

Document of Shenzhen Technology University

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Shenzhen Technology University Management Measures of the Teaching Reform Project (Trial)

All units of the school:

The Shenzhen Technology University Management Measures for the Teaching Reform Project (Trial) is hereby printed and distributed to you.

It is hereby announced that.

Shenzhen Technology University

January 15, 2019



Shenzhen Technology University Management Measures for Teaching Reform Project (Trial)

Chapter 1 General provisions

1 These measures are formulated for the purpose of further deepening the teaching reform, improving the teaching quality and improving the teaching research level, encouraging the teachers and teaching administrators of our school to carry out teaching research. It can reflect the characteristics of applied talents in our school, and cultivate teaching achievements with prominent engineering.

2 These administrative measures shall apply to all kinds of educational reform projects at the university level, and the management of educational reform projects at the national and ministerial and provincial level shall be implemented in accordance with relevant regulations and with reference to these administrative measures.

Chapter 2 Scope of declaration

3 It conforms to the application scope of the higher education teaching reform project issued by the Ministry of Education and the Provincial Department of Education.

4 It conforms to the innovation requirements of the teaching reform of Shenzhen Technology University, and has creative design and great reform strength.

5 In line with the state's requirements for implementing innovation and entrepreneurship-driven development, conduct research and practice on innovation and entrepreneurship education and teaching reform, and promote students' sustainable development.

6 Focusing on the key areas of application-oriented teaching reform in our school, we conduct research and reform practice on the key steps of talent training.

7 Conduct research and reforming practices according to specific problems in the teaching process.

Chapter 3 Project application and review

8 The person in charge of the project declaration can refer to the project notification issued in the current year, and combine with the actual work and research basis to make the application. Projects that have already been included in the projects of the Ministry of Education, the Provincial Department of Education and other units shall not be applied repeatedly.

9 The project applicant should fill in the project application form in a realistic manner and make a scientific and thorough design for the project.

10 All departments shall conduct preliminary evaluation and examination of the teaching reform project applications, recommend the better ones, and report the opinions to the Department of Academic Affairs after signing. The Department of Academic Affairs shall conduct the qualification examination according to the document requirements.

11 The university shall employ relevant experts to form an evaluation committee to evaluate the recommended projects. The evaluation adheres to the principle of openness, fairness and justice, and selects the best ones.

12 The school shall publicize the proposed educational reform projects online according to the results of experts' evaluation.

13 The educational reform projects recommended by the university to the Ministry of Education, the Provincial Department of Education and other superior departments shall be selected by experts from the university-level educational reform projects and shall be publicized online.

14 After the proposed educational reform project or the proposed recommended project is publicized on the internet, the Department of Academic Affairs shall determine the project approval or recommended list.

Chapter 4 Project management

15 Educational reform projects shall be divided into targeted release projects and free application projects. The project construction period is 1-2 years.

16 The Department of Academic Affairs shall conduct overall management of the projects, be responsible for organizing the application, evaluation, project approval and recommendation of the educational reform projects, the mid-term inspection and acceptance of the educational reform projects, and the management of the use of funds for the educational reform projects.

17 The person in charge of the educational reform project shall be responsible for the project investigation and demonstration, scheme design, result summary, practical application and the use of funds. In principle, the members of the project team are not allowed to change during the construction period. If the researchers cannot continue due to work changes or other reasons, the department shall put forward suggestions for change, and the change can only be made after the approval of the Department of Academic Affairs.

18 The project shall implement the mid-term inspection. The project leader shall submit the interim report after the half of the project construction period, and the apartment's opinions shall be submitted to the Department of Academic Affairs. The Department of Academic Affairs will review the progress of the project. The school will continue to support the projects with real progress and the stage results. The school will increase its support for the projects with rapid progress and significant results. For the failed projects, the school will give a 3-month rectification period and the project leaders submit the report for review. If the review is not qualified, the school will suspend the financial support and the money will be taken back.

19 If the project cannot be concluded on schedule, it shall apply for an extension to the Department of Academic Affairs. With the consent of the Department of Academic Affairs, the extension procedures can be handled, and the longest extension time shall not exceed one year.

20 During the construction period of the educational reform project, if the project cannot be completed on schedule and has not been applied and approved for extension in advance, the project will be withdrawn. The university will take back the funding for the withdrawn project. The project leader will not be allowed to apply for educational reform projects and participate in teaching-related awards within 2 years.

21 The conclusion of the educational reform project shall implement classified management.

After the completion of the project, the project leader shall apply to the Department of Academic Affairs for the

conclusion, and the Department of Academic Affairs will organize experts to conduct the project evaluation.

After the completion of the key project, the project leader shall submit the application for conclusion and achievement appraisal to the Department of Academic Affairs, and the Department of Academic Affairs shall organize the experts and the subordinate units of the project leader to jointly complete the project evaluation and achievement appraisal.

22 Projects unqualified in inspection or achievement appraisal shall be rectified according to the opinions of experts. If the inspection or achievement appraisal still fails, it shall be carried out according to Item 20 of these measures.

Chapter 5 Project funds

23 General projects are 20,000 to 50,000 yuan, and key projects are 50,000 to 100,000 yuan.

24 Management of funds:

(1) The Department of Academic Affairs is in charge of the teaching reform project of the school, and the Department of Financing Plan manages the project funds.

(2) Project funds shall be used for special purposes and shall not be used for other purposes or transferred to other projects without permission.

(3) The use of project funds shall be subject to the project leader. The project leader is in charge of the use of funds and can check the use of funds. At the same time, the completion of the project must be ensured on schedule.

(4) The use of project funds shall be strictly determined by collection, and the expenditure shall not be overspent.

25 The use of funds:

(1) The project funds will be used by the project leader in accordance with the relevant financial management regulations of the university and with reference to the “Management Measures for Scientific Research Funds of Shenzhen Technology University (for trial implementation)” SZTU [2017] No. 15 document.

(2) The Department of Academic Affairs shall, in accordance with the project notice of the school, handle the account registration card for each project leader, and the project leader shall make reasonable expenditure plans according to the approved funding amount.

(3) After the approval, 50% of the funds will be allocated in the first period, and 50% will be paid after the mid-term inspection.

(4) The mid-term inspection of the project will serve as an important basis for the second allocation of the project. The school will reward 20% of the total project funds for the projects with rapid progress and remarkable effect in the mid-term inspection. For unqualified projects, the school will suspend its financial support and will take back the money.

(5) Encourage the relevant teaching units to raise funds and choose projects by themselves, and to carry out targeted teaching and research activities.

26 Supervision and inspection of the use of funds:

(1) The Department of Academic Affairs shall be responsible for the stage inspection of the approved project. The project team shall fill in the “Progress Form of the Teaching Reform Project of Shenzhen Technology University”, and provide a written summary of the progress and the research stage achievement. If the use of the project funds is

obviously out of line with the project progress, the use of the funds will be stopped.

(2) After the completion of the educational reform project, the conclusion shall be concluded in time, and the conclusion procedure shall be carried out according to the specific requirements. The reimbursement shall be completed three months after the conclusion of the project, and the overdue funds shall be stopped.

(3) The use of the funds for the violation of the relevant provisions of financial management will be stopped.

(4) Those who cheat, misappropriate or abuse funds shall be frozen their use of funds and be dealt with according to the circumstances.

(5) The Department of Academic Affairs shall exercise strict supervision and management over the use of funds for educational reform projects at all levels.

Chapter 6 Supplementary provisions

27 These measures shall be implemented as of the date of promulgation.

28 The Department of Academic Affairs shall be responsible for the interpretation of these measures.

Shenzhen Technology University



Cc: school leaders, archives room.

Party and Government Office of
Shenzhen Technology University

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