



Appendix D - 8 Documents of Experimental Teaching Management System



National Experimental Teaching Demonstration Center for Civil Engineering Measures for the Management of the Innovative Experiment Program for College Students

Chapter 1 General Provisions

Article 1 The National Experimental Teaching Demonstration Center for Civil Engineering (hereinafter referred to as the Center) launches the "Innovative Experiment Program for College Students", aiming to further motivate students' initiative, enthusiasm, and creativity in learning, and cultivate their abilities in independent thinking, active learning, self - directed practice, and the courage to innovate. To ensure the smooth implementation of the "Innovative Experiment Program for College Students" in the Center, these management measures are formulated in line with the relevant documents of the "National Innovative Experiment Program for College Students" issued by the Ministry of Education, the relevant regulations of the university, and the actual situation of the Center.

Article 2 The "Innovative Experiment Program for College Students" adheres to the principles of "emphasis on process, interest - driven, highlighting key points, and encouraging innovation". It follows the procedures of "self - selected topics, free application, selective funding, and standardized management", and focuses on funding projects with novel ideas, clear goals, innovation and



exploration, feasible research plans and technical routes, and reliable implementation conditions.

Chapter 2 Project Application and Evaluation

Article 3 The objects of project approval and funding are students with excellent academic performance and moral character, who have spare capacity for learning, have a strong interest in scientific research and invention, are good at independent thinking, and possess the basic qualities and potential for engaging in scientific research and invention. Undergraduate students meeting the above conditions are all eligible to apply.

Article 4 Project applicants can be individuals or teams (generally no more than 5 people). Cross - disciplinary integration, joint applications across majors, grades, and departments are encouraged. An applicant can only participate in the application of one project at a time and is not allowed to cross - apply among different projects simultaneously.

Article 5 Approved projects should take innovative experiments as a means, aim to improve the ability of innovative practice, and start from solving a certain problem in this discipline, interdisciplinary fields, enterprise research and development, or civil engineering projects.

Article 6 For approved projects, students individually or as a team, under the guidance of a supervisor, independently carry out research - based learning, design experimental methods, purchase experimental equipment, conduct experiments, analyze and process



data, write summary reports, and other tasks.

Article 7 Projects are divided into two categories: general projects and key projects. The completion period for general projects is 1 year, and for key projects, it is 1 - 2 years.

Article 8 The project leader should carefully fill out the project application form as required, which will be reviewed by the supervisor.

Article 9 Supervisors must have a professional title above intermediate level, possess the professional proficiency required for the project research and corresponding scientific research capabilities. In principle, each supervisor generally guides 1 project each time. Supervisors should earnestly fulfill their guiding responsibilities, be responsible for guiding students throughout the process of scientific research, provide students with the workplaces and experimental equipment required for the project research, and regularly organize students for discussions and exchanges.

Article 10 The Center is responsible for evaluating the applied projects, determining the list of approved projects, and reporting them to the Academic Affairs Office of the university.

Chapter 3 Project Management

Article 11 The project shall be subject to dynamic management. The specific procedures are as follows:

1. After the project is approved, the Center shall verify the project funds according to the requirements of relevant documents and the needs of project implementation.



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2. The Center is responsible for tracking the progress of the project, conducting mid - term inspections, and reporting the progress to the Academic Affairs Office of the school. The Academic Affairs Office will conduct spot checks on the acceptance results.

3. The supervisor shall regularly organize students to communicate through various forms, timely summarize the achievements and existing problems of students during the project implementation process, and help students solve difficulties.

Article 12 Fund Management

1. The project funds shall be used for specific purposes only, and students can use them independently within the budget framework. The project reimbursement procedure is as follows: the project leader fills out the expense reimbursement form → the supervisor reviews → the relevant person in charge of the Center reviews → the Academic Affairs Office approves → the Finance Office reimburses.

2. The Center shall verify the project funds at one time and allocate them at one time. The relevant person in charge of the Center shall manage and approve the funds.

3. The project funds are mainly used for purchasing necessary experimental consumables, components, books and materials, conducting relevant research, academic exchanges, and publishing papers.



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4. The Academic Affairs Office shall supervise and manage the project funds to ensure that the funds are used scientifically, reasonably, and in a standardized manner.

Article 13 Once a project is approved, it shall not be changed arbitrarily. However, the project research can be changed or terminated under one of the following circumstances:

1. If the project needs to be changed for legitimate reasons during the implementation period, after review, it can be appropriately postponed or the project content can be adjusted, but the postponement shall not exceed one year.

2. If the research project cannot continue due to some insurmountable reasons, the project leader shall submit a project termination report to the Center for approval.

3. If there is any fraud in the project application or implementation process, or if the implementation is ineffective, and there is an unjustified delay without specific improvement measures, the Center will terminate the project and take corresponding actions according to the seriousness of the circumstances.

Article 14 Project Completion and Acceptance

1. After the project is completed, the project leader shall fill out the "Application for Completion of the Innovative Experiment Program for College Students", and after the supervisor signs an opinion, submit relevant project research reports, research results and other materials, and apply for project completion and



acceptance.

2. The Center is responsible for evaluating the project results. During the evaluation, on - site tests and project completion defense are generally required, and opinions on project evaluation and completion are given.

3. The Academic Affairs Office organizes experts to conduct spot checks on the completed projects. For projects that pass the acceptance, the Academic Affairs Office and the Center jointly issue a completion certificate.

Chapter 4 Policy Support

Article 15 All laboratories in the Center and scientific research laboratories are open to students carrying out projects free of charge, providing the experimental equipment required for project research. Efforts will be made to ensure the availability of equipment and offer careful guidance.

Article 16 Each laboratory should create an atmosphere of innovative education, build a communication platform for students, and carry out relevant activities regularly, providing students with opportunities to exchange experiences, showcase achievements, and share resources for their innovative research.

Article 17 Incentive Measures

1. The Center encourages students to participate in innovative experimental projects and provides various levels of scientific research and teaching conditions to project team members.



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2. Students who have completed projects with excellent results or have completed projects and generated important intellectual property rights will enjoy certain preferential treatments in applying to participate in domestic and international competitions, scholarship evaluations, etc.

Chapter 5 Organizational Structure

Article 18 Organizational Structure

1. The Center has established the "Coordinating Committee for the Innovative Experiment Program for College Students", which consists of the Center's responsible person, directors of each laboratory, and members of the Center's office. This committee is responsible for management, organization, and coordination work.

2. The Center's office is responsible for the management of the university's Innovative Experiment Program for College Students projects.

Chapter 6 Supplementary Provisions

Article 19 These measures shall come into effect as of the date of promulgation, and the Center shall be responsible for their interpretation.

National Experimental Teaching Demonstration Center for Civil Engineering

March 25th, 2017