

Implementation Measures for Process Management and Quality Supervision of Graduate Education at Southwest Jiaotong University

Chapter I General Provisions

Article 1 To strengthen and standardize the management of the graduate training process, clarify the responsibilities related to this management, ensure quality supervision over the training process, and maintain the quality of graduate education, this document is formulated based on the requirements of various regulations, including those from the State Council Academic Degrees Committee, the Ministry of Education, and the Southwest Jiaotong University (SWJTU), in conjunction with the actual work of the university. These regulations include *Opinions on Strengthening the Construction of Quality Assurance and Supervision System for Degree and Graduate Education*, *Several Opinions on Further Strictly Standardizing Quality Management of Degree and Graduate Education*, *Regulations of Southwest Jiaotong University on the Training of Graduates Pursuing Master's Degrees*, and *Regulations of Southwest Jiaotong University on the Training of Graduates Pursuing Doctoral Degrees*.

Article 2 This document defines the requirements for the establishment and management of academic archives in the graduate training process, the organizational work of quality supervision at all levels, and the application of supervision results. All graduate students (including international students), graduate supervisors, course teachers, and cultivation units must comply with these requirements.

Chapter II Establishment and Management of Academic Archives

Article 3 SWJTU implements a "one student, one file" system for the management of graduate academic archives, which consists of electronic and paper archives. The academic affairs management department of each cultivation unit is responsible for the establishment and management of these academic archives, including the setup of archives for incoming graduate students, archiving of academic materials each semester, and overall management of academic archives.

Article 4 The archived materials primarily include: educational programs, course transcripts, and other personal learning records; dissertation proposal, mid-term assessment, and annual assessment reports; and records from various research practices, such as research and educational activities, academic events, research group discussions, literature readings and reviews, professional practices, innovation and entrepreneurship activities, social practices, engineering practices, domestic and international academic conferences, and international academic visits.

Article 5 Each graduate student is responsible for the materials they submit for their academic archives. It is crucial to ensure that all materials are complete, authentic, reasonable, and valid. Students must follow the requirements of each training phase and ensure that materials are submitted gradually, avoiding last-minute submissions.

Article 6 Graduate students must store their personal learning records in their individual academic archive boxes. Students should develop a personal educational program according to the requirements of their academic programs, which must be confirmed by their supervisors and archived accordingly. Course transcripts should be printed and archived each semester.

Article 7 Graduate students must submit applications for dissertation proposals, mid-term assessments, or annual assessments in accordance with their cultivation unit's requirements through the corresponding modules of the graduate management information system. After completing the assessments associated with their dissertations, they should archive the relevant reports with their cultivation units.

Article 8 Graduate students must upload reports relating to various activities—such as research and educational activities, academic events, research group discussions, literature readings and reviews, professional practices, innovation and entrepreneurship activities, social practices, engineering practices, domestic and international academic conferences, and international academic visits—into the appropriate modules of the graduate management information system sequentially. Written materials must be organized, formatted, categorized, and bound according to specified requirements before being archived in personal academic archive boxes.

Article 9 Graduate supervisors are the primary overseers of student cultivation and should ensure that students consistently meet the standards for academic archiving, maintaining quality control to prevent any incidents of dishonesty or fraud.

Article 10 Weeks 9 and 16 of each semester are designated as "Supervisor Spot Check Weeks", during which each graduate supervisor must randomly check the records of academic activities, research group discussions, and literature readings and reviews for each graduate student, with at least one record from each category checked.

Article 11 Weeks 11 and 18 of each semester are designated as "Spot Check Archiving Weeks", during which graduate students must accurately fill out the *Summary of Supervisor Inspections in Graduate Training Modules* and complete their archiving tasks as required.

Article 12 The last month of each semester is designated as "Archiving Month" for graduate academic archive materials. Cultivation units should organize and

oversee their graduate students across different year levels to complete the archiving of personal academic materials. The scopes and requirements for the archived materials should be set according to the different levels and types of graduate students, ensuring effective organization and management of the archiving for these materials.

Chapter III Process Management Inspection and Supervision

Article 13 The process management and quality supervision of graduate education at SWJTU operate on a "university-college" dual-level supervision mechanism. Each cultivation unit should establish a college-level quality supervision group for the overall control and quality supervision of course teaching, the guidance provided by supervisors, and the annual learning and research performance of graduate students. The university should establish a university-level quality supervision group to inspect and oversee the annual quality supervision work of each cultivation unit, and check the archived materials of graduate students in all cultivation units.

Article 14 Each fall semester is designated as the "Supervision Season" for the process management and quality supervision of graduate education. Each cultivation unit should organize the college-level quality supervision group to conduct quality supervision and inspections of the graduate training process management. The university should organize the university-level quality supervision group to conduct comprehensive quality supervision and inspections of graduate training process management across all cultivation units, providing evaluations and recommendations for improvements.

Article 15 The quality supervision of the graduate training process management primarily involves the supervision and inspection of several areas: the course teaching and teaching archiving within the cultivation units, the completeness of graduate academic archives, and the evaluations provided by supervisors.

Article 16 The focus of the inspection of graduate course teaching and related archives is to check the standardization of course teaching order, the reasonableness of the teaching schedule, classroom discipline, as well as the completeness, clarity, authenticity, and scientific rationality of course materials. Course teaching archives should include: course syllabi, teaching calendars, lists of graduate course selections, assignments or report materials, exam papers, grading standards, and transcripts.

Article 17 The focus of the inspection of graduate academic archive materials is to check the completeness, authenticity, and reasonableness of all submitted materials at each stage of the training process. This primarily includes reviewing the completeness, clarity and authenticity of archived materials within each student's academic archives, ensuring that records of supervisor spot checks are accurate and submitted on time, and verifying that graduate students adhere to a sequential

approach in completing their training tasks.

Article 18 The focus of the supervisor evaluation inspection is to check the authenticity, standardization, and scientific validity of the guidance provided by supervisors at each stage of the training process. This includes examining whether supervisors demonstrate a responsible attitude towards evaluations, whether quality control measures are rigorous, and whether the required number of random evaluations is met.

Chapter IV Quality Supervision Results and Their Application

Article 19 Quality supervision groups at all levels should provide a comprehensive quality evaluation of graduate training process management within the cultivation units and relay this overall evaluation back to the responsible parties. When systemic management quality issues are identified during inspections, specific deadlines for rectification will be issued. For individual quality issues uncovered during the inspection, timely feedback should be provided to the relevant teachers, supervisors, students, or cultivation units, along with a mandate for timely rectification.

Article 20 In general, if issues related to course teaching or teaching archives are found during supervision, the responsible teacher must complete the necessary rectifications within 15 days and provide a written report of the remedial actions to the quality supervision group. For problems identified in graduate academic archives, the graduate student must rectify these under the supervisor's guidance, with a completion deadline of two months, submitting a written update to the quality supervision group. For issues concerning supervisor's guidance discovered, the supervisor should complete rectifications within 15 days and report back to the quality supervision group in writing. All cultivation units bear the responsibility for supervising and ensuring the completion of these rectifications.

Article 21 All responsible parties and individuals should take the feedback from the quality supervision groups at all levels seriously. Issues raised by the supervision groups must be treated with high importance, and rectification measures must be implemented diligently as required. Failure to adequately execute these corrective actions will result in disciplinary measures in accordance with relevant provisions of the *Measures for the Identification and Handling of Accidents in Graduate Education and Teaching*.

Chapter V Supplementary Provisions

Article 22 These regulations will take effect upon publication. The previous *Implementation Measures for Process Management and Quality Supervision of Graduate Education at Southwest Jiaotong University* (XJXY [2021] No. 45) will be

simultaneously annulled.

Article 23 The Graduate School is responsible for the interpretation of these measures.