

Document of Shenzhen Technology University

No.143, 2019

Notice on the Issuance of "Shenzhen Technology University Undergraduate Textbook Selection Regulations (Trial)"

All departments of the university:

The "Shenzhen Technology University Undergraduate Textbook Selection Regulations (Trial)" is hereby issued to you, please comply and execute accordingly.

Hereby notice.

Shenzhen Technology University

On January 15, 2019



Shenzhen Technology University

Undergraduate Textbook Selection

Regulations (Trial)

1 To further implement the educational policies of the party and the state, standardize the selection of undergraduate course materials at our university, and ensure the quality of classroom teaching materials, these regulations are hereby formulated in combination with the actual work of the university.

2 High-quality teaching materials are an important guarantee for improving teaching quality. The selection of undergraduate teaching materials should follow the principles of being classic, applicable, advanced, and inspiring.

3 The selection of teaching materials should meet the requirements of the professional talent training program and the course syllabus. They should have a high degree of theoretical and systematic nature, be able to correctly elaborate on the basic theories and methods of the course, be in line with the development of the discipline, focus on the connection between theory and practice, and at the same time be conducive to the cultivation of students' knowledge, abilities, and qualities.

4 Teachers should prioritize the selection of national-level, provincial-level planned textbooks, award-winning textbooks, textbooks recommended by the Ministry of Education's Teaching Guidance Committee, as well as outstanding textbooks authored and published by our faculty.

5 The selection of teaching materials should consider both the continuity and stability of use and continuously update them, giving priority to the latest published teaching materials. In principle, the proportion of new teaching materials or revised editions published within the last three years selected by each college (department) should reach more than 60%.

6 Each college (department) should organize the teachers in charge of the courses to select textbooks when submitting the course planning. The teaching materials for each course must be jointly discussed and determined by the course coordinator and all the instructors teaching that course.

7 Courses that use the same syllabus should adopt the same version of textbooks, and in principle, only one type of textbook should be selected for a single course.

8 The Department of Academic Affairs will announce the textbook planning submission in May and November each year. Teachers in charge of the courses should submit their textbook orders through the system.

9 Once the selection of teaching materials has been reviewed and approved by the college (department), it should be promptly submitted to the Department of Academic Affairs for procurement.

10 If teaching materials cannot be procured due to publishing reasons, the college (department) should promptly organize teachers to select alternative materials.

11 When there are no suitable officially published teaching materials available, teachers may apply to use internally compiled teaching materials or lecture notes. The use of self-compiled materials or lecture notes requires the teacher's application, approval from the college (department), and

review and approval by the Department of Academic Affairs before they can be used.

12 The selection and review management of foreign teaching materials are strictly controlled. If a course selects foreign original editions (including photocopies or reproduced materials), the following procedures should be followed for application and review:

(1) The teacher in charge of the course applies to the use of foreign materials;

(2) Each college (department) organizes experts to conduct a comprehensive review of the political, ideological, scientific, and adaptability aspects of the materials, and forms a written opinion on the use review;

(3) The Department of Academic Affairs organizes experts for review and approval.

13 The school will hold accountable those who use teaching materials without approval or whose actual teaching materials do not match the records on file.

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

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



Cc: School Leader, Records Office.

Party and Government Office of
Shenzhen Technology University

Issued on January 15, 2019