

Foreign Teacher's Guidebook



NANCHANG INSTITUTE OF TECHNOLOGY



南昌工程学院
NANCHANG INSTITUTE OF TECHNOLOGY

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The background image shows the main entrance of Nanchang Institute of Technology. A large, white, geometric truss archway spans the entrance. Below it, a black stone sign with gold Chinese characters '南昌工程学院' (Nanchang Institute of Technology) is set in a landscaped area with green bushes and red flowers. In the background, several modern university buildings are visible under a clear blue sky. A blue semi-transparent box on the right side of the image contains the title and introductory text.

Foreign Teacher's Guidebook

You are warmly welcome to become a new teacher of our Nanchang Institute of Technology. For the convenience of your work and life during your stay here, we have prepared this guidebook with useful information for you. Please read it carefully and all of us working staff are always ready to help you.

Sincerely wish you a pleasant and successful stay in our university!

CONTENTS

- 01** Part I Necessary Documents after Arrival
- 04** Part II Important Things upon Arrival
- 05** Part III Upcoming Events
- 06** Part IV Our City--Nanchang
- 09** Part V Our Campus---NIT
- 12** Part VI Lives in NIT
- 14** Part VII Teachers' Regulations
- 18** Part VIII Appendix

Part I Necessary Documents after Arrival

After arriving in Nanchang, we will help you to apply for the following important documents:

1. Residence Registration

Please go to the International office with your and your accompanying family members' passports to get your Residence Registration **within 24 hours** after your arrival in our school.

2. Health Certificate

(including your accompanying family members and they need to pay for themselves)

During your first week in Nanchang, you need to go to Jiangxi Entry-Exit Inspection to do a medical examination and then get a health certificate about 3-4 days later. It may be organized by the International office or your co-teacher will accompany you there. You had better go there in the morning without eating breakfast and please don't forget to bring your original passport and 2 passport-size photos with you.

If you have accompanying family members, they also need to do the medical examination. Currently the health exam costs about 450RMB for each person and you can get your own fare reimbursed in the International office later with the financial receipt. But your family members need to pay for themselves.

3. Health Insurance and accident injuries insurance

During your first week in our school, the International Office will buy Health Insurance and accident injuries insurance for you. The accompanying family members will have to buy the insurance by themselves, the insurance fee is RMB1480 for each person.

4. Foreign Experts' Certificate

(your accompanying family members won't have this certificate but their names and photos will be submitted, so they also need to submit the necessary documents)

As soon as you get your health certificate, we will help you to apply for a Foreign Experts' Certificate from the Jiangxi Provincial Administration Bureau of Foreign Experts Affairs in Nanchang. Please give the following documents to the International office in the designated time:

- Original Passport
- Original Health Certificate
- Formal Contract (please come to the International office to sign it)
- Original Certificate of Work Experience or authenticated TESOL/TEFOL
- Original Certificate of no criminal record and local Certificate of no criminal record if you have worked in China before
- Health Insurance and accident injuries insurance
- Relevant certificates of accompanying families

The International office will help you to apply for the Foreign Experts' Certificate and it costs at least about one week to get it back from the authority by yourself and stuff in the International office.

5. Residence Permit for Foreigner

(including your accompanying family members and they need to pay for themselves)

Inside 30 days since your entry to China, you need to apply for a Residence Permit to the Nanchang Municipal Exit & Entry Administration Bureau. Please give the following documents to the International office in the designated time:

- Original Passport and one photocopy of it
- Photocopy of Health Certificate
- 2 photos(2-inch size, colored, no hat)
- Foreign Expert s' Certificate and one photocopy of it

The International office will help you to apply for the Residence Permit and it costs at least **15 working days** to get it back from the Exit & Entry Bureau. The International Office will pay for the application fee for you, but your accompanying family members will have to pay buy themselves.

6.The above documents are very important for your legal stay in Nanchang and they are only valid for at most one year. So if you renew your contract with us in the next academic year, you need to extend them before their expiration.

Please bring your (and your family members') passport (with the Residence Permit), Foreign Experts Certificate, Health Certificate and 4 photos to the International office **at least two months earlier** than the expiration date. We will help you to extend them for one more year. Sometimes the government may require a new valid Health Certificate and health insurance, and in that case you need to do the medical examination again.



Part II Important Things upon Arrival

Here are some important things you should do after your arrival. Please ask your co-teacher to go together with you.

- **1.** Please go to open a bank account in the CCB (China Construction Bank, should bring your passport) and offer the receipt of your applying for a bank card to the International office. Later we will transfer your salary to this account at the end of each month.
- **2.** Please offer at least 4 pictures to the International office (including your family members). The International office will use them to apply for your Health certificate (2 pictures) , and Foreigner's Residence Permit (2 pictures).
- **3.** Please go to Nanchang Entry-Exit Inspection and Quarantine Bureau (南昌市出入境检验检疫局,) to do a medical check (including your family members) and then offer the Health Certificate to the International office. Each one of you should bring your passport, 2 pictures and your accompanying family members will have to pay by themselves.
- **4.** Please go to the International office to sign the formal contract as soon as you arrive at our school.
- **5.** Please go to the E-card Office in the canteen to apply for your campus E-card.
- **6.** Please go to the E-card Office in the canteen to apply for your Internet.
- **7.** Please go to the Power office to buy electricity for your room as soon as you settle down.



Part III Upcoming Events

Fall Semester (September---January)

- 1.Orientation
- 2.Mid-Autumn Day (August 15th of the Chinese lunar calendar)
- 3.National Day Holidays (Oct. 1st-7th)
- 4.Annual School Sports Game (one day, date to be decided)
- 5.Winter Vacation(commonly from mid January to mid February)

Spring Semester (February---July)

- 1.The Beginning of Spring Semester (commonly in late February or early March)
- 2.Qingming Festival (April 5th,one day off)
- 3.May Day Holidays (May 1st)
- 4.Dragon Boat Festival (May 5th of the Chinese lunar calendar)
- 5.Decision for your new contract (before June 30th)
- 6.Summer Vacation(commonly from early July to late August)

Class Timetable

Morning Periods	Afternoon Periods	Evening Periods
1 st : 8:30---9:15	5 th : 14:00---14:45	9 th : 19:00---19:45
2 nd : 9:20---10:05	6 th : 14:50---15:35	10 th : 19:55---20:40
3 rd : 10:25---11:10	7 th : 15:55---16:40	11 th : 20:50---21:35
4 th : 10:15---12:00	8 th : 16:45---17:30	



Part IV Our city---Nanchang

Nanchang, the capital of Jiangxi Province, is the center of Jiangxi's politics, economy, and culture. It governs 3 counties (Nanchang County, Jinxian County, and Anyi County), 6 districts (East Lake District, West Lake District, Qingyunpu District, Wanli District, Qingshan Lake District and Xinxian District), 2 national level development zones (Nanchang National High-tech Industrial Development Zone and Nanchang Economic and Technological Development Zone), 2 provincial level development zones (Jiangxi Sanghai Economic and Technological Development Zone and Nanchang Yingxiong Economic and Technological Development Zone) and the Honggutan New District. It covers an area of 7,402 square kilometers, 617 square kilometers of which is urban area and 220 square kilometers of which is built-area, with a total population of 4.85 million, about 1 million of which is transient population and 2.25 million of which is urban permanent population. It is one of the 35 biggest cities in China.

Nanchang, bordering the Poyang Lake in the southwest, lies in the middle and lower reaches of the Yangtze River. It has been enjoying obvious advantages geographically. Since the ancient times, it has been known as the favorable place bordering Guangdong and Fujian in the south and Jiangsu, Zhejiang and Hubei in the north. It is the only provincial capital city among the Yangtze River Delta, the Zhujiang River



Delta, and the Southeast Fujian Delta, the most economically vigorous development areas in China. Besides, it is the intersection of the Zhejiang-Jiangxi Railway and it is the only provincial capital city on the Beijing-Kowloon Railway, connecting East China and West China, South China and North China.

Moreover, Nanchang, an open and developing modern city, under the guidance of the city development spirit: "Opening Wider to the Outside World and Going All Out for Prosperity Honestly", is becoming famous in China and in the world as well with a rising momentum. Nanchang has been awarded the glorious titles: "One of the World Top 10 Dynamic Cities", "A National Hygienic City", "One of the Best Places for Living in China", "One of the China's Famous Cities Recommended to the World", and "One of the Charming Cities with Chinese Characteristics" since last year. Nanchang has become one of the best places in China for living and a new and modern city for pioneering. "The city is for its citizens and its citizens take their city as their home" has become the order of the day.

Since the reform and opening up, especially the entrance into the new century, Nanchang City, under the correct and wise leadership of the CPC Central Committee, the State Council, the CPC Jiangxi Provincial Committee and Jiangxi Provincial People's Government, has been working around the target of rising rapidly, making the city strong and the people rich, sticking to Deng Xiaoping's theory, "the Three Represents" and the scientific concept of development. The city has established the idea of "Well Planning, Carrying Out the Plan Carefully, and Working Efficiently", paying attention to the reality that Nanchang belongs to the under-developed provincial city in Mid-China, realizing the unity of rapid development, scientific development, and harmonious development, greatly implementing the main strategy of opening wider to the outside world and the core strategy of creating an important advanced manufacturing base, and building Nanchang into a modern regional economic center and a civilized, garden-like, and heroic city. The development of industrialization, urbanization, internationalization, market orientation and information has been accelerated and the scientific development route with Nanchang's characteristics of "starting late but with high starting point, good momentum and strong staying power" has been found. The satisfactory situation that economy is developing well and rapidly, the city is changing constantly, all social

undertakings are advancing, and the people are living a happier and healthier life has been created.

The 17th National Congress of the CPC started the new round development of our country, launching the campaign of building a better-off society. With the motive force of learning and carrying out the spirit of the 17th National Congress of the CPC, sticking to Deng Xiaoping's theory and the thought of "the Three Represents", implementing the scientific concept of development, Nanchang City will focus on the construction of a harmonious society. Taking the historical opportunity of the new round development, especially of organizing the 7th National City Sports Games in 2011, Nanchang City will greatly develop the city spirit: "Opening Wider to the Outside World and Going All Out for Prosperity Honestly", grasp firmly the main work principle: "Pioneering Enriches the People and Innovation Empowers the City", and further carry out the main strategy of opening wider to the outside world and the core strategy of creating an important advanced manufacturing base. Besides, Nanchang City will push forward the construction of the CPC, the new and great project, improve material civilization, political civilization, spiritual civilization, social civilization and ecological civilization, and better the cadres' understanding, implementation, operation and service. Nanchang City will keep the sound momentum of good and rapid economic and social development and build Nanchang into an important advanced manufacturing base of Mid-China and a regional center of business, logistics, and finance and into an open, vigorous, harmonious, civilized, pioneering, heroic, environment-friendly and garden-like city. The rise and new leap forward of Nanchang will be realized by unremitting efforts at the new starting point!



Part V Our Campus---NIT

Nanchang Institute of Technology(NIT)

Nanchang Institute of Technology is a regular institution of higher learning co-constructed by the central and local governments and subject to the administration by local government. It is formerly known as Jiangxi Institute of Water Conservancy and Electric Power founded in 1958, and was renamed Nanchang Institute of Technology in 2004. It was approved the right to award bachelor's degree in 2005, realized co-construction by People's Government of Jiangxi Province and the Ministry of Water Resources in 2008, was approved as an "Excellent Engineer Education Program" higher institution by the Ministry of Education in September 2011 and the right to award master's degree by the Academic Degree Committee of the State Council in October 2011. In December of the same year, Nanchang Institute of Technology was qualified in the undergraduate level teaching appraisal organized by the Ministry of Education. Nanchang Institute of Technology was approved as pilot institution for oriented cultivation and direct recruitment of petty officers in 2013. Through years of development, NIT has become an application-oriented engineering institution with distinctive hydraulic features dominated by engineering and multi-disciplinary coordinated development of management, liberal arts, fine arts, economics, science and agriculture.

NIT is located in a famous historical and cultural city, "the place where army flag rises"—Nanchang City, the capital city of Jiangxi Province. It possesses such two campuses as Yaohu and Pengjiaqiao, covering a land area of 2,046.9mu, with a school house of over 650 thousand m², it possesses various kinds of instrument and equipment for teaching and scientific research, with a total value of 178 million yuan. There are 1,311,400 collections of paper books and 1.86 million electronic books in the library. The institute now over 1,300 faculty and staff including 891 full time teachers among whom there are 294 persons possessing the professional title of associate professor and above, accounting for 33% and 737 teachers with doctoral degree or master degree, occupying 82.72%. The Institute has 1 candidate for national "new century millions of talents project", 1 state-level middle-young aged expert with outstanding contribution, 4 experts enjoying special allowance from the State Council

and Provincial Government, 8 second-level professors, 5 candidates for “Ganpo Elites 555 Talent Project”, 11 young and middle aged academic leaders of provincial universities and colleges, 27 middle-young aged backbone teachers of provincial universities and colleges, 19 candidates for “new century millions of talents project”, 3 training objects for provincial young scientists and 6 provincial famous teachers.



The Institute consists of 15 schools (faculties), including School of Hydraulic and Ecological Engineering, School of Civil and Architectural Engineering, School of Mechanical and Electrical Engineering, School of Information Engineering, School of Business Administration, School of Economics and Trade, School of Humanities and Art, School of Science, School of Foreign Languages, School of International Education, School of Marxism, Faculty of Physical Education, School of Military Education, Yaohu School and School of Continuing Education, having 51 undergraduate majors and 14 junior college majors, recruiting postgraduates of specialized degree in engineering in two fields. Among undergraduate majors, there are 1 national characteristic major, 6 Ministry of Education “excellent program” majors, 7 provincial-level characteristic majors, 6 provincial-level “excellent program” majors, 2 international cooperative education majors and 3 majors for the recruitment of first batch of undergraduate program. NIT now has 17,691 full-time in-school students, including 149 postgraduate students, 14,446 undergraduate students and 3,096 junior college students, and it also has 6,123 students subject to correspondence study.

The Institute possesses 1 state-level university science park, 1 national-local joint engineering lab, 1 coordinated innovation center of Jiangxi Province in 2011, 6 major disciplines of the “12th five-year plan” of provincial higher institution, 4 Jiangxi provincial key labs, 2 engineering research centers, 1 key research base of humanities and social sciences, 1 soft science research base, 1 key lab of higher institution, 1 postdoctoral innovation practice base, 1 Jiangxi provincial advantageous scientific

innovation team, 1 higher institution scientific research innovation team, 5 Jiangxi provincial experimental teaching model centers, 5 provincial teaching teams and 5 provincial major comprehensive reform pilot projects. Since 2004, the Institute has 2 second prizes for national teaching achievements, 16 provincial teaching achievement awards and 22 provincial natural science awards, science and technology progress award and social sciences excellent achievement awards. In recent five years, NIT has been approved 68 national natural sciences foundation projects, 10 national social sciences foundation projects, 8 humanities and social sciences projects of Ministry of Education, and 679 various kinds of provincial scientific research projects like Jiangxi provincial natural sciences foundation projects, social sciences planning projects, and so on.

NIT follows the motto of “self-improvement and thoughtcast”, adheres to the school-running concept of “focusing on water science, creating application-oriented type”, advocates the style of “pioneer, diligence, factualism and civilization”, having cultivates over 100 thousand high-quality application-oriented talents for local and water conservancy industry, made active contributions to the development of economic society and water conservancy industry, and won favorable social reputation. According to Evaluation Research Report of Universities in China in 2016 of Airuishen China Alumni Association Website, NIT ranks the 375th place among the rankings of higher institutions in China in 2016. (Data as of the end of September 2016)



Part VI Lives in NIT

Transportation near the campus

● The transportation in Nanchang is very convenient. Buses, trains, subways, airplane are all affordable in this city. Here below are some important bus lines around the campus.

● 1. No. 220 bus. From NIT to the Bayi Square (beside which is WALMART, a big supermarket), main stops are NIT, Jiangxi Normal University, Aixihu Bridge, Mengshidai Square, Bayi Square.

● 2. Subway Line 1, from East Nanchang to West Nanchang, main stops include: Olympic stadium, East and West of Aixihu, Bayi Square, Bayi Memorial museum, Tengwang Pavilion, Qiushui Square, etc.

● 3. Timetable of the school Shuttle bus to the subway station

Timetable of the school Shuttle bus to the subway station (Olympic stadium station)

Time	From	To
8:14 a.m.	Subway entrance	Campus front gate
8:25 a.m.	Subway entrance	Campus front gate
5:05 p.m.	Campus front gate	Subway entrance
5:20 p.m.	Campus front gate	Subway entrance
5:35 p.m.	Campus front gate	Subway entrance



E-card

NIT offers a school E-card to every faculty member. The E-card is useful for entry and consumption in the school library, dining halls, supermarkets, and other public facilities on campus.

E-card should be returned to the International office before your departure when you finish your contract with the college.

Facilities at NIT

Teachers can enjoy the modern facilities at the main campus of NIT such as the library, stadium, gymnasium, etc. Most of them are free, but some charge money.

Part VII Teachers' Regulations

Transportation near the campus

1. Teachers are required to observe fully the Chinese law, regulations and professional code of ethics in teaching.
2. Teachers are required to adhere to Chinese educational guidelines and established curricula; they are required to carry out the terms of their teaching contract and complete the teaching tasks involved.
3. Teachers are not permitted to promote any matter contravening the Chinese constitution, law or foreign policy.
4. Teachers may not discriminate against any person on grounds of race, colour, culture, religion, national origin, gender, sexual orientation or disability.
5. Teachers must respect the worth, culture and dignity of each and every individual, including exercising courtesy and restraint in the event of any conflict, and encourage the all-round development of the students.
6. Teachers are required to make all reasonable efforts to oppose incompetent, illegal or unethical behaviour and report any such behaviour to the authorities.
7. Teachers are required to observe the policies and regulations of the employer and abide by the terms of their contract or agreement, whether verbal or written, unless the duties required include behaviour which violates the code of ethics.
8. Teachers must demonstrate concern for and appreciation of the heritage, values and principles of the employing agency.

Teaching Requirements & Management

1. Teachers must carry out their duties according to the schedules arranged by the college.
2. Lessons may not be individually or randomly re-arranged or combined; absence or early departure from or late arrival in class is not permissible; teaching hours may not be reduced without express permission; personal arrangements for substituting teachers is not permissible. In the event of any necessary business trip, academic visit or conference, approval for the replacement or rearrangement of classes must be given by the Dean, with make-up classes scheduled following the teacher's return.
3. Teachers must check student attendance regularly by means of a roll call or register. Students who are absent for 1/3 or more of the classes are not eligible to take the final exam. Teachers should reprimand and if necessary report to the relevant supervisor students who consistently arrive late for class.
4. Teachers should make every effort to improve their teaching and carry out proper preparation for each class. They should be neatly dressed when in class and be polite in their use of language. The use of modern technology such as multi-media is strongly encouraged in order to enhance the effectiveness of the class.
5. During the first week of the semester, the co-teacher will ensure that teachers are provided with all necessary materials in terms of syllabuses, schedules and evaluation sheets. Teachers should observe the schedule and class arrangements provided.
6. One week after the final examination, teachers should hand in to the co-teacher the final scores and relevant required documents about the exam in both an electronic and a paper version. The latter must carry the teacher's signature and will be subject to scrutiny by the Dean.
7. Following the final exam, teachers should cooperate with other relevant staff in filing the score-sheets and other documents related to the classes they have taught.

8. A teacher's employment will be terminated in the event of evidence of incompetence in teaching or negligence, or in the event of strong opposition from the students.

9. If a teacher has something very important to do so that he/she has to change his/her lessons due to illness or something, he/she must hand in an application at least one day before the class to the co-teacher, the co-teacher will help to apply for him/her.

10. If a teacher asks for leave of absence, he/she is required to present a written report to the International Office; Based on the respect of the relevant department's opinion, the International Office will be in a position to make the final decision. Basically, our school shall not agree to a teacher's absence in the middle of teaching, unless he/she has good reasons to ask for leave, such as family accident, business trip requested by hosting university or hosting department, etc. If a teacher is invited to lecture in other universities in the middle of teaching, he/she should provide the official invitation of the inviting university and the International Office will only consider it with the permission first granted by his/her hosting department.

(For other regulations of NIT, please consult the International office directly. Teachers should abide by all regulations of NIT, whether verbal or written.)

Religion and Religious Life in China

1. China is a country with diversified religions, mainly Buddhism, Taoism, Islam, Catholicism and Protestantism, as well as the Eastern Orthodox Church and various regional beliefs.

2. The introduction of China's reform and opening policies has been accompanied by comprehensive implementation of the policy of freedom of religious belief. In 1994, the State Council promulgated the provisions on the Administration of the Religious Activities of Foreign Teachers of the People's Republic of China, in which stipulates, "The People's Republic of China respects the freedom of religious belief of foreign teachers within the territory of China, and protects the rights of foreign teachers and Chinese religious circles to maintain friendly contacts and engage in cultural and academic exchanges".

3. The customs office allows foreign teachers to bring in a certain amount of religious material for personal use. Foreign teachers in China are not allowed to use the Bible and other religious scriptures as teaching materials for students, but can incite some religious background knowledge or stories from The Bible for necessary needs.

4. Religious services are held in churches in China and foreigners are welcome to attend. Chinese churches are independent and not subject to the control of external religious organizations. Foreigners in China are not permitted to distribute religious books or articles, to proselytize, or to organize underground religious groups.

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Part VIII Appendix

Appendix I

Implementing Measures for Teaching College English Courses in Nanchang Institute of Technology (NIT) (on Trial)

2016-11-09 15:23

N.G.J.Z.[2015]No.12

According to the spirit of Opinion of Nanchang Institute of Technology on Planning the 83 Training Program for Undergraduate Majors (revised in May 2014) (N.G.F.[2014]No.58), in the principle of “classified” guidance, individualized teaching”, NIT has formulated the implementing measures on the basis of teaching reform of college English over the years to meet students’ increasingly diversified learning demand for foreign languages.

I. Training Objectives

(I) General Objective

By virtual of building a system with multilevel and diversified teaching objectives , the implementing measures are aimed to meet students’ demand for individualized study. It is also expected to Cultivate students’ comprehensive English application ability in terms of listening, speaking, reading, writing and translating, especially the ability in reading, writing and translating, strengthen their independent learning capability, expand students’ international vision and improve students’ cross-cultural communication competence and the ability to participate in international competition.

(II) Stage Objective

The teaching of college English consists of foundation stage and improvement stage.

1. Objective for foundation stage: cultivate students’ comprehensive English application ability to make them capable to communicate effectively in oral and

written English in their future workplaces and the society , strengthen their independent learning capability and improve their comprehensive cultural literacy.

2. Objective for improvement stage: determine one of the following two items in accordance to per student’s aspiration and ability.

(1) Cultivate students’ ability to use English to obtain professional information and deal with professional problems in the international and information-based society;

(2) Students furthering their study reach the requirements of master students’ entry exam syllabus for students’ application ability for their practical competence of English .

II. Classification and Grading Methods

According to the principle of “students’ voluntariness, individualized teaching”, college English adopts classification and grading teaching measures.

(I) Classification

Divide students’ into “category I” and “category II” according to freshman’s intentions for PG entrance exam upon admission.

1. “Category I” means the students intended for PG entrance exam, and their teaching objective for improvement stage is to reach the requirement of master students’ entry exam syllabus on students’ practical competence of English.

2. “Category II” means the students temporarily not intended for PG entrance exam, and the teaching objective for them at the improvement stage is to cultivate the ability to obtain professional information and deal with professional problems in the international and information-based society.

3. After the first academic year ends, students may rotate between “category I” and “category II” after putting forward written application and passing assessment.

(II) Grading

The teaching of foundation stage of college English for “category I” and “category II” adopts grading teaching mode.

1. Foundation Stage

After freshmen enrollment, NIT will organize them to attend a unitary test (Placement test)), and divide students into Grade A (no more than 30% of total number of students) and Grade B according to the exam results from high to low. Grade A students focus on the infiltration of cultural background and the cultivation of discourse competence, and Grade B students emphasize the consolidation of language knowledge.

(1) The teaching classes of grading teaching will be determined by School of Foreign Languages as per the relevancy of subject majors, and put on record/file in the Academic Affairs Office.

(2) Grading teaching adopts rotation system, and upgrading and degrading dynamic adjustment will be conducted within a certain proportion as per the final-term exam results for each semester.

2. Improvement Stage

(1) “Category I”: divide students into Grade A and Grade B according to different English levels, and make different teaching plans to help students pass the PG English entrance exam.

(II) “Category II”: students may be approved to enter the improvement stage for study after passing English proficiency test of NIT. Students may independently choose courses with corresponding credits according to their own majors, interests, English proficiency and independent choices.

III. Curriculum and Teaching Arrangement for College English

(1) Course Arrangement and Progress of College English

1. Overall Teaching Arrangement: College English contains 14 credits and 224 class

hours.

2. The course system of College English for “category I” includes course group of general English (8 credits), course group of English for PG exam (6 credits) and online course group (independent study).

3. The course system of College English for “category II” includes course group of general English (8 credits or 10 credits), extended courses for English improvement stage (4 credits or 6 credits) and online course group (independent study).

4. Course arrangement and progress are shown in Table 1.

Table 1 Course Arrangement and Progress of College English

Stage	Course Name		Student Category	Student Grade	Credit	Course Nature	Semester	Remark
Foundation Stage	Course Group of General English	College English Reading, Writing and Translating (I)	I, II	A, B	2.5	Compulsory	1	
		Audio-visual-oral College English (I)	I, II	A, B	1		1	
		College English Reading, Writing and Translating (II)	I, II	A, B	3.5		2	
		Audio-visual-oral College English (II)	I, II	A, B	1		2	
Improvement Stage	Audio-visual-oral College English (III)	Advanced Audio-visual-oral English	II	B	2	General Limited	3	Students pass the English proficiency test and enter Grade A course mode in the 3 rd semester
		Foundation Course of English for PG Exam (I)	I	B	2		3	
		Intensive Course of English for PG Exam (I)	I	A	2		3	
		Course Group of English for Specific Purpose	II	A	2		3	
	Foundation Course of English for PG Exam (II)	Intensive Course of English for PG Exam (II)	I	A	4	General Limited	4	4-credit English for Specific purpose is required for category II students
		Course Group of General Course Development	II	A, B	2		4	
		Course Group of Humanistic Quality Development	II	A, B	2		4	
		Course Group of English for Specific Purpose	II	A, B	2		4	

(II) Notes for Course System

1. Foundation stage for “category I” consists of 128 class hours, arranged in the 1st and 2nd semesters, totaling 8 credits; there are 96 class hours for improvement stage, arranged in the 3rd and 4th semesters, totaling 6 credits.
2. The total class hours for foundation stage of Grade A class of “category II” shall be no less than 128, arranged in the 1st to 2nd semesters, totaling 8 credits; those of Grade B shall be no less than 160 class hours, arranged in the 1st to 3rd semesters, totaling 10 credits.
3. The courses in foundation stage of “category I” and “category II” consist of audio-visual-oral courses and reading, writing and translating courses. The former courses are completed in the language laboratory, and the latter courses are dominated by classroom teaching, which shall be taught with the assistance of multimedia courseware as far as possible and in small-sized classes. Independent study is mainly completed in the independent study center.
4. English extended courses of improvement stage for “category I” are general limited courses, arranged in the 3rd and 4th semesters, 6 credits. The improvement stage for “category II” adopts independent course selection; English extended courses are general limited courses, 32 class hours for each course, 2 credits, 2 class hours every week. The improvement stage of Grade A class is arranged in the 3rd and 4th semesters, totaling 3 courses, 6 credits; that of Grade B class is arranged in the 4th semester, totaling 2 courses, 4 credits.
5. If the students in Grade A class for “category II” fail to pass the English proficiency test in the 2nd semester, they will be rotated to Grade B class, and continue to learn the foundation courses of college English in the 3rd semester. Meanwhile, if the students in Grade B class pass the English proficiency test, they will be rotated to Grade A class for the course study of improvement stage.

IV. Assessment and Evaluation

(1) Course Assessment of Grading Teaching for Foundation Stage

The assessment adopts the method of combining formative evaluation with summative evaluation. The assessment of foundation courses of college English consists of the course assessment of college English reading, writing and translating & audio-visual-oral college English. In order to highlight the cultivation of students' oral competence, a separate test will be set for speaking, and the assessment result will be included in the course result of audio-visual-oral college English. Those failing in audio-visual-oral college English will be required to take part in the resit of such two courses as audio-visual college English and English speaking.

(II) Course Assessment of Improvement Stage Series

The course assessment of improvement stage series adopts the method of combining formative evaluation with summative evaluation. Formative evaluation for “category I” is mainly based on students' performance at ordinary times and the completion of learning tasks, as well as teachers' assessment on students; summative evaluation is dominated by evaluating students' comprehensive English application ability, embodying the teaching requirements for reading, writing and translating in the syllabus. Formative evaluation for “category II” mainly combines classroom activities with extracurricular second classroom activities records, facilitating students' effective study; summative evaluation adopts diversified examination forms, such as the combination of oral exam, final paper, written exam and final paper, or the combination of oral exam and written exam.

V. Miscellaneous

1. The Measures will take effect since the students of Grade 2014.
2. The Measures are subject to the explanation by Dean's Office.

May 5, 2015

Appendix II

Textbook Construction and Selection Methods of Nanchang Institute of Technology

2016-11-09 15:21

N.G.F.[2016] No.74

In order to standardize the textbook construction and selection work in NIT, ensure the textbook quality, guarantee the textbook supply, support the publishing of excellent textbooks, and do the textbook proposal construction work well, the methods are hereby formulated.

Chapter One Textbook Proposal Construction

Article 1 Category of Textbook Proposal

1. The textbooks proposed to be constructed of NIT are divided into major construction textbooks and general construction textbooks. In which, major construction textbooks will be funded as NIT undergraduate teaching project.
2. The proposal of state-level and provincial and ministerial level textbooks shall be recommended by Academic Affairs Office as required by relevant superior documents. The project recommended must be the major construction project for the textbook of NIT in principle.

Article 2 Textbook Proposal Procedure

1. NIT will organize the proposal application for the textbooks once every year. In-service teachers in NIT with professional and technical title of intermediate level and above and have been engaged in the major teaching work for no less than five years are allowed to apply for textbook proposal of corresponding course in the talent cultivation plan.
2. Person in charge of the application shall fill in NIT Textbook Proposal Application Form which shall be signed opinions by the School (Faculty), then submitted to

Academic Affairs Office for summary and submitted to editorial committee for determination.

3. After the editorial committee delivers the determination result to the NIT academic committee for discussion and passing, the result shall be publicized in the campus for at least five working days; after the publicity without objections, it shall be submitted to the president office for determination.

4. After the proposal is approved, the applicant may start to compile the textbook. Textbooks approved to be established must be completed within stipulated period; and the proposal will be automatically void if failed to be completed before deadline. Re-application for proposal is needed for continuing to write the textbook.

- 1.5. Textbooks via NIT proposal can only be used in NIT after published.

2.Article 3 Textbook Proposal Principles

- 3.1. Applicable textbooks required by teaching without any officially published edition.
- 4.2. The textbooks that need to be re-compiled due to the old and out-of-date contents of the officially published textbooks currently.
3. Textbooks able to reflect the major features of NIT as required by majors and course system reform.

Article 4 Textbook Compilation Principles

- 5.It shall meet the requirements of teaching program and syllabus, with certain ideology, scientificness, progressiveness and applicability.
2. It shall meet the integrity of textbooks (including conclusion, reflection questions, exercises, main references, and etc.)
3. The literal expression shall be accurate and concise, with language easy to be understood, and the punctuation shall be in line with norms.

4. Collect the latest data at home and abroad, study the textbook system and contents, be able to solve the insufficiency of current textbooks, and fully embody the characteristics of the textbooks compiled.

Article 5 Miscellaneous

1. Textbook construction adopts level-to-level administration system. “Ganyu Shuxi” textbook editorial committee is in charge of making the textbook construction plan, Academic Affairs Office organizes the proposal and review of the textbook, and the schools (faculties) cooperate for the specific work to implement textbook construction. It shall focus on optimizing configuration and gradually establish high-quality and three-dimensional textbook system required for cultivating application-oriented talents with high level, quality and skills.

2. Actively encourage and support teachers to be the editor-in-chief and co-editor of national and provincial projected textbooks.

3. If the teaching program is changed, and the corresponding courses of the textbooks proposed are canceled or not selected by the elective courses, leading to the textbooks proposed fail to be implemented in the utilization class, the textbook will not be compiled or printed to avoid textbook overstock.

Chapter 2 Funding for Publically Published Textbook

Article 6 Source and Utilization of Fund for Textbook Publishing

1. Source of Fund: mainly rely on the budget subsidy for school education undertakings, also accept the donation from social organizations, institutions and individuals. Any year-end surplus of the fund will be transferred to the next year for accumulative use:

2. Special fund will be used for subsidizing the expenses for publishing textbooks and expenses for expert argumentation required for publishing textbooks.

Article 7 Scope of Funding

It is used for subsidizing the textbooks required for specialized courses with high academic level chiefly edited by teachers of our school in principle, and the textbooks for specialized core courses (groups) will enjoy the priority.

Article 8 Application Conditions

1. Applicants must be the person in charge of application for textbook proposal.

2. Applicant's textbook has been listed into the compilation plan for self-compiled textbook and used for more than two years, with distinctive features, great reform in course arrangement and teaching contents and good using effective results.

Article 9 Procedures for Application and Verification

1. Applicant shall fill in NIT Textbook Acceptance Inspection Application Form, and submitted to the school (faculty) in charge together with the book.

2. Applicant's teaching research room shall put forward argumentation opinions and submit to the school (faculty) for verification.

3. After passed by the review and argumentation by the peer experts with professional titles of secondary senior and above organized by the school (faculty), it shall be submitted to editorial committee for acceptance inspection.

4. NIT will take the textbook that passes acceptance inspection as undergraduate teaching engineering project and subsidize 20 thousand yuan for each project.

Article 10 As for textbooks published under funding, the editor-in-chief of the textbook shall be responsible for the textbook contents, style, words, applicability and intellectual property, and is able to revise the textbook; the copyright of the textbook shall belong to NIT.

Chapter Three Selection of Textbook

Article 11 Principles for the Selection of Textbook

1. The textbook selected shall meet the requirements of syllabus, with strong ideology, scientificness, progressiveness and applicability as well as the teaching adaptability.
2. Adhere to the principle of choosing the best, preferentially choose excellent textbooks obtaining national or provincial (ministerial) level awards, newly published national and provincial and ministerial level mainly planned textbooks and nation-wide uniformly edited textbooks.
3. If excellent textbooks, mainly planned textbooks or uniformly edited textbooks are not selected, explanation shall be made by teaching research room in written form. Excellent textbooks (or uniformly edited textbooks) must be selected in case of insufficient reason for no selection.
4. In principle, one textbook will be selected for one course, and teaching counseling materials and reference books are not distributed to students as textbooks.

Article 12 Procedures for the Selection of Textbooks

1. As for textbooks for newly-set courses, teachers in charge shall compare and analyze the textbooks of different versions according to the contents and put forward the textbooks to be selected.
2. Teaching and research office shall select proper textbooks after careful discussion and research according to the textbook selection principles, which will be reviewed by director of the Teaching and Research Section of Academic Affairs Office.
3. The school shall submit the textbooks with disputes in the process of selection to professor committee for approval, and Academic Affairs Office shall organize the approval.

Chapter 4 Solicitation for Subscription of Textbooks

Article 13 Academic Affairs Office must provide textbooks list to the schools (faculties) upon the solicitation for subscription of textbooks in Spring and Autumn

every year, and timely provide the publication information of new textbooks, for the reference of teachers for textbook selection.

Article 14 Within the time for solicitation for subscription stipulated by Academic Affairs Office, the subscription of textbooks that will be used in the class shall be conducted in the system for textbooks used in the class, designated teachers shall conduct the solicitation for subscription and review submission; after two-level approval by director of teaching research office and leaders in charge of school (faculty), teaching secretary shall print the summary sheet for textbooks subscribed after the approval, and procedures for the order shall be uniformly handled by Academic Affairs Office after signed by leaders in charge of school (faculty) and affixed with department seal.

Article 15 If the course teacher is unable to be determined within the time limit for textbook order, director of teaching research office shall subscribe according to the situation of the same majors last year. No person is allowed to delay the time for textbook subscription for any reason.

Article 16 The subscription of textbooks for each course is only conducted for one-year students.

Chapter 5 Textbook Supply and Storage

Article 17 Textbooks subscribed by Academic Affairs Office shall be kept and distributed by Academic Affairs Office .

Article 18 Upon enrollment, freshmen shall prepay the book costs for the first academic year in NIT finance department as per the book amount stipulated in “Notes to Freshmen Enrollment”, and get the textbooks within stipulated time limit taking class as unit. Class monitor shall verify the names, editors-in-chief, publishing houses and unit prices of the textbooks in person while getting the textbooks, and check the quantity of textbooks, and no one assumes any liability after ex-warehouse. In case of missing page, white page, inverted printing and other binding problems in the textbooks, students may replace a new book with the original book free of charge in the stack within one week.

Article 19 Students shall prepay book costs as stipulated in the notice since the second academic year, and get textbooks subscribed in the stack taking class as unit when new semester starts. Please verify the names, editors-in-chief, publishing houses and unit prices of the textbooks in person while getting the textbooks, and check the quantity of textbooks, and no one assumes any liability after ex-warehouse. In case of missing page, white page, inverted printing and other binding problems in the textbooks, students may replace a new book with the original book free of charge in the stack within one week.

Article 20 Teachers getting textbooks shall fill in NIT Textbook Receiving Form, and get the book after being signed and sealed by leaders in charge of the course-subordinated school (faculty). The same teacher shall not get the textbook of the same edition for more than once within three years.

Article 21 Do a good job in filing and storage of excellent textbooks and self-edited textbooks.

Chapter 6 Textbook Settlement

Article 22 Students' textbooks shall be distributed by Academic Affairs Office taking class as unit. Total settlement will be conducted before students' graduation, returning the overcharge and demanding payment of the shortage, and the procedures shall be uniformly handled by class monitors. Students not paying off the book costs are unable to handle the procedures for graduation and school leaving upon graduation.

Chapter 7 Supplementary Provisions

Article 23 The Methods will take effect since the date of announcement, and the original Management Methods of Nanchang Institute of Technology for Textbooks (N.G.J.Z.[2008]No.29) will be abolished simultaneously.

Article 24 The right to interpret the Methods shall belong to Academic Affairs Office.

July 12, 2016

Appendix III

Regulations of Nanchang Institute of Technology on Classroom Management

2016-11-09 15:21

N.G.F.[2016]No.88

As the venue for teaching activities like taking lessons, self-study, questions answering and exam, classrooms are important teaching resources. In order to guarantee normal teaching order, create favorable teaching environment and ensure the safety of classroom, teachers and students, the Regulations are hereby made.

1. Classroom shall be used for daily teaching preferentially, together with other reasonable activities; without the consent of Dean's Office, any departments, units or individuals are prohibited to occupy classrooms; application in advance is required for using classrooms.
2. Classroom application shall be submitted at least one working day ahead of the using date, indicating applicant unit, usage, participants, using date and equipment requirements. The classroom is only allowed to be used with the approval by this department and Dean's Office; the classroom is only allowed to used for the approved usage, time and place, and it is prohibited to be lent or used for other purposes.
3. Classrooms are not used for discussion, party or recreational activities; classrooms will only be provided) for class meeting, organization activities, sub-branch activities and other class activities, but no multimedia equipment will be offered.
4. The sloppily dressed and miscellaneous freeloaders are prohibited to enter the classrooms; people entering the classrooms shall obey the management of classroom working staff, and keep the classroom quiet, clean and facilities in good conditions.
5. Please operate the multimedia equipment as per standard procedures, and contact classroom working staff to solve any problems incurred.
6. It is prohibited to use open fire in the classroom, it is prohibited to use electricity

on violation of regulation, and it is prohibited to bring inflammable and explosive materials or toxic and hazardous substances.

7. Please turn off lights, fans, air conditioners, doors, windows and other classroom facilities when leaving.

8. Please inform classroom working staff of any damage, deficiencies or other potential risks of classroom facilities, so that we will repair and eliminate the danger and add facilities in time.

9. Those who violate the regulations will be investigated responsibilities according to actual circumstances, and brought into Assessment Indicators System for School (Faculty) Teaching Management Status of Nanchang Institute of Technology for assessment.

10. The Regulations are subject to the explanation by Academic Affaris Office, and take effect since the date of releasing.

July 12, 2016

Appendix IV

Management Measures of Nanchang Institute of Technology for Course Examination

N.G.F.[2016]No.91

Chapter 1 General Provisions

Article 1 Course exam is an important part of teaching management, an important means to urge students to systematically review and master knowledge acquired and check the teaching effects, and also a major method to evaluate students' academic records. In order to further strengthen the standardizing construction of course exam management, the methods are hereby formulated combining with the actual situation of NIT.

Article 2 The nature of course exam consists of exam and check. Types of course exam include final-term exam, semester resit, arrears exam and back-to-school exam(s or the). Course exam work includes result assessment at ordinary times, paper setting, paper printing, exam organization, paper inspection and result evaluation, exam analysis and summary, result registration, paper sorting and filing. Each part of the exam work shall be subject to strict management and explicit duties.

Chapter 2 Exam Organization

Article 3 NIT establishes course exam leading group in the charge of the vice president for teaching, the leading group consists of Academic Affairs Office, Students' Affairs Office and Teaching Dean (Director) of School (Faculty), and is responsible for the policy making for school course exam and the decision on major events.

Article 4 The course exam is subject to the organization and management of a two-layer management system--both the NIT(Academic Affairs Office) and the individual school (faculty)); Academic Affairs Office is responsible for the organization and coordination of exam work, and course-subordinated school (faculty) is in charge of

the arrangement and implementation of course exam work. The exam for check courses is arranged by course-subordinated school (faculty), and generally it will be arranged in the last lesson of the instruction plan. The exams for general courses is(are) generally arranged in the exam week by Academic Affairs Office, and the exams for other courses will be arranged by each school (faculty) in the exam week. The school (faculty) may organize the course exam before exam week after filing in Academic Affairs Office according to actual situation of teaching arrangement.

Article 5 During the exam, the examinees must be seated as per student number (admission ticket number) with an interval of two columns. At least two invigilators must be arranged for the examination room with 60 or less than 60 examinees, three for that with 61~100 examinees and 4 for that with more than 100 examinees. The invigilators shall be arranged by course-subordinated school (faculty), and the list of invigilators shall be recorded in academic affairs system two weeks before the exam.

Chapter 3 Exam Proposition

Article 6 The exam proposition shall be organized by course-subordinated school (faculty), and implemented specifically by relevant teachers.

Article 7 The exam proposition and scoring adopt hundred-mark system, with a total score of 100 points and exam time of 100 minutes generally.

Article 8 Final-term exam proposition shall reflect the basic contents and requirements of the syllabus for the course, with coherent expression, accurate question meaning, proper question quantity and appropriate difficult and easy points. In terms of courses with mid-term exams, the teaching contents before the mid-term exams shall be covered no less than 30% in the final-term exam. In the paper, about 60% of the questions shall be the contents related to basic principles, basic knowledge and basic skills; about 30% of the questions shall be the contents related to flexible application of the course knowledge, with certain difficulty; and about 10% of the questions shall be more difficult, so as to investigate excellent students' academic degree. The rate of repeated questions in any two papers for the same course within continuous four years shall be no more than 20%.

Article 9 Question types shall be as diversified as possible. The regular written exam shall include objective part (choice question, True or False, Gap Filling, Concept Explanation, and etc.) and subjective part (short answer question, calculation question, essay question, comprehensive knowledge application question, analytical reasoning, and etc.). Each course shall choose proper question types as per distinctive features.

Article 10 Such two sets of papers as paper A and B with equivalent difficulty and corresponding scoring criteria and reference answers shall be offered for final-term exam papers. The rate of repeated questions shall be no more than 20%. Person in charge of teaching and research or courses and the director in charge of teaching shall be responsible for paper approval.

Article 11 Separation of teaching and examination shall be conducted generally for the exam courses with the same syllabuses and basically consistent teaching progress and textbook contents, and paper generating or sampling from the examination paper database shall be conducted gradually, and uniform proposition, examination, scoring criteria and paper inspection shall be implemented. The courses under separation of teaching and examination shall be reported to Academic Affairs Office in written form before the 10th week of the semester.

Article 12 Keep the examination papers confidential. Teachers preparing for the proposition and people accessible to the examination papers are not allowed to disclose the questions to students in any form. If question disclosure or disclosure in any disguised form or paper loss occurs, we will investigate the reason and deal with the matter as per relevant school stipulations.

Chapter 4 Paper Printing

Article 13 Papers are uniformly printed with standard sample format. The sample paper shall be printed by computer with clear questions and pictures. Paper A, B shall be separately sealed with signature on the sealing part, and delivered by special person to Teaching Operation Section of Academic Affairs Office five working days before the exam. Academic Affairs Office and course-subordinated school (faculty)

shall randomly select one set as the paper for final-term exam, and the other set shall be the paper for resit. Before paper printing, Paper Printing Application shall be filled in.

Article 14 Separation of teaching and examination is conducted for courses with paper database, according to course type, two sets of exam papers will be generated by relevant personnel organized by Academic Affairs Office or the school (faculty) from the paper database, and after the approval and modification by course-subordinated school (faculty), one of them will be the paper for exam and the other will be the paper for resit.

Article 15 Course papers shall be delivered for printing, bound and kept by teaching secretary or academic staff of course-subordinated school (faculty), and each school shall distribute the papers to the invigilators before the examination.

Chapter 5 Examination Qualification

Article 16 Teachers must strictly verify students' qualification for participating in course exam, and students with one of the following circumstances will be canceled the qualification for the course final-term exam:

1. Absence from the course is more than 1/3 of the class hours accumulatively;
2. During the course study, the frequency of not completing the assignments is more than 1/3 of the assignments for the course;
3. Study the elective courses without handling any procedures.

Chapter 6 Invigilation of Teachers

Article 17 Invigilation is teachers' duty. Invigilators shall clarify the requirements for invigilation before the exam, passionately serve examinees with strong sense of responsibility during the exam, carefully perform the duty of invigilation, create fair and impartial examination room atmosphere, and guarantee the successful exam work. Invigilators must timely gather the papers and submit exam information form

after the exam.

Article 18 The invigilation arrangement shall be uniformly organized by Academic Affairs Office and implemented by the school (faculty). Invigilation notice shall be given to invigilators, and all the arrangement for invigilation must be summarized and submitted to Teaching Operation Section of Academic Affairs Office one week before the exam.

Article 19 Invigilation work is mainly completed by the teachers of course-subordinated and student-subordinated school (faculty).

Article 20 Invigilators must attend invigilation training and take the position after qualified training. The training consists of such two levels as NIT and school (faculty). The training may adopt the method of combining training at ordinary times with training before exam, so as to strengthen the professional ethics education for invigilators and the training for specific rules and operation regulations for exam organization and management, to guarantee that invigilators are able to skillfully grasp exam rules, accurately use standardized procedures and orders for the exam and conscientiously perform the duty of invigilation.

Article 21 During the exam, NIT and school (faculty) inspection tour will be conducted for exam disciplines. The inspection group at NIT level will be comprised of Academic Affairs Office, Students' Work Office, Inspection Office and Teaching Supervision Group, in charge of the coordination, inspection and supervision of NIT-wide exam work as well as the investigation of violation report. The inspection group at school (faculty) level will be in charge of the course exam supervision and inspection tour, supervising whether the invigilators have fully performed the duties in the examination room, and timely changing invigilators failing to effectively perform relevant duties and offering corresponding disposal measures.

Article 22 The invigilation for general course exam will be jointly borne by the teachers of course-subordinated and student-subordinated school (faculty).

Chapter 7 Course Results

Article 23 Course results consist of the weighted results of results at ordinary times (including the results of questions asking, assignment, course notes, in-class experiment, course paper, reading paper, test, mid-term exam, and etc.) and results of final-term exam. Results at ordinary times shall be announced to the students before the final-term exam. The final-term exam results generally account for 70% of total course results. As for special requirements on result weight, teachers shall put forward application and implement after being approved by course-subordinated school (faculty).

Article 24 If the class hours of practical teaching stage which is not set up as an independent course separately reach 1/3 of total class hours, the result of that part must reach qualified requirements, otherwise, the course will be failed, and its proportion in course result shall be determined as per the proportion of class hours of practical teaching stage in total class hours for result evaluation, but the result of theoretical teaching stage shall be no less than 60% of the course result.

Article 25 Unified course examinations and course examinations separated from teaching shall be graded through a flow process the paper in collective flow type organized by school (faculty), and papers of other course examinations will be graded by the course lecturers.

Article 26 Examination markers shall give a mark in strict accordance with the scoring criteria, eradicating favouritism. The scoring methods for the same paper shall be consistent and the paper inspection shall adopt the method of giving score for right answers. The points for giving or deducting scores shall be explicit, and clear comments shall be annotated if necessary. Essay questions shall be indicated scoring points in the reference answer, calculation questions shall be listed scoring criteria step by step in the reference answer, and read over by reference to the scoring criteria.

Article 27 Teachers must complete academic record input within 3 working days after the course examination, and submit student's academic record registration form to course-subordinated school (faculty) in duplicate. If students have no qualification for the examination, postpone the examination, are absent from the examination, violate disciplines or cheat in the examination, the academic records shall be invalid or

scoreless, and reasons shall be indicated. The course result for students participating in semester resit or back-to-school examinations shall be scored as per the paper result.

Article 28 If students have any doubt about the scoring and ask for recheck, written application shall be offered within the first week of next semester and approved by the director in charge of teaching of student's school; then the director in charge of teaching or teaching secretary of the course-subordinated school (faculty) and more than two teachers shall jointly recheck the paper. If there is a problem indeed, teachers concerned shall handle approval procedures as per the process for modifying the academic record, and modify the record after approved by Academic Affairs Office.

Chapter 8 Paper Analysis and Storage

Article 29 After paper marking, teachers concerned shall analyze the paper results as required by NIT, and fill in the paper analysis form.

Article 30 As for courses under separation of teaching and examination, course-subordinated school (faculty) shall organize teachers to analyze and summarize exam results and form written reports, which shall be submitted to Teaching Operation Section of Academic Affairs Office for filing after verification by the school (faculty).

Article 31 The graded papers are generally bound as per student numbers from small to big taking students' administrative class as unit (graded teaching course takes teaching class as unit), and uniformly kept in course-subordinated school (faculty). The papers will be kept and registered as per the sequential order of academic year and course examination time. The attached documents include paper analysis form, blank paper, reference answers to the questions and scoring criteria, registration form of academic record at ordinary times, academic record registration form, and etc. Academic Affairs Office shall organize spot check regularly, and evaluate such jobs as examination design quality, paper marking regulations and papers storage and management.

Chapter 9 Examination Suspension, Absence, Resit, Arrears and Back-to-school Exam

Article 32 Examination Suspension

1. Examinees are not allowed to ask for leave during the period of examination. Each school (faculty) and relevant departments shall put a strict limit on those who ask for exam suspension for special circumstances indeed.
2. Suspension due to illness shall be evidenced by the certificate issued by school hospital, and the procedures for suspension shall be handled before the examination. If examinees are unable to continue to complete the exam during the exam due to the illness, they are allowed to see a doctor in hospital after obtaining the consent from invigilators and Academic Affairs Office, and procedures for suspension shall be handled on that day with hospital certificate.
3. Students approved for the suspension are permitted to attend the resit for the course.

Article 33 Examination Absence

Absence from the examination or failure to attend the course examination under the condition of not being approved for leave shall be deemed as exam absence. Students absent from the exam will be granted zero for the course result, “absence” will be indicated in the academic record, and no resit will be permitted.

Article 34 Resit

Students failing in the examination will be arranged to resit by Academic Affairs Office. However, examinees obtaining a result of less than 30 points or absent from examination or violating disciplines in the examination will not be granted qualification for resit.

Article 35 Arrears Examination

Students in graduating class may volunteer to register for attending the exams for the

courses which they have studied but failed to obtain credits. Academic Affairs Office will uniformly arrange one arrears examination as per examination conditions, which will be generally arranged in April or May of the last semester before graduation.

Article 36 Back-to-school Examination

Students may register for attending the back-to-school examinations for courses having been studied within two years after graduation or completion, which will be arranged in the first half of every year generally. As for practical courses, students may register for course selection and retake the course as per school daily teaching arrangement.

Article 10 Supplementary Provisions

Article 37 Course examination generally adopts the form of closed-book examination, and such forms are also available as open-book written exam, oral exam, regular assignments, investigation report, reading notes, experiment internship report, course thesis, course design, unit test, mid-term test, case analysis, literature review, experiment operation, technology and skill presentation, and so on. It is encouraged to reform course examination form as per course nature and course features, but application shall be put forward by course lecturers before the examination, and it is able to be implemented after being approved by course-subordinated school (faculty) and filed in Dean's Office.

Article 38 The Methods will take effect since the date of announcement, and the original Management Methods of Nanchang Institute of Technology for Course Exam (N.G.F.[2013]No.111) will be abolished simultaneously, and the right to interpret shall belong to Academic Affairs Office.

Appendix: Omitted

July 12, 2016

Appendix V

Management Measures of Nanchang Institute of Technology for English Proficiency Test (on Trial)

2016-11-09 15:24

N.G.J.Z.[2015] No.13

According to the spirit of Opinion of Nanchang Institute of Technology on Training Program for Undergraduate Majors (revised in May 2014) (N.G.F.[2014]No.58), in order to objectively evaluate non-English major undergraduate students' English proficiency and practical competence of NIT, after the review and approval by NIT, it is decided to establish English proficiency test in NIT. The Management Measures are hereby formulated to guarantee the orderly test.

I. Organization and Leadership

NIT English Proficiency Test Organizing Committee is established, president in charge of teaching acts as Director and persons in charge of relevant functional departments and teaching units act as committee members. The Organizing Committee sets up test office, subordinated to Dean's Office, specifically in charge of organizing the test. School of Foreign Languages shall be in charge of setting the examinations and paper inspection.

II. Exam Objects

The exam objects are the undergraduate students of non-English major in NIT. The first exam for the students is arranged in the 2nd semester of the 1st academic year. Students passing the exam are not permitted to register for a second exam. Those who fail the exam are permitted to register for the exam repeatedly of their own accord.

III. Functions of Exam Result

The result of NIT English Proficiency Test is mainly used to

1. evaluate whether the English proficiency of the undergraduate students of non-

English major reaches the conditions for the conferment of bachelor's degree;

2. offset the semester assessment results of College English Reading, Writing and Translating (I), (II) and Audio-visual-oral English (I), (II);

3. Other matters stipulated by NIT.

IV. Scope and Types of Examination Questions

1. Scope of Examination Questions: the test conforms to Course Teaching Requirements on College English (on Trial) of Ministry of Education. The contents include basic knowledge to be acquired for the study of College English as well as the skills in such five aspects as listening, speaking, reading, writing and translating, especially the comprehensive language application ability.

2. Types of Examination Questions: The full score of the paper is 710 points. Specific paper structure, test contents, question types and score proportion are shown as below:

Paper Structure	Test Contents		Question Types	Score Proportion	Time of Test
Writing	Writing		Essay Writing	15%	30 minutes
Listening Comprehension	Conversation Listening	Short Conversation	Multiple Choice	8%	30 minutes
		Long Conversation	Multiple Choice	7%	
	Passage Listening	Passage Comprehension	Multiple Choice	10%	
		Passage Dictation	Words and Phrases Dictation	10%	
Reading Comprehension	Words Comprehension		Gap Filling	5%	40 minutes
	Long Article Reading		Matching	10%	
	Reading in Depth		Multiple Choice	20%	
Translation	Chinese-English Translation		Paragraph Translation	15%	30 minutes
Total				100%	130 minutes

V. Test Procedures

1. Time of Registration: the 12th-(and)13th weeks of every semester in principle
2. Time of Test: the 15th week of every semester in principle
3. Form of Test: closed-book written exam; the test lasts for 130 minutes.
4. Result Assessment: Students of non-arts major shall obtain 60% of the total score to pass the test; students of arts major shall obtain 50% of the total score to pass the test.
5. Result Announcement: The results will be uniformly announced by test office.

VI. Miscellaneous

1. The calculation of exam workload and invigilation workload shall be implemented as per relevant provisions of NIT, and the invigilation workload shall be checked by Dean's Office and students' teaching unit.
2. Please refer to the appendix for Sample Paper of NIT English Proficiency Test.
3. The Methods shall take effect since the students of Grade 2014.
4. The Methods are subject to the explanation by Academic Affairs Office.

May 5, 2015

