

Implementation Measures for Process Management and Quality Supervision of Graduate Education at Southwest Jiaotong University

Chapter I General Provisions

Article 1 To strengthen and standardize the management of the graduate training process, clarify management responsibilities, ensure quality supervision over the training process, and maintain the quality of graduate education, this document is formulated based on the regulations, including those from the State Council Academic Degrees Committee, the Ministry of Education, and the Southwest Jiaotong University (SWJTU), in conjunction with the actual work of SWJTU. These regulations include *Opinions on Strengthening the Construction of Quality Assurance and Supervision System for Degree and Graduate Education*, *Several Opinions on Further Strictly Standardizing Quality Management of Degree and Graduate Education*, *Regulations of Southwest Jiaotong University on the Training of Graduate Students Pursuing Master's Degrees*, and *Regulations of Southwest Jiaotong University on the Training of Graduate Students Pursuing Doctoral Degrees*.

Article 2 This document defines the requirements for the establishment and management of academic archives in graduate education, the organizational work of quality supervision at all levels, and the application of supervision results. All graduate students (including international students), graduate supervisors, course teachers, and cultivation units must comply with these requirements.

Chapter II Establishment and Management of Academic Archives

Article 3 SWJTU implements a "one student, one file" system for the management of graduate academic archives, which consists of electronic and paper archives. The academic affairs management department of each cultivation unit is responsible for the establishment and management of these academic archives, including the setup of archives for incoming graduate students, archiving of academic materials each semester, and overall management of academic archives.

Article 4 The archived materials mainly include educational programs, course transcripts, and other personal learning records; dissertation/thesis proposal, mid-term assessment, and annual assessment reports; training documentation, covering research and educational activities, academic activities, research group seminars, literature readings and reviews and domestic and international academic conferences;

innovation practice records, such as academic innovation practices, professional practices, and engineering practices.

Article 5 Graduate students are responsible for the materials they submit for their academic archives. It is crucial to ensure that all materials are complete, authentic, reasonable, and valid. They must follow the requirements of each training phase and ensure that materials are submitted gradually, avoiding last-minute submissions.

Article 6 Graduate students must store their learning records in their individual academic archives. Graduate students shall develop a personal educational program according to the requirements of their academic programs, which must be confirmed by their supervisors and archived accordingly. Course transcripts shall be printed and archived each semester.

Article 7 Graduate students must submit applications for dissertation/thesis proposals, mid-term assessments, or annual assessments in accordance with their cultivation units' requirements through the corresponding modules of the Graduate Student Management Information System. After completing the assessments associated with their dissertations/theses, they shall archive the relevant reports with their cultivation units.

Article 8 Graduate students must upload relevant reports to the corresponding modules of the Graduate Student Management Information System in accordance with the requirements for research and educational activities, academic activities, research group seminars, literature readings and reviews and domestic and international academic conferences and other training components. Written reports must be properly organized, formatted, categorized and bound before being archived in the graduate student's academic archives. Additionally, graduate students must complete archiving in accordance with the requirements for academic innovation practices, professional practices, engineering practices, and other innovation practice components.

Article 9 Graduate supervisors are the primary overseers of graduate student cultivation. They shall ensure that graduate students consistently meet the standards for academic archiving, maintaining quality control to prevent any incidents of dishonesty or fraud.

Article 10 Weeks 9 and 16 of each semester are designated as "Supervisor Spot Check Weeks". Graduate supervisors shall monitor the progress of each graduate student in research and educational activities, academic activities, research group seminars, literature readings and reviews and domestic and international academic conferences and other training components. They shall randomly check the records of academic activities and research group seminars, reviewing at least one record per

category and providing written feedback.

Article 11 Weeks 11 and 18 of each semester are designated as "Review Archiving Weeks", during which graduate students must accurately fill out the supervisor review summary form and complete their archiving tasks as required.

Article 12 The last month of each semester is designated as "Archiving Month" for archiving graduate students' academic materials. Cultivation units shall organize and oversee their graduate students across different year levels to archive their academic materials. The scopes and requirements for the archived materials shall be set according to the different levels and types of graduate students, ensuring effective organization and management of the archiving.

Chapter III Process Management Inspection and Supervision

Article 13 SWJTU implements a university-college dual-level supervision mechanism for the process management and quality supervision of graduate education. Each cultivation unit shall establish a college-level graduate education quality supervision team and formulate management measures for supervision. The team oversees the overall quality of graduate course teaching and assessment, supervisor guidance performance, as well as graduate students' annual academic and research progress within the unit. SWJTU shall form a university-level graduate education quality supervision team to conduct random inspections and evaluations of graduate course teaching, innovation practices, dissertation/thesis work, and other key training components across the university. Additionally, it will assess the annual quality supervision efforts of each cultivation unit. The supervision results will be incorporated into the annual performance evaluation and teaching workload assessment system for all cultivation units.

Article 14 Each autumn semester is designated as the "Supervision Season" for the process management and quality supervision of graduate education. Each cultivation unit shall organize the college-level graduate education quality supervision team to conduct quality supervision and inspections of the graduate training process management. SWJTU shall organize the university-level graduate education quality supervision team to conduct comprehensive quality supervision and inspections of graduate training process management across all cultivation units, providing evaluations and recommendations for improvements.

Article 15 The quality supervision of the graduate training process management primarily involves the supervision and inspection of several areas, the course teaching and teaching archiving within the cultivation units, the completeness of graduate academic archives, the evaluations provided by supervisors, and the research and practice of graduate students.

Article 16 The inspection of graduate course teaching and related archives focuses on checking the standardization of course teaching order, the reasonableness of the teaching schedule, classroom discipline, as well as the completeness, clarity, authenticity, and scientific rationality of course materials. Course teaching archives include course syllabi, teaching calendars, course selection lists, assignments or report materials, exam papers, grading standards, and transcripts.

Article 17 The inspection of graduate academic archive materials focuses on checking the completeness, authenticity, and reasonableness of all submitted materials at each stage of the training process. This primarily includes reviewing the completeness, clarity, and authenticity of archived materials within each graduate student's academic archives, ensuring that supervisor review records are accurate and submitted on time, and verifying that graduate students adhere to a sequential approach in completing their training tasks.

Article 18 The inspection of graduate students' research and practice focuses on reviewing their innovation practice reports and evaluating practical teaching activities at practice bases. Key aspects include whether the innovation practice reports are complete, clear, authentic, and properly structured, whether the practice bases have sound management policies, adequate supervisor support, and responsible supervision from supervisors.

Article 19 The supervisor evaluation inspection focuses on checking the authenticity, standardization, and scientific validity of the guidance provided by supervisors at each stage of the training process. This includes examining whether supervisors demonstrate a responsible attitude towards evaluations, whether quality control measures are rigorous, and whether the required number of random evaluations is met.

Chapter IV Quality Supervision Results and Application

Article 20 Graduate education quality supervision teams at all levels shall provide a comprehensive quality evaluation of graduate training process management within the cultivation units and provide feedback to the responsible units. When systemic management quality issues are identified during inspections, specific deadlines for rectification shall be issued. For individual quality issues uncovered during the inspection, timely feedback shall be provided to the relevant teachers, supervisors, students, or cultivation units, along with a mandate for timely rectification.

Article 21 Generally, if any issues are identified in course teaching or teaching archiving during supervision, the course teachers shall complete corrections within 10 days and submit a written report to the quality supervision team. For issues found in a graduate student's academic archives, the graduate student shall make corrections

under the supervisor's guidance within 15 days and submit a written report to the quality supervision team. If issues are found with a supervisor's instruction, the supervisor shall complete corrections within 15 days and submit a written report to the quality supervision team. For issues in a graduate student's internship or practice, the graduate student shall make corrections under the base supervisor's guidance within 15 days and submit a written report to the quality supervision team. If issues are found with a base supervisor's instruction, the base supervisor shall complete corrections within 15 days and submit a written report to the quality supervision team. Cultivation units are responsible for overseeing and ensuring the completion of these corrections.

Article 22 All responsible units and individuals must take seriously the feedback and supervision opinions provided by the quality supervision team at all levels. Any issues identified by the quality supervision team shall be addressed with high priority, and corrective actions must be diligently implemented as required. Failure to treat these matters seriously or to carry out the required improvements may result in disciplinary action by SWJTU, in accordance with relevant regulations such as the *Measures of Southwest Jiaotong University for the Identification and Handling of Accidents in Graduate Education and Teaching*, and *Regulations on Handling Violations in the Assessment of Graduate Courses and Training Modules at Southwest Jiaotong University*.

Chapter V Supplementary Provisions

Article 23 These measures will take effect upon publication. The previous *Implementation Measures for Process Management and Quality Supervision of Graduate Education at Southwest Jiaotong University* (XJXY [2024] No. 4) will be simultaneously annulled.

Article 24 The Graduate School is responsible for the interpretation of these measures.