

Document of Shenzhen Technology University

No.7, 2019

Notice on the Issuance of "Shenzhen Technology University Undergraduate Teaching Accident Identification and Handling Measures (Trial)"

All departments of the university:

The "Shenzhen Technology University Undergraduate Teaching Accident Identification and Handling Measures (Trial)" is hereby issued to you, please comply and execute accordingly.

Hereby notice.

Shenzhen Technology University



January 15, 2019

Shenzhen Technology University

Undergraduate Teaching Accident

Identification and Handling Measures (Trial)

These measures are hereby formulated to ensure the normal teaching order, uphold teaching discipline, improve the teaching management system, and enhance the quality of teaching.

Chapter 1 Definitions and Levels of Teaching Accidents

1 The teaching incidents defined by these regulations refer to actions or events in the undergraduate teaching and management process where teachers or teaching administrative personnel, due to direct responsibility, affect the normal teaching order and teaching quality, resulting in adverse consequences.

2 Teaching incidents are categorized into three levels based on severity: First-level Teaching Incident, Second-level Teaching Incident, and Third-level Teaching Incident.

Chapter 2 Identification of Teaching Accidents

3 Teaching accidents are classified into three levels as determined by the table below.

First-Level Teaching Accident

Serial Number	Matters
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01-12 SZTU Undergraduate Teaching Accident Identification and Handling Measures

1	In the various aspects of teaching and the process of teaching organization and management, there are violations of national laws, regulations, or the Party's guidelines and policies, and serious breaches of the basic professional ethics of teachers, causing a bad influence.
2	Using teaching materials that violate national laws and regulations.
3	Failing to go through the prescribed procedures for approval, and arbitrarily stopping or being absent from classes more than twice (including twice) in one semester without following the proper process.
4	Violating laboratory operation standards and safety protocols, resulting in personal injury or significant property damage.
5	Leaking examination questions during the process of test paper proposition, printing, transmission, and storage.
6	Chief invigilators, invigilators, and patrol personnel assisting students in cheating.
7	Issuing certificates and proofs such as educational background, student status, and grades that do not conform to the facts, privately altering or forging student performance records.
8	Loss of students' original scores, leading to serious consequences.
9	Loss or damage to teaching equipment due to liability accidents, resulting in significant economic losses.
10	Unit leaders and relevant personnel concealing major teaching accidents within their unit, causing a bad influence.
11	Other behaviors or incidents that severely affect teaching order and quality, violate teaching regulations and result in serious

	consequences.
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Second-Level Teaching Accident

Serial Number	Matters
1	The teaching attitude of the instructor is poor, leading to strong student complaints and adverse effects.
2	Privately photocopying and selling textbooks to students.
3	The instructor fails to submit the textbook plan on time as stipulated or due to the textbook manager's work error, students have not received their textbooks two weeks after the course starts.
4	Failing to go through the prescribed procedures for approval, arbitrarily stopping or missing classes once within a semester; being late for class, leaving early, or leaving the post during class for more than 30 minutes.
5	Changing the assigned instructor or altering the class time and location without authorization.
6	Failing to prepare and guide for laboratory classes (including internships and practical courses) as per management regulations, results in serious consequences.
7	Exam questions contain serious errors, affecting the normal conduct of exams.
8	Proctors or invigilators are late or absent from their posts for more than 30 minutes.
9	Invigilators do not strictly enforce the "Shenzhen Technology University Examination Room Discipline (Trial)" and fail to stop

	student cheating, leading to disorder in the examination room.
10	Forgetting to collect or lose student test papers after the exam.
11	Invigilators arbitrarily hire external social personnel to replace them in invigilation.
12	Making serious errors in paper marking and student grade entry, falsifying student exam results, and arbitrarily changing student grades.
13	Other behaviors or incidents that affect teaching order and quality, violate teaching regulations and cause adverse effects.

Third-Level Teaching Accident

Serial Number	Matters
1	Failure to submit teaching documents such as course plans, teaching schedules, course descriptions, internship plans, and examination questions as required by regulations.
2	Serious deviation from the teaching schedule during lectures (including the experimental teaching schedule and the statistics of experimental course offering rates) or the content of courses (including experimental courses).
3	Arriving late for class, finishing class early, or leaving the post for more than 5 minutes but less than 30 minutes during a class.
4	Engaging in activities unrelated to teaching during class or other teaching activities.
5	Being irresponsible during the guidance of graduation designs (theses), internships, experiments, and practical courses, resulted in adverse effects.
6	Using various mobile communication devices during class or

	other teaching activities, affecting normal teaching.
7	Failing to report examination results on time or reporting incorrect results, causes adverse effects.
8	Chief invigilators, invigilators, and other personnel arrive late by more than 5 minutes but less than 30 minutes.
9	Invigilators violating the "Shenzhen Technology University Examination Room Discipline (Trial)," causing adverse effects.
10	Invigilators arbitrarily hire non-regular staff from within the school to replace them in invigilation.
11	Significant errors occurred during the grading of exam papers and the entry of student scores; the repetition rate of questions in the A and B versions of the final exam papers exceeded 10%, and the repetition rate of questions in the A and B versions compared to the papers from the previous two sessions exceeding 10%.
12	Other behaviors or incidents that affect the order of teaching and violate teaching regulations and systems.

Chapter 3 Teaching Accident Handling

4 In the event of a teaching accident, it shall be handled by the relevant school regulations.

5 If a teaching accident involves violations of party discipline, administrative discipline, or national laws, it shall be handled as a teaching accident, and at the same time, referred to the relevant departments for processing.

Chapter 4 Identification and Handling Procedures for Teaching Accidents

6 The teaching accident system is subject to supervision and reporting, with the college (department) and the Department of Academic Affairs responsible for receiving reports.

7 The identification and handling of third-level teaching accidents.

Once the Department of Academic Affairs has determined the accident, it will notify the Human Resources Department, the department where the person responsible for the accident is located, and the individual themselves.

8 Recognition and handling of second-level and first-level teaching accidents.

(1) Accidents are recognized by the Academic Affairs Department.

(2) The recognition of second-level and first-level teaching accidents must be reported to the President's Office for decision.

(3) The recognition results are notified by the Academic Affairs Department to the Human Resources Department, the department where the person responsible for the accident is located, and the individual themselves.

9 In cases where the person responsible for the accident is unclear or the circumstances of the accident are not clear, the Department of Academic Affairs takes the lead, in conjunction with relevant school departments and units related to the accident, to jointly investigate and propose handling opinions.

10 These regulations shall come into effect from the date of promulgation.

11 These regulations are to be interpreted by the Department of Academic Affairs.

Attachment:

(1) Shenzhen Technology University Third-Level Teaching Accident Notification

(2) Shenzhen Technology University _____ Level Teaching Accident Notification (For First and Second-Level Teaching Accidents)



Cc: School Leader, Records Office.

Party and Government Office of
Shenzhen Technology University

Issued on January 15, 2019

Attachment 1

**Shenzhen Technology University Third-Level
Teaching Accident Notification**

_____ College _____ Teacher:

According to the "Shenzhen Technology University Undergraduate Teaching Accident Identification and Handling Measures (Trial)" Article 3, the incident on ____ year ____ month ____ day has been identified as a Level 3 teaching accident.

Hereby notice.

Department of Academic Affairs
Year Month Day

Attachment 2

**Shenzhen Technology University _____ Level
Teaching Accident Notification**

_____ College _____ teacher:

According to the "Minutes of the Shenzhen Technology University Office Meeting" No. _____, your incident on _____ year _____ month _____ day has been identified as a Level _____ teaching accident.

Hereby notice.

Department of Academic Affairs
Year Month Day

(Note: This notice applies to first and second-level teaching incidents.)