



## **Appendix 2-6: Civil Engineering School Graduation Comprehensive Training Management Measures**



## Hunan City University School of Civil Engineering Document

### Xiangcheng Institute Civil Engineering Document [2024] No.13

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#### Management Measures for Graduation Comprehensive Training in the School of Civil Engineering

In order to standardize the management of graduation comprehensive training in the School of Civil Engineering, improve teaching quality, and better serve talent cultivation, these measures are hereby formulated.

#### **I. Organizational Leadership**

1. Based on the college's situation and the basic circumstances of the current graduating class, a graduation comprehensive training leading group shall be established. The dean and secretary of the college will serve as the group leaders, with the deputy deans and deputy secretaries as deputy leaders. Other college leaders, department heads, members of the supervision team, academic affairs office members, and the director of the student affairs office will serve as members. The group will revise the "Graduation Comprehensive Training Work Plan" (hereinafter referred to as the "Work Plan") for the current year. From mid-October to early November each year, matters related to graduation comprehensive training will be discussed collectively, and a unified opinion will be formed before releasing the "Work Plan" for the current year.

#### **II. Organizational Management**

2. Access Mechanism: Faculty members must obtain the qualification to guide students in graduation comprehensive training before they can serve as advisors. For advisors whose students were deemed unqualified in the previous year's Ministry of Education graduation design spot check, the number of students they can guide will be reduced by two for each unqualified student. In principle, faculty members who were not disqualified from guiding in the previous year will automatically retain their qualification to guide graduation comprehensive training.

3. Guidance Groups: In principle, guidance groups will be formed by dividing students into classes based on their major (specialization). For certain majors (specializations), groups may also be formed according to the chosen research topics. The department head will designate a responsible faculty member as the leader of the



guidance group. Within one week, the leader will select advisors based on the principle that "each advisor guides no more than 8 students" and the "reduction in the number of students guided" from the previous year. The guidance group will be submitted to the department head for approval and then filed with the college's graduation comprehensive training leading group.

4. Student Grouping: Based on the class guidance groups, students will be grouped through mutual selection between teachers and students or by teacher assignment.

5. Venue Organization: When the number of students in a guidance group is small, multiple guidance groups may be combined into one classroom for graduation comprehensive training. The academic affairs office will uniformly organize the allocation of guidance classrooms.

6. Duty Arrangement: The on-duty advisor is responsible for guiding all students in the classroom. The guidance group leader should organize all advisors in the classroom to create a duty schedule. The schedule must be submitted to the department head for review before the official start of graduation comprehensive training (after the official semester schedule is released). Once approved, it will be submitted to the academic affairs office. If the absence of an advisor cannot be determined due to the failure to submit the duty schedule, all advisors in the classroom will be considered absent.

### **III. Attendance Management**

7. Attendance time, methods, and scoring methods will be specified in the "Work Plan." Procedures for leave requests and applications to not participate in centralized design will also be clarified in the "Work Plan."

8. Attendance Result Announcement: Starting from the second week, attendance results will be announced every Monday morning, typically in the form of an online electronic document. Paper-based results will also be posted in the design classroom.

9. Student attendance results will be applied in the final grade assessment. Attendance results will determine the grade ceiling, with the following rules:

If the attendance score  $X < 70$ , the student will be disqualified from graduation comprehensive training, and the disqualification will be implemented immediately upon reaching this score.



If the attendance score  $X < 80$ , the student will receive two yellow card warnings, and their final score will be capped at "Average."

If the attendance score  $X < 90$ , the student will receive a yellow card warning, and their final score will be capped at "Good."

10. Advisor attendance results will serve as the basis for determining eligibility for the next round of graduation comprehensive training and will be an important factor in the college's job rotation and reallocation process. Specific rules are as follows:

If the attendance score  $0 < Y < 1$ , the department head will issue a warning, and the advisor will not be eligible to apply for the title of "Excellent Graduation Design Advisor."

If the attendance score  $1 \leq Y < 2$ , the advisor's quota for guiding students in the next year will be reduced by 1 compared to the department average. The deputy dean will conduct a disciplinary talk, and a college-wide notice of criticism will be issued.

If the attendance score  $2 \leq Y < 3$ , the advisor's quota for guiding students in the next year will be reduced by 2 compared to the department average. The advisor will be disqualified from receiving an "Excellent" rating in the annual teaching assessment, and a college-wide notice of criticism will be issued.

If the attendance score  $3 \leq Y < 4$ , the advisor's quota for guiding students in the next year will be reduced by 4 compared to the department average. The advisor will be disqualified from receiving "Excellent" ratings in both the annual teaching assessment and the annual performance assessment, and a college-wide notice of criticism will be issued.

If  $Y \geq 4$ , the advisor will be disqualified from guiding graduation comprehensive training in the next year, disqualified from receiving "Excellent" ratings in both the annual teaching assessment and the annual performance assessment, and a college-wide notice of criticism will be issued.

The reduced quotas may be restored annually based on the advisor's performance in the next round of graduation comprehensive training. Normal performance may restore 1 quota per year, while exceptional performance may restore 2 quotas per year.



11. In the Ministry of Education's spot check results, for each unqualified student, the corresponding advisor will be disqualified from receiving "Excellent" ratings in both the annual teaching assessment and the annual performance assessment. A college-wide notice of criticism will be issued, and the advisor's quota for guiding students in the next year will be reduced by 2 compared to the department average (if no quota reduction has been applied previously). If the number of unqualified students exceeds 3 (inclusive), the advisor will be disqualified from guiding graduation comprehensive training.

#### **IV. Phase Management**

12. Graduation comprehensive training is divided into stages such as task assignment, student mobilization, mutual selection between teachers and students, opening report meeting, mid-term review, result evaluation and defense, and result organization and submission.

13. The graduation comprehensive training task document is drafted by the advisor based on the syllabus requirements, reviewed by the department head, and submitted to the graduation comprehensive training management system for student selection. The task document should be completed and uploaded to the system by late October to mid-November each year.

14. Student mobilization is organized by the department head of each major (specialization), with the participation of advisors. It mainly introduces the graduation design process, key reference materials, attendance requirements, and evaluation management.

15. Mutual selection between teachers and students should be completed in the system by the end of December each year. The department head of the major (specialization) should assign advisors to students who were not selected in the system. Advisors should promptly organize guidance for their assigned students, assign specific design tasks, and provide guidance requirements.

16. The opening report meeting should be held in the first week, organized by the guidance group leader, with participation from all students and teachers in the group. The revised and finalized opening report should be signed and stamped uniformly by the second Monday and temporarily stored and managed by the guidance group leader.



17. The mid-term review is generally conducted halfway through the graduation design. Students should fill out the mid-term review form and submit it to their advisor for signing. After passing the mid-term review, the form is stamped and temporarily stored by the guidance group leader.

18. Result evaluation is completed within one week before the defense, including evaluations by the advisor, reviewer, and defense committee. The evaluation record form, signed by each evaluator, is temporarily stored and managed by the guidance group leader.

19. After the students' results are completed, the guidance group leader returns the temporarily stored materials to the students for uniform packaging. The advisors then collect these materials and submit them to the guidance group leader, who forwards them to the archives for storage.

20. During each stage of the graduation design, the department head of the major (specialization) should maintain a management ledger for graduation design guidance. The ledger should include at least the student's ID number, name, project title, advisor, completion status and evaluation results for each stage, and the final grade.

## **V. Reward Measures**

21. Outstanding graduation comprehensive training results will be prioritized among students with a full attendance score. A total attendance score of  $\geq 95$  is the minimum requirement for selecting outstanding graduation comprehensive training results, ensuring quality over quantity.

22. Outstanding graduation comprehensive training advisors will only be considered among those with a total attendance score of 0. Advisors awarded this title will receive an additional 2 student quotas for the next year. If not selected as an outstanding advisor, they will receive 1 additional quota. The total number of quotas awarded, including these, must not exceed 8, and these additional quotas are not counted in the department's average quota. The guidance group leader for the next year will, in principle, only be selected from advisors with a total attendance score of 0. Both the guidance group leader and advisors with a total attendance score of 0 will receive rewards in the annual performance evaluation (cumulative).

## **VI. Supplementary Provisions**



23. Reporting and Complaints: To strengthen the supervision of graduation design management and the handling of fraudulent practices, and to promptly understand students' situations during graduation comprehensive training, the School of Civil Engineering has established a reporting email for graduation comprehensive training misconduct. Email address: hncuced@126.com.

24. These measures will take effect upon publication and will be interpreted by the graduation comprehensive training leading group of the School of Civil Engineering.

