

Shanghai University of Medicine & Health Sciences

Academic Affairs Office,
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Each teaching unit and department:

In order to strengthen the scientificity, standardization and seriousness of the teaching management, ensure the normal teaching order of the school, and comprehensively improve the teaching quality, the Shanghai University of Medicine&Health Sciences Teaching Errors and Teaching Accidents Identification and Handling Measures are hereby formulated and printed for implementation.

Attached table: 1. Opinions on Identification and Handling of Teaching Errors and Teaching Accidents of Shanghai University of Medicine&Health Sciences

2. Notice on Identification and Handling of Teaching Errors and Accidents of Shanghai University of Medicine&Health Sciences

Shanghai University of Medicine&Health Sciences, September 5, 2019



Teaching Errors and Teaching Accidents Identification and Handling Measures

In order to strengthen the scientificity, standardization, and seriousness of teaching management work, ensure the normal teaching order of the school, and comprehensively improve the quality of teaching, this method is formulated.

Chapter 1 General Provisions

Article 1: The teaching errors and accidents referred to in these Measures refer to the behaviors or events of teaching staff who fail to strictly follow the teaching requirements and relevant regulations in teaching activities, teaching management, or teaching guarantee work, resulting in adverse effects and consequences on teaching order, teaching process, and teaching quality, or who violate relevant national and school laws and regulations in teaching activities, teaching management, or teaching guarantee work.

The responsible parties for teaching errors or accidents in the second article include subject teachers, teaching assistants, and teaching management and service personnel at all levels.

Article 3: Based on the facts and circumstances of the violations and disciplinary actions, as well as the severity of the potential or already negative impact on teaching safety, teaching order, and teaching quality, teaching accidents are classified into three levels: general teaching accidents (Level III), major teaching accidents (Level II), and major teaching accidents (Level I). Those who violate the requirements of teaching work norms but are not sufficient to constitute teaching accidents are considered teaching errors.

Article 4: The school shall establish a working group for the identification and handling of teaching errors and accidents, which shall be fully responsible for the identification and handling of teaching errors and accidents; Each college (teaching department, center) and teaching management and service department shall establish or temporarily establish a teaching error and accident identification and handling team, responsible for investigating, identifying, and handling teaching errors and accidents in their respective departments.

Article 5: The identification and handling of teaching errors and accidents should be based on facts, adhere to fairness, impartiality, focus on prevention and punishment, and follow the prescribed procedures.

Article 6: These measures apply to all teaching activities, teaching management, and related teaching support work of the school.

Chapter 2 Determination of Teaching Errors

Article 7: Any of the following circumstances shall constitute a teaching error:

- 1 Not bringing or mistakenly bringing relevant teaching materials into the classroom for teaching, affecting normal teaching.
- 2 Failure to distribute and correct homework or experimental reports according to teaching requirements.
- 3 Not arranging Q&A tutoring as required.
- 4 Failure to submit scores or provide filing materials within the prescribed time limit without justifiable reasons after the exam, exceeding the deadline by more than 5 working days.
- 5 Failure to submit teaching documents or materials on time, resulting in a delay of more than 5 working days according to regulations, has an impact on teaching work.
- 6 Due to improper arrangement and scheduling, there was a conflict in the use of the teaching venue, but it did not cause any adverse effects.
- 7 Due to changes in teaching arrangements such as class adjustments and suspensions, teachers or students were not notified in a timely manner, which affected normal teaching.
- 8 Other factors that affect teaching order or violate relevant regulations constitute teaching errors.

Chapter 3 Determination of General Teaching Accidents

Article 8: Any of the following circumstances shall constitute a general teaching accident (Level III):

- 1 Due to uncontrollable factors, the actual teaching progress differs from the teaching calendar progress by more than 10%.

- 2 Non uncontrollable factors, such as being late for class (invigilation), leaving work midway, or finishing class early within 15 minutes.
- 3 More than 10% of student workbooks are lost.
- 4 Failure to prepare the necessary equipment for experiments, practical training, and internships as planned, which affects normal teaching.
- 5 Using communication tools such as mobile phones or engaging in activities unrelated to teaching (including invigilation) during teaching activities (including invigilation), causing adverse effects.
- 6 Letting classroom or exam discipline go unchecked, leading to disorder and affecting normal teaching or exams.
- 7 The exam was delayed due to the failure to prepare the test paper and necessary items on time before the exam.
- 8 Not answering questions, setting grading standards, grading papers, or conducting paper analysis as required.
- 9 Without justifiable reasons, starting the exam in advance or extending the exam time by less than 10 minutes without authorization.
- 10 Due to improper scheduling, conflicts in the use of teaching venues have occurred, resulting in adverse effects.
- 11 Due to uncontrollable factors, failure to issue teaching task books on time has affected normal teaching.
- 12 Due to careless review, students' graduation certificates or degree certificates were mistakenly or missed.
- 13 Due to uncontrollable factors such as missed or incorrect orders, wrong distribution, or disorderly distribution of textbooks, normal classes will be affected within one week.
- 14 Interference or obstruction of teaching supervision, student evaluation, or peer evaluation.
- 15 The teaching equipment is damaged and has not been repaired in a timely manner despite being reported for repair, and other effective measures have not been taken in a timely manner, affecting normal teaching.
- 16 Other incidents that affect teaching order or violate relevant

regulations constitute general teaching accidents.

Chapter 4 Identification of Major Teaching Accidents

Article 9: Any of the following circumstances shall constitute a major teaching accident (Level II):

- 1 Physical punishment or use of insulting language against students, resulting in adverse effects or serious consequences.
- 2 The teaching content of the subject teacher deviates significantly from the teaching syllabus or contains obvious errors, which affects the quality of teaching.
- 3 Non uncontrollable factors, such as being late for class (invigilation), leaving work midway, or finishing class early
More than 15 minutes.
- 4 Refusing to accept teaching tasks due to uncontrollable factors.
- 5 Unauthorized suspension, adjustment of classes, substitute teaching, unauthorized change of exam time, location or schedule, resulting in adverse effects.
- 6 Failure to provide guidance as required or irresponsibility towards work, resulting in students being unable to complete their graduation project (thesis) on time or having poor quality, causing adverse effects.
- 7 Causing property damage due to unauthorized departure from the post or guidance errors during teaching activities.
- 8 Due to incorrect or missed booking, or incorrect or disorderly distribution of test papers, the examination room is chaotic or the exam cannot proceed normally.
- 9 Review and answer questions before the exam should be at least 70% of the same as the exam questions (including 70%).
- 10 Without justifiable reasons, starting the exam in advance or extending the exam time by more than 10 minutes without authorization.
- 11 Supervisors fail to promptly correct, handle, or intentionally conceal exam violations or cheating behaviors.
- 12 The number of papers retrieved after the exam does not match the number of participants, or the papers are lost during the storage process.

13 After submitting the exam results, modifications are required and the number of modifications exceeds 5%.

14 Unauthorized changes to the teaching plan or failure to execute the teaching plan, which affects the interests of students.

15 Agreeing to suspend classes, adjust classes, or substitute classes without following the prescribed approval procedures affects normal teaching order.

16 The content of the school wide teaching scheduling notice is inappropriate or not issued in a timely manner, resulting in chaotic teaching order.

17 The management of teaching records (including teaching plans, syllabi, original grades, reviewed papers, graduation theses, etc.) is chaotic, resulting in adverse effects or consequences.

18 Due to careless examination, various certificates or proofs of education, student status, grades, etc. that do not match the facts are issued.

19 Due to uncontrollable factors such as missed or incorrect orders, wrong distribution, or disorderly distribution of textbooks, normal classes will be affected for more than one week.

20 Non uncontrollable factors, such as failure to open classrooms or teaching equipment on time, or failure to provide necessary teaching facilities and tools before class, seriously affect normal teaching.

21 Concealing or tampering with facts after the occurrence or discovery of teaching accidents, or adopting a evasive and laissez faire attitude towards accident handling, resulting in serious consequences.

22 Other serious impacts on teaching order and quality, constituting significant teaching accidents.

Chapter 5 Identification of Major Teaching Accidents

Article 10: Any of the following circumstances shall constitute a major teaching accident (Level I):

1 Spreading or appearing in teaching activities that violate the Party's policies and guidelines, violate the basic professional ethics of teachers, or contain feudal superstitions and obscene content, causing a negative impact.

2 Due to uncontrollable factors, attending classes without

authorization or being absent from the invigilator's position.

3 Engaging in a second profession can have a negative or serious impact on normal teaching.

4 Using teaching activities for personal gain has a negative impact.

5 Those who condone students to plagiarize, plagiarize others' graduation design (thesis) achievements, and condone students to falsify data and engage in fraud.

6 Causing significant property damage or personal injury to students due to unauthorized departure from their posts or guidance errors during teaching activities.

7 Due to serious errors or inappropriate test questions, the exam cannot proceed normally or becomes invalid.

8 Unauthorized use of the same exam paper for different time periods within the same semester.

9 The invigilators did not strictly follow the relevant regulations, did things unrelated to invigilation in the examination room, or changed the examination method without authorization, causing disorder in the examination room and affecting the validity of the examination results.

10 Negligence in the process of proposition, printing, storage, and transmission of test papers resulted in the leakage of test content or answers.

11 During the invigilation process, invigilators may prompt or imply candidates to answer questions, or use invigilators to provide conditions for candidates to cheat.

12 Falsification in evaluating, filling out, and reporting student grades.

13 Due to subjective errors, a large number of important teaching documents and data materials, including student papers, graduation projects (theses), have been lost or damaged, resulting in irreparable losses.

14 Due to improper arrangement and coordination, classes or exams could not be held, resulting in serious consequences.

15 Due to uncontrollable factors, the loss of student enrollment information, original grades, and other data can result in serious consequences.

16 Intentionally issuing certificates or proofs that do not match the facts, such as academic qualifications, degrees, student status, grades, etc.,

or privately altering or forging important information in student files.

17 Due to uncontrollable factors, the occurrence of power outages, water and gas cuts without prior notice can cause teaching activities to be interrupted for more than 10 minutes, seriously affecting the teaching process.

18 Other situations that constitute major teaching accidents.

Chapter 6 Handling of Teaching Errors and Accidents

Article 11: Schools shall handle identified teaching errors or accidents as follows:

1 Any teaching errors shall be criticized, educated, and admonished by the department where the responsible person is located. The department where the responsible person is located may provide further processing.

2 For general teaching accidents (Level III), the responsible department shall issue a notice of criticism within the department. The department where the responsible person is located may provide further processing.

3 For major teaching accidents (Level II), the responsible department shall issue a notice of criticism within the department, and economic penalties of varying degrees shall be imposed depending on the nature and consequences of the accident.

4 For major teaching accidents (Level I), the school shall issue a notice of criticism throughout the school. If the annual assessment is deemed unsatisfactory, economic penalties, suspension of teaching, and administrative sanctions shall be imposed depending on the nature and consequences of the accident and the attitude of the responsible person.

Article 12: Those who can actively take measures to correct teaching errors or accidents, or recover the impact and avoid losses, may be given lenient treatment; For teaching errors or accidents that occur again within one year, they will be dealt with severely.

Article 13: If a person has multiple responsible behaviors at the same time, the accident shall generally be dealt with strictly according to the most serious behavior. If multiple responsible behaviors cause adverse effects or serious consequences, or if the responsible person has a poor understanding and attitude, they can be handled as higher-level accidents.

Article 14: The handling of teaching errors or accidents shall be carried out by the department responsible for the teaching errors or

accidents, the Academic Affairs Office, and the Personnel Office according to their respective functions.

Article 15: The determination of teaching errors or accidents shall serve as an important reference basis for the school's assessment and punishment of faculty and staff, professional title evaluation and appointment, job promotion, etc., and shall also serve as the basis for the implementation of relevant regulations on target assessment and performance rewards and punishments of secondary colleges (departments).

Chapter 7: Identification Process for Teaching Errors and Accidents

Article 16: After a teaching error or teaching accident occurs, the party concerned shall promptly report it to their department and submit written materials. The teaching error and accident identification and handling team of their department shall immediately organize verification; If discovered by others or examined by someone who is aware of it

For example, the teaching error and accident identification and handling team of the department where the party concerned is located shall immediately organize a verification.

Article 17: The teaching error and accident identification and handling group of the department where the parties are located shall complete the verification and identification of teaching errors or accidents within 5 working days, propose preliminary handling opinions in accordance with these measures, fill out the "Teaching Error and Teaching Accident Identification and Handling Opinions" (Appendix 1) in a form at a time, and submit it to the school's teaching error and accident identification and handling working group for approval, and the principal in charge of teaching shall review it.

Article 18: Major teaching accidents (Level I) shall be reviewed and approved by the principal in charge of teaching before being submitted to the principal's office for deliberation and approval.

Article 19: The parties involved in teaching errors or accidents and their respective departments shall cooperate with the investigation work of the school and departments, and provide objective, detailed, and truthful written explanations and materials.

Article 20: Department leaders who intentionally conceal teaching errors or accidents within their department, or teaching inspection and

management personnel who delay reporting teaching errors or accidents discovered during duty or inspection (within 5 working days), shall be listed as responsible persons.

Article 21: After the approval of the handling opinions for teaching errors or teaching accidents, the school's teaching error and accident identification and handling working group shall fill out the "Teaching Error and Teaching Accident Identification and Handling Opinions" (Appendix 1) in quadruplicate, with one copy filed by the responsible person, the department where the responsible person is located, the Education Department, and the Personnel Department.

Article 22: After receiving the "Opinions on the Identification and Handling of Teaching Errors and Accidents", the department where the person responsible for the accident is located shall issue a "Notice of Identification and Handling of Teaching Errors and Accidents" (Appendix 2) within 3 working days and issue it to the person responsible for the accident.

Chapter 8 Appeal and Reconsideration of Teaching Errors and Accidents

Article 23: If the person responsible for teaching errors or teaching accidents has objections to the identification and handling of errors or accidents, they may file a written appeal and reconsideration with the School Personnel Dispute Mediation Committee within 5 working days from the date of receiving the "Notice of Identification and Handling of Teaching Errors and Accidents" (Appendix 2).

Article 24: After receiving an appeal, the school personnel dispute mediation committee shall conduct a reconsideration within 5 working days after receiving a written appeal, and make a reconsideration decision within 10 working days from the date of receiving the written appeal, except for situations where the appeal is not within the scope of acceptance, the appellant withdraws or terminates the appeal, etc. If it is necessary to extend the reconsideration time for any reason, the appellant should be informed in advance.

Chapter 9 Supplementary Provisions

Article 25: These measures apply to all in-service personnel

engaged in teaching work, teaching management, and services at the school or off campus teaching sites. Foreign (returning) hired teachers shall follow these measures.

Article 26: The determination of teaching errors and teaching accidents shall be based on Chapters 2 to 5 of these Measures. Any other violations or disciplinary actions that are not specifically listed in these measures and affect normal teaching order shall be determined in accordance with the provisions of this document, based on the circumstances and consequences of the violation or event.

Article 27: These Measures shall be interpreted by the Academic Affairs Office.

Article 28: These Measures shall come into effect from the date of promulgation. The original Measures for the Recognition and Handling of Teaching Accidents of Shanghai University of Medicine & Health Sciences (SJYJ [2015] No.108) shall be repealed at the same time.

Attached Table 1: Opinions on Identification and Handling of Teaching Errors and Teaching Accidents of Shanghai University of Medicine & Health Sciences

person liable	Responsible person's location College (Teaching Department, Center)	
Teaching errors or accidents Specific situation (including time, location, brief process, and consequences)	I confirm that the above situation is true. Signature of responsible person: specific date	
Opinions of the Teaching Error and Accident Identification and Handling Group of the Responsible Department	(including grading and handling opinions on teaching errors or accidents) ☐ Teaching error ☐ Teaching accident (Level: _____ day Signature of the person in charge: (stamped with official seal) Year Month	
Opinions of the Working Group on the Identification and Handling of Teaching Errors and Accidents in Schools	(including grading and handling opinions on teaching errors or accidents) Signature of the person in charge: (with official seal) Year _____ day	month

Opinions of the principal in charge of teaching	Signature: Year Month day
Department responsible for handling records	Signature of the person in charge: Year Month day
Academic Affairs Office Processing Record	Signature of the person in charge: Year Month day
Personnel Department Processing Record	Signature of the person in charge: Year Month day
Teaching errors Regarding accidents Appeal and Review opinion	Signature of the person in charge: Year Month day

1 This form is in quadruplicate, with the responsible person, their department, academic affairs office, and personnel office each holding one copy.

2 After a teaching error or teaching accident occurs, the department where the responsible person is located shall fill in the specific situation of the teaching error or teaching accident. The teaching error and accident identification and handling group of the department where the responsible person is located shall issue an error or accident identification and handling opinion, and the school teaching error and accident identification and handling working group shall issue a verification opinion. After approval by the principal in charge of teaching, it shall be submitted to the Personnel Office, Academic Affairs Office or the department where the responsible person is located for handling.

Attached Table 2: Notice on Identification and Handling of Teaching Errors and Teaching Accidents of Shanghai University of Medicine & Health Sciences

Number:

Comrade/Department:

You (department) due to

According to the Identification and Handling Measures for Teaching Errors and Teaching Accidents of Shanghai University of Medicine & Health Sciences (Trial), it is identified as a teaching error or class teaching accident, numbered as follows:

1. Criticism will be reported within our college (department, office).
2. The whole school will issue a public notice of criticism.
3. The person responsible for the accident conducted a public inspection within the department.
4. The annual assessment shall not be rated as "excellent".
5. The annual assessment of that year shall not be rated as "competent" or above.
6. Economic penalties.
7. Stop teaching.
8. Within three years, it is not allowed to apply for a higher-level professional title.
9. Other.

Shanghai University of Medicine & Health Sciences Teaching Error and
Accident Identification and Handling Working Group

Departmental Teaching Error and Accident Identification and
Handling Working Group

specific date

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