

Document of Shenzhen Technology University

No.265, 2019

Notice on the issuance of “Shenzhen Technology University Administrative Measures for Undergraduate Practice (Trial)”

All departments of the university:

“Shenzhen Technology University Administrative Measures for Undergraduate Practice (Trial)” is hereby printed and distributed to you. Please comply with it.

It is hereby announced that.

Shenzhen Technology University

November 21, 2019



Shenzhen Technology University

Administrative Measures for Undergraduate Practice (Trial)

Chapter 1 General provisions

1 These measures are formulated for the purpose of strengthening and improving the management of undergraduate practice to improve the quality of undergraduate practice.

Chapter 2 The organization and management of professional practice

2 The professional internship shall be guided and managed by the Department of Academic Affairs of the university, and each college is specifically responsible for the organization and implementation.

3 Responsibilities of the Department of Academic Affairs:

3.1 Formulate relevant guidance documents for professional practice.

3.2 Examine and approve the professional practice schedule and outline of each college.

3.3 Review the qualifications and number of teachers of each practice team.

3.4 Allocate and review professional practice funds.

3.5 Organize the inspection and evaluation of professional practice.

3.6 Organize the selection and commendation of university-level advanced practice departments and individuals.

3.7 Collect the feedback of the practice units on the practice.

4 Responsibilities of the College

4.1 Set up the leading group of the practice of the college, uniformly deploy the internship work, and report to the Department of Academic Affairs for the record in the form of official documents of the college before the practice begins.

4.2 The practice organizations are selected according to the requirements of the professional practice tasks. The practice organizations shall, as far as possible, provide the students with the necessary basic conditions for study, practical work, accommodation, health and safety, etc. On the premise of ensuring the effectiveness and quality of the internship, we should follow the principles of “proximity and location, relative stability, financial savings and mutual benefit”.

4.3 In principle, the practice requires participation in the actual enterprise research and development projects.

4.4 Formulate the professional practice plan, fill in the “Annual Internship Schedule of Shenzhen Technology University” (including centralized practice and decentralized practice), and report to the Department of Academic Affairs for approval half a month before the practice. In principle, the approved practice schedule should be stable. If it needs to be adjusted for special reasons, it should be submitted to the Department of Academic Affairs for approval and record.

4.5 Organize the compilation of the professional practice outline and the professional practice instructions in accordance with the requirements of the teaching plan, and report them to the Department of Academic Affairs for the record.

4.6 Make preparations before the professional practice. It includes determining the instructor, contacting the practice units, doing a practice mobilization (including the organization and ideological education before students depart), clarifying the purpose and requirements of professional practice, carrying out necessary safety education, and purchasing the corresponding accident insurance for students. Professional practice instructors should generally be teachers with intermediate (including intermediate) or above technical titles, with one instructor for every 5-10 students.

4.7 Strengthen the supervision and management work during the professional practice.

4.8 Make a summary of the professional practice, and submit the summary of the practice for the practice in two weeks (for practice arranged in the summer vacation, the summary should be submitted within two weeks of the next semester). Submit the practice summary of college and “Feedback Form of the Practice Units of Shenzhen Technology University” to the Department of Academic Affairs.

4.9 Collect, sort out and file students “Practice Registration Form”, “Practice Report”, photos of practice and other relevant materials.

5 Responsibilities of professional practice instructors:

5.1 According to the requirements of the professional practice outline, contact with the practice units, and formulate the practice schedule plan.

5.2 During the professional practice, be fully responsible for student management, strictly require and urge students to complete the practice diary and practice report carefully.

5.3 Regularly go deep into the students' practice positions, understand the students practice situation, timely grasp the students' practice dynamics and information, and give students effective help and guidance.

5.4 Actively establish close contact with the practice units, and regularly communicate the practice situation with the relevant people of the practice units.

5.5 At the end of the professional practice, make a comprehensive evaluation of the students practice based on the attendance and specific performance, and make a summary of the practice. Provide and collect the "Feedback Form of the Practice Units of Shenzhen Technology University" to the practice units. Cooperate with the college to sort out and file the relevant data carefully.

6 Practice requirements of students:

6.1 Understand the practice purpose, and conduct the practice with correct attitude. Under the guidance of the instructor and the relevant people of the practice units, students should conscientiously complete the practice tasks according to the requirements of the professional practice outline and plan.

6.2 During the practice, students shall obey the arrangement of the instructor and the practice unit, and shall not leave the post during working hours without authorization; without the approval of the instructor, students shall not leave or go out.

Students should strictly abide by the rules and regulations of the practice units.

6.3 During the practice, students should not ask for leave. If there are special circumstances, you should ask for leave from the instructor. Those who are absent for more than one third of the required practice time or are absent for more than three days (including three days) will be failed in the practice assessment.

6.4 During the practice, the practice diary should be written regularly, and the practice homework and reports should be completed on time.

6.5 Within two weeks after the end of the internship (the internship arranged in the summer vacation shall be conducted within two weeks after the beginning of the next semester), submit the “Practice Registration Form”, “Practice Report” and practice diary to the instructor.

6.6 Students who independently contact the internship units (i. e., decentralized internship) should report the practice unit information, contact information, internship time and other information they contact to the college before the practice begins. During the practice, they should not only obey the guidance and management of the school instructor, but also obey the management of the designated person of the practice unit. Before leaving the school, the students should sign an agreement with the college, promising to be independently responsible for their actions and consequences while outside the school.

Chapter 3 Management and use of professional practice funds

7 The professional practice funds shall be allocated by the university to the college every year, and shall be managed and used by the college. The university reviews and supervises the use of professional practice funds in each college.

8 The professional practice funds allocated to each college shall be arranged in overall planning and standardized management to ensure the special use of special funds. The expenditure and reimbursement of professional internship funds shall be implemented according to the relevant regulations of the university.

9 Workload accounting standard and allowance:

9.1 The workload accounting of the instructors.

(a) The basic workload of the instructor shall be calculated as 2-4 credit hours / week.

(b) The instructor goes to the enterprise to contact the students, and calculates as 2 credit hours / time.

(c) Each college shall conduct specific accounting according to the practice program and the number of students, which shall be approved by the college teaching guiding committee and submitted to the Department of Academic Affairs for summary.

9.2 Student practice subsidy. According to different majors and different practice programs, students will be given a monthly subsidy of no more than 200 yuan per student.

Chapter 4 Assessment and evaluation of professional practice results

10 The instructor shall, in accordance with the requirements of the professional practice outline, comprehensively evaluate the practice results according to the students practice diary, practice homework, practice report, opinions of the practice units and discipline performance.

11 The results of professional practice shall be assessed according to five grades A, B, C, D and F, and F is fail. The specific assessment criteria are provided as follows:

11.1 Grade A: excellent completion of various practice tasks required in the professional practice program; the practice report has rich practical materials, and a comprehensive and systematic summary of the practice content; able to use learned theories to deeply analyze some problems; strong practical ability; no disciplinary violations.

11.2 Grade D: meet the basic requirements stipulated in the professional practice outline; the practice report has the main practice materials, and the content is basically correct.

11.3 Grade B and C shall be assessed according to the A and D standards.

11.4 For any of the following situations, the professional practice performance is assessed as F:

(a) Failure to meet the basic requirements stipulated in the professional practice outline;

(b) Plagiarism of the practice results;

(c) The total absence during the practice is more than one third of the practice time or absent for more than three days without reason;

(d) Serious violation of the practice discipline during the practice process, resulting in accidents or bad influence.

12 If the result of professional practice is F, it must practice again and the expenses shall be borne by oneself.

Chapter 5 Excellent selection of professional practice

13 Individuals and departments with outstanding professional practice work shall be selected and commended by the university. All undergraduates, instructors and practice units participating in the undergraduate professional practice can participate.

14 Conditions for the selection of excellent interns:

14.1 Complete the practice tasks successfully according to the regulations, and the practice results are assessed as A.

14.2 The practice diary and practice report are written carefully, truthfully and have a certain level.

14.3 Consciously abide by the practice discipline of the school, the work discipline of the practice unit and the rules and regulations.

14.4 Excellent practice performance, outstanding work and excellent performance.

15 Conditions for the selection of excellent practice instructors:

15.1 Seriously and responsibly fulfill the duties of the instructor's job, serve as a teacher, and be strict with the students.

15.2 Care about students thought, work, life and physical and mental health, praised by students.

15.3 During the practice, the teacher can go deep into practice, listen to the opinions and suggestions of the practice units, and timely feedback the information to the school. The practice leading team guidance work effect is good, by the internship unit praise.

15.4 The summary of the practice work is full and accurate, with prominent key points.

15.5 Students supervised were successful in their assignments and some were recognized as outstanding interns.

16 Conditions for the selection of excellent practice units:

16.1 It shall be a formal base that has signed agreements with the school and is listed.

16.2 Accept students practice according to the agreement, and provide students with good practice conditions.

16.3 Be responsible for students, select and send persons with good political quality, rich practical experience, certain theoretical level and sense of responsibility to guide students to practice, and maintain relatively stable.

16.4 Actively cooperate with the school to provide feedback on practice opinions.

17 Selection procedure

17.1 Selection procedure for outstanding interns:

(a) The professional practice instructor shall propose preliminary candidates according to the selection conditions and report them to the practice leading group of the college.

(b) The leading group of the college will review and confirm the preliminary candidates. Students will fill in the “Application Form for Excellent Intern of Shenzhen Technology University”, and the leader of the leading group of the college (department) will sign the opinions, sign and stamp the official seal of the college, and report to the Department of Academic Affairs for examination and approval.

(c) The Department of Academic Affairs shall review the selection materials submitted by the college and submit them to the school leaders in charge of the school for approval.

17.2 Selection procedures for Excellent Practice instructors:

(a) The leading group of practice of each college shall determine candidates according to the selection conditions.

(b) Candidates should fill in the “Application Form for Excellent Internship Instructor of Shenzhen Technology University”, and the leader of the internship leading group of the college (department) should sign the opinions, sign and stamp the official seal of the college, and then report to the Department of Academic Affairs for examination and approval.

(c) The Department of Academic Affairs shall review the selection materials submitted by the college and submit them to the school leaders in charge of the school for approval.

17.3 Selection procedures for excellent practice units:

(a) The practice leading group of each college shall determine the list of outstanding practice units according to the selection conditions.

(b) The college shall fill in the “Application Form of Excellent Practice Unit of Shenzhen Technology University”, and the leader of the practice leading group of the college (department) shall sign the opinions, sign and stamp the official seal of the college, and report to the Department of Academic Affairs for examination.

(c) The Department of Academic Affairs shall review the selection materials submitted by the college and submit them to the school leaders in charge of the school for approval.

18 Time, proportion and requirements for selection:

18.1 Professional practice evaluation is selected according to the natural year, once a year.

18.2 The proportion of outstanding interns selected by each college is 2%~5% of the total number of interns in the college (department); the proportion of outstanding practice instructors is 10%~20% of the total number of practice instructors in the college (department); each college.

18.3 Each college shall submit the list of students and materials of the outstanding nominated students, teachers and practice units within two weeks after the end of the practice (within two weeks after the end of the next semester). Failure to submit the materials within the time limit shall be deemed to have given up.

18.4 All colleges should carefully review the evaluation materials, strictly check the evaluation materials, and be fair, just and open.

19 The school shall give certain awards and issue certificates of honor to outstanding interns, outstanding practice instructors and outstanding practice units.

Chapter 6 Supplementary provisions

20 Each college may formulate detailed rules for the implementation of these measures according to the characteristics of their own majors and report them to the Department of Academic Affairs for the record.

21 These provisions shall come into force as of the date of promulgation. The original Document No.14 of 2019 shall be abolished simultaneously.

22 The Department of Academic Affairs shall be responsible for the interpretation of these provisions.



Cc: school leaders, archives room.

Party and Government Office of
Shenzhen Technology University

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