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Notice on Issuing the *Measures for the Construction and Administration of Undergraduate Programme Textbooks of Kunming University (Revised)*

All units and departments of the University:

The *Measures for the Construction and Administration of Undergraduate Programme Textbooks of Kunming University (Revised)* has been reviewed and adopted at the 12th President's Office Meeting of Kunming University on April 17, 2024, and examined and finalized at the 12th Party Committee Meeting of Kunming University on April 19, 2024. It is hereby issued to all units for strict implementation.

CPC Kunming University Committee
Kunming University
April 20, 2024

Measures for the Construction and Administration of Undergraduate Programme Textbooks of Kunming University (Revised)

Chapter I General Provisions

Article 1 These Measures are formulated in accordance with the requirements of the *Notice of Yunnan Provincial Department of Education on Issuing the Implementation Rules for Textbook Administration in Primary and Secondary Schools, Vocational Colleges and Regular Institutions of Higher Education in Yunnan Province* (YJF [2022] No. 24), the *Guidelines for Integrating Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era into Curriculum and Textbooks* and other relevant provisions. The purpose is to implement the opinions of the CPC Central Committee and the State Council on strengthening and improving textbook construction in schools under the new situation, comprehensively strengthen Party leadership, carry out the spirit of the *Measures for the Administration of Textbooks in Institutions of Higher Education* (JC [2019] No. 3) issued by the Ministry of Education, effectively implement the state authority over textbooks, and strengthen textbook administration of the University.

Article 2 The term "textbooks" as mentioned in these Measures refers to teaching books used by teachers and students of undergraduate programmes of the University, as well as teaching materials as integral parts of textbook content (such as supporting video resources and atlases of textbooks).

Article 3 Textbooks must reflect the will of the Party and the state. We shall adhere to the guiding position of Marxism, reflect the requirements of adapting Marxism to the Chinese context, fully implement the Party's education policy, carry out the fundamental task of fostering virtue through education, fully embody core socialist values, strengthen patriotism education, and organically integrate and carry forward fine traditional Chinese culture, revolutionary traditions, awareness of the rule of law, national security, ethnic unity and ecological civilization education, so as to guide students to strengthen confidence in the path, theory, system and culture of socialism with Chinese characteristics.

Chapter II Organizational Structure and Responsibilities

Article 4 Under the leadership of the University Party Committee, a two-level (university and school) administration mechanism for the construction of undergraduate programme textbooks shall be established.

(I) University Undergraduate Programme Textbook Working Committee

1. The University Undergraduate Programme Textbook Working Committee shall be established to take overall charge of the construction and administration of undergraduate programme textbooks across the University. Its office is located in the Academic Affairs Office, and the specific organization and implementation shall be undertaken by the Textbook and Teaching Resources Administration Section.

Leader: Deputy Secretary of the University Party Committee and Vice President

Members: Principal heads of the Publicity Department, Academic Affairs Office, School of Marxism, Teaching Quality Monitoring and Evaluation Center, and members of the University Teaching Steering Committee.

2. Main Responsibilities

(1) Organize the implementation of relevant national policies on textbook construction and administration;

(2) Formulate and revise the University's systems and administrative regulations on the construction of undergraduate programme textbooks;
(3) Study and approve the overall plan for the construction of undergraduate programme textbooks of the University;
(4) Centrally review matters related to the administration of undergraduate programme textbook construction and textbook selection;
(5) Organize the selection, investigation, review and effect evaluation of undergraduate programme textbooks;
(6) Conduct ideological verification, monitoring and disposal of undergraduate programme textbooks during use;
(7) Organize the application, selection and recommendation of excellent undergraduate programme textbooks;
(8) Complete other tasks assigned by the Provincial Department of Education.
(II) School Undergraduate Programme Textbook Leading Group
1. Each secondary school is the main body responsible for the construction and administration of undergraduate programme textbooks. Each secondary school shall set up its own Undergraduate Programme Textbook Leading Group, which shall carry out work under the guidance of the University Undergraduate Programme Textbook Working Committee.
Leader: Secretary of the Party Committee and Dean of the secondary school
Members: Vice Dean in charge of teaching, programme leaders, core faculty members, ideological and political experts, and members of the school Teaching Steering Committee.
2. Main Responsibilities
(1) Implement relevant provisions of the University on the construction and administration of undergraduate programme textbooks;
(2) Formulate the textbook construction plan and textbook selection plan for undergraduate programmes of the unit;
(3) Take charge of the research and demonstration of textbook selection for undergraduate programmes of the unit, review textbook orders, and organize textbook use evaluation;
(4) Organize the application, review and verification of self-compiled undergraduate textbooks within the unit;
(5) Organize the ideological verification of undergraduate programme textbooks of the unit, formulate implementation plans, carry out annual verification of undergraduate programme textbooks and prepare work reports;
(6) Recommend excellent textbooks to the University Undergraduate Programme Textbook Working Committee;
(7) Complete other tasks assigned by the University Undergraduate Programme Textbook Working Committee.

Chapter III Textbook Construction

Article 5 Each secondary school is the main body responsible for topic selection, demonstration, compilation, publication and selection of undergraduate programme textbooks. The Undergraduate Programme Textbook Leading Group of each secondary school shall have high theoretical level of policies, political acumen and political discrimination, be objective and impartial, and have a rigorous work style. Each secondary school shall give full play to its autonomy in school running, rely on the school Academic Steering Committee, give full play to the professional disciplinary advantages of professors and experts, and actively carry out textbook

construction adhering to the principle of "quality over quantity" and embodying innovation, characteristics and applicability.

Article 6 The construction of undergraduate programme textbooks shall fully implement Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era, focusing on textbooks that reflect the University's programme advantages, characteristics of undergraduate talent cultivation, address urgent teaching needs and fill gaps.

1. Priority support shall be given to the construction of high-level textbooks such as national planned textbooks, key textbooks of the Marxist Theory Research and Construction Project, and national excellent textbooks.
2. Priority support shall be given to textbooks that support the construction of national first-class programmes and provincial first-class programmes, as well as the development of emerging disciplines and programmes.
3. Priority support shall be given to textbooks that reflect the mutual needs of university-enterprise co-construction and are suitable for promoting the in-depth integration of industry, education and research.
4. Priority support shall be given to urgently needed or scarce textbooks in the fields of "Four Histories" education, aesthetic education, labour education and national security education.
5. Priority support shall be given to textbooks that fully reflect the new requirements of economic and social development and scientific and technological progress for talent cultivation, embody the latest trends of talent cultivation modes and education reform, and integrate value shaping, knowledge imparting and ability cultivation.
6. Priority support shall be given to new-format textbooks that embody the in-depth integration of information technology and education and teaching, with comprehensive application of multiple media and rich expressive power.

Article 7 Textbook compilation shall implement the chief editor responsibility system. The chief editor shall preside over the compilation work, be responsible for the final manuscript review, and take overall responsibility for the general quality of the textbook. Compilation personnel shall be responsible for the content they compile. Textbook compilation shall strictly follow the following principles:

1. The chief editor shall generally hold a senior professional and technical title, and have in-depth research and high attainments in the disciplinary and professional field.
2. The chief editor of the textbook shall carefully carry out research on the textbook system and compilation work in strict accordance with the plan, perform corresponding obligations, and ensure the high-quality completion of textbook compilation.
3. Strictly conduct political review and academic review to promote the improvement of textbook quality. Political review shall focus on examining the political orientation and value orientation of textbooks; academic review shall focus on examining the scientificity, advancement and applicability of textbook content. Textbooks with political errors shall not be approved; textbooks with negative content and incorrect orientation in selected articles, or whose authors have negative historical evaluation or social image or are highly controversial, must be replaced; compilation personnel with problems in political stance, values and moral conduct must be replaced.
4. No department, unit or individual may organize the compilation, publication and distribution of ideological and political theory course textbooks for colleges and universities in various names without authorization, nor may self-compiled auxiliary teaching materials of various forms be used as substitutes.

Article 8 All compiled textbooks must be reviewed, and the following provisions shall be followed:

1. The Undergraduate Programme Textbook Leading Group of each secondary school shall review and verify the manuscripts of self-compiled textbooks of the unit before publication, with specific requirements as follows:

(1) Each textbook shall be reviewed by no fewer than 5 members;

(2) Textbook review shall implement the system of separation of compilation and review, and follow the recusal principle;

(3) A joint meeting of the Party and administration shall be held to discuss the review results, form a final resolution, and carry out recommendation publicity (with a publicity period of 5 working days);

(4) After the publicity expires without objection, Annex 1 *Application Form for the Establishment of Undergraduate Programme Textbook Compilation Projects of Kunming University* and Annex 2 *Peer Expert Review Opinions Form for the Establishment of Undergraduate Programme Textbook Compilation Projects of Kunming University* shall be filled in. Meanwhile, three paper copies of relevant textbook review materials shall be submitted to the University Textbook Working Committee for review, specifically including:

- Annex 1 *Application Form for the Establishment of Undergraduate Programme Textbook Compilation Projects of Kunming University*;
- Annex 2 *Peer Expert Review Opinions Form for the Establishment of Undergraduate Programme Textbook Compilation Projects of Kunming University*;
- Review opinions of the Undergraduate Programme Textbook Leading Group of the secondary school where the programme is located;
- Recommendation publicity materials of the secondary school where the programme is located;
- Final resolution of the joint Party-administration meeting of the secondary school where the programme is located;
- Textbook manuscript.

2. The University Undergraduate Programme Textbook Working Committee shall examine and finalize the self-compiled textbook projects recommended and submitted by each secondary school by combining individual review and collective meeting review, and issue final written review opinions and conclusions. The review conclusions are divided into two categories: "Approved" and "Not Approved".

3. If special circumstances require changes to the compilation of undergraduate programme textbooks, the chief editor of the textbook shall submit a written application to the University Undergraduate Programme Textbook Working Committee, and changes may only be made after approval. The publisher of the textbook shall be selected and determined by the chief editor of the textbook. In principle, high-level publishers in the field and key industry publishers shall be selected.

4. All self-compiled undergraduate programme textbooks by University faculty that are published without the review and approval of the University Textbook Working Committee shall not be used in classrooms.

Chapter IV Textbook Selection

Article 9 The selection of undergraduate programme textbooks adheres to the principle that all selected textbooks must be reviewed. The selection process shall be fair, impartial and fact-based, and follow the following principles:

1. Quality First. For undergraduate programme textbooks, priority shall be given to national and provincial planned textbooks, excellent textbooks awarded at or above the provincial and ministerial level, textbooks recommended by the Teaching Steering Committees of various disciplines of the Ministry of Education, textbooks approved for construction by the University, and well-recognized high-quality textbooks. In principle, textbooks shall be published (or reprinted) within the recent five years.
2. Suitability for Teaching. Selected textbooks shall meet the talent cultivation objectives of the programme and the requirements of the course syllabus, conform to the basic laws of education, teaching and talent growth, have appropriate selected materials, be scientific and inspiring, and be conducive to the cultivation of students' knowledge, ability and quality.
3. Fairness and Impartiality. Textbook selection shall strictly abide by selection discipline, be fact-based, objective and impartial, and comply with procedures. Textbooks with problems in political stance and value orientation, textbooks with outdated content, low-level repetition and simple patchwork shall not be selected.

Article 10 Course teams and course instructors, as the main bodies responsible for the selection and use of undergraduate programme textbooks, shall fully grasp information on similar textbooks, must select high-quality textbooks that meet ideological requirements and talent cultivation requirements, and bear direct responsibility for textbook selection.

Article 11 Relevant programmes shall organize and ensure the unified use of key textbooks of the Marxist Theory Research and Construction Project (referred to as "MARC key textbooks"), and select MARC key textbooks in accordance with requirements.

Article 12 The use of textbooks shall maintain certain stability in a short period of time. High-quality electronic textbooks and course resources with correct orientation and reflecting the frontier of disciplinary development shall be actively selected.

Article 13 For courses using the same syllabus or curriculum standard but taught by different teachers, the same version of textbook shall be selected in principle. When multiple versions are available, cost-effective textbooks shall be selected on the premise of ensuring textbook quality.

Article 14 When no suitable officially published textbook is available for selection, teachers may apply to use internally compiled textbooks (lecture notes) for teaching. The selected self-compiled textbooks (lecture notes) may only be used after the teacher submits an application and the textbook leading group of the secondary school approves it.

Article 15 When assigning teaching tasks, each secondary school shall organize course instructors to apply for textbook selection. Textbooks for each course shall be uniformly reviewed by the unit where the course is located. After the textbooks selected by each programme are approved by the person in charge of teaching of the school, the teaching unit shall fill in the textbook subscription summary form, which is the sole basis for textbook subscription. The textbook subscription work of each teaching unit shall be completed on time in accordance with the unified requirements of the University. If delays or omissions affect normal teaching work, the person responsible for the delay or omission shall bear the liability.

Article 16 For textbook replacement of existing courses or textbook selection for new courses, the approval of the school textbook working leading group shall be obtained, and Annex 3 *Approval Form for the Selection of Undergraduate Programme Textbooks of Kunming University* shall be filled in before selection.

Article 17 No teaching unit or individual may privately promote or order textbooks.

Article 18 All units and individuals shall cooperate with the Textbook and Teaching Resources Administration Section to carry out all aspects of textbook administration in accordance with relevant time nodes, and shall not delay. If adverse consequences are caused, corresponding liabilities shall be investigated in accordance with relevant provisions of the *Measures for the Identification and Handling of Teaching Accidents of Kunming University*.

Article 19 Textbook funds refer to the general term for various types of funds used to pay for textbook expenses. According to different users, textbook funds are divided into two categories: administrative fund support and individual payment.

Article 20 Textbook funds shall be directly collected by textbook suppliers from students purchasing books on a class-by-class basis. In the process of collecting textbook funds, all departments and individuals of the University shall not participate in the collection work to avoid relevant liability risks.

Article 21 Under any of the following circumstances, the use of the textbook shall be suspended. Depending on the seriousness of the circumstances and the impact caused, the University Textbook Working Leading Group shall circulate a notice of criticism, order the cessation of irregularities, and report to relevant departments of the University to impose corresponding sanctions on the responsible persons. Units and individuals with serious circumstances shall be included in the negative list. If a crime is suspected, criminal liability shall be investigated in accordance with the law.

1. Problems in the political orientation and value orientation of textbook content;
2. Serious scientific errors in textbook content;
3. Problems in the linked content contained in the textbook, resulting in serious consequences;
4. Pirated or illegally reprinted textbooks;
5. Illegally compiling and publishing state-compiled textbooks and textbooks for other compulsory general education courses;
6. Using improper means to seriously affect textbook review and selection work;
7. Failing to select textbooks in accordance with prescribed procedures, or selecting textbooks that have not been reviewed or have failed the review;
8. Unauthorized use of the "national planned textbook" logo in textbooks, or use of similar logos and expressions that may mislead the selection of college textbooks, such as marking words like "planned textbook" and "demonstration textbook" with unclear subject or scope, or unauthorized marking of words like "national" and "state-level";
9. Other illegal and irregular acts that cause serious consequences.

Chapter V Textbook Verification

Article 22 To further promote the standardization and institutionalization of the special ideological verification of undergraduate programme textbooks, and improve the quality monitoring and verification mechanism of undergraduate programme textbooks, the following principles shall be followed:

1. The special verification of undergraduate programme textbooks shall follow the principles that all compiled textbooks must be reviewed, all selected textbooks must be reviewed, all reported textbooks must be reviewed, and dynamic follow-up shall be implemented, so as to ensure the orderly progress of verification work.
2. Each secondary school shall establish a check system by Party organization meetings, regularly hold joint Party-administration meetings to strictly review the

annual work report on undergraduate programme textbook verification, and submit it to the office of the University Undergraduate Programme Textbook Working Committee for filing.

3. Each secondary school shall adopt a prudent attitude towards the content of imported original foreign textbooks and video materials during the verification of undergraduate programme textbooks. Once ideological problems are found, the use shall be suspended immediately, and the relevant problems shall be reported in writing to the University Undergraduate Programme Textbook Working Committee.

4. If teachers find problems with textbook content during use, or schools find problems during textbook verification, they shall promptly report to the office of the University Undergraduate Programme Textbook Working Committee. The University Undergraduate Programme Textbook Working Committee shall organize analysis and judgment and put forward handling opinions.

5. All teaching units shall archive all undergraduate programme textbooks in use and include them in the school textbook library for regular spot checks or verification by the University Undergraduate Programme Textbook Working Committee.

Chapter VI Textbook Evaluation

Article 23 The purpose of undergraduate programme textbook evaluation is to monitor all links of textbook administration and construction such as textbook selection, use, compilation or revision, so as to effectively improve textbook quality.

Article 24 The scope of undergraduate programme textbook evaluation includes textbooks used in all courses of undergraduate programmes of the University.

Article 25 Content of Textbook Evaluation

1. Whether the political views of the textbook are correct, whether it can reflect advanced culture and ideology, adhere to the socialist orientation, and embody the Party's education policy of fostering virtue through education.

2. Whether the textbook meets the requirements of talent cultivation objectives and teaching syllabus, has reasonable selected materials, appropriate depth and volume, conforms to cognitive laws, proceeds from the easy to the difficult, is inspiring, and is conducive to stimulating students' learning interest and cultivating their abilities.

3. Whether the textbook can reflect new theories, new processes and new technologies of industrial development, has strong practicability, integrates theory with practice, has novel cases, and can stimulate students' learning interest.

4. Whether the textbook can timely reflect the reform achievements of relevant programmes, cutting-edge knowledge at home and abroad, and high and new technologies.

5. Whether the textbook layout is scientific and reasonable, the text is accurate and fluent, the pictures and texts are properly matched, the format design is professional, and the binding and printing are beautiful; whether the preface, table of contents, main text, exercises and answer analysis, and references of the textbook are complete.

Article 26 Implementation of Textbook Evaluation

1. University-level undergraduate programme textbook evaluation shall be organized and implemented by the Teaching Quality Monitoring and Evaluation Center. Each secondary school may formulate and implement relevant textbook evaluation systems in line with the actual situation of the unit.

2. University-level undergraduate programme textbook evaluation is generally carried out once a year.

3. The subjects of undergraduate programme textbook evaluation include two levels: teachers and experts. Each teaching unit shall regularly invite experts (supervisors) to

the University to listen to teachers' evaluation on the use of textbooks, form textbook evaluation analysis results and post-rectification measure reports.

Article 27 Feedback and Use of Textbook Evaluation Results

1. The University Undergraduate Programme Textbook Working Committee shall summarize the textbook evaluation analysis results of all teaching units, report them to the university leaders in charge, and feed them back to each secondary school at the same time.
2. The evaluation results are divided into three grades: Excellent, Good and Poor. For textbooks with excellent evaluation results, priority selection and promotion in teaching are encouraged; for textbooks with good evaluation results, continued use is approved; for textbooks with poor evaluation results, their continued use shall be suspended and replacement with appropriate textbooks shall be required.
3. All teaching units shall carefully study the evaluation results of undergraduate programme textbooks and put forward measures to further improve and enhance textbook quality.
4. For textbooks edited by University faculty as the chief editor, the evaluation results shall be one of the main bases for textbook updating, award evaluation, and recommendation as provincial and ministerial level or above planned textbooks and excellent textbooks.

Chapter VII Guarantee and Incentives

Article 28 The University encourages and supports the project establishment of self-compiled undergraduate programme textbooks for the construction of national and provincial first-class programmes, "Four New" programme construction, modern industrial college construction and filling the gaps in programme development. Each secondary school shall give key support from programme construction funds. The University also encourages the promotion of project establishment of self-compiled undergraduate programme textbooks through university-enterprise cooperation, master studios or industry master sponsorship funds. No financial support shall be given to textbooks whose first author is not a University faculty member.

Article 29 The University incorporates the construction of undergraduate programme textbooks into the teaching work reward system. Specific implementation shall be carried out in accordance with relevant provisions in Annex 1 *Measures for the Calculation of Undergraduate Teaching Workload of Kunming University (Trial)* attached to the *Measures for the Assessment and Distribution of Performance-related Pay of Kunming University (Trial)* (Dang Fa [2022] No. 82).

Article 30 The University takes the construction of undergraduate programme textbooks as an important indicator for the construction of first-class programmes and disciplines and the promotion of industry-education integration. Those who have made outstanding achievements in textbook compilation and won relevant awards may be taken as one of the important assessment indicators for professional and technical title promotion, achievement awards, performance recognition, post appointment, and selection of excellent teachers, so as to fully mobilize the enthusiasm of teachers to compile high-quality high-quality textbooks.

Chapter VIII Supplementary Provisions

Article 31 These Measures shall be interpreted by the office of the University Undergraduate Programme Textbook Working Committee and shall come into force as of the date of issuance. The former *Measures for the Administration of Textbook*

Selection of Kunming University (Trial) (Kunyuan Jiao [2021] No. 34) shall be repealed simultaneously.

General Office of Kunming University Issued on April 23, 2024