

Three Documents on "Regulations Regarding Administration of Shanghai Jiao Tong University Instructors' Qualifications for Teaching" and others

In order to improve the quality of education at SJTU, teachers' conduct shall be regulated, a regular teaching order shall be upheld, first-rate teaching and learning practice shall be developed, and the constant improvement of quality education shall be promoted. The University has distributed, in succession, "Announcement of Seven Articles including 'Regulations on Teaching at Shanghai Jiao Tong University 'etc.'" (SJTU document [2016] #5), "Shanghai Jiao Tong University's Announcement on Administration of Instructors' Qualifications for Teaching (Provisional)" (SJTU Document [2018] #49) .

To facilitate understanding by teachers and students, an English interpretation is provided here for reference for the following three articles: "Regulations Regarding Administration of Shanghai Jiao Tong University Instructors' Qualifications for Teaching", "Regulations on Teaching at Shanghai Jiao Tong University ", "Regulations of Measures on Identifying and Handling Shanghai Jiao Tong University Teaching Incidents ". In case of ambiguity, the Chinese edition shall prevail.

Regulations Regarding Administration of Shanghai Jiao Tong University Instructor Qualifications for Teaching

(Provisional)

Chapter One: General Provisions

Article One. In order to ensure teaching quality and improve the evaluation process of teachers' professional development, SJTU produces these regulations based on related provisions by the Ministry of Education and practices at the university.

Article Two. Instructors with teaching qualifications within the academic program shall possess advanced education philosophy, an orientation towards proper values, favorable work attitude, and systematic academic knowledge and capability, so that they could be appropriate models for students to follow.

Chapter Two: Accreditation of Teaching Qualifications

Article Three. Teaching qualifications refer to the qualifications for the University's instructors to assume independent responsibility for undergraduate or graduate students' academic teaching tasks.

Article Four. According to the University's circumstances, the following needs to go through an accreditation procedure:

1. Newly recruited instructors who will soon undertake course teaching;

2. Instructors already at the university who have not yet undertaken course teaching, but will soon undertake course teaching;

3. Instructors who are required to be reviewed again for accreditation of teaching qualifications based upon previous evaluation results from the University.

Article Five. Requirements to be accredited with Teaching Qualifications

Newly recruited teachers who meet one of the following conditions will be accredited with teaching qualification; those who have been "suspended for teaching" will need to meet both Condition One and Two to be eligible for teaching:

1. Pass the evaluation of trial lecturing organized by the school (department);

2. Participate in the comprehensive teacher training organized by the University's Center for Teaching and Learning Development, complete corresponding study plan, and receive the certificate issued by the center;

3. Newly recruited teachers that have over three years of experience in teaching in colleges and universities within the past five years and experience in independently delivering a course of two credits or above.

Article Six. Procedures for Accrediting Teaching Qualifications

1. Teachers fill in and submit the "Review and Accreditation Form of Shanghai Jiao Tong University Instructor Teaching Qualifications " to the school (department);

2. The school is responsible for reviewing whether the teacher fulfills the requirements stated in Article Five;

3. The school submits the reviewing results to the Office of Teaching Affairs or Graduate School. Information of newly accredited teachers shall be recorded in the teachers' database and filed with the Division of Human Resources.

Chapter Three: Changes in the Evaluation of Teaching Results and Teaching Qualifications

Article Seven. Every term, the Office of Teaching Affairs organizes assessment of teachers' teaching performance by ways of doing survey among students and peer-review of lecture hearing by scholars and university/school administration. The Graduate School organizes assessment of teachers' teaching performance by ways of doing survey among students of postgraduate compulsory courses (both general compulsory and specialized core courses) and peer-review of lecture hearing by scholars and university/school administration. The Office of Teaching Affairs and the Graduate School will distribute the lists of teachers with bad teaching performances in the last term to each school (department). The school(department) will then finalize the list of

teachers whose teaching quality need to be evaluated comprehensively based on the aforementioned list of names and the school's own quality control rules and regulations. Then the school (department) will inform the teacher by written notice or face-to-face meeting and organize the comprehensive evaluation of the instructor's teaching performance. The comprehensive evaluation should generally be completed before the instructor's next teaching period.

Article Eight. While conducting the comprehensive evaluation, the school (department) shall form an evaluation committee of no less than five people. The dean (department chair) shall serve as chair of the committee and the vice-dean in charge of teaching (department vice chair) vice chair. Other committee members will include member(s) of the school's teaching work committee, supervisor(s), and other faculty members. The evaluation committee shall carry out a comprehensive evaluation of the instructor's teaching by hearing his/her lectures and/or trial teaching, etc. The evaluation result will be either "continue teaching" or "teaching suspended".

Article Nine. Regarding instructors who rank in the bottom 3% for the same course out of the entire university for three consecutive years based on course students' evaluations; or those who have been ranked in the bottom 3% out of the entire university for three or more times over the past three years either in the university online survey or via WeChat survey,

or have received a D2 or D3 rating for three times consecutively via Wechat survey, shall be directly assigned the status of "teaching suspended" without having to conduct a comprehensive evaluation mentioned in Article Eight.

Article Ten. The school (department) shall promptly provide the outcome of the comprehensive evaluation to the Office of Teaching Affairs or Graduate School and shall promptly notify the instructor that has received the negative result in writing or through face-to-face meeting. No classes shall be arranged for these instructors for the next teaching period. The school's (department) evaluation committee shall look into detailed reasons of these instructors' unsatisfactory performance and offer feasible suggestions accordingly to help the instructor(s) fulfill the requirements for teaching qualifications stated in Article Five.

Article Eleven. One term after suspension from teaching, "Suspended" instructors may follow procedures set forth in Article Six to regain teaching qualifications. If reaccreditation succeeds, the instructor may resume "teaching qualifications" in the following term.

Article Twelve. Regarding instructors who have been "suspended from teaching" for three times, the Office of Teaching Affairs or Graduate School will revoke their "teaching qualifications" for ever and this decision will be recorded in the Division of Human Resources.

Chapter Four: Others

Article Thirteen. The Office of Teaching Affairs and Graduate School shall be responsible for administering instructors' teaching qualifications for undergraduate and graduate courses teaching respectively.

Article Fourteen. The Office of Teaching Affairs and Graduate School are responsible for interpreting these regulations.

Article Fifteen. These regulations shall take effect from September 1st, 2018 on.

Regulations on Teaching at Shanghai Jiao Tong University

In order to regulate teaching conduct, uphold regular teaching order, develop first-rate education and learning practice, and promote continuous improvement of educational quality, these regulations have been formulated in accordance with "Teachers' Law of the People's Republic of China" and other relevant regulations.

Chapter One: Basic Requirements

Article One One shall love the nation with fidelity to the people's educational cause, faithfully execute the nation's educational policies. Love the University, conscientiously uphold the University's honor and reputation. Abide by the "Education Laws of the People's Republic of China", "Teachers' Laws of the People's Republic of China", "Higher Education Laws of the People's Republic of China", and " Basic Work Regulations for Shanghai Jiao Tong University Full-time Teachers " and other relevant regulations.

Article Two One shall look upon education as the most important mission and thus rigorously perform the duties of being a teacher. Actively undertake teaching assignments, diligently improve scholarship, earnestly bear the glorious responsibility of teaching and educating others, strengthening moral education and nurturing others.

Article Three To serve as a model for students, one shall pay attention to one's own ideological character and moral cultivation, outer appearance and behavior. One shall abide by national laws and the University's regulations.

Article Four Cherish and care for students and respect their dignity; and give guidance and directions to students with strictness. In the education process, teachers shall ask students to abide by "Shanghai Jiao

Tong University Students' Rules of Integrity", make every effort to nurture students' earnest and rigorous attitude towards learning, promote all-around development of students, encourage students' critical thinking, and give priority to developing students' creativity and hands-on practices.

Article Five Mandarin and standard Chinese characters shall be the fundamental medium of instruction (except when teaching in a foreign language or the use of a foreign language is necessary).

Chapter Two: Teaching Work

Article Six Before teaching, the instructor should know well the contents of and the relationship between different levels of courses so that a defined objective of the course is clear and the teacher can draft the syllabus and teaching plan for the current course accordingly. Furthermore, the instructor shall select and use suitable teaching materials or reference materials in line with "Shanghai Jiao Tong University Teaching Material Selection, Use, and Management Methods" (enclosed).

Article Seven Unless a specific experimental practice course is opened, the teaching process of experimental practice elements in courses, in principle, shall be led and supervised by the course instructor. The instructor shall rigorously abide by "Shanghai Jiao Tong University Administering Measures on Experimental Teaching and Teaching Practice".

Article Eight When the course begins, the instructor shall explicitly inform the students of the course's specific teaching and assessment plan. Furthermore, teaching shall be conducted according to the course syllabus and teaching schedule.

Article Nine Theoretical explanations in classroom teaching shall be precise and concepts shall be clear and coherent with prominent focus and strong logic. The instructor shall actively employ modern teaching techniques and methods suitable for the current course, promote students'

initiative of learning and research, encourage students' active engagement, and nurture students' scientific exploration spirit and creativity. The instructor shall reinforce interaction with students, pay close attention to students' response and study results.

Article Ten The instructor is responsible for maintaining class order. The instructor shall criticize and educate students who are late, leave early, are absent from class without reason, do not turn in homework, or ignore or violate class disciplines. The instructor shall promptly take measures with students who violate "Shanghai Jiao Tong University Student Rules of Academic Integrity" according to relevant regulations.

Article Eleven The undergraduate students' graduation (thesis) project's supervisor shall follow "Shanghai Jiao Tong University Suggestions on Guiding Undergraduate Students' Graduation (Thesis) Project Work".

Article Twelve The instructor shall actively, and with initiative, listen to students' suggestions and feedbacks on course teaching, carefully make course summaries, revisions, revise teaching plans, thus gradually improving teaching performance and results.

Article Thirteen The instructor shall submit various teaching documents according to the University or school's request and before deadlines.

Article Fourteen The instructor shall actively participate in students' extracurricular teaching activities, such as various academic competitions, summer research internships, PRP, innovation and entrepreneurship programs, etc., actively motivate students to be involved in research, foster students' creativity and research capabilities.

Article Fifteen The instructor shall assign necessary homework, course projects, questions for class discussion based on the course syllabus, place importance on fostering students' all-around ability including

problem solving and analysis, critical thinking, etc.

Article Sixteen The instructor shall set up special time for answering questions after class, and get to know students' learning results through coaching.

Chapter Three: Course Assessment Management

Article Seventeen Assessment shall be conducted and performance records shall be kept of all courses and teaching processes defined in the teaching plan (including military practice, experiments, teaching practice, production practice, design, etc.). The instructor shall conduct course assessment according to "Shanghai Jiao Tong University Course Assessment Management Methods".

Article Eighteen The instructor shall handle test papers according to "Shanghai Jiao Tong University Regulations on Examination Paper Administration".

Article Nineteen The proctor shall be the instructor. The proctor and the examination supervisor, shall act according to "Shanghai Jiao Tong University Proctor and Examination Supervisor Work Instructions".

Chapter Four: Teaching Research and Teaching Development

Article Twenty The instructor shall pay close attention to study education and teaching philosophy, use modern educating concepts to guide teaching practices, explore laws of teaching and reform teaching contents and methodology, to constantly improve teaching performance.

Article Twenty-one Throughout teaching activities, the instructor shall pay attention to students' learning results and actively review and improve teaching plan, thus improving teaching quality.

Article Twenty-two While completing teaching tasks, the instructor, combined with one's own teaching practice, shall actively participate in teaching development and reform work (such as actively applying for and engaged in relevant research programs), publish related results with one's

refined teaching practices.

Chapter Five: Teaching Work Discipline

Article Twenty-three During the teaching process, the instructor must uphold the Party's Four Cardinal Principles, abide by national laws and legislations. The instructor may not have aggressive remarks on the Party or the Government, conduct religious propaganda or have other unsuitable remarks that are not good for students to hear.

Article Twenty-four Teachers must vigorously implement regulations in the Ministry of Education's "Guidelines on Establishing and Perfecting Long-term Mechanism for College Teachers' Moral Values s".

Article Twenty-five The instructor shall perform well constantly in each class, by showing neat and tidy, civilized manner, full of vigor, with rapt attention, a clear voice, and neat blackboard writing.

Article Twenty-six The instructor may not teach class after drinking alcohol, nor conduct corporal punishment or use insulting language to students.

Article Twenty-seven The instructor shall arrive at the classroom early enough and prepare well for the class. During class, activities unrelated to teaching are prohibited. Class may not be dismissed early.

Article Twenty-eight The instructor shall give lectures to students at the pre-assigned time and place. In the event the instructor of undergraduate courses is unable to undertake the established teaching assignments due to special circumstances or emergency, he/she shall act in accordance with "Shanghai Jiao Tong University Regulations on Undergraduate Course Rescheduling"; In the event the instructor of graduate general compulsory courses and/or specialized core courses should need to reschedule or cancel lecturing due to other work needs or other emergencies, he/she shall proceed in accordance with the regulations laid out in Article Six of "Shanghai Jiao Tong University Specific Implementation Regulations on Graduate Student

Teaching Administration ” in the "Shanghai Jiao Tong University Graduate Student Work Manual" (2015). The instructor should file an application that has been approved by the relevant dean of the school (department) to the Academic Affairs Office of the Graduate School at least one week in advance for review and approval by the Graduate School.

Article Twenty-nine The instructor shall submit grade reports according to the requirements set forth in "Administration Measures of Shanghai Jiao Tong University Course Evaluation ".

Chapter Six: Reward and Disciplinary Action

Article Thirty Instructors with outstanding performance in teaching, teaching materials development, teaching reform and research in teaching can apply for rewards individually or through a university unit, including the outstanding teacher award, “candle light” award, president’s teaching award, teaching achievements award, etc.

Article Thirty-one Instructors, whose performance has been deemed unsatisfactory by both the University and the school, must be suspended from teaching asked to improve teaching quality within a set time period.

Article Thirty-two When a teaching incident occurs, the incident shall be handled according to "Measures on Identifying and Handling Shanghai Jiao Tong University Teaching Incidents "; If violation of these regulations occurs, but it does not yet constitute a teaching incident, it shall be considered teaching negligence and the University shall inform the homeschool (department) of the negligence.

Chapter Seven: Additional Articles

Article Thirty-three These regulations shall be applicable to the all instructors in the University undertaking teaching assignments for undergraduate and graduate students, effective as of January 8th, 2016.

Article Thirty-four The Office of Teaching Affairs and Graduate

School are responsible for interpretation of these regulations.

Shanghai Jiao Tong University Regulations of Measures on Identifying and Handling Teaching Incidents

Chapter One: General Provisions

Article One In order to regulate teaching conduct, uphold regular teaching order, promote continuous improvement of educational quality, and properly respond to teaching incidents, these regulations have been formulated in accordance with "Higher Education Laws of the People's Republic of China", "Teachers' Laws of the People's Republic of China", etc.

Article Two Teaching incident in these regulations refers to an incident caused by faculty member, teaching service staff and teaching supporting staff during the undergraduate or graduate student teaching or administration process that affects the regular teaching order or violates relevant regulations.

Article Three Teaching incidents shall be identified and handled with the principle of justice and equity in a timely manner. The remedy measures shall be a combination of education and disciplinary actions according to established procedures.

Article Four Each college may formulate its own detailed measures on identifying and handling teaching incidents based on these regulations and submit them to the Office of Teaching Affairs and Graduate School for record.

Chapter Two: Categories and Applicability of Teaching Incidents

Article Five Teaching incidents are divided into three categories based on the level of consequences and effects brought about by the incident: general teaching incidents, critical teaching incidents, and significantly critical teaching incidents.

Article Six All of the following situations caused by faculty members,

teaching service staff and teaching supporting staff during the undergraduate or graduate student teaching or administration process shall constitute a general teaching incident:

1. One that is late for class or invigilation for no more than ten minutes, without informing teaching supporting staff or vice-dean for teaching of the school in advance and neither informing the students in class in advance for proper class order ; thereby no effective remedy measures have been taken for the lateness.

2. One that has been late for class or invigilation for no more than ten minutes for the first time and take effective remedy measures to avoid teaching incidents, but such situation takes place again within the same term (spring and summer semesters together counted as one term).

3. One that is late for class or invigilation for ten and more than ten minutes but less than twenty minutes, and have informed in advance the teaching supporting staff and vice-dean for teaching of the school and also informed the students in class in time for proper class order; thereby effective remedy measures have been taken for the lateness.

4. Shorten the class time by ten minutes and more without permission.

5. Talk about contents unrelated with the class during lectures, thus affecting completion of teaching plans.

6. One that does not maintain classroom order during class, thereby affecting teaching order.

7. One that does not conduct course coaching according to the prearranged schedule.

8. One that does not follow equipment use regulations or leave one's post during class without permission, leading to slight harm to students or causing damage to teaching equipment valued at more than one thousand RMB but less than five thousand RMB.

9. One that does not fulfill one's responsibility for safety according to

regulations, leading to leakage and loss of hazardous chemical materials, radiation sources , highly toxic and dangerous articles, but have not triggered critical consequences.

10. One that does not carry out safety and confidentiality education according to regulations during university organized teaching internships and does not fulfil necessary measures, leading to small damage to the internship unit and slight harm to student(s).

11. One does not fulfill one's duty to guide students' innovation projects, PRP, and undergraduate summer internships of scientific research according to requirements, leading to delay of the project completion, low paper quality and such, but have not triggered critical consequences.

12. One does not complete, within the set time frame, the term review, project defense, and report submission of students' innovation projects, PRP, undergraduate summer internships of scientific research, but have not led to serious consequences .

13. One fails in supervising students according to requirements to complete the graduation project (thesis), leading to low quality of students' graduation project (thesis).

14. Alter examination time and location without permission.

15. Repetition rate of examination questions over the past three years exceeding 20% and less than 30% (including 30%).

16. Change proctors without permission.

17. One that fails to submit grade records onto the teaching information services net within seven days after undergraduate course examinations or undergraduate course conclusion without providing proper explanations to the teaching management department in time.

18. One that fails to submit student grade records and necessary filed materials to the teaching management department within two weeks after the new term begins.

19. After students' grade records are published on the teaching information services net, one requires to modify 3% and more than 3% but less than 5 % of the class' number of grade records.

20. One that gives grades to students already deemed to have violated "Shanghai Jiao Tong University Student Examination Laws and Regulations".

21. One that cause course arrangement conflicts or examination arrangement conflicts due to job oversight (excluding actively taking remedy measures to avoid negative consequences).

22. One that does not promptly dispatch the teaching assignment notice to the instructor after settling the teaching execution plan.

23. Due to careless review, one issues academic credentials, student status, grade records, and such types of certifications inconsistent with facts.

24. Work negligence leading to delays or errors in reporting graduation or degree data and cause serious effects.

25. Other circumstances related to regulation violations affecting teaching order that may constitute a general teaching incident.

Article Seven All of the following situations caused by faculty members, teaching service staff, and teaching supporting staff during the undergraduate or graduate student teaching or administration process constitute a critical teaching incident:

1. One that has been late for class or invigilation for no more than ten minutes and taken active remedy measures to avoid teaching incidents, and such situation takes place again within the same term (spring and summer semesters together counted as one term) but one takes no active remedy measures this time.

2. One is late for class or invigilation for over ten minutes (including ten minutes) but less than twenty minutes without informing teaching

supporting staff or vice-dean for teaching of the school in advance and neither informing the students in class in advance for proper class order, thereby no effective remedy measures have been taken for the lateness.

3. One is late for class or invigilation for twenty and more than twenty minutes, but have taken remedy measures by informing the teaching supporting staff or vice-dean for teaching of the school in advance and informing the students in class for proper class order.

4. One that refuses to accept the teaching task arranged by the University or fails in completing teaching tasks arranged by the University with no proper excuse.

5. Teach after drinking alcohol.

6. Use insulting language to students or seriously infringe upon students' personal integrity.

7. One that does not fulfill one's responsibility according to regulations, leading to slight harm to students in teaching, practice, or experiment activities, or significant property loss of five thousand RMB or more, but less than one hundred thousand RMB.

8. One that does not fulfill one's responsibility for safety according to regulations, leading to leakage and loss of hazardous chemical materials, radiation sources, highly toxic and dangerous articles, or unexpected combustion, explosion, etc. that bring about consequences of slight body harm and so on.

9. One that does not carry out safety and confidentiality education according to regulations during university organized teaching internships and does not fulfill necessary measures, leading to fairly large damage to the internship unit and slight harm to student(s).

10. One that does not fulfill one's duty to guide university students' innovation projects, PRP, and undergraduate summer internships of scientific research according to requirements, leading to critical

consequences like failure in completing the projects and low thesis quality.

11. One that does not complete, within the set time frame, the term review, project defense, and report submission of university students' innovation projects, PRP, undergraduate summer research internships , leading to serious consequences.

12. One that fails in supervising students to complete their graduation project (thesis) according to requirements, leading to delay in meeting graduation requirements and failure in regular graduation.

13. Repetition rate of examination questions over the past three years exceeding 30% but less than 50% (including 50%).

14. One that is not dutiful during the examination time period or leave the exam venue at will, leading to disorder in the examination venue.

15. One that fails to submit grade records onto the teaching information services net within fourteen days after undergraduate course examinations or undergraduate course conclusions without providing proper explanations to the teaching management department in time.

16. After students' grade records are published on the teaching information services net, one requires to modify 5%-10% (inclusive) of the class' number of grade records.

17. One that does not give student grades according to grading standards or grading regulations, or deliberately raise or lower student examination scores by more than 10%.

18. Arrange incorrectly or miss any class or course examination, while arranging examinations, leading to serious effects to examination order.

19. Work negligence leading to errors of granting or loss of diploma or graduation certificates.

20. Two general teaching incidents occurring accumulatively within one term (spring and summer semesters together counted as one

term).

21. Other circumstances seriously affecting teaching order and teaching quality that may constitute a critical teaching incident.

Article Eight All of the following situations caused by faculty members, teaching service staff, and teaching supporting staff during the undergraduate or graduate student teaching or administration process constitute a significantly critical teaching incident:

1. One that is Late for class or invigilation for twenty and more than minutes without informing the teaching supporting staff or vice-dean for teaching of the school in advance and neither informing the students in class in advance for roper class order, thereby no effective remedy measures have been taken for the lateness.

2. On that suspends class, is absent from class, or change class time without permission.

3. One that does not fulfill one's responsibility according to regulations, leading to serious harm to students or worse in teaching, practice, or experiment activities, or significant property loss of one hundred thousand RMB or more.

4. One that does not fulfill one's responsibility for safety, according to regulations, leading to leakage or loss of hazardous chemical materials, radiation sources, highly toxic and dangerous articles, or unexpected combustion, explosion, etc. that bring about consequences of serious harm or worse.

5. One that does not carry out education relevant to student safety and confidentiality according to regulations during university organized teaching internships and does not take effective measures, leading to serious damage to the internship unit and serious harm or worse to students.

6. Repetition rate of examination questions over the past three years exceeding 50%.

7. Leak examination questions or examination answers before the examination.

8. Fail to strictly implement relevant regulations and cause disorder in the examination venue, affecting the effectiveness of the examination results.

9. Cover up students who have prohibited behavior that violates examination discipline, or incite or assist students in cheating in the examination.

10. Generate serious mistakes in the examination questions or improper examination questions, leading to interruption of the exam or loss of effectiveness in the examination.

11. After students' grade records are published on the teaching information services net, one requires to modify more than 10% of the class' number of grade records.

12. One that gives grades to students who have not participated in course learning (excluding those who have already followed procedures to be exempt from class hearing), or gives grades to students who have not taken the examination or gone through the review process.

13. Mistakes made in university wide teaching schedule or failure in dispatching the schedule promptly, leading to teaching disorder.

14. Lose of or damage in original student grade records, examination papers (or periodical homework), as well as student information, data, and such files.

15. Deliberately issue academic credentials, student status, grade records, and such types of certifications containing serious contradictions to facts.

16. Speak or act in a way that is contradictory to the Party's political guidelines or policies, or distribute contents containing illegal, evangelical, or obscene elements and languages during teaching activities.

17. Deliberately conceal the occurrence of or delay the response to behavior that violates discipline or teaching incidents.

18. Three general teaching incidents or two critical teaching incidents occurring accumulatively within one term (spring and summer semesters together counted as one).

19. Other circumstances that may constitute a significantly critical teaching incident.

Chapter Three: Teaching Incident Reporting and Identification Procedures

Article Nine Teaching Incident Reporting

If an instructor, teaching supporting staff, or teaching service staff is found to having exhibited behavior constituting a teaching incident during work, teachers and students of the University or a university working unit may report, in writing, to the school (department), the Office of Teaching Affairs, or Graduate School.

Article Ten Teaching Incident Identification Procedures

Regarding general and critical teaching incidents, every school (department) may submit preliminary suggestions for responding to the incident based on the collection of evidence and qualitative results conducted. Final Decisions rest with the Office of Teaching Affairs or Graduate School.

Regarding significantly critical teaching incidents, every school (department) may submit preliminary suggestions for responding to the incident based on the collection of evidence and qualitative results conducted. Final decisions will be issued with the Office of Teaching Affairs or Graduate School consulting with the school (department) or relevant divisions.

Article Eleven Teaching Incident Identification Deadlines

The school (department), starting from the day the teaching incident

occurred or the day a report or complaint was received, shall immediately conduct an investigation. Verification of the facts and identification of the teaching incident shall be finished within ten business days and reported in writing, with evidence attached, to the Office of Teaching Affairs or Graduate School. If, any test of proof is needed during the process of investigation and collecting evidence, the time for test(s) shall not be included therein.

Article Twelve Evidence for Teaching Incidents

The following evidence, after the investigation and verification, may be regarded as the basis for teaching incident identification: documentary evidence, material evidence, witness testimony, declaration of persons involved, audio-visual materials, evaluation conclusion, inquisition transcripts, onsite transcripts, expository materials provided by the University's relevant divisions, and other evidence.

Chapter Four: Disciplinary Actions against Those Responsible for the Teaching Incidents

Article Thirteen Disciplinary Actions Against Those Responsible for the Teaching Incident

Disciplinary actions against those responsible for general teaching incidents: an announcement of criticism shall be circulated within the school (department) or division.

Disciplinary actions against those responsible for critical teaching incidents: an announcement of criticism shall be circulated within the school (department) or division; and those responsible for the incident shall be deprived of a certain sum of post subsidy from the University based on the severity of the circumstances.

Disciplinary actions against those responsible for significantly critical teaching incidents: an announcement of criticism shall be circulated within the school (department) or division; those responsible for the incident shall

be deprived of a portion or all of their post subsidy for the entire year from the University; those responsible may not apply for higher level professional and technical posts or positions in the next year.

Article Fourteen Issuing of Teaching Incident Disciplinary Action Verdicts

The school (department) where the person(s) responsible for the incident is located shall deliver to said person(s) the "Shanghai Jiao Tong University Teaching Incident Disciplinary Action Verdict Document".

Article Fifteen Disciplinary Action Principles

If the teaching incident was brought about by a force majeure and, following an investigation, does not constitute a teaching incident, disciplinary actions shall not be conducted. Force majeure here refers to unforeseeable, unavoidable, and insurmountable, objective circumstances.

If the teaching incident occurred due to others' mistakes, required evidence may be provided to the teaching incident evidence collection and identification division for reference in the process of collecting evidence and determining disciplinary actions.

If the person(s) responsible for the incident is simultaneously responsible for multiple activities, in general, the incident shall be categorized and handled according to the most severe activity. If the effect brought about by multiple activities is abominable, or the consequences severe, or if the person(s) responsible is not aware enough of his/her faults, the incident may be categorized and handled as an even higher level incident.

Regarding circumstances with especially serious consequences or the conscientiousness of the person(s) responsible is not enough, it shall be reported to the Division of Human Resources who will handle the situation according to the regulations set forth in "Shanghai Jiao Tong University Procedures and Measures on Teaching and Administrative Staff Reward and

Penalty ".

Those who are suspected of violating Party and Government disciplines shall simultaneously be transferred to the Ministry of Supervision for further disciplinary inspection. The University shall submit to the judicial authorities for investigation and response towards those who are suspected of a criminal offense.

Chapter Five. Teaching Incident Verdict Appeal

Article Sixteen If the person(s) responsible for general and critical teaching incidents do not accept the verdict for disciplinary actions regarding the incident, within thirty days of receiving the verdict for disciplinary actions, he/she may file an appeal in writing to the Office of Teaching Affairs or Graduate School.

If the person(s) responsible for significantly critical teaching incidents do not accept the verdict for disciplinary actions regarding the incident, within thirty days of receiving the verdict for disciplinary actions, he/she may file an appeal, in writing, to the University's undergraduate teaching affairs steering committee or graduate teaching affairs steering committee.

The appeal document shall state explicitly, in writing, the facts, justification, and requests.

If the verdict of disciplinary actions was issued by the Division of Human Resources, the appeal shall follow relevant regulations by the Division of Human Resources.

Article Seventeen The unit accepting the appeal shall reconsider within fifteen business days after having received the appellant's documents for appeal in writing. If the disciplinary action was found to be improper or incorrect, the disciplinary action shall be alleviated or repealed.

Article Eighteen When an appeal is being handled, implementation of the verdict of disciplinary action shall not be paused.

Chapter Six: Others

Article Nineteen These regulations and measures take effect as of January 8th, 2016, and the former "Shanghai Jiao Tong University Measures of Identifying and Handling Teaching Incidents simultaneously is no longer effective.

The Office of Teaching Affairs and Graduate School are jointly responsible for interpretation of these regulations and measures.