

Detailed Rules for the Implementation of the Undergraduate Academic Advising System

(Trial Version, 2025)

School of Architecture and Civil Engineering

Kunming University

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Preamble

In order to thoroughly implement Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era and the guiding principles of the National Conference on Ideological and Political Work in Higher Education, to fully implement the guiding principles of the National Conference on Undergraduate Education in Higher Education in the New Era, to uphold the principle of prioritizing undergraduate education and promoting the “Four Returns,” to closely center on the fundamental task of fostering virtue through education, to focus on improving the quality of undergraduate education and teaching, to give full play to the important role of teachers in enhancing the quality of talent cultivation, to continuously strengthen the teaching and learning culture of the School, and to achieve the training objectives of the discipline, these Detailed Rules are hereby formulated, in light of the actual circumstances of the School, in accordance with the spirit of such documents as Notice on Issuing the Implementation Measures for the Undergraduate Academic Advising System of Kunming University (Trial) (Kun Yuan Jiao [2019] No. 23) and the University’s annual assessment requirements for the School.

Article 1 Qualifications for Appointment

Qualifications for appointment shall be implemented in accordance with the current Implementation Measures for the Undergraduate Academic Advising System of Kunming University (Trial).

Article 2 Duties and Responsibilities

In addition to the duties and responsibilities stipulated in the current Implementation Measures for the Undergraduate Academic Advising System of Kunming University (Trial), Academic Advisors shall also perform and undertake the following duties and responsibilities:

1. Guidance on Postgraduate Entrance Examination and Further Study

Advisors shall guide students in making plans for further study and provide whole-process guidance on the selection of institutions and majors, examination preparation, re-examination, and adjustment in postgraduate applications.

2. Employment Guidance

Advisors shall guide students in career planning, help them establish a correct view of employment choice, and actively assist students in contacting employers and recommending them for employment.

3. Academic Guidance in the “One-Stop” Student Community

In accordance with the School’s arrangements, advisors shall go to the “one-stop” student community to communicate with students and provide academic guidance, and shall carefully complete the relevant record forms.

Article 3 Selection and Appointment

Selection and appointment shall be implemented in accordance with the current Implementation Measures for the Undergraduate Academic Advising System of Kunming University (Trial).

Article 4 Assessment

1. The School shall establish a Leading Group for Undergraduate Academic Advising, with the Dean and the Party Secretary serving as Heads, and the Associate Dean in charge of undergraduate teaching and the Deputy Party Secretary in charge of student affairs serving as Deputy Heads.

2. The work of Academic Advisors shall be incorporated into the annual assessment of School teachers. The main content of the assessment shall be the completion of advising duties by Academic Advisors during the year.

3. In order to reflect the principle that year-end performance distribution should favor teachers who have achieved tangible results on the front line of teaching, where an Academic Advisor has successfully completed the following advising work and achieved concrete results, the coefficient for year-end performance distribution shall be increased accordingly; where the work is ineffective and seriously affects the completion of the School's assessment indicators, the coefficient for year-end performance distribution shall be reduced accordingly:

(1) If the postgraduate application rate of the graduating students under the advisor's guidance reaches 100%, the coefficient for year-end performance distribution shall be increased by 0.1; if the postgraduate application rate of the graduating students under the advisor's guidance is below 50%, the coefficient shall be reduced by 0.1.

(2) If the CET-4 pass rate of all enrolled students under the advisor's guidance reaches 50% or above, the coefficient for year-end performance distribution shall be increased by 0.2; if the CET-4 pass rate of all enrolled students under the advisor's guidance is below 30%, the coefficient shall be reduced by 0.1. For Academic Advisors who advise only first-year and second-year students, upward adjustment may be made with reference to this provision, but no downward adjustment shall be made.

(3) If the initial employment destination implementation rate of the graduating students under the advisor's guidance reaches 100%, the coefficient for year-end performance distribution shall be increased by 0.2; if the initial employment destination implementation rate is below 80%, the coefficient shall be reduced by 0.1. If the year-end employment destination implementation rate of the graduating students under the advisor's guidance reaches 100%, the coefficient shall be increased by 0.1; if the year-end employment destination implementation rate is below 90%, the coefficient shall be reduced by 0.1. The coefficient adjustment based on the initial employment destination implementation rate and that based on the year-end employment destination implementation rate shall not be cumulative. If the year-end employment destination implementation rate of the graduating

students under the advisor's guidance does not reach 100%, the Academic Advisor shall, in principle, not be rated Excellent in the annual performance assessment for that year.

(4) For each occurrence of an academic red warning notice among all enrolled students under the advisor's guidance, the coefficient for year-end performance distribution shall be reduced by 0.1. Such reductions shall accumulate according to the number of students receiving red warning notices.

(5) Academic Advisors who fail, in accordance with the School's arrangements, to go to the "one-stop" student community to communicate with students and provide academic guidance, or who fail to complete the relevant record forms carefully, shall, in principle, not be rated Excellent in the annual performance assessment for that year.

4. Experience in serving as an Undergraduate Academic Advisor and the corresponding assessment results shall serve as an important basis for the School in recommending teachers for promotion in professional and technical positions, advancement in post grade, and selection for honors and awards.

Article 5 Supplementary Provision

These Rules shall come into effect starting from the distribution of year-end reward-based performance pay for 2025, and shall be interpreted by the School of Architecture and Civil Engineering.

School of Architecture and Civil Engineering

March 2025