measures. The original Measures of Shanghai University of Engineering Science for Awarding Credit Points to High-Level Athletes (HU GONG CHENG JIAO [2017] No. 105) shall be repealed simultaneously.

Regulations of Shanghai University of Engineering Science on Handling Chinese and English Transcripts for Going Abroad, and Translated Copies of Academic Certificates/Degree Certificates for Full-time Undergraduates and Junior College Students

HU GONG CHENG JIAO [2019] No. 223

In order to facilitate full-time undergraduates, junior college students, and alumni in getting the Chinese and English transcripts for going abroad, and the translated copies of academic certificates/degree certificates, the relevant procedures are now arranged as follows:

1. For full-time undergraduate students, junior college students who are currently studying at Songjiang Campus and those with certificates of graduation (completion/non-completion) from Songjiang Campus: Please print out your Chinese and English transcripts and the translated copies of your academic certificates/degree certificates at the entrance of the office of the Teaching Affairs Section of the Dean's Office on working days other than winter and summer vacations.

2. For students who are currently studying in the Advanced Vocational Technical College and IFA Paris (formerly Sino-French Institute of Fashion Designer), those with certificates of graduation (completion/non-completion) from the two secondary colleges, those with certificates of graduation (completion/non-completion) and who were enrolled before the autumn of 2003, and those studying for a bachelor's degree with a minor offered by the University: Please register at the office of the Teaching Affairs Section of the Dean's Office at Songjiang Campus on working days other than winter and summer vacations, and receive your transcripts and translated copies of certificates after 5 working days from the date of registration (those with certificates of graduation (completion/non-completion) and the current students shall receive the copies with the payment receipt issued by the Finance Office if the number of copies they need exceeds the number of free copies).

3. Fees

Type of student	Item	Fees	Notes

Those with certificates of graduation (completion/non-completion)	Chinese transcript for going abroad	RMB 15/copy	RMB 5/copy/item starting from the 5th copy
	English transcript for going abroad	RMB 20/copy	
	Translated copy of academic certificate	RMB 20/copy	
	Translated copy of degree certificate	RMB 20/copy	
	Envelope sealed with special seal	RMB 5/copy	
Current student	Chinese transcript for going abroad	The first 6 copies of each item are free of charge	RMB 5/copy/item starting from the 7th copy
	English transcript for going abroad		
	Envelope sealed with special seal		

4. Time and venue

Time: On working days other than winter and summer vacations

8:30～11:00

13:00～16:00

Venue: Room A109, Teaching Building, 333 Longteng Road, Songjiang District

Tel: 021-67791048

Arrangements for winter and summer vacations will be announced separately before each winter and summer vacation. For details, please check the "Teaching Notice" column on the homepage of the campus network and the official WeChat account of the Dean's Office.

Change of time and venue will be published through the "Teaching Notice"

column of the campus network and the official WeChat account of the Dean's Office.

5. The Dean's Office shall be responsible for the interpretation of these Regulations.

6. These Regulations shall come into force as of November 1, 2019. The original Regulations on Handling Chinese and English Transcripts for Going Abroad and Academic Certifications (HU GONG CHENG JIAO [2006] No. 82) shall be repealed simultaneously.

Measures of Shanghai University of Engineering Science for the Management of Online Courses

HU GONG CHENG JIAO [2019] No.224

Chapter I General Provisions

Article 1 In order to thoroughly implement the guiding principles of the National Undergraduate Education Work Conference for Institutions of Higher Education in the New Era, fulfill the fundamental task of fostering virtue through education, actively adapt to the diverse and personalized learning needs of learners, innovate education and teaching modes, effectively construct, manage, and apply open online courses, promote the deep-level integration of information technology and education and teaching, promote the application and sharing of high-quality education resources, and continuously improve the teaching level and the quality of talents training, these Measures are hereby formulated according to the guiding principles of the Opinions of the Ministry of Education on Strengthening the Construction, Application, and Management of Open Online Courses in Higher Education Institutions(JIAO GAO [2015]No.3),combined with the University's realities.

Article 2 Open online courses are courses shared on the network. They mainly serve the faculty members and students in schools and are also available to social learners. Open online courses include MOOC (Massive Open Online Course), SPOC (Small Private Online Course),and other forms of open online courses.

Chapter II Planning and Organization

Article 3 The development of online courses is mainly based on the University's general education courses, discipline-specific basic courses, and specialized courses. Special courses that have advanced education and teaching ideas and concepts, reflect first-class teaching levels, and have a broad influence and preponderant disciplines, shall be made available online first.

Article 4 The University mainly supports the construction of online courses through the establishment of teaching construction projects, and at the same time, it encourages the construction of open online courses on practice-based teaching,

innovation and entrepreneurship, and other areas through the collaborative and integrated innovation between teaching units or between teaching units and social organizations.

Article 5 Among the courses with outstanding teaching effects and good student response, the University will select from them the best ones and recommend them to authoritative public service platforms for open online courses for off-campus learners to take.

Chapter III Construction Requirements

Article 6 The applying course shall adhere to a correct political direction and value orientation, spread positive and healthy contents, and convey correct views, stances, and attitudes that can guide the learners to form a correct outlook on life, values, and the world. The applying course shall not include contents that infringe on the intellectual property rights, portrait rights, privacy rights, trade secrets, and other legitimate rights and interests of others, or contain political or scientific errors or violations of national laws and regulations.

Article 7 The applying course shall conform to the open online construction concept, and the corresponding teaching mode may be adopted according to different teaching requirements. Teaching modes mainly include: the teaching mode based on students' online independent learning, the teaching mode using flipping classroom or combining online and offline learning, the teaching mode based on classroom teaching and supplemented by online teaching. The teaching content shall be systematic and complete, with adequate teaching resources and outstanding achievements in teaching construction and reform.

Article 8 The instructor shall have a firm political orientation, noble moral sentiment, solid knowledge, and rigorous working style. The instructor shall also be able to skillfully use modern education technologies in teaching, and have a long-term and strong interest in the integration of information technology and teaching.

Article 9 The person in charge of the course must have a professional title of intermediate level or above, possess rich teaching experience, have good speaking capabilities, have a strong camera confidence, and keep the lectures appealing. He shall have strong teaching design and organization capabilities, and can fragment the knowledge and organize teaching effectively. The teaching team shall have a moderate size, a reasonable composition of age, knowledge, educational background,

and academic origin, and stable staff. The faculty members shall have the energy and enthusiasm to devote themselves to the construction and management of the course's website and find joy in online teaching activities.

Article 10 The teaching documents (including the teaching video, profile of the person-in-charge, course description, syllabus, presentation, teaching plan, practice/training/internship guidance, assessment method, coursework and test papers, online question bank, online Q&A, and reference resources) shall be complete and made available online. High-quality textbooks shall be chosen or compiled. The selection of textbooks shall strictly follow the Measures of Shanghai University of Engineering Science for the Management of Textbook Selection, and the textbooks shall be strictly screened to ensure the ideological and political correctness and quality.

Article 11 The implementation of an effective process-based assessment and evaluation mechanism shall be encouraged. While ensuring the quality of teaching, multiple forms of course results recognition shall be encouraged, such as online learning and the combination of online and offline learning. In terms of teaching reform, if different score ratios are adopted for the same course (the same course code), it shall be reported by the secondary school and college to the Dean's Office for approval and implementation.

Article 12 The course team shall be responsible for updating the resources of the online course and maintaining the teaching order, providing learners with high-quality teaching support services and personalized guidance, paying attention to the comments and feedback of the learners, and continuously improving and optimizing the online course.

Article 13 A class may be organized for a course only if the number of people selecting the course reaches 15 or above.

Chapter IV Course Operation and Management

Article 14 The University shall be responsible for the coordination and communication between all online courses and off-campus platforms. For the successfully constructed online courses to be made available to all students in the University, an application must be filed with the Dean's Office for review and approval.

Article 15 Faculty members who intend to offer courses on course platforms

other than the University's online course platform must apply in writing to the Dean's Office through the secondary schools and colleges where they belong, and may start offering the courses upon the approval of the Dean's Office. Their workload allowances shall be borne by the off-campus platforms, and will not be calculated separately by the University.

Article 16 The cooperation between faculty members and off-campus institutions in offering online courses must be approved by the University's competent department of teaching, or all kinds of legal disputes and legal liabilities incurred will be borne by the faculty members offering the courses.

Article 17 Open online courses adopt a responsibility system based on the persons in charge of the courses. The person in charge of a course shall be responsible for the formation of the course team, the breakdown of construction tasks, and the implementation of specific construction content. After the course is launched online, the course team shall organize dedicated personnel to answer questions online, organize discussions, check homework, organize online exams, and maintain resources so as to ensure the normal operation of the course.

Article 18 For faculty members offering courses on the University's online course platform, the secondary schools and colleges where they belong will calculate their workload. The calculation standard of the class period allowance for faculty members offering SPOC courses within the University may refer to that of the public elective courses. For MOOC courses that are open to the whole country, the class period allowance is calculated by a factor of 1.5. For faculty members offering SPOC courses and MOOC courses at the same time, the class period allowance is calculated by a factor of 1.6.

Article 19 Management of the intellectual property rights of the open online courses. In the process of course construction and application, the course team shall avoid infringing on the intellectual property rights of others and bear the legal liabilities if intellectual property disputes arise. The intellectual property rights of the open online courses belong to the University and the course teaching team. The teaching team grants the University the right to use the online content of a course. Without the consent of the University and the course teaching team, the open online course cannot be transferred or used outside the University.

Article 20 The economic benefits generated from the off-campus operation of the open online courses shall be split by the University, the persons in charge of

the courses, the teaching team, and the operator based on a certain proportion. The details are subject to the signed contract.

Chapter V Credits Recognition of Online Courses

Article 21 For students who take courses on the University's online course platform or other course platforms recognized by the University and have passed the course assessments, the University will recognize the credits as on-campus credits.

Article 22 The University's Dean's Office will regularly announce the list of the recognized online course platforms.

Article 23 Students who take courses through online course platforms must abide by the learning regulations of the platforms. In the case of any violation, the University will cancel the scores of the courses taken and seriously deal with the violation.

Chapter VI Others

Article 24 The Dean's Office shall be responsible for the interpretation of these Measures.

Article 25 These Measures shall come into force as of the date of issuance, and the original Measures of Shanghai University of Engineering Science for the Management of MOOC Courses (HU GONG CHENG JIAO [2015] No.117)shall be repealed simultaneously.