

Interim Regulation of University of Chinese Academy of Sciences on the Organization and Administration of Teaching of Graduate Student Courses

(Adopted at the president's office meeting on March 16, 2015)

In accordance with the *Guiding Opinions of University of Chinese Academy of Sciences on Postgraduate Curriculum*, and *Guiding Opinions of University of Chinese Academy of Sciences on Selection of Graduate Student Teachers*, and in combination with the actual situation of graduate student curriculum teaching in University of Chinese Academy of Sciences (UCAS), these Regulations are hereby formulated.

These Regulations are used to guide the organization and management of graduate student course arrangement, teaching implementation, course assessment and teaching evaluation carried out by various departments, teaching and research offices, teachers, teaching management departments, branches/educational bases and research institutes of the UCAS in the teaching stage of graduate student courses.

I. Course Arrangement

1. The Academic Affairs Department compiles and publishes the Academic Calendar of University of Chinese Academy of Sciences (Academic Calendar) according to the semester, and is responsible for arranging the implementation plan of the important teaching links of each semester.

2. According to the "Academic Calendar", various departments organize the course setting of each semester according to the curriculum plan, and report the course setting plan to the Academic Affairs Department through the educational administration management system according to the notice of the Academic Affairs Department.

3. The course setting plan shall include the detailed information of the courses offered, including the hours and credits of the courses, the time, place, starting and

ending dates of the courses, the selection of teachers and the detailed division of classes, as well as the syllabus or teaching plan of the courses.

4. The teaching and research office is responsible for organizing and coordinating the compilation of the syllabus of relevant courses. In the form of seminars, the chief professor should convene the lecturers and teaching assistants to work out a detailed syllabus and clarify the teaching requirements of the course.

5. Syllabus must be prepared for various courses to ensure the standardization, systematicness and integrity of the courses. The basic content of the syllabus should include the purpose and requirements of the course, the requirements of the preparatory course, the teaching content, the key and difficult points of teaching, the allocation of class hours and the progress plan, the assessment methods, and the teaching materials or the main reference materials.

The syllabus is subject to review by department leaders and relevant experts committee. The department shall report the course schedule and syllabus of each semester to the Academic Affairs Department for the record through the educational administration management system.

6. On the premise of maintaining the basic requirements of the syllabus, the lecturer may, with the consent of the chief professor, make necessary adjustments to the contents of the course, which shall not exceed 25% of the contents stipulated in the syllabus.

7. For the arrangement of courses by various departments, in principle, the discipline core courses, discipline popularization courses and discipline seminars are arranged for two hours each time, and three hours can be arranged under special circumstances, and four courses can not be arranged in a row; and the interval between two adjacent courses is at least one day. Three types of discipline courses should not be taught centrally, and each discipline course should not exceed 6 hours per week at most. Departments and teaching and research offices should fully

consider the feasibility of the course schedule and make reasonable arrangements to ensure the quality of teaching.

8. The Academic Affairs Department prepares the *Courses Setting of University of Chinese Academy of Sciences* as the basic basis for teaching organization and implementation.

II. Course Teaching

9. The teaching of graduate student courses should adopt heuristic and interactive teaching methods, focus on training students' ability to discover, analyze and solve problems, and improve their awareness of scientific and technological originality and their ability to think independently and logically.

10. The chairman of the teaching and research office is responsible for organizing and inspecting the lesson preparation of the teachers in the teaching and research section, and the chief professor is specifically responsible for organizing and coordinating the lesson preparation work of the teaching team, compiling the teaching plan and preparing the teaching courseware. Various departments should organize teaching trial and assessment work for teachers who participate in teaching for the first time, and make full preparations for teaching.

11. The teaching team of discipline core courses and discipline popularization courses should be as stable as possible. Once the teaching time of each teacher is determined, it cannot be changed temporarily. Under special circumstances, teachers can be temporarily replaced within the scope of the determined teaching team with the approval of the department, but the original teaching content cannot be changed.

12. A small class system should be adopted generally for discipline seminars, with seminars as the main part and lectures as the supplement. The teacher's lecture hours shall not exceed 1/3 of the total class hours, and the rest of the time shall be arranged for students to discuss or give speeches, and the teacher shall give on-site

guidance and comments. Public courses can be taught by combining teaching, discussion and practice.

13. Lectures on the frontiers of science should be conducted in the form of a series of lectures on special topics. The annual lecture plan formulated by UCAS should include the details of the subject name, quantity, proposed teachers, class hour arrangement, setting time and place of the lecture.

14. Teachers should assign homework and literature reading tasks to graduate students, especially teachers of discipline core courses should have clear homework requirements for graduate students. Teachers judge the homework and literature reading of graduate students in order to strengthen their autonomous learning ability.

15. UCAS encourages teachers to upload courseware to the teaching website (course website) in advance so that students can preview and improve their effectiveness.

III. Course Assessment

16. The assessment of graduate student courses takes the form of a combination of usual grades (such as assignments or periodic examinations) and final examinations.

17. The final examination can be conducted in the form of review or examination, specifically in the form of classroom closed-book, classroom open-book, reading report, open-book and so on.

18. There are three ways to record the test scores: centesimal score, grade score, i.e. the scores recorded as "excellent", "good", "pass" and "fail" correspond to "86-100 points", "70-85 points", "60-69 points" and "0-59 points" in the centesimal score respectively; qualified results, that is, the results recorded as "pass" and "fail".

19. For courses assessed by means of examination, the results shall be recorded in the hundred-mark system. Under special circumstances, the results may be recorded in the form of grade results after being approved by the department and

reported to the Academic Affairs Division for the record. For courses assessed by means of examination, the results shall be recorded in the form of grade results or qualified results.

20. Discipline core courses are mainly conducted in the form of closed-book classes. The chief professor, the teaching and research office and the department or branch/educational base and research institute shall specify the examination methods for other courses in accordance with the above provisions and indicate them in the syllabus.

21. The chief professor or lecturer shall be responsible for the examination results of the course. Within two weeks after the completion of the examination, the examination results shall be completed in the educational administration management system of UCAS. In addition, the paper transcript of the course shall be examined and signed by the chief professor, and submitted to the Academic Affairs Department for the record after being sealed by the setting department.

22. Graduate students who have been approved by the Academic Affairs Department or the graduate education management department to take courses from other universities shall present their official transcripts issued by the graduate education management department of the teaching unit and submit them to the Academic Affairs Department or the graduate education management department to register their scores. If the record method of the transcript of the course setting unit is inconsistent with that of UCAS, the department or the graduate education management department shall convert it into the record method of UCAS according to the characteristics of the selected courses and the difficulty of the examination of other similar courses in the discipline.

23. The teaching teacher shall register the scores of the graduate students who have passed the course make-up examination according to "60 points", "pass" or "pass".

The English class adopts the re-examination system, that is, those who fail to pass the examination can take the make-up examination many times during the academic year, and those who pass the make-up examination will register their scores according to 60 points.

Graduate students who are absent from the examination without reason will be given a score of 0, "fail" or "fail" for the course.

IV. Evaluation of Course Teaching

24. UCAS supervises, inspects and evaluates the course teaching. The evaluation is proposed to be conducted by combining periodic evaluation, self-evaluation and timely evaluation.

Regular evaluation is organized by UCAS, and the course teaching evaluation is carried out in batches according to departments or disciplines, once every two years.

Self-evaluation includes two ways: self-evaluation of the department and self-evaluation of the teaching team. The teaching team of discipline courses should complete the self-evaluation of the courses taught at the end of the semester, and the department should conduct a certain number of sampling evaluations of the courses offered by the department every academic year.

Timely evaluation is conducted by graduate students taking elective courses.

25. In order to gradually optimize the teaching team, the teaching evaluation of discipline core courses, discipline popularization courses and discipline seminars is planned to be carried out at three levels: chief professor, teaching teacher and assistant. The contents of the evaluation include teachers' teaching level, responsibility and attitude, teaching content and methods, and teaching effect.

26. The evaluation results are divided into excellent, good, medium and poor. For courses with "medium" evaluation results, the department and the teaching team shall put forward rectification measures; for courses with "poor" evaluation results, the department may instruct the chairman of the teaching and research office to put

forward opinions on the replacement of the teaching team and submit them to the Academic Affairs Department for approval.

27. The evaluation results of course teaching will be used as one of the reference indicators for the selection of excellent courses and excellent courses. UCAS will gradually implement the policy of linking the results of course teaching evaluation with the performance of departments and teachers.

28. UCAS will separately formulate detailed measures for teaching evaluation and selection of excellent courses.

V. Teaching Materials and Handouts

29. UCAS encourages various courses to compile handouts and textbooks, and through certain selection procedures, they can be included in the publishing plan of the graduate student series textbooks of UCAS, and obtain corresponding publishing subsidies.

30. The teaching team of discipline core courses should complete the preparation of handouts within 1-2 years after the setting of the course, and complete the formal publication of textbooks within 3-5 years.

31. The chief professor is responsible for organizing the lecturers to complete the compilation of lecture notes and textbooks, and signs them according to their contributions.

32. For the discipline core courses that have passed UCAS's evaluation, the publication of textbooks can be included in the publishing plan of the series of excellent courses for graduate students of UCAS, and the publishing funds are funded by UCAS.

33. In order to improve the quality of graduate student teaching in UCAS and expand the influence of graduate student education in other institutions of higher learning in China, UCAS regards publishing excellent textbooks as one of the important objectives of graduate student course teaching.

VI. Supplementary provisions

The Academic Affairs Department shall be responsible for the interpretation of these Regulations, which shall be implemented as of the date of issuance.