

**Appendix A-2 Regulations of Shanghai University of
Engineering Science on the Management of Quality
Evaluation and Continuous Improvement of Training Plans**

Regulations of Shanghai University of Engineering Science on the Management of Quality Evaluation and Continuous Improvement of Training Plans

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The training plan is the basic basis for organizing teaching activities and the basic document for the management, monitoring and evaluation of the University's teaching quality. These Regulations are hereby formulated to verify the quality of the training plan, ensure the realization of talent training goals, and better optimize and improve the training plan.

I. Quality Analysis and Evaluation

The training plan is the overall blueprint and implementation plan for colleges and universities to achieve talent training goals and train high-quality talents. The realization of the goal of talent training is a demonstration and test of the education quality and level of colleges and universities. In order to ensure the realization of talent training goals and continuously improve the quality of talents, it is necessary to evaluate and monitor the quality and implementation of the training plan, and continuously improve and optimize it.

i Methods of evaluating quality and achievement

1. Evaluation by students

Questionnaire survey for students and graduates, symposium for students and graduates.

2. Evaluation by internship employers

3. Evaluation by employers

4. Enrollment and employment data

Employment rate, program matching rate, application rate for first choice, pay packages, job promotion or pay packages after five years, etc.

ii Evaluation and analysis

Statistical analysis shall be conducted on the evaluation data of students, internship employers, employers, etc., as well as enrollment and employment data. Details are as follows:

1. Training goal:

- (1) Whether the training goal is scientific;
- (2) Whether the training goal is achieved.

2. Graduation requirements:

- (1) Whether graduation requirements are scientific;
- (2) Whether graduation requirements are met.

3. Curriculum system:

- (1) Whether the courses offered can effectively help meet graduation requirements;
- (2) Whether the structure of the curriculum system is reasonable, and whether it can reflect the educational philosophy of “profound foundation, wide scope, and strong practice”;
- (3) Whether the logical relationship between courses is clear;
- (4) Whether the characteristics are distinctive.

II. Work Flow for Continuous Improvement

i The formulation and revision of the training plan is a process of continuous improvement.

While maintaining the relative stability of the training plan, the training plan shall be constantly summarized, innovated and perfected in accordance with the education and teaching reform and development direction, and the country and society’s needs for talents.

ii All programs shall investigate the achievement of talent training goals among students, internship employers and employers, and collect evaluation data.

iii Statistical analysis shall be conducted on evaluation data.

iv The problems in the formulation and implementation of the training plan shall be summarized and analyzed, feasible improvement measures shall be proposed, and the improvement measures shall be applied to the revision of the training plan and the next round of formulation.

III. Training Plan Change Processes

i In order to maintain the seriousness of the training plan and keep the training plan relatively stable, the training plan approved by the University shall not be modified at will.

ii If it is necessary to change the training plan during the implementation and continuous improvement, it is allowed to make necessary revisions and fine adjustment after approval by the University. Major changes to the curriculum system due to the offering, cancellation, or modification of courses shall belong to the category of revising the training plan. Adjustments to individual courses that do not involve changes in the curriculum system shall belong to the category of fine-tuning the training plan.

1. If it is really necessary to revise the training plan, an application shall be submitted and the relevant procedures in the Regulations of Shanghai University of Engineering Science on the Formulation of Training Plans must be strictly followed.

2. Before making reasonable fine adjustment of the training plan, the secondary schools and colleges shall fill in the Application Form for Changes to the Training Plan of Shanghai University of Engineering Science at least one semester in advance, and provide sufficient reasons. At the same time, supporting documents are required to be submitted to the Dean's Office after being reviewed by the supervisor. The training plan can be fine-tuned only after the above documents are approved by the Dean's Office.

iii Anyone who changes the program training plan without submitting the documents for approval in accordance with the above regulations shall be dealt with in accordance with the Regulations of Shanghai University of Engineering Science on the Identification and Handling of Teaching-Related Accidents.

IV. Supporting Documents i Quality evaluation

1. Original of the questionnaire for graduates;
 2. Photos of symposiums for graduates;
 3. Minutes of symposiums for graduates;
 4. Original of the feedback from students' off-campus internship employers
 5. Original of the feedback from students' employers;
 6. Enrollment and employment data. ii Evaluation and analysis
1. Training goal evaluation and analysis report

Including scientific evaluation and analysis of training goals, analysis of achievement of training goals, improvement measures, etc.

2. Graduation requirements evaluation and analysis report Including scientific evaluation and analysis of graduation requirements, analysis of achievement of graduation requirements, improvement measures, etc.

3. Curriculum system evaluation and analysis report

It is required to refer to the quality standards of the curriculum system to analyze the scientific nature of the curriculum system and propose improvements.

iii Continuous improvement

1. Proof of applying improvement measures to the training goals of the program, graduation requirements, and the formulation of the curriculum system, such as improved training goals, graduation requirements, curriculum system, etc.

2. The next round of quality evaluation documents proving that the problem has been addressed.

iv Other relevant supporting documents

V. Miscellaneous

- i These Regulations shall apply to the undergraduate programs of the University. The management of Chinese-foreign cooperative programs and junior programs shall be carried out with reference to these Regulations.

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

- iii These Regulations shall come into effect as of September 1, 2015. Annexes: Application Form for Changes to the Training Plan of Shanghai University of Engineering Science