

## **Appendix D-6 Student Admission**



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## Statistics on Admission Rate

### *Industrial Design*

Year <sup>2</sup>	Applicants (First-choice)	Available Seats	Admitted Students	Admission Rate (%) <sup>3</sup> (First-choice)	Admission Rate (%) <sup>4</sup> (first-, second- and third-choice)
2020	37	50	51	88.00	100.00
2021	49	55	55	65.45	96.36
2022	51	79	80	48.75	88.75
2023	34	79	79	40.51	74.68
2024	47	79	85	54.12	82.35

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<sup>1</sup> Please insert name of the study programme

<sup>2</sup> Please provide numbers for the last five years

<sup>3</sup> [(Admitted / Available) \* 100]

<sup>4</sup> [(Admitted / Available) \* 100]



## Universities in Southwest Shanghai Joint Management Committee

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### Articles of Association of Joint School Running of Universities in Southwest Shanghai (6th Revision, April 2012)

#### Chapter I General Provisions

**Article 1** The Joint Management Committee of Universities in Southwest Shanghai is a joint school-running organization of universities in the southwestern area of Shanghai under the leadership of Shanghai Municipal Education Commission. It is a comprehensive and multi-level agency for coordination and cooperation among universities. For organization and coordination of joint school-running of universities in southwest Shanghai, these Articles are hereby formulated.

**Article 2** The purpose of the collaboration is to give full play to the teaching and scientific research facilities of the member universities, share resources, complement each other's advantages, broaden the ways of running schools, improve the level of education, and support the development of China, especially Shanghai.

**Article 3** The collaboration follows the principle of voluntary participation, mutual benefit, promotion of strengths and cultivation of synergy. Each member university shall adopt the Articles of Association and implement the purpose of joint efforts.

**Article 4** The joint school-running does not change the current system of each member. It gives play to the advantages of collaboration, raises funds from various stakeholders, and facilitates exchange in various fields to realize both social and economic benefits as well as steady growth.

#### Chapter II Organizational Structure

**Article 5** The governing body of the joint-running of Universities in Southwest Shanghai is the Joint Management Committee (hereinafter referred to as JMC), which is composed of the presidents of members to exercise the following functions and powers:

- (i) Responsible for the development of a joint Articles of Association and development plan.
- (ii) Supervision and inspection of the implementation of the development plan.
- (3) Coordination and handling various problems arising from the collaboration.

**Article 6** JMC shall have one director, who shall be the president of the initiating unit for the joint project, and one secretary-general, to be nominated by the director and reported to the Shanghai Municipal Education Commission for record after JMC discussion.

**Article 7** The JMC director is responsible for convening JMC meetings 1-2 times per year to review work progress, and for regularly reporting to the Municipal Education Commission on the latest developments. The secretary-general assists the director and takes charge of daily affairs.

**Article 8** The JMC Office is a standing organization of the committee. It consists of members assigned by each university (one per unit). Head of the JMC Office is the the JMC secretary-general.

**Article 9** The JMC Office is responsible for organizational work, including implementing the various plans formulated by the JMC, raising funds for joint school running, and supervising the work of the collaborative groups.

**Article 10** The JMC Office shall set up a number of collaborative groups according to the needs of joint school-running, the members of which shall consist of the heads of relevant functional departments of the member units. The head of the collaborative groups is elected through



consultation and is responsible for the daily work of the groups. This position can be a fixed assignment or a rotating role.

### **Chapter III Joint School Running Mode and Content**

**Article 11** The joint schooling is carried out by collaborative groups, and the contents of collaboration can be added or adjusted as needed. At present, there are six collaborative groups, including undergraduate teaching, postgraduate teaching, student work, scientific research, analysis and testing and labor union.

**Article 12** At present, the main contents of collaboration in various collaborative groups are as follows:

Undergraduate teaching collaborative group: joint student cultivation, reciprocal faculty hiring, offering undergraduate programmes with a minor, inter-university second major, mutual credit recognition for inter-university course selection, and mobile academic lectures.

Postgraduate teaching collaborative group: reciprocal faculty hiring, inter-university course selection by graduate students, inter-university exchange of scholars, university-level academic exchanges and academic lectures.

Student work collaborative group: extracurricular scientific and technological activities, moral education and quality-oriented education, and campus culture development.

Scientific research collaborative group: joint research projects, extensive academic exchange activities, etc.

Analysis and testing collaborative group: sharing of experiment equipment among member units, exchange of large instruments, scientific research services for faculty and students, etc.

Labor union collaborative group: providing research results to faculty and students of member units in the form of "university-level research achievements exhibition" and to carry out university-level activities for faculty and staff.

### **Chapter IV Supplementary Provisions**

**Article 13** Other colleges and universities in Shanghai that recognize the provisions and wish to join the collaboration may submit a written application for membership to the JMC, and acquire membership upon approval of the application.

At the meeting to discuss addition of new members, more than two-thirds of the member universities must be present. The resolution of the meeting must be passed by more than half of participants in order for it to be adopted.

**Article 14** The Universities in Southwest Shanghai collaboration includes the following members: Shanghai Jiao Tong University, East China Normal University, East China University of Science and Technology, Donghua University, Shanghai University of Traditional Chinese Medicine, East China University of Political Science and Law, Shanghai Theatre Academy, Shanghai Conservatory of Music, Shanghai Normal University, Shanghai University of Engineering Science, Shanghai Institute of Applied Technology, Shanghai University, Shanghai Lixin University of Accounting and Finance, Shanghai Business School, Shanghai Dianji University, Shanghai Institute of Politics and Law, Shanghai Jianqiao University, Shanghai Institute of Foreign Trade, and Shanghai Polytechnic University.

**Article 15** These Articles of Association shall become effective upon the joint signature of the Presidents of the above-mentioned member institutions.

**Article 16** Matters not covered in these Articles shall be settled through friendly consultation among the members.

Joint Management Committee, Universities in Southwest Shanghai

April 23, 2012



## **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.





## **Implementing Measures of Shanghai University of Engineering and Technology for Recruitment Publicity**

These Implementation Measures are formulated to enable candidates and parents to fully, timely and accurately understand the University's basic information, features, admissions policies, programme settings, specialties, comprehensive strengths and other information, and actively and effectively guide outstanding candidates to apply for the University.

### **I. Guiding Principles and Objectives:**

Guided by the Scientific Outlook on Development and the CPC's educational policies; focusing on high attention, careful design, clear objectives and full participation; purposing to expand the University's social reputation and improve the quality of students. On the premise of taking the candidates as the foundation and serving the candidates as the premise, we shall constantly improve the quality and level of the recruitment publicity, make good use of social resources, broaden the carrier, enrich the connotation, and adopt omni-directional, multi-angle and multi-level recruitment publicity methods. We shall create a good atmosphere of public opinion for recruitment publicity, and develop and improve the long-term mechanism of recruitment publicity of the University.

### **II. Organization and Responsibilities**

The recruitment publicity is carried out under the leadership of the University's recruitment publicity Leading Group and under the organization of the Admissions Office. The recruitment publicity shall highlight the principal status of the School, all kinds of tasks shall be done well, and the enthusiasm and initiative of the University and the School shall be brought into full play. The following organizations are set up to do a good job in recruitment publicity:

#### **(1) Recruitment Publicity Leading Group**

The University's Recruitment Publicity Leading Group is headed by the Principal, and the deputy principal in charge serves as the deputy leader. The heads of relevant functional departments such as the President's Office, the Publicity Department, the Student Affairs Office, the Dean's Office, the Admissions Office, the Security Office, the Asset and Laboratory Management Office and secondary schools and colleges serve as team members. It is responsible for the formulation, organization and coordination of the overall work plan for recruitment publicity.

#### **(2) Recruitment Publicity Working Group**

The University's Recruitment Publicity Working Group is led by the head of the Publicity Department and the Admissions Office, and the deputy deans in charge of each secondary college/school (department) serve as team members. It is responsible for the implementation of recruitment publicity.

Each secondary school or college sets up a corresponding recruitment publicity work group, and selects department heads, programme leaders and some persons responsible for the module who are familiar with the programme settings and development prospects to participate in the recruitment publicity.

#### **(3) Main responsibilities of each department**

1. The President's Office is responsible for overall coordination, inspection and supervision.
2. The Informatization Office is responsible for the update and routine maintenance of the website.
3. The Admissions Office is responsible for the formulation of implementation plans and the organization and implementation of various implementation plans.
4. The Publicity Department is responsible for the publicity and reporting of the media and the



video recording of various activities.

5. The Dean's Office is responsible for reviewing programme settings and programme description.

6. Each secondary school or college is responsible for preparing programme description and organizing and participating in publicity activities.

7. The Security Office is responsible for the safety of consulting and publicity venue.

8. The Asset and Laboratory Management Office is responsible for logistics support.

### **III. Working System**

#### **(1) Accountability system**

All functional departments and secondary schools and colleges shall clarify responsibilities and put various tasks in place. The leaders of each secondary school or college shall personally participate in the management and guidance of the publicity to ensure that the recruitment publicity of the University is carried out in a normal and orderly manner.

The recruitment publicity shall focus on publicizing the University's admissions policies, highlighting its school-running model and industry-university cooperation model, publicizing good school spirit and academic and learning environment, and establishing a positive external image of the University, so as to attract high-quality students to apply for the University.

#### **(2) "Participation by all" system**

It is required to let everyone participate in admissions, make use of various advantages, expand the recruitment publicity team, coordinate arrangements by each secondary school or college, and publicize programme's characteristics through various forms to attract candidates to apply.

#### **(3) Incentives**

After the admissions is over, the secondary schools and colleges and individuals with outstanding performance will be commended based on the actual results of their recruitment publicity work.

#### **(4) Training**

Those who participate in the recruitment publicity shall be provided with training once a year to ensure that they are familiar with laws and regulations and admissions-related policies and regulations. It is required to strengthen the ideological and style development of the recruitment publicity team, and enhance the staff's awareness of integrity and self-discipline. It is also required to uniform propaganda content, prohibit unauthorized release of false or undetermined admissions policies and information, give full play to the correct guiding role of the University's recruitment publicity, and establish a positive external image of the University.

#### **(5) Supervision**

It is required to announce reporting telephone and mailbox for recruitment publicity during the recruitment publicity period to accept social supervision.

#### **(6) Market research**

Market research is required before entering the target market. The main contents of the market research include: The number of schools in the admissions area, the number of candidates, the rate of admission into higher schools, economic level, the desire to study, etc. It is required to select the key target student source schools from the target objects and treat them as the key publicity objects.

### **IV. Developing an Recruitment Publicity Network**

#### **(1) Media publicity**

It is required to make full use of newspapers, television, radio and other media for publicity and reporting, and select some media for in-depth cooperation. It is required to strengthen cooperation with important media such as Shanghai Educational Television Station, City 792, Liberation Daily and Xinmin Evening News, and publicize the University in various media through advertising, news, pictures, etc., so as to carry out all-round recruitment publicity. In addition, it is required introduces



the University's admissions policies, programme features, admissions plan, etc., based on Eastern Education Times, which is the most widely contacted by Shanghai candidates, and relying on the websites, publications and consultation meetings of the provincial and municipal education examination institutes most trusted by candidates from other provinces and cities, so as to improve the application rate of candidates.

(2) Website publicity

It is required to strengthen the construction of the University's admissions websites and enhance the guidance and coverage functions of recruitment publicity. It is required to update the admissions website of the University in a timely manner, publicize the admissions regulations of that year, and launch online consultation. and participate in the Sunshine Program Online Consulting organized by the Ministry of Education and the online consulting activities organized by the provincial and municipal examination institutes.

(3) Pitch flyer

It is required to make admissions posters, admissions brochures and professional introductions, and distribute them to candidates through on-site consulting and mailing to improve the effect of publicity.

(4) On-site consulting

It is required to organize and participate in large-scale on-site consulting meetings, and selectively participate in campus consulting meetings in key middle schools.

**V. Enhancing the Awareness of Recruitment Publicity Service**

(1) Admissions hotline

It is required to set up an admissions consulting hotline to accept consultations from candidates and parents.

(2) Strengthening the management of post responsibility system

It is required to develop a working system for recruitment publicity and clarify post responsibilities, implement a "first inquiry responsibility system" for admissions consulting staff, receive parents and candidates who visit and call, and implement candidate-oriented publicity.



## **Implementing Rules of Shanghai University of Engineering and Technology for Admission Supervision**

### **Chapter I General Provisions**

Article 1 These Implementing Rules, in accordance with the Administrative Supervision Law of the People's Republic of China, the Interim Measures of the Ministry of Education for the Supervision of Admission of Regular Institutions of Higher Education and the Opinions of the Shanghai Municipal Education Commission on Strengthening the Administration and Supervision of the Admission Examination of Regular Institutions of Higher Education, are formulated to maintain the authority and seriousness of the national admission policies, regulations, and systems, and to improve the supervision and restriction mechanism, so as to ensure the smooth progress of the University's admission.

Article 2 The University's admission supervision shall comply with the requirements of relevant regulations and laws, and follow the principles of supervision and service. It is required to actively cooperate with the admission management department, participate in the entire process of admission, and maintain a positive image of the University's admission and social interests.

Article 3 The admission supervision of the University shall be conducive to the implementation of national admission-related policies, regulations and systems, be conducive to reflecting the principles of fair competition and selection based morality, intelligence, physique and beauty, and be conducive to safeguarding the legitimate rights and interests of candidates.

### **Chapter II Working Mechanisms**

Article 4 The University establishes the Admission Steering Group consisting of the major person-in-charge the University, the person in charge of admission, and the secretary of the Discipline Inspection Commission, to lead the admission management and supervision. The group leader is the major person-in-charge the University, and the deputy leader is the person in charge of admission and the secretary of the Discipline Inspection Commission.

Article 5 The University establishes the Admission Working Group consisting of the leaders in charge of the University's admission, the major person-in-charge of the Office of Supervision of the Discipline Inspection Commission, the major person-in-charge of the Dean's Office, the director of the Admission Office and the major person-in-charge of the Student Affairs Office to take charge of the University's admission tasks.

Article 6 During the admission period, the University establishes the Admission Supervision Group consisting of leaders in charge of University's supervision, the major person-in-charge of the Office of Supervision of the Discipline Inspection Commission and the President's Office, specially invited representatives and other relevant personnel. It specifically implements the supervision and inspection of admission under the leadership of the Admission Steering Group.

### **Chapter III Responsibility**

Article 7 It is required to cooperate with the Admission Working Group to conduct education and related training on national admission-related policies, regulations, systems and disciplines for admission staff and supervisors.

Article 8 It is required to supervise and inspect the implementation of the admission-related policies, regulations, systems, plans and disciplines of the State and the Shanghai Municipal Education Commission by the admission management department.

Article 9 It is required to supervise and inspect the administration and performance by the



admission management department and its staff in accordance with the law. It is also required to put forward opinions on practices that do not conform to procedures and regulations, and urge prompt rectification.

Article 10 It is required to supervise and urge the University's admission staff to carry out procedures such as document upgrade, review and withdrawal in accordance with relevant regulations, procedures and time requirements, and promptly and properly handle the opinions and suggestions put forward by the Shanghai University Admission Office.

Article 11 It is required to accept complaints and reports concerning violations of admission-related policies, regulations and disciplinary issues, and urge or cooperate with relevant departments to investigate and deal with them, so as to safeguard the legitimate rights and interests of candidates and admission staff.

Article 12 If admission staff and related personnel have violated disciplines and laws, the parties and responsible persons shall be held accountable in accordance with the principles of "responsibility of the person in charge" and "one post with double duty".

#### **Chapter IV Supervision**

Article 13 It is required to supervise the entire process of admission, focus on the supervision and inspection of propositions, printing questions, examination style and discipline, examination paper storage, freshman admission, handling of remaining problems and other procedures.

Article 14 It is required to supervise and inspect the preparation of candidates' electronic files, especially the collection and maintenance of information about physical examination, voluntary reporting and results, so as to protect the legitimate rights and interests of candidates.

Article 15 It is required to supervise and inspect the qualification review of freshmen.

#### **Chapter V Policies and Requirements**

Article 16 The prior notice system shall be implemented. For matters related to admission supervision, the admission management department shall notify the Admission Supervision Group within one week to properly arrange admission supervision.

Article 17 The qualification review system shall be implemented. The Admission Supervision Group shall, in conjunction with the admission management department, conduct a qualification review of the staff involved in proposition, printing, exemption paper storage and marking.

Article 18 The on-site office system shall be implemented. During the admission period, for candidates who need to be admitted on the spot, the Admission Supervision Group shall be stationed at the admission site to perform their duties.

Article 19 The meeting system shall be implemented. During the admission period, the person in charge of the Admission Supervision Group shall participate in the meeting held by the admission management department to study relevant matters.

Article 20 The challenge system shall be implemented. The members of the Admission Supervision Group whose immediate family members apply for Shanghai University of Engineering Science shall take the initiative to apply for withdrawal and shall not join in the Admission Supervision Group of that year.

Article 21 The system of signing opinions shall be implemented. The admission list of art admission and sports and art students shall be determined by the collective study of the Admission Steering Group, and shall be signed by the leaders of the University in charge, the admission management department and the person-in-charge of the Office of Supervision.

Article 22 The working report system shall be implemented. In the event of any major or difficult problems during the admission period, it is required to report to the Admission Steering Group and the Shanghai University Admission Office in time. The remaining issues or major issues must be



collectively studied and decided by the Admission Steering Group. Within one month after the admission work is completed, it is required to summarize the admission work in a timely manner, and report to the Admission Steering Group and relevant working committees within the specified time.

Article 23 The social supervision system shall be implemented. The admission management department shall provide the admission supervision telephone in the Admission Guide, Instructions for Candidates, Admission Work Manual, etc., and the Admission Supervision Group shall accept reports on various violations related to admission.

Article 24 The members of the Admission Supervision Group shall be familiar with the business, master the relevant national and municipal admission-related policies, regulations, systems and disciplines, and supervise and inspect the entire process of the University's admission.

Article 25 The admission staff and supervisors shall be decent, honest and self-disciplined, enforce discipline impartially, and consciously accept the supervision of the organization and the masses.

### **Chapter VI Supplementary Provisions**

Article 26 The admission supervision of the Adult Education College of the University shall be implemented with reference to these Implementing Rules.

Article 27 The Discipline Inspection Commission (Office of Supervision) shall be responsible for the interpretation of these Implementing Rules.



## **Work Disciplines of Shanghai University of Engineering Science for Admissions Examination**

The admissions work of the University is conducted under the leadership of the Admissions Steering Group. Anyone who participates in admissions counseling and enrollment must strictly implement the admissions policies, plans and disciplinary regulation of the State and Shanghai, follow provisions of the University's admissions methods, work system and procedures, and effectively implement the principle of openness, fairness and merit. This document follows the guiding principles of the relevant documents and actual situation of the University's admissions work.

I. Do not commit any fraud, falsification, misrepresentation, or abuse of power in admissions consulting, registration, exam, paper grading, score log, candidate information entry and file admissions.

II. Do not cheat or commit fraud in the work of recommendation, testing and admitting candidates to arts, sports and other disciplines.

III. It is forbidden to accept money, gifts or banquets from candidates (family members) or imply wishes to them.

IV. It is not allowed to cross over the admissions department to make enrollment or enroll students without valid dossier.

V. It is not allowed to exceed the enrollment plan quota or enroll candidates outside of the specified area.

VI. It is not allowed to link donations, gifts, or sponsorships with admissions.

VII. No random visit to other posts during admissions event, passing notes, or make greetings. The venue is off-limits for non-admissions personnel.

VIII. It is not allowed to disclose any internal data and information of test and admissions work.

IX. It is not allowed to use the opportunity of admissions to issue admission notice to ineligible candidates or help relocate household registration.

X. It is not allowed to solicit illegal benefits and charge any fees other than those stipulated in the name of admissions reform.

XI. The Discipline Inspection Commission (Supervision Department) is responsible for the interpretation of these regulations.



## **Regulations of Shanghai University of Engineering Science for Avoidance System of Admissions Examination**

As the Ministry of Education and the Shanghai Municipal Education Commission require strengthening the work of admissions of higher education, all personnel related to admissions or supervision must be recused from the tasks if they have an immediate family member who applies for the University. These Regulations are hereby formulated.

### **I. Scope of recusal**

Anyone of the Admissions Steering Group, admissions working group, admissions supervisory team, Administrative Office, staff involved in admissions and examinations, and faculty team responsible for exams shall be recused from admissions work if he or she has an immediate or close family member who applies for a programme of the University.

### **II. Affected personnel**

1. Anyone of the Admissions Steering Group shall be recused from admissions work if he or she has an immediate or close family member who applies for a programme of the University.

2. Anyone of the admissions supervisory group shall be recused from admissions work if he or she has an immediate or close family member who applies for a programme of the University.

3. Anyone of the Administrative Office shall be recused from admissions work if he or she has an immediate or close family member who applies for a programme of the University.

4. Anyone of the faculty members shall be recused from admissions work if he or she has an immediate or close family member who applies for a programme of the University.

III. All affected personnel under the Regulations shall, before the examination and admissions work apply for recusal from the admissions tasks to the authority with the Application Form for Recusal and consciously abide by the regulations.

### **IV. Approval of recusal**

1. Application for recusal of members of the Admissions Steering Group shall be approved by group leader and reported to the University admissions supervisory group for record.

2. Application for recusal of members of the admissions supervisory group shall be approved by group leader.

3. Application for recusal of members of the Administrative Office shall be reviewed by the University Admissions Steering Group and approved by the group leader and reported to the University admissions supervisory group for record.

4. Application for recusal of members of faculty members for exam organization and grading shall be approved by the person-in-charge of the relevant department of the School and reported to the University admissions supervisory group for record.

V. The Discipline Inspection Commission (Supervision Department) is responsible for the interpretation of these regulations.