

**Appendix A-8 Regulations of Shanghai University of  
Engineering and Technology for Admission**

## **Regulations of Shanghai University of Engineering and Technology for Admission**

These Regulations are hereby formulated to perfect the procedures and standardize the operation, so as to ensure the smooth completion of admission work in the University.

### **I. Organization and Responsibilities**

#### **1. Establishing the Admissions Steering Group**

The Admissions Steering Group is headed by the Principal. Deputy secretary in charge and deputy principal serve as the deputy leader, and heads of the Dean's Office, the President's Office and the Office of Supervision are the members.

The responsibilities of the Admissions Steering Group include: To review admission articles, admission principles, admission plan and list of all categories, and to make decisions on major issues.

#### **2. Establishing the Admissions Working Group**

The Admissions Working Group is headed by the deputy principal in charge. The heads of the Dean's Office, the Student Affairs Office and the Admissions Office are the members. The Admissions Working Group consists of a reception group and working groups of various secondary schools and colleges. The working group of the secondary school or college is led by the college leaders or the deputy secretary in charge of student work.

The responsibilities of the Admissions Working Group include: Organizing and coordinating various promotional campaigns, consultation sessions, registration and admissions (see tasks of the Admissions Office), whilst carrying out other tasks assigned by the Admissions Steering Group.

#### **3. Establishing the Admissions Supervisory Group**

The Admissions Supervisory Group is headed by the University's leader in charge of the supervision. The head of the Office of Supervision is the deputy leader, and heads of the President's Office and other departments are the members. At the same time, the head of the

democratic parties are invited to participate in the admissions supervision work.

The responsibilities of the Admissions Supervisory Group include: Staff training, policy education, and supervision of the entire process.

#### 4. Admissions Office

The Admissions Office is a day-to-day functional office under the Admissions Steering Group.

The responsibilities of the Admissions Office include: Admissions of undergraduate and junior college; preparation and reporting of admission plans of the University; drafting and reporting of admission regulations of the University; organization and implementation of the University's admission publicity plan and publicity; organization and implementation of the University's admission registration, examination, proposition, test paper printing, marking, etc.; drafting admission plans and organizing admission work conference; arrangement and filing of freshman admissions roster; management of the University's undergraduate and junior college admissions websites and analysis, sorting and management of admissions information; putting forward reasonable suggestions to the University for admissions; other routine tasks in the office.

## **II. Admission Plan**

1. The University determines the admission plan of undergraduate and junior college students in that year according to its own conditions and the needs of the country for economic and social development.

2. The Admissions Office, according to the annual admission plan and relevant regulations approved by the Shanghai Municipal Education Commission, based on opinions from relevant secondary schools and colleges, draws up the annual provincial, municipal, category and programme plan of the University, which will be reviewed and approved by the University's Admissions Steering Group and submitted to the Shanghai Municipal Education Commission for approval.

3. The Admissions Office reports the admission plan approved by the Shanghai Municipal Education Commission to the public through the Internet, brochures and other channels.

4. When enrolling, the University may make small adjustments in individual examination areas

according to the quality of students in various provinces and cities. The Admissions Office must discuss the proposal with the person in charge of the Admissions Supervisory Group to adjust the admission plan. After the Admissions Supervisory Group agrees, the Admissions Office makes adjustments and reports to the Shanghai Municipal Education Commission for the record.

### **III. Admission Regulations**

1. The Admissions Office drafts various admissions regulations of the University in accordance with the relevant regulations of the Ministry of Education and the Shanghai Municipal Education Commission on the admissions of regular institutions of higher education, combined with the actual situation of the University.
2. The University's Admissions Steering Group and the Admissions Supervisory Group jointly review the admission regulations, and report them to the Shanghai Municipal Education Commission after being approved by the Principal.
3. The Admissions Office reports the admission plan approved by the Shanghai Municipal Education Commission to the public through the Internet, brochures and other channels.

### **IV. Publicity and Staff Training**

The Admissions Office and the supervision department are responsible for professional training and discipline education for the staff of publicity and admissions. Those who are not trained shall not take up posts. The training contents include:

1. Studying the regulations on admission issued by the Ministry of Education, the Shanghai Municipal Education Commission and the Shanghai Education Examinations Authority.
2. Learning about the University's programmes, admission principles, teaching, scientific research, faculty team, employment of graduates, scholarships, bursaries, etc.
3. Disciplinary education for publicity and admissions.

### **V. Working Procedures**

1. Sign the Letter of Commitment. Those who participate in the admission must sign the "Admission Staff Commitment Letter".
2. Managing the admissions site. During the admission period, the staff shall enter the admission

site with a certificate, and those who are not related to the admission shall not be allowed to enter the admission site.

3. Determining the adjustment ratio of candidates' documents. The Admissions Office determines the adjustment ratio based on the admission plan of each province and city, the candidates' application status and the document submission mode and related policies of each province and city.

4. Adjusting and reading documents. Admission staff shall carefully read candidates' documents, ideological and moral qualities, physical conditions, etc. Candidates who do not meet the admission requirements shall not be allowed to enter the pre-admission procedures.

5. Pre-admission. For candidates who have passed the document review, the admission staff shall enroll according to the application of candidates and based on admission principles.

6. Review. The Admissions Office shall submit the pre-admission list, the proposed withdrawal list and the admissions list through reserved plan to the head of the Admissions Working Group for approval after being reviewed and signed by the person in charge of admissions supervision.

7. Uploading data. The approved pre-admission list and the proposed withdrawal list are uploaded to relevant provincial and municipal admissions offices.

8. Replying and confirming. The admissions office of relevant provinces and cities accept the admission results, and the admission ends after replying and confirming.

9. Announcing the admission results. After the admission is completed, the Admissions Office shall print the admission list, publish the admission results online, and send the admission notice to the candidates.

10. The head the Admissions Supervisory Group shall supervise the whole process of admission.

## **VI. Disciplines**

1. Enrolling candidates in strict accordance with the stipulated conditions announced to the society.

2. It is strictly forbidden to spread the pre-admission information through e-mail during the admission process.

3. Before the entire admission process is completed, the admission results shall not be informed to the candidates.

## **VII. Reception**

1. When each batch of admissions is completed, two days shall be arranged for the reception of candidates and their parents.
2. The reception place is the Admissions Office.
3. Reception procedures: Candidates (or parents) fill in and reflect the situation. General is the university shall be resolved on the spot. Major issues shall be replied the next day after investigation (including emails and letters).
4. The reception shall be carried out by a special person assigned by the University, and secondary schools and colleges shall not carry out the reception separately.

In the process of enrollment, it is required to strengthen the leadership and management, and admission disciplines must be strictly enforced. Once it is found that there are improper conducts such as favoritism and fraud, the University will deal with them in accordance with the Several Regulations of Shanghai University of Engineering Science on the Admission Disciplines. Illegal acts will be dealt with by judicial organs.