Contents

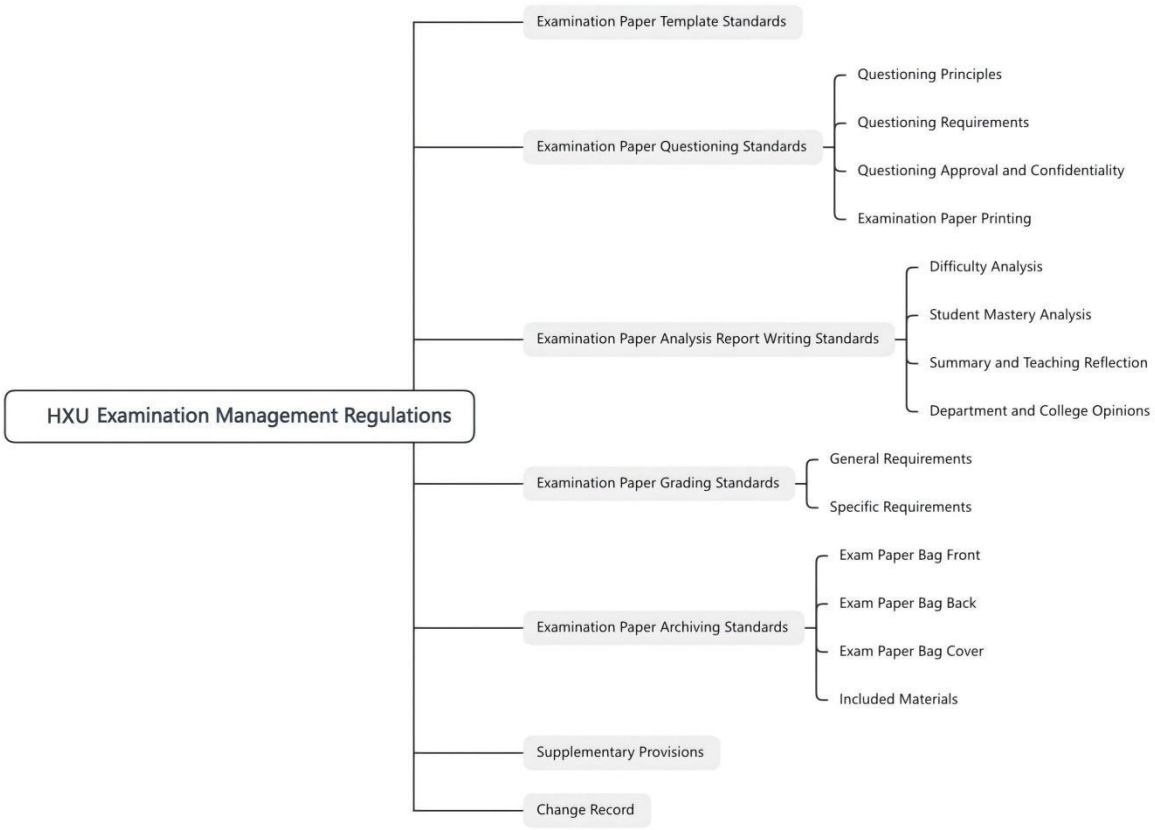
1. Hengxing University Examination Standardization Management Rules 1
2. Implementation Procedure for Examinations at Hengxing University 9
3. Hengxing University Exam Violation Handling Rules 17
4. Management Rules for Graduation Thesis (Design) of Hengxing University 22
5. Management Rules for Graduation Thesis Writing at Hengxing University 37
6. Regulations on the Identification and Handling of Fraudulent Academic Dissertation at Hengxing University 58

Hengxing University Examination Standardization Management Rules

Purpose and scope of application:

In order to implement the requirements of strengthening the connotation construction of teaching quality and standardize the examination process, Strengthen the full process management and quality monitoring of examination work, improve teaching quality, and formulate this quality standard in accordance with the requirements of the Ministry of Education's undergraduate teaching qualification assessment. This quality standard applies to all exam paper management work in our school.

Overview map



1 Test Paper Template Specification

1.1 The major questions are of different types, such as multiple-choice questions, fill in the blank questions, calculation questions, and essay questions, which are written in bold in Song typeface,

The serial numbers are uniformly one, two, three,,,,, and are bolded with a small four in

Song typeface;

1.2 All subheadings should be numbered with 1.2.3,,,,, and in Song typeface, with a line spacing of 1.2 (top);

1.3 There should be no spaces at the top of the test options, and the space below the test should be appropriate, not too large or too small;Footer: College English

Page 1 of Course Exam Paper A is written in Song typeface with five characters;

1.4 The answer sheet is divided into total boxes based on the number of question types (top:1, 2, 3, total score), and scoring boxes are made for each major question (top: score; bottom: examiner);

1.5 Label the answer sheet with question numbers, create answer boxes for multiple-choice questions, create answer bars for fill in the blank questions, and leave appropriate space for other question types after the question number;

1.6 The proposition teacher should not adjust the page margins. The test paper should be printed in 8K format. If you need to adjust the format, please report to the academic affairs office in advance and contact the printing company.

2 Test Paper Proposition Standards

Exam work is an important link in testing teaching effectiveness and talent cultivation quality, which largely reflects the teaching level and teaching management quality of a college.Whether the exam work can achieve the expected teaching effect depends on the proposition. The exam proposition is designed based on the requirements of the teaching syllabus and textbook content, including the content, question types, question quantity, ability level, difficulty level, etc. The quality of the proposition is related to whether it can objectively reflect the teaching effect and students' mastery of knowledge and skills. Therefore, standardizing proposition and organizing proposition work is an indispensable part of the teaching process.In order to comprehensively promote the standardized construction of exam proposition work, the following work requirements are proposed in response to the situation of exam proposition work in our school in recent years.

2.1 Propositional Principle

Principle of scientificity: The test questions have no scientific errors;Test questions can handle the interrelationships between knowledge and ability, theory and practice, and focus and coverage.Avoid asking strange or off topic questions.

Principle of effectiveness: The test questions should be representative, focusing on

assessing basic knowledge, fundamental theories, and students' ability to analyze and solve problems. Emphasis should be placed on inspiring students' innovative thinking and cultivating their innovative abilities.

Principle of reasonableness: The content and scope of the proposition should comply with the requirements of the teaching syllabus.The coverage, weight, and difficulty level of the test questions should be appropriate, and they should be able to distinguish students of different levels. Exam scores should follow a normal distribution;The failure rate and excellence rate of the exam should not exceed 30% in principle.

2.2 Proposition Requirements

Each set of test questions has a maximum score of 100 points, and there are various types of exam questions. It is strictly prohibited to produce a single type of test paper. Generally, fill in the blank questions, multiple-choice questions, true or false questions, short answer questions, comprehensive questions, etc. can be used. Each exam course must provide two sets of questions, A and B, with similar difficulty and weight, along with reference answers and grading criteria. The similarity rate between the questions in this exam and the previous exam, as well as the questions in sets A and B, for the same course should generally not exceed 20%.

Taking into account the overall difficulty and question volume of the test paper, achieve a moderate level of difficulty and appropriate number of questions, and have a comprehensive knowledge coverage.

The test questions must ensure scientificity, and there must be no errors, incorrect answers, missing questions, missing sentences, or mutual prompts between test questions.

The examination time control is determined based on the course content and examination method.The exam time is generally 100 minutes;The examination method is generally closed book; Open book exams must be specifically marked in front of the test questions, and the examination equipment and materials that candidates can bring when taking the exam must be explained.

The proposition teacher should submit two sets of test questions, A and B, in a unified and standardized format, along with their corresponding reference answers and grading standards, in the 17th week.

2.3 Proposition Approval and Confidentiality

The directors of each professional teaching and research department and the vice deans in charge

of teaching shall conduct a review according to the proposition requirements. After the review is approved, one set of test papers shall be determined for the exam, and the other set shall be used as a backup test paper for students to defer or retake.The test papers are managed by the teaching assistant, and handover procedures are handled when delivering the papers.

The director of the teaching and research department and the vice dean in charge of teaching have the right to raise questions about the reviewed papers, and the examiners should provide explanations for the questions; For test papers that do not meet the standard requirements, they should be returned to the testing teacher for retesting.

Personnel and teachers who come into contact with test papers shall not disclose the content of the test papers in any way. Those who cause leakage accidents during the process of proposition, examination, printing, receiving and storing test papers shall be dealt with severely and strictly.

2.4 Paper Printing

All test papers shall adopt the school's prescribed test paper style, using 8K format paper uniformly, with a top margin of 3CM, a bottom margin of 2.55CM, an inner margin of 4.5, and an outer right margin of 2.25CM. The test paper format shall be uniformly distributed, requiring printed copies and submission of electronic documents.The test paper should be filled with relevant information such as academic year and semester, course name, etc.The test paper must be printed clearly.

The test paper shall be sent by the teaching assistant of the college to the printing unit for printing one week in advance according to regulations, and the number of copies shall be indicated.

After the test paper draft is sent to the printing unit, the printing unit must strictly follow the principle of confidentiality during the printing of the test paper, and designate confidentiality personnel to supervise the printing, binding, sealing and other processes of the test paper.Students or miscellaneous personnel are not allowed to enter the site.

Special paper should be used for printing test papers, and the printing should be standardized, with neat, clear, and accurate text and illustrations.

After the completion of the test paper production, each college will pack and seal the test paper according to the examination room at the designated location, handle the handover procedures, and retrieve it from the study abroad institute for safekeeping. The test paper draft will be sealed and kept by the academic affairs office.

Each college and its teachers are not allowed to print test papers at non designated printing units under any name.

3. Writing Standards For Test Paper

Paper analysis is an important component of course assessment statistical analysis and

teaching effectiveness feedback. Its main purpose is to scientifically evaluate and summarize the quality of test papers, test whether the test papers can truly achieve the assessment objectives, whether the test paper propositions match the course requirements, and reflect the teaching effectiveness of the course, in order to discover problems, summarize experience, and propose improvement measures.

3.1 Difficulty Analysis

Difficulty analysis is the analysis of the difficulty level of test questions and papers, and is one of the important indicator parameters for measuring the quality of test questions and papers.The difficulty analysis of compulsory course papers is divided into two levels: the teaching class (all classes) taught by the teacher and the natural class (each class).The difficulty analysis method for natural classes is to calculate the difficulty index of each major question and the entire test paper for the class by the teaching teacher.

The difficulty index is the average difficulty coefficient of each major question and the entire test paper in each natural class.Elective courses analyze test questions and their difficulty levels on a per student basis.The difficulty index calculation is based on large questions, and its formula is: the difficulty index P of each large question = the average score of the students in that question/the full score of that question, and the difficulty index P of the entire test paper=the average score of the difficulty indices of each large question.The higher the difficulty index, the easier the test questions and papers are.The average difficulty index of the entire test paper should generally be around 0.75.

3.2 Analysis of Students' Mastery

Mainly analyze from the aspects of students' mastery of corresponding knowledge and skills, as well as typical errors.Analyze the reasons for losing points for questions with a high percentage of points; Analyze the reasons for the scores of questions with fewer points lost.

3.3 Summary and Teaching Reflection

Based on the analysis of the test paper, summarize the problems and areas for improvement in the teaching and student learning, exam proposition, and grading process of this course, and propose targeted rectification measures.

3.4 Opinions from the Teaching and Research Office and the College

Evaluate the quality of the test paper and the analysis of the test paper done by the teacher, and provide opinions or suggestions.

4. Test paper evaluation standards

In accordance with the spirit of the Ministry of Education's undergraduate teaching

qualification evaluation work, in order to implement the requirements of strengthening the connotation construction of teaching quality, strengthen the full process management and quality monitoring of test paper work, improve the overall quality of test papers, and further standardize the evaluation work of test papers, the following evaluation standards are formulated:

4.1 Overall requirements

The examination paper review is organized and arranged by the school, and according to the principle of allocation by the teaching and research department, all courses in this semester will be reviewed collectively.Teachers strictly follow the reference answers and grading standards to evaluate papers fairly and standardly, ensuring the quality of grading.

4.2 specific requirement

4.2.1 All scoring will be done using red ballpoint pens or red ballpoint pens, with Arabic numerals used for scoring.Correction of each test question:

Check the box (√) for completely correct answers, cross the box (×) for completely incorrect answers, mark the incorrect part with a "__" for partially incorrect answers (including missing points), and mark the large "0" for completely unanswered answers.

4.2.2 All question papers will be marked with extra marks. The marks for each question will be written by the markers in the score column at the beginning of the question, and their names will be carefully signed at the beginning of the question (the signature at the beginning of the question will be signed by the actual marker on the first paper). The score for the sub-questions in the main question is written in the sub-question score column. Answers on your own paper will not be graded. Marking should be accurate, neat and clear.

4.2.3 The score column at the beginning of the exam is filled out by the grading teacher, who must carefully review the scores of each question, sign under the total score after confirming accuracy. Once the score is evaluated, it cannot be changed arbitrarily. If it is necessary to make changes due to incorrect or missed evaluations, the original score should be circled and the correct score should be written. Review the signature of the person making the change after the modification.

4.2.4 The grading teacher should take good care of the test paper, strictly prevent damage to the surface of the paper, and ensure that it is intact and undamaged. In addition to the prescribed markings, the grading should be done

Teachers are not allowed to write any marks or text on the test paper (numbers cannot be connected).

4.2.5 If identical test papers are found, they should be carefully analyzed and judged. After the

judgment, the judge and the director of the teaching and research office should sign the test papers separately, and write written materials to report to the college and the academic affairs office for filing. They should also be dealt with as exam violations.

4.2.6 After the grading is completed, sort and organize the test papers in the order of the class student ID (with the smaller one at the top), and put them into the test paper bag.

4.2.7 During the grading process, teachers should promptly report any new issues that arise and have the school conduct unified research and resolution.

5. Test paper archiving standards

5.1 Front of test paper bag

5.1.1 The course name must be consistent with the talent cultivation plan, teaching outline, sample paper, and attachments, and cannot be abbreviated.

5.1.2 The class name must be consistent with the management system, sample paper, and all attachments of the test paper, and cannot be abbreviated;

5.1.3 Complete, standardized, and clear writing of academic year, semester, invigilators, required and actual number of applicants.

5.2 On the back of the test paper bag

Paste the table of contents for the exam paper, with the bag number 20210101 * * 1 (first four digits: academic year+five or six digits: semester+seven or eight digits: level (01 undergraduate, 02 junior college)+last four digits: number).

5.3 Test paper cover

5.3.1 The course name must be consistent with the talent cultivation plan, management system, sample paper, and paper attachments, and cannot be abbreviated;

5.3.2 The class name must be consistent with the management system, sample paper, and all attachments of the test paper, and cannot be abbreviated;

5.3.3 Complete and standardized writing of academic year, semester, invigilators, number of required and actual applicants, absenteeism, and disciplinary violations Clear.

5.4 Built in materials

5.4.1 Sample course papers (A and B), one A4 version each, signed by the proposer and reviewer;

5.4.2 Standard answers and scoring criteria (A and B papers), print one A4 version each, do not adjust the template;

5.4.3 Exam attendance sheet (exam room record), A4 version, strictly organized according to the system class list (truthfully fill in missed exams, violation information, 19-20 (2) clear records of the

number of people taking online and offline exams) ;

5.4.4 The usual grade registration form (attached: student attendance sheet, homework submission record, unit test submission record, all supporting materials are consistent with the usual grade logic), all printed in A4 format, must be true and logical;

5.4.5 Grade registration form, A4 version printing, do not adjust the format, font size, spacing, etc. of the template (the signature of the subject teacher must be consistent with the data platform, regular grade registration form, test paper analysis report, etc.);

5.4.6 Test paper analysis report, printed in A4 format, with real P-values, analysis should not be uniform (the signature of the subject teacher must be consistent with the data platform, regular grade registration form, grade registration form, etc.; the opinions of the teaching and research office and dean must be carefully filled in);

5.4.7 The answer sheet should be sorted and organized in the order of the class student ID (with the smaller one at the top) with neat and standardized binding.

5.5 Scope and method of saving test papers

5.5.1 Test papers for regular exam courses and make-up (deferred) exam papers;The examination course papers for written exams;Retake course papers.

The storage period is 5 years for both.

5.5.2 After the evaluation of the test paper is completed, the directors of each professional teaching and research office and the director of the public course teaching and research office shall promptly hand over the test paper to the college offers courses, and the teaching assistants organize them by academic year, semester, major, and class. Complete the previous semester's exam papers within 2 weeks before the next semester.

5.5.3 According to the designated storage location of the academic affairs office, the test papers will be stored in a centralized location.Standard storage for easy reference find and ensure safety.

6. Supplementary Provision

The Academic Affairs Office shall be responsible for the interpretation of these rules, which shall come into effect on the date of publication.

7 Change record

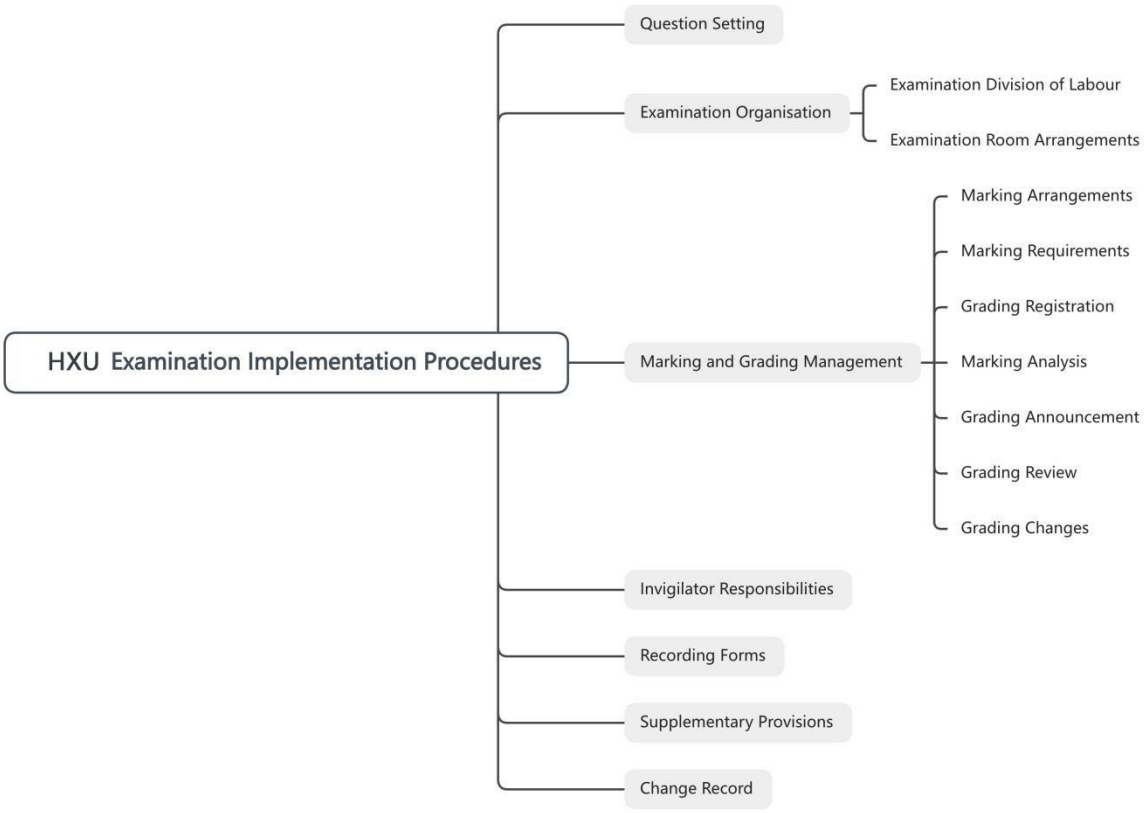
Serial Number	Issue Date	Changes in regulations			Proposer		The main drafter		Drafting team members	Approver	
		category	edition	Repair times	full name	position	full name	position		full name	position
1	2017.03.11	develop	A	0	Xu Aimin	Director of Academic Affairs	Yang Jingsong	Chief of Examination Affairs		Chen Changjin	chairman

Implementation Procedure for Examinations at Hengxing University

The purpose and scope of application are to further scientific and standardized examination work, strengthen examination atmosphere, and promote the construction of academic atmosphere.

To comprehensively improve the quality of teaching, this procedure is formulated in accordance with the "Key Points for Teaching Management in Higher Education Institutions" issued by the Ministry of Education.This program is applicable to all exam management work in our school.

Overview map



1. Proposition work

1.1 The proposition is based on the teaching and research department, and only one test is given for the same grade, major, and course.

1.2 The proposition questions should include important knowledge points within the scope of this exam and meet the requirements of the teaching syllabus.

1.3 You can choose various types of questions that are suitable for the characteristics of

your major. Each major shall submit no less than 4 types of test questions. The titles of language majors should all be in Chinese, such as “Choose the best word for each of the blanks” written as multiple-choice questions.

1.4 The number of test questions should be set according to the ratio of course theory to practice, and duplicate questions are strictly prohibited with a repetition rate of less than 20%.

1.5 The submission of test questions is reviewed and signed by the dean of the teaching department to ensure the accuracy and quality of the questions. The dean of the teaching department is responsible for the quantity, difficulty, and summary of knowledge points in the test questions.

1.6 Three weeks before the final exam, the two sets of test papers A and B, as well as the "Standard Answers and Scoring Standards", should be submitted to the teaching and research office. After review by the college, they should be submitted to the Examination Center of the Academic Affairs Office.

1.7 The exam can be conducted in the form of closed book written test, open book written test, oral or written test, defense, on-site operational performance, etc.Teachers can choose appropriate assessment methods based on the characteristics of the course and the requirements for comprehensive assessment of students' knowledge and abilities. Use exam formats other than closed book written exams must be approved and filed by the college and academic affairs office before implementation.

1.8 Teachers who participate in proposition work and those who come into contact with test papers must strictly keep the content of the test questions confidential and shall not disclose the content of the test questions to others for any reason or in any way. It is not allowed to provide targeted tutoring or define the scope of test questions for students. If there is a leakage or disguised leakage of questions, responsibility shall be pursued and disciplinary action shall be taken in accordance with the "Regulations on the Identification and Handling of Teaching Accidents".

1.9 The test paper printing personnel must ensure the printing time and quality of the test paper, and require uniform format, clear and accurate content, without errors or omissions.

1.10 The entire process of printing test papers should be the responsibility of a dedicated person, and unrelated personnel are not allowed to come into contact with this work.Test paper printing personnel must strictly keep the confidentiality of the test paper, and the

content of the test paper must not be disclosed to others for any reason or in any way. The test paper must not be lost or abandoned at will. Printed papers must be destroyed by designated personnel, and sample papers must be kept in the Academic Affairs Office for archiving. For personnel who violate discipline, they will be dealt with in accordance with the "Regulations on the Identification and Handling of Teaching Accidents".

2. Examination Organization

2.1 The division of labor in the examination Exam should establish an examination leadership group, whose main responsibilities are as follows:

2.1.1 The principal examiner Implements the principles and policies of the examination; Guide, supervise, and oversight various aspects of the exam; Exam related Coordinate the work of various departments.Deal with any violations during the exam.

2.1.2 The examination team is responsible for arranging examination rooms, selecting invigilators, and training invigilators;Responsible for generating, copying, and packaging test papers; Responsible for the confidentiality and security of exam papers;Responsible for the development of the examination manual;Responsible for organizing student pre exam mobilization meetings;Responsible for managing the entire examination process.

2.1.3 The inspection team is fully responsible for the supervision and inspection work during the examination period;Responsible for supervising teachers who violate regulations and students who violate discipline. Responsible for the inspection of students and timely reporting and handling of emergencies during the exam period, as well as the handling and registration of cheating and disciplinary students.

2.1.4 The examination service team is responsible for the allocation of examination vehicles during the examination period;Reception of external inspectors and examination personnel.

2.1.5 The publicity team is responsible for writing and posting "Responsibilities of invigilators" and "Exam discipline";Responsible for punishing students who violate disciplines and violating teachers will be reported.

2.1.6 The security team is responsible for the security work of the examination center;Responsible for handling personnel who disrupt the order of the examination room;Assist the inspection team in carrying out the inspection work.

2.1.7 Logistics team The closure of each teaching building and preparation work for the exam during the logistics team exam period;responsible for the adjustment of the bell during

the examination period; responsible for the medical supervision during the examination period.

2.2 The arrangement of examination rooms should be based on the principle of maximizing resource utilization. Except in special circumstances, the number of candidates arranged in each classroom should not exceed one-third of its capacity.Each college is responsible for arranging invigilators.Each examination room has one chief invigilator, one deputy invigilator, and 50 people. For every 15 people added to the above examination rooms, one deputy invigilator will be appointed.The exam schedule should be submitted to the Academic Affairs Office two weeks before the exam.

3. Exam paper grading and score management

3.1 Marking Arrangements: The marking of examination papers is centralised and organised by the Dean of Teaching and Learning. The dean of teaching is responsible for the organisation of marking. Marking will be carried out in the place designated by the university, and teachers are not allowed to bring the examination papers to their homes or dormitories for marking. After the end of the examination, each college will make its own daily marking plan, which should contain the following contents: subjects, markers, number of copies, expected completion time, etc. and will be examined and signed by the dean of teaching and handed over to the Office of Academic Affairs.

3.2 Marking requirements All marking is done in red pen. The marking will be done on a marking scheme, giving a score for each sub-question and a score for each major question, and registering the score for each major question in the marking column on the first page of the answer sheet of the question paper. In the case of running scripts, the name of the marking teacher and the marking teacher for each question shall be entered on the first page of the script below the marking column. During the marking process, marks should be based on the reference answers and no marks should be given away. The marking of scripts should be uniform and standardised, and the marking of scripts should always be done with a red pen to give positive marks, and the handwriting should be neat and tidy.

Each question should be scored according to the scoring breakdown, fill in the blanks and multiple choice questions should be marked with a '√' and a wrong '×', the scoring writing position should be in line with the requirements to avoid confusion, the marks on the test paper, if there is a change in the marking, the marking teacher must sign the change and indicate the date of the change. The marking teacher must sign the changes and indicate the

date of the change. Each teacher should mark the examination papers in strict accordance with the standard answers and marking criteria in a meticulous and conscientious manner to avoid any alterations.

3.3 Registration of grades After the marking of the examination scripts, the teachers will fill in the ‘Registration Form of Ordinary Grades’ and ‘Registration Form of Grades’ for the statistics of grades, and enter the grades on the student management system. At the end of the grade entry, one copy of the Grade Registration Form shall be submitted to the Examination Centre of the Academic Affairs Office, and one copy shall be archived in the College. The phenomenon of omitting to approve examination papers and report grades is firmly eliminated.

3.4 Test Paper Analysis After submitting the exam results, the teacher should analyze them and fill out the 'Exam Analysis Report'. Report and summarize teaching experience. Based on the actual test questions, specifically analyse whether the test questions comply with the requirements of the proposition, how much coverage, which are the basic content questions, which are comprehensive questions, which are application-oriented questions, the proportion of more difficult questions, etc... Based on the actual distribution of students' answers and results, we should specifically analyse to what extent students have mastered the basic concepts, the basic theories and the basic contents and their applications, and reflect what problems exist in teaching and learning. On the basis of careful analyses, practical measures to improve teaching should be proposed.

3.5 Announcement of results Once the results have been reviewed. Students log in to the Student Management System to check. It is strictly forbidden for anyone to ask the marking teachers to change the results by improper means, and once found and verified, it will be carried out according to the ‘Rules for Determining and Handling Teaching Accidents’.

3.6 Reconsideration of Grades Students who disagree with their grades may consult the course registration form at the class teacher's office. If they still disagree, they may apply in writing within one month of the commencement of the academic year, and with the consent of the dean of the teaching staff, they will ask the teachers concerned to check the examination scripts, which will only be checked for the cumulative scores of the individual topics, and the students will not be able to check the examination scripts directly. If the students' grades are indeed incorrect, the responsible persons will be dealt with according to the “Rules for Determining and Handling Teaching Accidents”.

3.7 Variation of Grades If an examination grade needs to be changed, a Grade Correction Form must be completed and the procedures specified in the form must be followed. Students who make unreasonable enquiries about their examination results will be dealt with seriously if they are found to have done so.

4. Responsibilities of invigilators

4.1 Examination room clean-up Before students enter the examination room, they clean desk tops, table holes and floors to ensure that there are no books, notes, cheat sheets, etc. near candidates' seats that are relevant to that particular examination. Materials that could easily lead to fraudulent behaviour; Before issuing the examination papers, candidates are asked to place anything other than paper and pens (e.g. school bags, books, notes, calculators with storage functions, mobile phones, etc.) in the designated places.

4.2 Arrange seats for candidates to ensure that they are seated alone, at a single table, or in a single row, and maintain a certain distance between each other to participate examination.

4.3 Read the exam rules and precautions to candidates 10 minutes before the start of the exam.

4.4 Checking Students ID Candidates must present their student ID (campus card) to enter the examination room, and the student ID (campus card) should be placed on the desktop during the examination. The invigilator should check the student ID (campus card) one by one to prevent the occurrence of substitution.

4.5 Examination Paper Management Collect examination papers from the Examination Office 15-20 minutes before the examination starts, sign the 'Examination Paper Handover Sheet' and hand it out to candidates 5 minutes in advance, reminding them to fill in their names and school numbers; do not explain any question to candidates except for those whose handwriting is not legible; check that candidates have filled in their names and school numbers when collecting and handing in the examination papers, and check that the number of copies handed in is the same as that of the number of students who have referred to the examination, and then deliver them to the Examination Office at the end of each session.

4.6 Strict examination discipline: In addition to members of the examination leadership group, invigilators have the right to refuse anyone from entering the examination without authorization field. Supervisors are responsible for enforcing exam discipline, strictly preventing and promptly stopping candidates from cheating. Once fraudulent behavior occurs,

it must be dealt with strictly in accordance with regulations.

4.7 Carefully fill in the "Exam Attendance Sheet (Exam Room Record)" The Examination Attendance Sheet (Exam Room Record) should be filled in with the name and school number of the absent candidate; the disciplinary circumstances of the disciplinary candidate should be filled in in detail and evidence of the offence should be attached. At the end of the examination, the 'Examination Attendance Sheet (Examination Room Record)' is sent to the Examination Office together with the answer sheet. After both parties have counted the examination scripts, the invigilator and the examiner should make a record on the invigilator's record.

Both the invigilator and the examiner should sign on the record of invigilation.

4.8 Self discipline of invigilators: The invigilators will stand up to supervise the examination, and will not be allowed to do anything unrelated to the examination during the examination period, smoke in the examination room, leave the examination room without permission, meet guests or chat, or read books and newspapers. Supervisors should be serious and concentrated, and pay close attention to the dynamics of the examination room. Supervisors who turn a blind eye to, or take sides with, a candidate's fraudulent behaviour will be held accountable.

5 Records

5.1 Hengxing University Exam Attendance Sheet (Exam Room Record) HXJXJL157S

5.2 Registration Form for Regular Grades of Hengxing University HXJXJL158S

5.3 Hengxing University Score Registration Form HXJXJL159S

5.4 Test Paper Handover Form of Hengxing University HXJXJL160S

5.5 Hengxing University Score Correction Form HXJXJL161S

6 Supplementary Provisions

6.1 This program is interpreted by the Academic Affairs Office;

6.2 This program shall be implemented from the date of publication;

6.3 The original "HXJXXZ11S Exam Implementation Rules" A/0 version shall be abolished from the date of publication of this program.

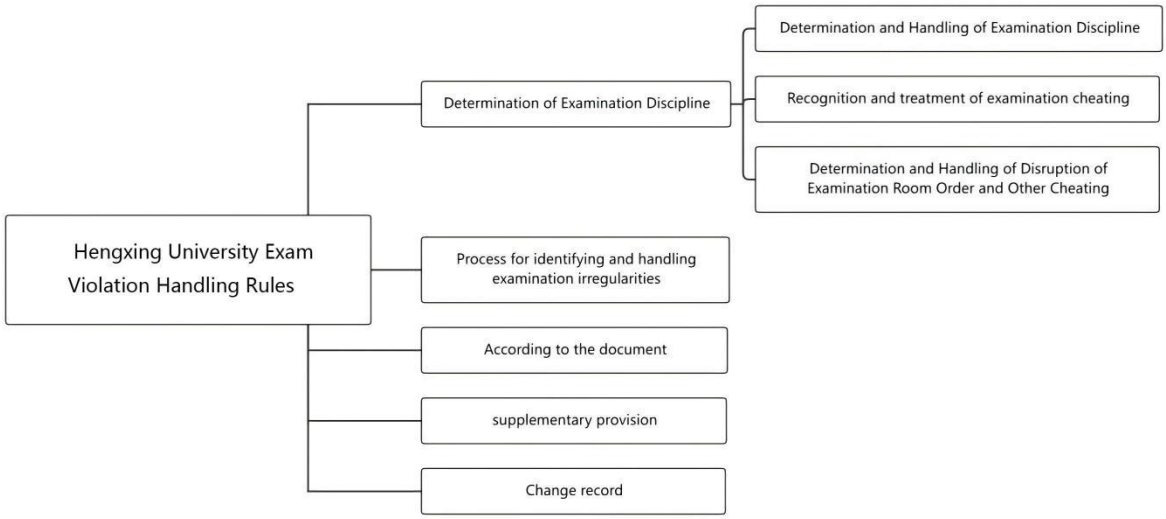
7 Change record

Serial Number	Issue Date	Changes in regulations			Proposer		The main drafter		Drafting team members	Approver	
		category	edition	Repair times	full name	position	full name	position		full name	position
1	2016.01.11	develop	A	0	Xu Aimin	Director of Academic Affairs	Yang Jingsong	Chief of Examination Affairs		Chen Changjin	chairman
2	2021.06.11	revisions	A	1	Yuan Qingxin	Director of Academic Affairs	Yang Jingsong	deputy director		Chen Changjin	chairman

Hengxing University Exam Violation Handling Rules

The purpose and scope of application are to standardize the identification and handling of exam violations, maintain fairness and impartiality in our school's exams, and safeguard the legitimate rights and interests of students and exam staff participating in exams. In accordance with the Education Law of the People's Republic of China and relevant regulations of the Ministry of Education, combined with the actual situation of our university, have formulated these detailed rules.The recognition and handling of violations of examination management regulations and examination room discipline by our school's students who participate in various levels and types of examinations, which affect the fairness and impartiality of the examinations, shall be subject to these detailed rules.The recognition and handling of disciplinary violations in exams should be open, fair, legal, and appropriate.The Academic Affairs Office is responsible for the management and supervision of the organization of exams at all levels and types throughout the school.Responsible for the specific implementation of relevant exams, and in accordance with these rules, responsible for identifying and handling exam violations.

Overview map



1. Determination of Examination Discipline

1.1 Recognition and Handling of Examination Disciplinary Offences

Candidates who do not observe the discipline of the examination room, do not obey the arrangements and requirements of the examination staff, and engage in one of the following behaviours shall be regarded as having violated the discipline of the examination, and shall be given criticism and education, and in serious cases shall be given a warning, and at the same time be given a zero mark for the subject.

(1) Bringing items outside of the regulations into the examination room or not placing them in the designated location;

(2) Not taking the exam in the designated seat;

(3) Answering questions before the start signal of the exam is issued or continuing to answer questions after the end signal of the exam is issued;

(4) Sneaking, whispering, exchanging codes or gestures during the exam process;

(5) Making noise, smoking, or engaging in other behaviors that affect the order of the exam in and around the examination room;

(6) Leaving the examination room without the consent of the examination staff during the examination process;

(7) Bringing exam papers, answer sheets (such as answer sheets), draft papers, and other exam papers out of the examination room;

(8) Using pens or papers other than those specified to answer questions or marking information in other ways;

(9) Other behaviors that violate the rules of the examination room but do not constitute cheating.

1.2 Identification and Handling of Cheating in Exams

If a candidate violates the principles of fairness and impartiality in the examination and engages in any of the following behaviors, it shall be deemed as cheating in the examination, and corresponding punishment shall be given depending on the severity of the circumstances. At the same time, the student will be given a zero score for all exam results.

(1) Those who bring materials related to the exam content or electronic devices that store materials related to the exam content to participate in the exam shall be given a warning or a serious warning depending on the severity of the situation;

(2) Those who plagiarize or assist others in plagiarizing test answers or materials related

to exam content shall be given a serious warning or a demerit;

(3) Those who seize, steal others' test papers or answer sheets, or coerce others to provide convenience for plagiarism, shall be given a demerit or probation depending on the severity of the circumstances;

(4) Those who carry devices with the function of sending or receiving information shall be given a warning or a serious warning depending on the severity of the situation;

(5) If someone else impersonates to take the exam, depending on the severity of the situation, they will be placed on probation or expelled from school;

(6) Those who intentionally destroy test papers, answer sheets, or exam materials shall be subject to disciplinary measures ranging from probation to expulsion depending on the severity of the circumstances;

(7) Those who fill in information such as name and exam number that does not match their identity on the answer sheet will be given a warning;

(8) Those who transmit or receive items or exchange test papers, answer sheets, or draft papers shall be given a warning or a serious warning depending on the severity of the situation;

(9) Any other behavior of obtaining or attempting to obtain test answers or exam scores through improper means shall be given a warning or serious warning depending on the severity of the circumstances;

(10) Those who obtain exam qualifications, bonus points, and exam scores by forging documents, certificates, files, and other materials shall be given serious warnings and demerits. Those with serious circumstances shall be given probation or expelled from school;

(11) Those who are identified as having similar answers during the grading process will be given a serious warning or demerit, and those with serious circumstances will be given probation or expelled from school;

(12) If the discipline in the examination room is chaotic, the examination order is out of control, and there is widespread cheating in the examination, a serious warning or demerit will be given. If the circumstances are serious, the student will be placed on probation or expelled from school;

(13) Exam staff who assist in cheating behavior, if verified afterwards, will be given a serious warning or demerit, and those with serious circumstances will be given probation or expelled from school.

1.3 Identification and Handling of Disrupting Examination Room Order and Other Cheating Practices

Examinees and other personnel shall consciously maintain the order of the examination, obey the management of the examination staff, and engage in the following behaviors that disrupt the order of the examination room and examination workplace. Such behaviors shall be deemed as serious cheating during the examination, and depending on the circumstances, they shall be subject to probation or expulsion from school.At the same time, the student will be given a zero score for all exam results.

(1)Intentionally disrupting the order of examination venues, grading places, and other examination workplaces;

(2)Refusing or obstructing exam staff from fulfilling their management responsibilities;

(3)Threatening, insulting, defaming, falsely accusing or otherwise infringing upon the legitimate rights and interests of examination staff and other candidates act;

(4) Intentionally damaging examination facilities and equipment;

(5) Other behaviors that disrupt the order of exam management.

2. Examination violation identification and handling process

(1) If examination staff discover that candidates have committed exam violations, cheating, or serious cheating behaviors during or after the examination process, they should promptly correct them and truthfully record them;Materials, tools, etc. used by candidates for exam violations, cheating, or serious cheating should be temporarily withheld.

(2) The examination staff shall investigate the evidence of disciplinary violations, cheating, and serious cheating during the examination and notify the examination team in a timely manner. The examination team shall arrange at least two staff members to conduct a fact finding investigation, collect and preserve corresponding evidence materials, and determine the violations of the candidates involved based on the investigation offacts and evidence.The examination team will also arrange for examination staff to record and archive the video footage of the examination room.

(3) The examination staff will record the candidates' exam violations on the examination room situation record form, inform the candidates who violated the rules of the violation record, and require them to sign and confirm. A receipt should be filled out for the temporarily seized items of the candidates.The examination room situation record form serves as the basis for determining the fact that the candidate has violated the rules, and is

signed and confirmed by the supervising examiner and the examination room inspector.

(4) The examination affairs team shall summarize the violations and cooperate with the student affairs office to handle the violations of candidates according to these rules. After the summary is signed and confirmed by the chief examiner, the handling results shall be completed within two hours after the violation is confirmed, and the whole school shall be notified on the same day.

(5) For those who are expelled, the examination team shall summarize the violations, and the summary shall be reported to the school affairs committee by the chief examiner. After confirmation by the school affairs committee, the handling shall be completed within two hours after confirmation, and the whole school shall be notified on the same day.

(6) If students have objections to the determination and handling of their exam violations, they can file an appeal with the school within 7 working days. The school's exam work leadership group will organize a review and handle the matter according to the re determined facts.

3. According to the document

(1) The Ministry of Education's Measures for Handling Violations of the National Education Examination; and

(2) Ministry of Education's Regulations on the Management of Students in General Colleges and Universities.

4. Supplementary Provisions

4.1 The interpretation of these rules is the responsibility of the Academic Affairs Office;

4.2 These detailed rules shall come into effect from the date of publication;

4.3 The original "HXJXXZ36S Exam Violation Handling Rules" A/0 version shall be abolished from the date of publication of these rules.

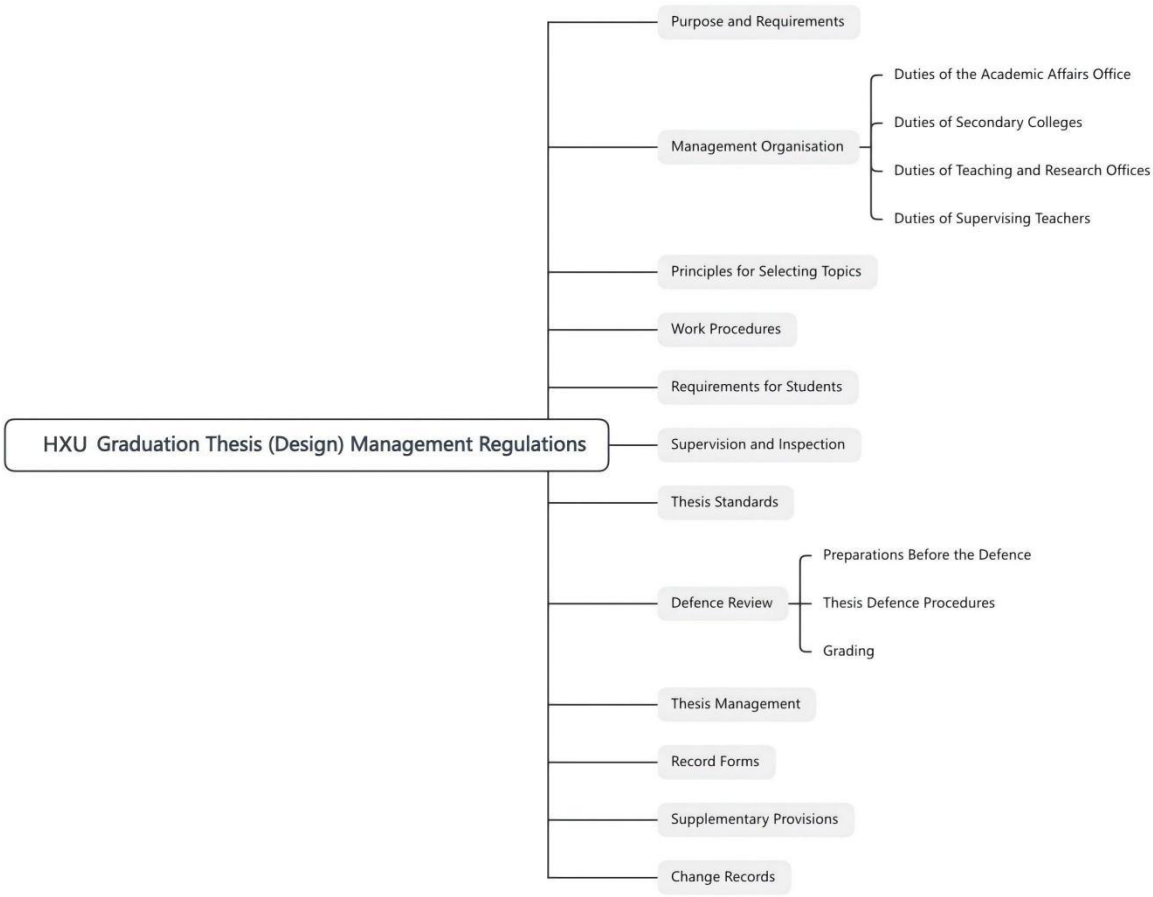
5. Change record

Serial Number	Issue Date	Changes in regulations			Proposer		The main drafter		Drafting team members	Approver	
		category	edition	Repair times	full name	position	full name	position		full name	position
1	2016.01.11	develop	A	0	Xu Aimin	Director of Academic Affairs	Yang Jingsong	Chief of Examination Affairs		Chen Changjin	chairman
2	2021.06.11	revisions	A	1	Yuan Qingxin	Director of Academic Affairs	Yang Jingsong	deputy director		Chen Changjin	chairman

Management Rules for Graduation Thesis (Design) of Hengxing University

Purpose basis and scope of application: Graduation design (thesis) is a comprehensive and integrated professional practice teaching link for undergraduates before graduation, and it is an important way to implement the combination of production, learning and research. Doing a good job in graduation design (thesis) is of great significance for improving the quality of graduates. In order to comprehensively cultivate students 'comprehensive quality, train students' professional skills, improve students' employability, guide and standardise the graduation practice work of the university, and ensure the quality of graduation design (thesis), these rules are formulated. These rules are applicable to all undergraduates.

Overview Map



1.Purpose requirements

Graduation design (thesis) is an important practical teaching link in the training of talents in institutions of higher education, and is an important stage to achieve the goal of undergraduate training. The purpose is to cultivate students to comprehensively apply the basic theories, professional knowledge and basic skills, the ability to analyse and solve practical problems, and to lay a good foundation for students to be competent for their jobs as soon as possible after graduation. Through this more systematic training, we strive to achieve the following teaching objective.

(1) Cultivate students' serious, responsible, and meticulous work attitude;Humble, cautious, united and cooperative work style; The professional spirit of seeking truth, being pragmatic, and persevering.

(2) To cultivate the qualities that scientific and technological personnel who are brave in exploration, questioning, innovation, good at thinking, and rigorous reasoning should possess in students.

(3) To cultivate students' ability to acquire knowledge from literature, scientific experiments, production practices, and survey research, and to enhance their ability to find new ways to solve problems from the experiences of others and other disciplines.

(4) Cultivate students' ability to analyze comprehensively and make correct judgments;The ability to flexibly apply knowledge and technology;Ability to provide written reports, oral communication, etc.

(5) Testing students' knowledge, abilities, and qualities;Emphasis is placed on assessing students' depth and breadth of knowledge mastery, degree of theoretical integration with practice, level of computer technology application, problem-solving and adaptability.

(6) To cultivate students' ability to independently analyze and solve problems by comprehensively applying the knowledge they have learned, laying a solid foundation for future scientific or academic research.

2. Managing Organizations

The graduation project (thesis) work is carried out under the leadership of the vice president in charge of teaching, and is implemented by the academic affairs office, secondary colleges, teaching and research departments, and guiding teachers in a graded manner.

2.1 Responsibilities of the Academic Affairs Office

(1) Based on the guiding documents of the higher education supervisory

department for graduation design (thesis), combined with the actual situation of our school, we have formulated relevant policies, systems, norms and regulations for graduation design (thesis) work, put forward overall requirements and provided macro guidance.

(2) Coordinate and resolve issues related to graduation project (thesis).Responsible for designing specialized templates for students' graduation projects (theses) and providing unified forms, books, and other materials for graduation project (thesis) work.

(3) Check the arrangement and implementation of graduation design (thesis), responsible for quality supervision and inspection of teaching processes such as proposal opening, mid-term inspection, final acceptance, and defense of graduation design (thesis).

(4) Organize secondary colleges to summarize graduation projects (papers) and archive materials.

2.2 Responsibilities of secondary colleges

(1) Implement the relevant regulations of the school on the management of graduation projects (theses), and guide each major of this secondary college to formulate specific requirements and work plans for graduation projects (thesis).

(2) Mobilize for graduation project (thesis).

(3) Regularly check the progress and quality of graduation project (thesis) work.

(4) Review and approve the list of graduation defense teachers (experts) submitted by each teaching and research department.

(5) Develop scoring rules for the defense based on the grading criteria for the school's graduation project (thesis); Arrange and supervise relevant teaching and research departments to do a good job in graduation defense work.

(6) Review and approve students' graduation design (thesis) and graduation defense scores, and be responsible for publishing them to students.

(7) Receive and safeguard the graduation design (thesis) materials submitted by the teaching and research department; Recommend excellent graduation projects (papers) for students and excellent supervisors.

(8) Summarize the defense work of the graduation project (thesis) and write a written summary report.

2.3 Responsibilities of the Teaching and Research Office

(1) Develop a work plan for the graduation project (thesis) of this major.

(2)Approve the graduation project (thesis) topic and the list of supervising teachers.

(3)According to the principle of topic selection, review the graduation

project (thesis) topic, organize topic selection and collective review.

(4)Check and guide the completion of the graduation project (thesis) task book.

(5)Regularly inspect and guide the work of teachers through teaching and research meetings, and grasp the progress and quality of graduation projects (papers).(There should be meeting minutes and records of the evaluation of the graduation project (thesis) work, etc.).

(6) Organize graduation project (thesis) defense and grade evaluation work.

(7) Do a good job in recommending excellent graduation projects (papers) and excellent supervisors.

(8) Provide guidance on graduation project (thesis) and summarize the defense work.

(9) Summarize graduation project (thesis) and do a good job in archiving materials.

For secondary colleges that do not have a teaching and research office, the responsibilities of the teaching and research office shall be undertaken by the secondary college or the corresponding grassroots teaching organization (the same below).

2.4 Responsibilities of Guidance Teachers

The teaching of graduation design (thesis) shall implement a system of guidance teacher responsibility, and the guidance teacher shall be fully responsible for the teaching activities throughout the entire graduation design (thesis) stage.The guidance teacher for graduation design (thesis) should be a teacher with a lecturer or higher professional title. When a teaching assistant serves as the guidance teacher, there should be a teacher with an associate professor or higher professional title to provide joint guidance.When it is necessary to carry out graduation design (thesis) work in a factory or other external units, technical personnel with intermediate or higher technical titles from the unit can be hired to assist our school's guidance teachers in providing guidance.Each supervising teacher shall guide no more than 8 students.

(1) After the graduation project (thesis) topic is determined, the supervising teacher should make timely preparations, develop guidance plans and work procedures, have a clear understanding of the topic they are guiding, have preliminary ideas for the key parts of the topic, and conduct necessary analysis.

(2) According to the topic selection, issue the graduation project (thesis) task book.

(3) Guide students to determine specific plans, grasp work directions, and regularly

check students' work progress and quality, making necessary adjustments based on the inspection results.

(4) Regularly provide guidance to students (no less than once a week) and keep a record of the guidance, promptly answering and addressing any questions raised by students.When guiding, attention should be paid to cultivating and unleashing students' independent work ability and innovative spirit, without outsourcing or substituting, and meeting strict requirements.

(5) Guide students to correctly write their graduation design (thesis) in accordance with the "Guidelines for Writing Undergraduate Thesis at Hengxing University", ensuring that the graduation design (thesis) has a certain depth, breadth, and practical value.Review students' graduation thesis or design report, drawings, etc., and write comments.

(6) Review all graduation project (thesis) materials of students, provide revision suggestions, and guide students in preparing for the defense.

(7) Review the quality of students' graduation design (thesis), prevent,

stop, and handle cheating behavior.

3. Principles of topic selection

The thesis topic selection of all majors should be closely related to production and social reality, and the graduation design (thesis) should be completed in social practices such as experiments, internships, engineering practices and social surveys (including graduation debriefing performances of different disciplines, display of works, clinical internships in medicine, and social survey reports, etc.). The source of the selected topics can be the topics proposed according to the actual needs of the production units, enterprises and scientific research departments, or the topics proposed by the teachers of our university in scientific research or laboratory construction, professional construction, or the virtual topics with high comprehensiveness and innovativeness. Students are encouraged to choose the project topics of our university's industry-university-research co-operation, as well as the real topics of self-employment.

(1) Targeted principle

The topic must meet the training objectives and basic teaching requirements of the major, demonstrate technical applicability, and enable students to receive effective comprehensive training.

(2) practical principle

The topic should be combined with production, scientific research and other tasks as much as possible, targeting the actual development of the industry, and solving technical problems in production, management and other frontline areas.

(3) Principle of Diversity

There can be various types of topics to facilitate students' creativity, innovation or entrepreneurship, and to achieve high-quality results.

(4) Comprehensive Principle

The project should strive to promote students' comprehensive application of theoretical knowledge and professional skills from various subjects, and cultivate their comprehensive abilities.

(5) Feasibility principle

The project should ensure compliance with the basic requirements of teaching, and be able to complete the task within the time specified in the teaching plan and under the guidance of the supervising teacher through hard work.

4. Work procedures

30% of the core courses in the Talent Cultivation Programme are required to do the course design (thesis), and only after the completion of the course design (thesis) can the students enter the stage of graduation design (thesis). The graduation design (thesis) of undergraduates is carried out in the fourth academic year, and usually starts at the beginning of the spring semester or the end of the autumn semester of the fourth academic year.

The graduation design (thesis) of undergraduates is carried out in the fourth academic year, usually at the beginning of the spring semester or the end of the autumn semester of the fourth academic year, and is arranged according to the cultivation programme of each major. The organisation and management of the graduation design (thesis) includes determining the supervisor, selecting the topic, opening the topic, mid-term inspection, defence (pre-defence, formal defence and group defence), quality of the thesis, and thesis preparation.

(pre-defence, formal defence and group defence), thesis quality review, excellent thesis selection and archiving. The unit which carries out the graduation design (thesis) work should report the specific time schedule of graduation design (thesis) work one week before the opening of the topic, so as to facilitate the Academic Affairs Office to arrange the inspection work of each stage.

The opening of the thesis will be held in the autumn of the fourth academic year. The opening work shall be completed at the beginning of the autumn semester of the fourth academic year, the mid-term inspection shall be carried out in the eighth week of the spring semester of the fourth academic year, the defence shall be carried out at least one week in advance according to the students' graduation time, the acceptance of the final project shall be completed one week before the defence, and the archiving work shall be completed within two weeks after the defence.

(1) **Mobilisation for graduation design (thesis)**

Each secondary college organises the mobilisation of students and puts forward the requirements and precautions for the graduation design (thesis) work to students.

(2) **Determination of the content of the graduation design (thesis)**

The instructor and the students agree on the graduation design (thesis) topic, and the instructor writes the task statement of graduation design (thesis) and submits it to the teaching and research department for approval. After the topic of graduation design (thesis) is determined, in principle, it is not allowed to change the topic in the middle. If it is really necessary to change the topic, the instructor shall write an explanation and submit it to the director of the teaching and research department for approval. The specific content requirements of the graduation design (thesis) are detailed in the Administrative Rules for Graduation Thesis Writing of Hengxing University

(3) **Formulation of Programme**

Students shall formulate specific programmes (plans) according to the task statement of graduation design (thesis), which shall be reviewed and approved by the instructor.

(4)**Thesis opening inspection**

The teaching and research department will organise a topic opening meeting to check the preparation of each student's topic opening. An opening report should be submitted for the opening of the topic, which mainly includes the background and the purpose and significance of the research, the current status of domestic and international research in the direction, the main research content and research programme, the schedule and the expected goals to be achieved, the conditions that have been and are required for the completion of the topic, and the difficulties and problems that may be encountered in the expected process of the research as well as the measures to solve the problems, and so on.

(5) **Mid-term Inspection**

The secondary college shall organise the teaching and research department to check the progress of students' graduation design (thesis) work. The mid-term report shall be submitted and explained by the students in the form of PPT. The mid-term report mainly includes whether the dissertation work is carried out in accordance with the contents and schedule scheduled in the opening report, the research work completed so far and the results, the research work to be completed at a later stage and the schedule, and the existing difficulties and problems.

(6) **Acceptance of the final project**

The secondary colleges shall organise the teaching and research departments to check the completion of the students' graduation design (thesis) to determine whether the students have completed all the work required by the task statement.

(7) **Organising the defence**

Each secondary college is responsible for forming the graduation defence committee and formulating the grading rules. The defence committee arranges to review the graduation design (thesis) and organises pre-defence, formal defence and large group defence in turn. Each secondary college inspects the defence work, and the Academic Affairs Office conducts spot checks. Through the pre-defence, review the students‘ thesis as a whole, put forward targeted modification suggestions, screen out the poor quality thesis and formulate practical modification measures, and strictly regulate the thesis format; through the formal defence, review the students’ thesis modification, determine whether the thesis meets the cultivation requirements, and select the thesis with excellent results to the large-group defence for selection; in principle, no less than 30% of the number of graduates of the speciality shall be modified for the thesis to be reviewed. In principle, no less than 30% of the number of graduates of the major will be revised and evaluated in the major group defence; the major group defence will select the thesis with excellent results, which is in principle no higher than 5% of the number of graduates of the major, and evaluate the rectification of the thesis, and the unqualified thesis will be announced.

(8) **Reviewing, evaluating and filing of thesis quality**

Mutual examination of theses between colleges will be conducted, and the results will be ranked according to the results of examination. According to the results of mutual examination, colleges will supervise the instructors to guide the students to revise their theses; members of the Academic Degree Evaluation Committee of the university will

conduct a random examination of the qualified theses, which is in principle not less than 30% of the number of graduates of the majors; and the feedback of the problems will be sent back to the colleges of the students to carry out the rectification in the specified period. The dean of the college shall sign and confirm the list of students who are going to apply for the dissertation after the rectification is completed, and the Academic Affairs Office shall submit it to the Academic Degree Evaluation Committee of the university for evaluation. The thesis of the college shall be selected by the university degree evaluation committee in accordance with the standard of excellent thesis, and the selection result shall be reported to the leading group of the university defence work for examination and approval. Each secondary college summarises the graduation design (thesis) and defence work, selects the excellent graduation thesis (design) and excellent instructors, and arranges and files the relevant materials.

(9) **Summarise and exchange**

The secondary colleges organise exchanges on the graduation defence work of the current graduates.

5. Requirements for Students

(1) Students must complete their course design (thesis) before their graduation project (thesis) and achieve a passing grade.

(2) Students should conduct sufficient research, consult, collect, organize, and summarize technical literature and scientific information according to the requirements of the graduation project (thesis) task book, and develop an implementation plan for the graduation project (thesis).

(3) Students should actively accept the inspection and guidance of their advisor, regularly report the progress of their graduation project (thesis) to the advisor, and listen to the advisor's opinions and guidance on their work.

(4) Students should study diligently and independently during the process of completing their graduation project (thesis). They are not allowed to engage in fraud, plagiarize others' design (thesis) results, or hire someone to complete the graduation project (thesis) on their behalf. Once discovered, their graduation project (thesis) score will be treated as "zero".If the plagiarism rate is higher than 30%, it must be modified to be qualified before participating in the defense.

(5) During the work period of their graduation project (thesis), students entering

research facilities such as laboratories must strictly abide by various safety regulations and operating norms, comply with the school's attendance system, and those who leave without reason will be treated as absent from class.

(6) Before the graduation defense, a written report of the graduation project (thesis) should be submitted to the supervising teacher for review one week in advance. At the same time, careful preparation for the defense should be made, and an outline for the oral presentation should be drafted.

(7) Students are required to revise the questions raised during the thesis defense process until they meet the required standards.

6. Supervision and Inspection

During important stages such as proposal opening, mid-term inspection, final acceptance, and defense, schools and secondary colleges should organize expert groups to conduct in-depth supervision and inspection in various majors.

(1) **Thesis Proposal**

Organize a proposal report meeting by the teaching and research department to check the preparation of each student's proposal.The key points of the opening check are as follows:

a. Check whether students have a correct understanding of the thesis title, whether the literature review is sufficient, and whether the proposal argument is reasonable, to determine whether they have fully understood the content and requirements of the graduation project (thesis).

b. Whether the schedule is practical and feasible;Is the workload appropriate.

c. Whether the basic conditions required for the graduation project (thesis) are met.

Those who fail the opening inspection must participate in the second opening organized by the professional

(2) Mid term inspection

During the mid-term inspection, each student is required to report on the progress of their graduation project (thesis) and answer questions raised by the teacher.Based on the students' in- depth research on the content and requirements of the project, the collection and analysis of relevant materials, as well as the submitted references, obtained experimental data, and the initial draft of the paper that should be completed, the following contents should be checked:

a. Is the content of the graduation project (thesis) consistent with the title, and is the basic viewpoint of the thesis correct.

b. Whether the students have completed the prescribed work according to the plan, whether the workload is full, and whether the difficulties encountered can be overcome.

c. The performance of students during their graduation project (thesis)

d. The guidance work of teachers

(3) Final acceptance

The final acceptance shall be completed one week before the defense after the completion of the experiment, design work or work. The teaching and research department shall formulate the acceptance criteria and standards, and organize and guide teachers and relevant teachers to conduct inspections. The inspection points are:

a. Whether the students' design drawings are standardized and complete.

b. On site inspection of experimental data to ensure completeness and reliability, and demonstration of experimental results

c. On-site checking of software running results.

d. Check whether the students have completed all the work according to the requirements of the graduation design (thesis) mission statement.

For majors such as performance category, the presentation performance can be taken as the final acceptance.

Graduation design (thesis) which fails to pass the closing acceptance shall apply for a deferred defence until it passes the acceptance before it can participate in the centralised defence organised by the college (or the teaching and research department).

7. Standardization of academic papers

The graduation project (thesis) consists of the following parts: cover, inner cover (title page), graduation project (thesis) comments, graduation project (thesis) task book, stage inspection record form, Chinese abstract, foreign abstract, table of contents, main text, conclusion, references, acknowledgement, and appendix. Please refer to the "Guidelines for Writing Undergraduate Thesis at Hengxing University" for writing requirements.

8. Defense review

After the completion of the graduation project (thesis), a unified defense should be organized to check whether the students have met the basic requirements of the graduation

project (thesis), and to comprehensively assess whether the graduates' knowledge, abilities, and qualities meet the quality standards of their major.During the defense process, the focus should be on reviewing whether the data and results of the paper were obtained by the author, and whether there is any academic misconduct (paper fraud).

8.1 Preparation before the defense

(1) Each secondary college is responsible for organizing and establishing a defense committee, which is composed of 5-7 teachers with lecturer or higher professional titles, at least two of whom have senior professional titles.The defense committee is approved by the secondary college, and may decide to form several defense groups as needed. The defense groups consist of 3-5 people, with one leader and one secretary responsible for the defense work.When it is necessary to hire external personnel as members of the defense committee, approval shall be obtained from the executive dean.

(2) The environment at the defense site should be clean and the atmosphere should be serious and serious.

(3) The defense committee evaluates students' grades through negotiation or voting. When a major or class is divided into several defense groups, unified standards and considerations should be adopted.

(4)The instructor reviews the graduation design (thesis) and writes the instructor's opinion.

(5) Review teachers review the graduation design (thesis), write the evaluation opinion.

(6) Before the defence, the student should prepare the outline of the defence and so on.

(7) The secretary of the defence team should do a good job of the logistics of the defence venue, equipment, and records of results.

8.2 Thesis defense procedure

The graduation defense work strives for standardization and rigor. Students are required to defend themselves one by one in a unified order, and the defense time for each student is generally around 25 minutes.The defense procedure is as follows:

(1) The defending student will present an overview of the thesis (dissertation) for 15 minutes.

(2) The student defends himself/herself against the questions raised by the defending teacher (expert) for 10 minutes.

(3) members of the defence team to listen to the student's report, and ask questions to

the student (generally three or more questions), make a record. (usually 3 or more questions) and take notes. Each respondent will be graded on the basis of the student's report and answers to the questions.

(4) The defence team will write comments and grades on the basis of the instructor's comments and the defence scores, and through discussion.

8.3 Assessment

(1) The grades of the graduation design (thesis) are graded according to a five-level grading system, i.e. excellent, good, moderate, pass and fail.

(2) The proportion of students with excellent grades is generally no more than 20% of the students in the programme, and the number of students with grades below good is no less than 20% of the students in the programme.

(3) The grades of the graduation design (thesis) are composed of the following parts: the grade of the supervisor (30 points), the grade of the reviewer (who should be a lecturer or above) (10 points), and the grade of the defence committee (including the writing of the thesis) (60 points).

(4) The grading of the graduation design (thesis) shall be determined on the basis of comprehensive consideration of the workload, students' performance and the level achieved, and the main points include:

① Basic competencies and work ethic

a. The mastery of basic knowledge as reflected in the graduation design (thesis);

b. Students' ability to work independently

c. The student's performance in thought, discipline and hygiene during the graduation design (thesis) work.

② Graduation design (thesis) level

a. The significance and academic level of the graduation design (thesis) and the correctness of the thesis;

b. Difficulty and workload of graduation design (thesis);

c. The accuracy of experimental data, the standardisation of drawings, diagrams and writing;

d. Organisation of the thesis and language expression ability

③ Performance in defence

a. Defence standard;

b. Language ability;

c. Accuracy in answering questions.

(5) The second level college organizes the selection of excellent graduation designs (papers), and recommends students with "excellent" graduation design (paper) scores from various majors as school level excellent graduation designs (papers) based on a ratio of no more than 5% of the number of graduates in their major. Excellent graduation design guidance teachers are recommended, and 10% of the guidance teachers are recommended.Excellent graduation projects (papers) at the school level not only meet the "excellent" grading criteria for graduation projects (papers), but also require a certain degree of innovation and practical value.The Academic Affairs Office organizes the review of excellent graduation designs (papers) and excellent graduation

design guidance teachers recommended by each secondary college. After being approved by the school's defense work leading group and the principal in charge, they will be published.

(6) For those who fail the graduation project (thesis) (defense not passed), the student shall apply, be reviewed by the professional teaching and research office, and be approved by the secondary college to participate in the second defense. Based on the first defense situation, the defense committee shall determine whether the student can apply for a second defense two weeks or three months later.Those who are unable to attend the second defense on time or have not passed the second defense will be treated as graduates or will have to retake the course with the next session.The procedures and fees for retaking courses shall be implemented in accordance with the relevant regulations of the credit system for retaking courses.

(7) For suspected cases of thesis fraud, relevant personnel shall be identified and held accountable in accordance with the relevant provisions of the " Hengxing University Degree Thesis Fraud Identification and Handling Measures".

9. Thesis Management

(1) After the graduation defense, each secondary college and professional teaching and research office must carefully summarize and write a written summary report.The summary includes: statistics on the basic situation of graduation design (thesis), effective measures taken to improve the quality of graduation design (thesis), existing problems,

and improvement measures.

(2) Graduation design (thesis) and related drawings by the faculty (department) data room is responsible for long-term custody, in which the outstanding graduation design (thesis) sent to the University Archives permanent archives.

(3) The thesis should be neatly bound (the thesis cover is uniformly provided by the Registrar's Office as a sample), and it should be bound uniformly in the order of cover, inner cover, graduation design (thesis) comments, graduation design (thesis) mission statement, stage check record sheet, Chinese abstract, foreign language abstract, catalogue, thesis body, references, acknowledgement, appendices and so on.

(4) The intellectual property of the thesis belongs to the university.

10. Record Form

10.1. Graduation Design (Thesis) Task Book of Hengxing University HXJXJL83S

10.2. Inspection Record Form for Graduation Design (Thesis) Stage of Hengxing University HXJXJL84S

10.3. Hengxing University Graduation Design (Thesis) Opening Checklist HXJXJL85S

10.4. Mid term Inspection Form for Graduation Design (Thesis) of Qingdao Hengxing University HXJXJL86S

10.5. Graduation Design (Thesis) Conclusion Checklist of Hengxing University HXJXJL87S

11. supplementary provisions

11.1. These bylaws shall be interpreted by the Academic Affairs Office and shall be implemented from the date of publication.

11.2. All secondary colleges shall formulate specific implementation methods and rules in accordance with the principles stipulated in these bylaws, taking into account the characteristics of their own majors, and organise instructors to discuss and implement them.

11.3. The Academic Affairs Office shall negotiate with the secondary colleges on aspects not covered in these rules.

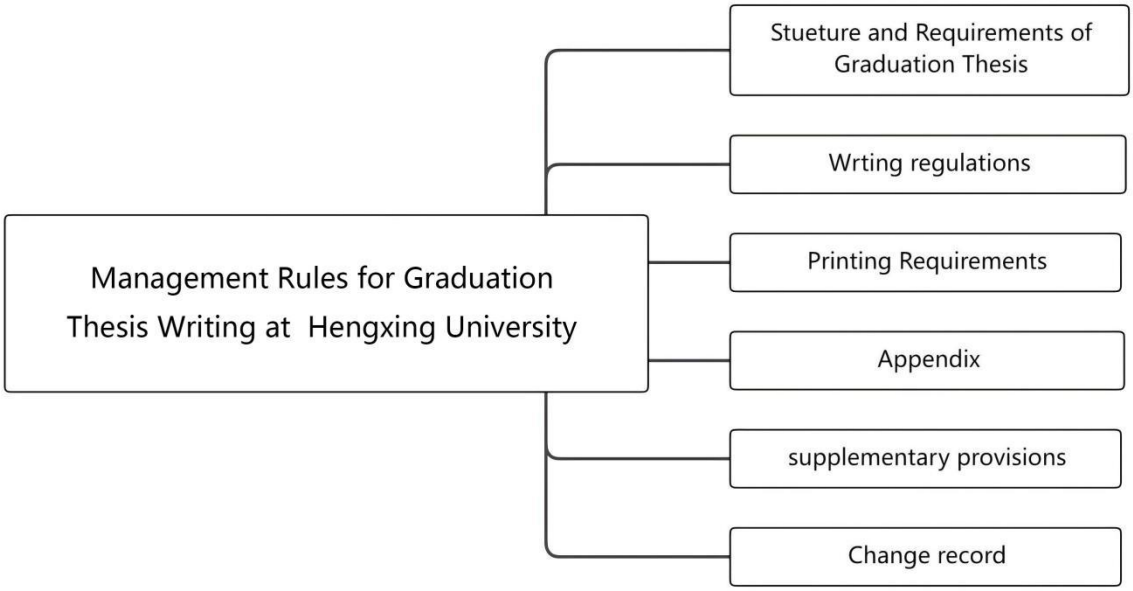
12.Change Record

Serial Number	Issue Date	Changes in regulations			Proposer		The main drafter		Drafting team members	Approver	
		category	edition	Repair times	full name	position	full name	position		full name	position
1	2019.02.15	develop	A	0	Xu Aimin	vice-principal	Yuan Qingxin	Chief of Practice		Chen Changjin	chairman

Management Rules for Graduation Thesis Writing at Hengxing University

Purpose, Basis, and Scope of Application: Undergraduate thesis is a research paper submitted by students before graduation, which has a certain research value Academic papers of value and practical value.It is the initial attempt of undergraduate students to engage in engineering design, scientific experiments, and scientific research. It is a scientific expression of the achievements made by students under the guidance of teachers, and an important basis for students' graduation and degree qualification recognition. Writing a graduation thesis is one of the fundamental training in the undergraduate education process. The writing of a graduation thesis should be truthful, eliminate fraud and plagiarism, comply with relevant standards set by the state and various professional departments, and conform to Chinese grammar norms.To ensure the quality of writing undergraduate thesis, these rules are formulated.This regulation applies to all undergraduate students in the school.

Overview map



1. Structure and Requirements of Graduation Thesis

The graduation project (thesis) consists of the following parts: cover, inner cover (title page), graduation project (thesis) comments, graduation project (thesis) task book, stage inspection, record form, title, Chinese abstract, foreign abstract, table of contents, main text,

conclusion, references, acknowledgement, and appendix (if necessary).

(1)Topic

The title should use concise words to appropriately, accurately, and scientifically reflect the research content of the topic.The title of the paper should not exceed 25 words, punctuation marks should not be used, and no subheadings should be included.

(2)Abstract and Keywords

a. Abstract

The abstract is a highly comprehensive summary of the content of a paper, and should have independence and self inclusion, that is, without reading the full text of the paper, one can understand the necessary information of the entire paper through the abstract.The abstract should include the purpose, theoretical and practical significance, main research content, research methods, etc. of this paper, with a focus on highlighting the research results and outcomes.

It is not appropriate to use formulas, chemical formulae, diagrams and non-publicly available symbols and terminology in the abstract, and the citation is not labelled.

Abstracts should be complete, objective and accurate. The content of the abstract should be complete, objective and accurate, without omission, exaggeration or addition, and avoid writing the abstract as a catalogue-style introduction. Abstract in the description of the content of the study, research methods and the main conclusions, in addition to the author's experience can be used in the first person, generally use the third person, the use of ‘analysis of the ..... reasons’, ’think .....’ ‘The study of the ..... Explored’ and so on. Avoid subjective evaluative comments and excessive descriptions of context, purpose, significance, concepts and general (common sense) theories

b. Keyword

Keywords are subject terms used for retrieval.Keywords should reflect the characteristics of the paper, reflect the connotation of the research results, have semantics, have clear sources in the paper, and should try to use standardized words provided by the "Chinese Theme Word List" or various professional theme word lists. 3-5 keywords should be listed and arranged in descending order of the extension level of the entries.

(3)Catalogue

The order of each chapter in the paper should be arranged in a separate table of contents, including all chapter, section, and article headings and their page numbers.

(4) The Essay

The main body of the paper includes the introduction, main body, and conclusion.

a. Introduction

The introduction is usually taken as the first chapter. The introduction should include: the background of the research topic and its theoretical and practical significance; the current status, progress and results of domestic and foreign research in the relevant fields; review and analysis, and summarise the content, procedure and method of the research to be carried out in the dissertation.

b. The main body of the dissertation

The main body of the dissertation is the main part of the dissertation, which should be rigorously structured, clearly layered, focused, concise and fluent. The chapters of the dissertation should be related to each other and form an organic whole. The data given in the dissertation should be true and reliable, the reasoning should be correct, the conclusion should be clear, and there should be no conceptual and scientific errors. When citing other people's research results, the source should be indicated and should not be confused with the theoretical analyses proposed by me.

The main body of the thesis should be a section after each chapter ‘chapter summary’, experimental methods or materials and other chapters may not write ‘chapter summary’. Chapter summary is a concise and accurate summary of the contents, methods and results of the chapter, but also the basis for the final conclusion of the thesis.

c. Conclusion

Conclusion of the thesis as part of the main text, written separately, without chapter title serial number, not marked cited literature.

Conclusion is a summary of the main results of the entire thesis, to highlight the innovation of the design (thesis), the main work of the thesis in a concise evaluation of the words, generally 400-1000 words.

(5) **References**

All cited references must be included in the reference list and must be labeled in order, but the same article only has one serial number. For scientific and engineering papers, the number of references is generally 10-15, with no less than 7 academic journal references, there shall be no less than 3 foreign literature articles, but for civil engineering majors, academic journal articles, and foreign literature articles, the number may be reduced

accordingly, and the specific quantity shall be determined by the relevant institute (department);For humanities and management papers, the number of references is generally 15-20, including no less than 12 academic journal articles and no less than 3 foreign language articles.The number of references in the past five years should generally not be less than one-third of the total, and there should be references from the past two years.

Textbooks, product manuals, national standards, unpublished research reports (famous internal reports such as PB, AD reports and enterprise technology reports from well-known large companies are usually not suitable for citation as references.

When citing online references, the accurate webpage address of the reference should be indicated. Online references and various standards are not included in the specified number of references mentioned above.The papers published during my undergraduate studies should not be included in the reference list.

(6) **Acknowledgments**

We express our gratitude to the supervising teachers, organizations and individuals who provided guidance or assistance in completing the thesis work, and the funders of the project.The content should be simple and the language should be implicit.

(7) **Appendix**

Some content that is not suitable for placement in the main text but has reference value (such as copies of foreign literature and Chinese translations, derivation of formulas, program flowcharts, drawings, data tables, programs, etc.) can be included in the appendix of the paper.The appendix should be placed at the end of the paper. If it is not appropriate to place it at the end of the paper, it can be bound separately and saved together with the paper.

2. Writing regulations

(1) Content requirements

Graduation design (thesis) of the university is divided into two categories: science and technology and literature and management.

① The graduation project (thesis) of science and engineering majors is mainly divided into types such as engineering design, scientific experiments, software development, theoretical research, and synthesis.

A. Engineering Design Type

Mechanical majors: Students doing this kind of thesis should independently complete at least one A0 assembly drawing, several A1, A2 or A3 parts drawings (according to the

needs of the design), and a thesis of more than 8,000 words similar to the design and calculation manual. The drawings should be in accordance with the provisions of the standard 'Mechanical Drawing'.

Electricity majors: Students shall independently complete the design, installation and commissioning of all or relatively independent parts of engineering (or scientific research) projects, and shall have a complete electrical schematic diagram of the system or an electrical control system diagram. The dissertation should be more than 15000 words.

The body of the dissertation for the above two types of specialties usually includes: the proposal of the task, programme justification or literature review, design and calculation (which can be divided into overall design and unit design), experiments (simulation or simulation experiments), debugging and analysis of the results, and conclusions, and so on.

Civil Engineering: Students doing this kind of topic should independently complete at least six A1 drawings and a hand-written design and calculation manual of at least 8000 words. At least two sheets of hand-drawn drawings and four sheets of machine-drawn drawings. The drawings must include: a machine drawing: general description of building construction design, ground floor plan, standard floor plan and elevation; b hand drawing: standard floor structural arrangement and staircase section.

B. Science experiment type

Students should complete a complete experiment independently and obtain enough experimental data. The dissertation should be at least 15,000 words in length. The thesis should include literature review, experimental setup, experimental analysis and conclusion.

C. Software Development

Students should independently complete an application software or a module of a larger software with sufficient workload, and at the same time write a thesis of more than 15,000 words and the necessary software instruction manual. The paper should include literature review, experimental setup, experimental analysis research, and conclusions.

D. Theoretical research

The topic must have some practical significance and the word count should be more than 15,000 words. For innovative thesis, the word count is not limited. Before the defence, students should write an academic paper related to the graduation design under the guidance of teachers and publish it in official journals (at least with a letter of acceptance). The body of the thesis includes the purpose and significance of the topic, a review of

domestic and international research, problem formulation and analysis, research programme, modelling, simulation and design calculations, and conclusions.

E. Comprehensive

Comprehensive graduation design (thesis) should include at least three of the above four types of thesis, when there is engineering design content, drawings can be reduced, thesis word count should be more than 10,000 words.

② The dissertation for liberal arts and management majors can be a theoretical dissertation, an applied dissertation, or an investigative report. Dissertation can not be a simple, mechanical pile of literature, should be an intrinsically linked unity, the argument should be correct, there should be sufficient basis; the argument and the argument should be consistent, the argument should fully support the argument; to have the necessary data, qualitative analysis and quantitative analysis of a combination of theories, ideas, concepts should be expressed accurately and clearly. The number of words in the paper should be about 15,000-20,000 words (not less than 7,000 words for foreign language majors), and the number of words can be unrestricted for creative papers.

The dissertation of computer software type shall refer to the requirements of the dissertation of science and engineering for software development type.

(2) Thesis writing

Undergraduate graduation projects (papers) are required to be inputted, arranged, and printed on a computer.

The page numbers are placed in the middle of the lower edge of the page core, separated by rows;The page numbers of the abstract, table of contents, physical quantity names and symbol tables and other parts before the text are arranged separately in Roman numerals, while the page numbers after the main text are arranged in Arabic numerals.

(3) Abstract

The abstract of undergraduate thesis is required to be provided in both Chinese and English.

The word count of the Chinese abstract (in Chinese characters) is generally around 300 words, with the principle of being able to clearly explain the prescribed content.The content of the English abstract should be completely consistent with that of the Chinese abstract, with accurate grammar and wording. The abstract page does not need to include the title of the paper.The Chinese and English abstracts should each occupy one page, with Chinese at

the beginning and English at the end.

(4) Catalogue

The table of contents should include all chapter, section, and article headings and their page numbers in the paper, including:

Abstract

Table of Physical Quantity Names and Symbols (Refer to Appendix 1, this table can be omitted for those who use symbols specified in national standards.)

Title of the main article and section (For science and engineering majors, it is required to be included in the third level title, which is XX. XX. For humanities and management majors, visual papers need to be arranged accordingly.)

Conclusion

Reference

Acknowledgement

Appendix

(5) The Paper

① Chapters and their respective titles

The main body of the paper should be written in chapters, with each chapter starting on a separate page.

The titles of each chapter should highlight key points and be concise and to the point.The word count should generally be within 15 words, without punctuation marks.Try not to use English abbreviations in the title, and when necessary, use commonly used abbreviations in the industry.

② **Level**

It is advisable to have fewer levels and choose according to actual needs.It is recommended to use the format of Table 3-1 in section 3 of this article for the hierarchical code.The hierarchy requirements are unified. If there is no need to list items under a section, they can be directly listed.The specific level to be used depends on the needs

(6) Reference citation annotation

The citation labeling follows GB/T7714-2005 and adopts a sequential coding system.The identification of cited literature in the main text should be placed in the upper right corner of the last word of the cited content, and the cited literature number should be placed in Arabic numerals in square brackets "[]", with a small font size of 4 in the upper

corner.requirement:

① When citing a single reference, such as' secondary milling [1] '.

② When multiple references are cited in the same place, the serial numbers of each reference are listed in square brackets, with a "," between each number. If there are consecutive numbers, the starting and ending numbers can be marked.

For example,... has formed various mathematical models [7, 9, 11-13]

③ When citing the same literature multiple times, mark the citation page number after the "[]" in the literature number. For example, measurement of CAMP content in stromal cells [3] 101-108.... Content determination method regulations [3] 92.

④ When the reference mentioned is directly explained in the text, use a small 4 character to align with the main text, such as "known from references [8, 10-13]".

It is not allowed to place citation labels at all levels of titles.

(7) Noun terms

The technical terms and names of equipment and components should adopt the terms or names specified in national standards or departmental standards.Terms not specified in the standard should use industry common terms or names.The terminology of the entire text must be unified.Some special nouns or new nouns should be explained or annotated in appropriate positions.

When using English abbreviations, except for commonly used abbreviations in the industry, abbreviations that first appear in the text should be indicated with parentheses to indicate the original English words.

(8) Physical quantity annotation

a. Names and symbols of physical quantities

The names and symbols of physical quantities should comply with the provisions of GB3100-3102-86.The name and symbol of a certain quantity in the paper should be consistent.

The symbols of physical quantities must be in italics.When using symbols representing physical quantities as subscripts, italics are also used.

b. Unit of measurement for physical quantities

The measurement units and symbols of physical quantities shall be implemented in accordance with the "Legal Measurement Units of the People's Republic of China" (see Appendix 1) and GB3100-3102 issued by the State Council in 1984, and non legal

measurement units and symbols shall not be used.The unit of measurement can be in Chinese characters or Symbols, but they should be consistent before and after.Units of measurement symbols shall be in lowercase letters, except for units named after personal names where the first letter is capitalized.

Non physical units (such as pieces, tables, people, elements, etc.) can be written in a mixture of Chinese characters and unit symbols, such as "10000 t · km" and "t/(person · a)".

Chinese measurement unit symbols, such as "several thousand grams", are allowed after indefinite numbers.

When expressing time, Chinese units of measurement should be used, such as "8:30 am" and cannot be written as "8:45 pm". All measurement unit symbols shall be in regular script.

(9) The proper and italic usage of foreign letters

According to the provisions of GB3100-3102-86 and GB7159-87, physical quantity symbols, physical constants, variable symbols are italicized, and measurement unit symbols are in regular font.Foreign letters are written in Times New Roman font.

(10) Digit

According to the "Trial Regulations on the Use of Numbers in Publications" issued by the National Language and Writing Work Committee and seven other units in 1987, Arabic numerals (refer to Appendix 2) and Times New Roman font are generally used, except for those habitually represented by Chinese numerals.

(11) Formula

In principle, the formula should be written separately and centered.If there is text before the formula (such as "solve", "assume", etc.), leave 4 characters before the text, and the formula will still be centered.Do not add punctuation at the end of the formula.

The formula numbers are arranged by chapter, for example, the first formula number in Chapter 1 is "(1-1)".

When quoting formulas in the text, it is generally used as "see formula (1-1)" or "from formula (1-1)".The formula numbers are aligned on the right end.

When using a diagonal line to represent the relationship of "division" in a formula, if the denominator is a product, parentheses should be used to avoid ambiguity, such as a/(b cos x).Usually, the relationship of "multiplication" comes first, such as a cos x/b instead of (a/b) cos x.

(12) Insert Table

The table should be self explanatory. Do not add left or right lines to the table.

Each table should have a title (consisting of table sequence and table name). The table sequence is generally arranged by chapter, such as the first inserted table in Chapter 1 being numbered as "Table 1-1".There is a space of 1 character between the table order and the table name. Punctuation is not allowed in the table name, and no punctuation is added after the table name.The table questions should be placed on the table and written only in Chinese, with a requirement to use Song typeface with 5 characters.

The header design should be simple and clear, avoiding diagonal lines as much as possible.Chemical symbols or physical quantity symbols can be used in the header.If the entire table uses the same unit, move the unit symbol to the upper right corner of the header and add parentheses.

The data in the table should be accurate and written clearly.Add a horizontal line "-" (2 characters wide) to the blank space of the number.When the text or numbers in the table are the same on the top, bottom, left, or right, they should be processed in a column manner, and writing methods such as "" and "same as above" are not allowed.

Text description in the table, with a starting space of 2 characters, a transition to the top cell, and no punctuation at the end of the sentence.The text in the table should be in Song typeface or Times New Roman font, with a font size of 5 points as much as possible (when the word count is large, a smaller 5 point font can be used, but the font size should be consistent when inserting into the table).

Before inserting the table, there must be relevant text prompts in the text, such as "see Table 1-1" and "as shown in Table 1-1". In general, inserting a table cannot be arranged on two separate pages. If a table cannot be arranged on one page, it can be moved to another page and arranged in the form of a continuation table.Indicate the number in the upper right corner of the table, add "(Continued Table)" after the number, and repeat the header.The top and bottom of the inserted table should be arranged with a blank line between the Chinese characters in the text.

(13) **Illustration**

The diagram should be self explanatory.Illustrations should closely match the text, match the text and images, and have correct content.The selection of images should strive for conciseness, and illustrations and photos should be complete and clear.The font size of

the text and numbers in the picture should be in Song font size 5.

Illustrations should comply with the regulations of technical drawing.

Mechanical engineering drawings: using the first angle projection method, in accordance with the GB4457-GB131-83 "Mechanical Drawing" standard.

Data flow diagrams, program flow diagrams, system flow diagrams, etc. shall be in accordance with the GB1526-89 standard.

Electrical diagram: graphic symbols, textual symbols, etc. should comply with the relevant standards listed in Appendix 3.

Flowchart: A structured program must be used and the flowchart must be correctly applied.

For graphics without specified symbols, the commonly used drawing methods in the industry should be adopted.

The coordinate lines of the coordinate graph are all thin solid lines, and their thickness should not exceed the curve in the graph. For coordinate graphs with numerical annotations, the coordinate units must be indicated.

The photo image requires clear outlines of the theme and main display parts for easy plate making. If using enlarged or reduced replicas, they must be clear and have moderate contrast. The photo should have a scale indicating the size of the target object.

References and charts must indicate the source.

① Title and Explanation in the Image

Each image should have a title (consisting of image sequence and image name), and the title should not have punctuation marks. The image name should be written with one character after the image sequence.Arrange the figures in order of chapters, such as the figure number "Figure 1- 1" for the first illustration in Chapter 1.The title of the picture should be placed under the picture and written in Chinese only. It is required to use Song typeface with a size of 5. If there are captions or other explanations, they should be placed above the title of the picture.The source of the cited image should be indicated, and the reference number should be added in the upper right corner of the image title.If there are sub figures in the picture, the sub figure title should be placed below the sub figure, and the sub figure number should be represented by a), b), etc.

The explanations of each part in the figure should be in Chinese (except for foreign language figures cited) or numerical symbols, and the textual explanations should be placed

above the figure title (if there are separate figure titles, they should be placed above the separate figure titles).

② Illustration arrangement

Before the illustration, there must be a prompt about the illustration in the text, such as "see Figure 1-1" or "as shown in Figure 1-1".The illustration and its title are integrated as a whole and cannot be separated and written on two pages. When the blank space on the illustration page is not enough to arrange the entire image, the following text can be arranged in advance and the image can be moved to the next page. When there are too many sectional drawings to be arranged on one page, you can go to the next page, and the overall drawing question only appears on the next page.

The top and bottom of the illustration should be arranged with a blank line between the Chinese characters in the text

(14) References

The reference label adopts the sequential coding system, and the entry format should follow the requirements of the Rules for the Recording of Post-textual References (GB/T 7714-2005). References and electronic literature carrier symbol code, entry rules, reference entry format, see Appendix 4. The following are the four commonly used reference types in the paper in the form of labelling.

a. Book Literature:

[1] Tang Xujun. Newspaper Economy and Newspaper Business [M]. Beijing: Xinhua Publishing House , 1999: 117-121.

[2] Hosny R K. Principles of Grain Science and Technology [M]. Beijing: China Instrumentation Press, 1989. Beijing: China Instrument Press, 1989: 32-35.

b. Journal Papers

[1] Qin R, Tian Xianyu. From Innovation Potential to Innovation Achievement: A Model of Innovation Potential Formation and Release[J]. Science and Technology Progress and Countermeasures, 2007(2): 148-152.

c. Academic Conferences

[1] ZHANG Zoguang, ZHANG Xiaohong, ZHONG Weihong, et al. Analysis of tensile behaviour of multi-phase hybrid fibre composites[C]. Proceedings of the Ninth National Conference on Composite Materials (Next). Beijing: World Book Publishing Company, 1996: 410-416

d. Dissertations

[1] Jin Hong. Research on the Accuracy and Fault Tolerance of Navigation System [D]. Beijing: Beijing University of Aeronautics and Astronautics, 1998.

(15) Appendix

The serial numbers of the appendices are 'Appendix 1', 'Appendix 2', etc., of which the Chinese translations of foreign literature should be regarded as Appendix 1, and the copies of foreign literature as Appendix 2.

3. Printing Requirements

(1) Fonts

The Chinese font used in the thesis (except for the titles of each level) is Song font, and the titles of each level are in bold; the figures and English used in the thesis are in the new Roman font.

(2) font size and other regulations

Chapter headings are in bold, small 2 characters, 1.25 spacing, 1 line before the paragraph, 0.5 lines after the paragraph;

Section title in bold, small 3 words, multiple spacing value of 1.25, 0.5 lines before the paragraph, 0.5 lines after the paragraph;

Article headings are in bold, 4-point type, with 1.25 spacing, 0.5 lines before the paragraph and 0.5 lines after the paragraph;

Paragraph and subparagraph headings are in bold, small 4 characters, with multiple spacing of 1.25, 0 lines before the paragraph and 0 lines after the paragraph;

The main text is small 4 characters in Song font, with 1.25 spacing, 0 lines before the paragraph and 0 lines after the paragraph.

(3) Cover and inner cover (title page)

Uniform use of the Registrar's Office to provide the ' Hengxing University undergraduate graduation design (thesis)' cover, inner cover, comments and mission statement.

(4) header

Graduation design (thesis) in addition to the cover, inside cover, comments and tasks, all pages should be added header: in the core of the plate on the border line with a thick, thin double line (thick line on the top, width 0.8mm), double line on the centre of the header, font size of small No. 5 Song font. The graduation design (thesis) should be printed on one side, and the header should be ' Hengxing University Undergraduate Graduation Design

(Thesis)'

(5) Abstract and Keywords

Chinese abstract

The title of the abstract should be centered, with the following wording:

Abstract (in bold font size 2)

Write the main body of the abstract in separate lines. Write keywords at the top of each line after the main text. Use semicolons between keywords, align with line breaks and indentation, and leave no punctuation after the last keyword.

Keywords: (word);(Word)

3-5 keywords (Song typeface, New Roman font small 4)

@ English abstract

The writing format is the same as in Chinese, and the keywords in the English abstract are written in lowercase and separated by commas.

Keywords: ×××, ×××, …,

(6) catalogue

The titles and headings of each chapter in the table of contents are in bold font size 4, while the rest are in Song font size 4. Numbers and symbols are in New Roman font.

(7) Main text hierarchy

It is recommended to use the format shown in Table 1 for the arrangement of the main text hierarchy.

Table 3-1 Level Codes and Instructions

Hierarchy Name	Example	Remarks
chapter	Chapter 1 □□..... □	The chapter preface and title are arranged in the center, with Arabic numerals used for the preface
joint	1.1 □□……□	Write at the top of the question sequence, with a one character gap between it and the title, and start a separate paragraph to explain the content
strip	1.1.1 □□……□	
sincere	1.1.1.1 □□……□	

term	（1） □□…□ □□…□□…□□ □□……	Write the question sequence blank with 4 characters and leave the content blank 4 characters arranged in sequence

The question sequence and title of each level shall not be placed on the last line (single line) of the page.

(8) Formula

The formulas in the paper should be written separately and centered, leaving enough space to distinguish them from the surrounding text.Formulas should be numbered and placed in parentheses.The formula numbers are arranged by chapter, for example, the number of the first formula in Chapter 1 is "(1-1)".Align the numbering of the formula to the right.

When the formula is long, it is best to switch lines at the equal sign "=". If it is difficult to implement, you can switch lines at the+, -, X, ÷ operation symbols. When switching lines, the operation symbols should only be written before the switching line and should not be repeated.

The physical quantity code that appears for the first time in the formula should be annotated.

The annotation should start on a separate line with the top grid, and the line of the annotation should align with the first word after the dash "-".The dash occupies 4 characters, and when annotating physical quantities using formulas, the formula number should not appear afterwards.The format is shown in the following example: In the formula, α A, β B, and β C represent the instantaneous values (V) of the stator phase voltage, respectively;

Rs, Rr - resistance of stator and rotor windings respectively (Ω);

L_s - stator equivalent two-phase winding self inductance (H).

Attention should be paid to the length of the score line in the formula (strictly distinguishing between the main and auxiliary score lines), and the long score line should be aligned with the equal sign, for example:

$$x = \frac{2\pi(n_1 + n_3)}{\frac{n_1 + n_2}{n_1 - n_2}}$$

(9) Paper Printing and Binding

When printing the paper, it is required to use A4 standard paper (210mm × 297mm) with blank edges.The core size is 150mm × 240mm ± 2mm (including header and page numbers).Approximately 33 lines per page (page margins: top 3.8cm, bottom 3cm, left 3cm, right 3cm, binding line position: left).The size after cutting is 205mm × 285mm ± 2mm. Chapter title above and below

The line spacing is 10mm (font size 2 in bold, 1 line before the paragraph, 0.5 line after the paragraph), and the top and bottom spacing of the section title is 7-8mm (font size 3 in bold)

Number character, 0.5 line before paragraph, 0.5 line after paragraph), with a spacing of 6-7mm between the top and bottom of the title (bolded 4 characters, 0.5 line before paragraph),

0.5 lines after the paragraph), with a spacing of 3-4mm between the top and bottom lines of the paragraph and item titles (small font size 4, 0 lines before and after the paragraph), and a spacing of 3-4mm between the main text lines (small font size 4, Times New Roman, 0 lines before and after the paragraph).

All papers must be copied or offset printed on one side, and the cover must be a blank cover uniformly printed by the school's academic affairs office.

4. Appendix

(1) Appendix 1 Legal Measurement Units of the People's Republic of China

(Announced by the State Council on

February 27, 1984) The legal units of measurement in China (hereinafter referred to as legal units) include:

① The basic units of the International System of Units are shown in Table 4-1;

②Auxiliary units of the International System of Units: see Table 4-2;

③Export units with specialized names in the International System of Units: see Table 4-3;

④Non International System of Units selected by the country: see Table 4-4;

⑤Units in the form of combinations composed of the above units;

⑥The decimal multiples and fractional units composed of prefixes and above units (see Table 4-5 for prefixes).The definition and usage methods of legal units shall be separately stipulated by the National Bureau of Metrology.

Table 4-1 Basic Units of the International System of Units

Name of Quantity	Unit Name	Symbol
length	rice	m
quality	Kilogram (kg)	kg
time	second	s
electric current	An Pei	A
thermodynamic temperature	Open [Erwen]	K
Amount of substance	Mo Er	mol
intensity	Candela	cd

Table 4-2 Auxiliary Units of the International System of Units

Name of Quantity	Unit Name	Symbol
plane angle	radian	rad
solid angle	steradian	sr

Table 4-3 Export Units with Specialized Names in the International System of Units

Name of Quantity	Unit Name	Symbol	Other examples of representation
frequency	He [z]	Hz	$^{-1}$s
power;gravity	Bull [ton]	N	kg·m$^{/s2}$
Pressure, pressure;stress	Pascal	Pa	N/m^2
Energy;Merit;heat	Jiao [er]	J	N·m
Power;Radiation flux	Watt	W	J/s
Charge quantity	Ku Lun	C	A·s
Potential;Voltage;electromotive force	Fu Te	V	W/A
capacitance	Fa [La]	F	C/V
resistance	Ou [M]	Ω	V/A
conductance	Siemens	S	A/V
magnetic flux	Wei [Bo]	Wb	V·s
Magnetic flux density;Magnetic induction intensity	Te [Sila]	T	Wb/m^2
inductance	Enjoy [benefits]	H	Wb/A
Celsius temperature	Celsius	℃	
luminous flux	Flow [Ming]	lm	cd·sr
illuminance	Le [X]	lx	lm/m^2

radioactivity	Becco [Ler]	Bq	-1 s
absorbed dose	Ge Rui	Gy	J/kg
Dose equivalent	Xi [Walter]	Sv	J/kg

Table 4-4 Non International System of Units Selected by Countries

Name of Quantity	Unit Name	Symbol	Conversion Relationship and Explanation
Time	divide [Xiao] hour Tian (day)	min h d	1 min ＝60 s 1 h ＝60 min ＝3 600 s 1 d ＝24 h ＝86 400 s
plane angle	[Angle] seconds [Angle] division	(″) (′) (°)	1 ″=(π/648000) rad (π is pi) 1′＝60"＝(π/10 800) rad 1°= 60 ＝(π/180) rad
rotational speed	rpm	r/min	1 r/min ＝(1/60) s^{-1}
Length	nautical mile	n mile	1 n mile=1852m (for voyage only)
Speed	joint	kn	1 kn ＝1 n mile/h =(852/3600) m/s (for voyage only)
Quality	ton atomic mass	t u	1 t＝10^3kg 1 u≈1.660 565 5×10^{-27}kg
Volume	rise	L	1 L＝1dm^3＝$10^{-3}m^3$
ability	electron volt	eV	1 eV≈1.602 189 2×10^{-19}J
Grade difference	decibel	dB	
Linear Density	Te [X]	tex	1 tex ＝1 g/km

Table 4-5 Headings used to form decimalmultiples and fractional units

The factors represented	Initial name	Initial symbol
10^{18}	Ai [Khasa]	E
10^{15}	Shoot it	P
10^{12}	Too [pull]	T
10^9	Ji [Ka]	G
10^6	omen	M
10^3	thousand	k
10^2	hundred	h

10^{1}	ten	da
10^{-1}	divide	d
10^{-2}	li	c
10^{-3}	fine long hair	m
10^{-6}	minute	μ
10^{-9}	Na [No]	n

10^{-12}	Skin [can]	p
10^{-15}	Fly(Mother Tray)	F
10^{-18}	Ah(to)	

Note: Weeks, months, and years are commonly used time units.

② The characters inside [] can be omitted without confusion.

③ The characters in () are synonyms of the former.

④ When the symbols for angle units such as degrees, minutes, and seconds are not after a number, use parentheses.

⑤ In the symbol for rising, the lowercase letter 'l' is a backup symbol.

⑥ R is the symbol for 'rotation'.

⑦ In people's daily life and trade, quality habits are called weight.

⑧ Kilometers are commonly known as kilometers, with the symbol being km.

⑨ 104 is called ten thousand, 108 is called one hundred million, and 1012 is called one trillion. The use of these numerals is not affected by the prefix name, but should not be confused with the prefix.

Explanation: The use of legal units of measurement can be found in the "Methods for the Use of Legal Units of Measurement in the People's Republic of China" published by the National Bureau of Metrology in 1984.

(2) Appendix 2: Provisions on the Usage of Numbers

According to the "Trial Regulations on the Use of Numbers in Publications" (January 1, 1987, National Language and Writing Work Committee)

Except for the customary use of Chinese numerals, Arabic numerals are generally used for numbers.

The century, year, month, day, and time in the Gregorian calendar are all represented by Arabic numerals, such as the 20th century, 1980s, 4:30am, etc.The year number should use four digits, such as 1989, not 89.

② All counting and calculations (including positive and negative integers, fractions,

decimals, percentages, divisors, etc.) must use Arabic numerals, such as 3/4, 4.5%, 10 months, over 500, etc.

③The writing form of a numerical value should take into account the context.A single digit that does not appear in a set of scientifically measured and statistically significant numbers can be represented in Chinese characters, such as one person, six opinions.The day of the week is written in Chinese characters, such as Saturday.When two adjacent numbers are used in parallel to indicate approximate numbers, Chinese characters and numbers should be used, and numbers should not be separated by commas, such as three to five days, seven to eight hundred types, forty-five to six years old, one thousand seven to eight hundred yuan, etc.

④Numbers, as morphemes, should be formed into fixed words, phrases, idioms, abbreviations, etc. using Chinese characters.Such as diploid, trilobite, Third World, "Seventh Five Year Plan", differences of 108000 miles, etc.

⑤Numbers with more than 5 digits and zero digits can be rewritten as numbers in units of tens of thousands or billions.Generally, units such as ten, one hundred, one thousand, one hundred thousand, one million, ten million, one billion, ten billion, and one hundred billion are not allowed.If 345 million kilometers can be changed Write it as 345 million kilometers or 345 million kilometers, but not 345 million kilometers or 345 million kilometers.

⑥The writing of numbers does not require one digit per grid. Generally, every two digits occupy one grid, and there is no need to use a digit number "," between digits. For numbers with 4 or more digits, half a digit (1/4 Chinese character) is left blank every 3 digits starting from the unit digit.Do not write "3000000" as "3 million 000". The number after the decimal point should be divided into sections every three digits from the decimal point to the right.A multi digit number written in Arabic numerals cannot be converted from the middle of a number.

⑦The increase or decrease in quantity should pay attention to the concepts of the following words: 1) Increase to (or to) twice the past, that is, the past is one, and the present is two;2) Increased (or doubled) by two, that is, it used to be one and now it is three;3) Exceeding 80%, which means the quota is 100, now it is 180;4) Reduce to 80%, which used to be 100 and is now 80;5) Reduced (or decreased) by 80%, from 100 to 20 now;6) It is 1/4 of the original number, which means that the original number was 4 and now it is 1, or the original number was 1 and now it is 0.25. Special attention should be paid to using fractions instead of multiples when expressing Wait. numerical reductions.If reduced to half of the original

(3) Appendix 3: National Standard GB4728.1-13-84.85 for

Graphic Symbols and Text Symbols in Electrical Diagrams

GB5465.1-2-85: "Graphic Symbols for Electrical Diagrams"

GB5465.1-2-85: "Graphic Symbols for Electrical Equipment"

GB7159-87: General rules for the calculation of

textual symbols in electrical technology GB6988-86:

Electrical drawings

5.Supplementary Provision

These detailed rules are interpreted by the Academic Affairs Office and shall be implemented from the date of publication.

6. Change records

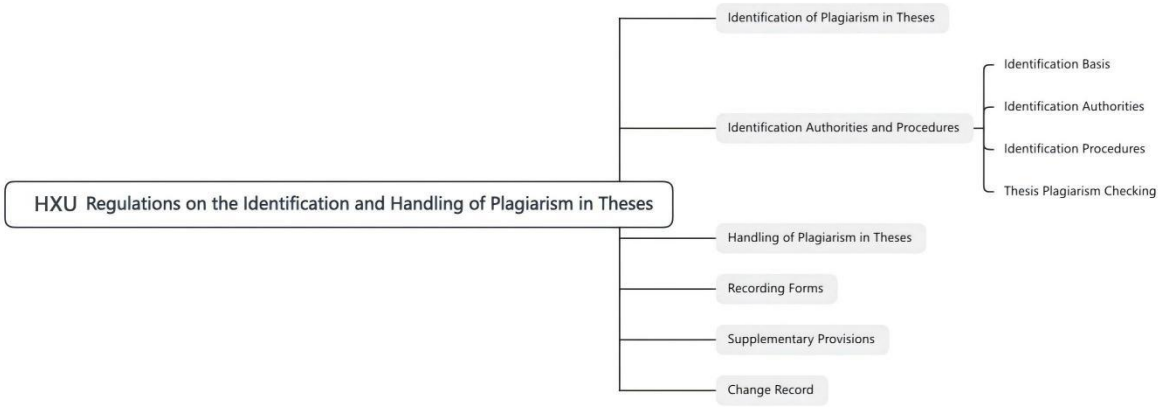
Serial No	Issue Date	Changes in regulations			Proposer		The main drafter		Drafting team members	Approver	
		category	edition	Repair times	full name	position	full name	positi on		full name	position
1	2019. 04.17	develo p	A	0	Xu Aimin	vice principal	Yuan Qingxin	Practi ce sectio n c e		Chen Changji n	chairma n

Regulations on the Identification and Handling of Fraudulent Academic Dissertation at Hengxing University

The purpose, basis, and scope of application In order to standardize the management of academic dissertations, establish a good academic atmosphere, ensure the quality of talent cultivation, and eliminate fraudulent behavior in academic dissertations. In accordance with the Degree Regulations of the People's Republic of China and the Higher Education Law of the People's Republic of China.

In accordance with the Measures for Handling Falsification of Academic Dissertations issued by the Ministry of Education and the actual situation of the school, this implementation rule is formulated. This implementation rule applies to the graduation thesis (including graduation design, hereinafter referred to as "thesis") submitted by applicants for degrees from our university.The handling of degree applicants, degree holders, supervisors, and related personnel who engage in fraudulent activities as listed in these detailed rules shall be determined and handled in accordance with these implementation rules.

Overview map



1. Determination of fraudulent behavior in thesis writing

The fraudulent behavior of thesis referred to in these rules includes the following situations:

1) Falsifying, purchasing, or selling academic theses, or organizing the buying and selling of academic theses;

2) Writing a thesis on behalf of others, or organizing the writing of a thesis on behalf of others;

3) Plagiarizing arguments, viewpoints, conclusions, etc. from someone else's work in a thesis without including them in the reference list, misleading readers into thinking that the viewpoint is the author's own;

4) Stealing research, experimental data, and charts from others' research results in a thesis, copying or slightly modifying them for use in one's own thesis;

5) Falsifying experimental samples in a thesis, fabricating materials and methods provided in research results without actually conducting experiments;

6) Falsifying or tampering with experimental data, fabricating false observations and experimental results, intentionally selecting data and tampering with raw data in a thesis to conform to one's expected research conclusions;

7) There are other serious cases of thesis fraud.

2. Accreditation institutions and procedures

2.1 Recognition basis

Initiate the determination of thesis fraud based on the following aspects:

(1) reporting by others;

(2) Mentor recognition;

(3) Recognition by the thesis defense committee;

(4) Expert review and recognition;

(5) College accreditation;

(6) According to the professional institution (CNKI Academic Misconduct Detection System), the degree thesis has been found to be duplicated beyond the provisions of section 2.4 of this regulation;

(7) Feedback information from the State Council Academic Degrees Office or Provincial Academic Degrees Office;

(8) Other organizations provide information, etc.

2.2 Accreditation agency

(1) The degree committees of each secondary college are responsible for accepting the initial review and determination of fraudulent behavior in their own college's thesis;

(2) The Academic Affairs Office is responsible for organizing and managing the identification of plagiarism in regular full-time dissertations;

(3) The Academic Degrees Committee of the school is the final review and appeal handling body for academic thesis fraud.

2.3 Identification Procedure

1 The degree committees of each secondary college are responsible for organizing investigations and preliminary identification of papers suspected of academic fraud, and forming an investigation team of no less than 3 people as needed;

2 The investigation team should investigate the fraudulent behavior of the thesis based on the principles of seeking truth from facts and being serious and rigorous. If necessary, the informant may be notified to accept questioning.The investigation team submitted a letter of

opinion on the determination and handling of fraudulent behavior in the thesis of Hengxing University to the degree committee of the college;

3 The Academic Degrees Committee shall review and sign opinions on the investigation and determination results of the investigation team, attach all supporting materials, and submit them to the Office of the Academic Degrees Committee of the school;

4 Individuals suspected of falsifying their thesis can defend themselves by providing written opinions and evidence, but they must not hinder the specific verification actions of the investigation team and the college degree committee.During the investigation and determination, the supervising teacher and other stakeholders of the investigated student should be avoided;

5 The Office of the Academic Degrees Committee of the school will submit the certification materials to the Academic Degrees Committee for final recognition, and form a written certification result and handling opinion (fill out the " Hengxing University Thesis Fraud Handling Decision").Within three working days after the recognition result and handling opinion are formed, the second level college where the degree applicant is located shall deliver a written notice to the party concerned. If the party concerned refuses to sign or cannot sign due to special circumstances, it shall be publicly announced online and deemed as delivered;

6 If a person suspected of falsifying a thesis has objections to the determination and handling opinions, they may submit a written reconsideration application (fill out the " Hengxing University Thesis Fraud Reconsideration Form") to the Office of the School Degree Committee within 5 days from the date of receiving the handling decision or the school's public announcement. Late applications will not be accepted.The school degree committee organizes the review and recognition work, and makes the final handling opinion;

7 Schools must take appropriate measures to protect the legitimate rights and interests of whistleblowers, witnesses, and informants during the process of accepting reports and investigations of academic fraud.The personnel involved in the investigation should not have any interest relationship with the reported person or informant.Before the relevant departments of the school make disciplinary or organizational decisions, all procedures and materials must be kept confidential, and all personnel involved must not disclose the investigation and handling situation.

2.4 Paper plagiarism check

Our school uses the "China National Knowledge Infrastructure" college student thesis management system for plagiarism detection of papers.The school will conduct plagiarism checks on all graduates' comprehensive papers with a classification level of "public".

Confidential papers will be checked for plagiarism after the confidentiality period expires.

（1） **Method and process of plagiarism detection**: The plagiarism detection of papers adopts

a census or spot check method, and the plagiarism detection method and spot check ratio are determined by the Academic Affairs Office.The secondary college organizes plagiarism checks and students must submit their papers to the academic affairs office one week before the defense date.The Academic Affairs Office is responsible for conducting a free plagiarism check on the paper and providing feedback on the results to each college.For papers that did not pass the initial review, they will be revised within a specified period and then reviewed again.The fee schedule for re examination is determined by the library based on the fee schedule of China National Knowledge Infrastructure (CNKI).

（2）Duplicate checking standards and handling methods

Result category	Duplicate check results	Preliminary determination of nature
A	R≤30%	pass through
B	R＞30%	Suspected of plagiarism

Note: R is the word duplication ratio, which refers to the percentage of overlapping words between the tested paper and non academic achievements in the entire text.

①Class A: Considered to have passed plagiarism check, students can apply for defense, and whether the thesis needs to be modified is determined by the supervising teacher based on specific circumstances.

②Class B: Students are required to revise their thesis under the guidance of their advisor and conduct a review after the revisions are made.Those whose text overlap ratio is within 30% (including 30%) after re examination can apply for defense;If the overlap ratio of the text after re examination is greater than 30%, the degree committee of the college shall determine the re examination handling opinion based on the specific situation, fill in the " Hengxing University Undergraduate Graduation Design (Thesis) Re examination Handling Opinion", and submit it to the school's degree committee for approval.

③If students or supervising teachers raise objections to the plagiarism check results, they can file a written appeal, and the college degree committee will propose a handling opinion

based on the plagiarism check results and defense reasons, and submit it to the school degree committee for approval.

④It is suggested that humanities and social science majors can raise the plagiarism detection standard to 20%, that is, R ≤ 20% is considered as passing the plagiarism

detection;Each college can also improve its plagiarism detection standards according to its professional situation and strictly control the quality of papers.

3 Handling of fraudulent behavior in thesis writing

3.1 If a degree applicant engages in serious fraudulent behavior such as purchasing, having someone else write their thesis on their behalf, plagiarizing, plagiarizing, or falsifying data, their degree application qualification will be revoked;Those who have already obtained a degree shall have their degree revoked and their degree certificate cancelled in accordance with the law.The decision to cancel the qualification for degree application or revoke a degree shall be announced to the public and filed with the Ministry of Education.Within at least 3 years from the date of making the decision, the school will no longer accept their degree application;

3.2 Individuals who write or sell theses for others, or organize the buying and selling or writing of theses on behalf of others, and who are enrolled students, will be expelled from school by the school;Those who belong to our school's teachers and other staff will be dismissed or have their employment contracts terminated by the school;

3.3 If the supervising teacher fails to fulfill their responsibilities of educating students on academic ethics and norms, guiding and reviewing academic papers, and if the thesis they are guiding has engaged in fraudulent behavior, depending on the severity of the circumstances, they will be punished with a reduction in the number of guiding papers and a cancellation of their qualification to guide academic papers for two years. If the circumstances are serious, they will be given a warning, a demerit, a demotion of their position level, or even dismissal or termination of their employment contract;

3.4 The school will include the review of thesis in the annual assessment of the college and teachers.The college that repeatedly engages in student thesis fraud or fraudulent behavior that has a negative impact shall be publicly criticized, and the responsible person of the college shall be given corresponding sanctions;

3.5 Plagiarism in theses and dissertations constitutes a violation of relevant national laws. In accordance with relevant laws and regulations, the matter shall be reported to the relevant authorities to pursue the corresponding responsibilities of the relevant person.

4. Record forms

4.1 Opinion on the Identification and Handling of Fraudulent Academic Dissertation at Hengxing University HXJLJX88S

4.2 Decision on Handling Fraudulent Academic Dissertation at Hengxing University HXJLJX89S

4.3 Review Form for Academic Dissertation Fraud at Hengxing University HXJLJX90S

4.4 Opinions on Duplicate Inspection and Handling of Graduation Design (Thesis) of Hengxing University HXJLJX91S

5. Supplementary Provisions

These detailed rules are interpreted by the Academic Affairs Office and shall be implemented from the date of publication.

6. Change records

Serial No	Issue Date	Procedure Changes			Proposer		Main Draftsman		Drafting Team Members	Approver	
		Category	Version	Revision	Name	position	Name	Position		Name	Position
1	2019.02.15	Formulation	A	0	Aimin Xu	Vice-principle	Qingxin Yuan	Practical Director		Changjin Chen	Chairman