Official Document of Kunming University

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Notice on Issuing the Measures for the Administration of Faculty Professional Development and Further Training of Kunming University

All units of the University:

To further strengthen faculty development, better adapt to the requirements of building the University into a high-level application-oriented demonstration university for undergraduate education and teaching, and in line with the actual situation of the University's education and teaching reform, the *Measures for the Administration of Faculty Professional Development and Further Training of Kunming University* has been revised. It has been reviewed and approved at the 4th President's Office Meeting of 2018, and is hereby issued for implementation.

Kunming University

May 27, 2018

Measures for the Administration of Faculty Professional Development and Further Training of Kunming University

Chapter I General Provisions

Article 1 Faculty development and team building are core components of the fundamental teaching development of higher education institutions. These Measures are formulated in accordance with the *Opinions of the State Council on Strengthening the Development of the Teaching Profession* (GF [2012] No. 41), the *Opinions of the Ministry of Education, the Organization Department of the CPC Central Committee, the Publicity Department of the CPC Central Committee, the National Development and Reform Commission, the Ministry of Finance and the Ministry of Human Resources and Social Security on Strengthening the Development of Young Teachers in Institutions of Higher Education* (JS [2012] No. 10), and the *Implementation Opinions of the Yunnan Provincial Department of Education on Promoting the Transformation and Development of Some Undergraduate Universities*, combined with the actual situation of the University, for the purposes of improving teachers' ideological quality, professional level, teaching competence, scientific and technological innovation capacity and social service ability, meeting the needs of building Kunming University into a high-level application-oriented demonstration university, and standardizing and institutionalizing the administration of faculty further training and development.

Article 2 The faculty further training and development work of the University shall adhere to the University's orientation as a high-level comprehensive application-oriented local university. It shall follow the basic principles of attaching equal importance to ideological and political quality and professional competence, integrating theory with practice, coordinating individual development with the University's development, and combining current needs with the long-term development of the University. Attention shall be paid to optimizing discipline structure, programme structure and academic background diversity of faculty, and cultivating teachers' applied and practical competence, so as to build a high-quality and professional teaching team with noble professional ethics, excellent professional competence, reasonable structure and full vitality.

Article 3 The priority of the University's faculty further training and development work is to improve the academic degree level, the proportion of senior professional title holders and the competence of dual-qualified teachers of full-time faculty, in accordance with the national standards for faculty team building of undergraduate universities and the needs of high-level application-oriented demonstration universities. Meanwhile, to meet the needs of discipline and programme development, the University shall adopt multi-level, multi-method, all-round approaches combining full-time and part-time faculty, and domestic and overseas training, to comprehensively improve teachers' teaching level, scientific and technological innovation ability and social service capacity.

Article 4 Through faculty further training and development, teachers shall not only comprehensively improve their professional knowledge, business ability, teaching level, scientific and technological innovation ability and practical skills, but also conscientiously perform the obligations stipulated in the *Teachers Law of the People's Republic of China*, strictly abide by the relevant provisions and requirements

of the *Regulations on Faculty Teaching Management of Kunming University*, be dedicated to their posts, impart knowledge and educate people, and set a good example for students, so as to comprehensively improve the comprehensive quality of the University's faculty.

Chapter II Approaches and Forms of Faculty Professional Development and Further Training

Article 5 The University's faculty further training and development is generally dominated by on-the-job learning. In accordance with the needs of discipline and programme development, the University also supports off-the-job further study at domestic and overseas institutions. The training approaches include:

1. Targeted doctoral training:

Support teachers to pursue doctoral degrees on the job in the form of targeted training.

2. Further training and training programs:

(1) Pre-service and in-service training for teachers;

(2) Domestic visiting scholar programs;

(3) Overseas visiting scholar programs or other overseas (cross-border) further training;

(4) Short-term study and training;

(5) Social practice training;

(6) Other types of further training.

Article 6 Regardless of the training approach, teachers shall generally complete further training in two forms:

1. On-the-job study (non-full-time off-the-job);

2. Full-time off-the-job study (with release from regular duties).

Article 7 All teaching units shall, in accordance with the University's development goals and in combination with the needs of discipline development, programme construction and curriculum development, make rational plans and overall arrangements, and put forward scientific and feasible faculty team building plans. They shall promote faculty team building and teacher development in a planned and step-by-step manner.

Article 8 When proposing further training plans, teachers of all teaching units shall take into account the needs of both work and study, and make overall and reasonable arrangements. Teachers may choose different training approaches and forms according to different needs at different stages, but shall first give priority to the teaching arrangements of the University and their respective teaching units.

Article 9 The direction of teachers' further training shall be consistent with their original majors. If a teacher intends to choose a new training direction across disciplines or majors, it must meet the needs of the University's development and the discipline and programme construction of the teaching unit, and be approved by both the department and the University.

Chapter III Organization and Implementation of Faculty Professional Development and Further Training

Section 1 Doctoral Program under Targeted Training

Article 10 The targeted doctoral training program is a core part of the University's faculty team building and teacher development, aiming to

comprehensively improve and optimize the academic degree level and structure of the University's faculty. The University encourages young and middle-aged teachers to pursue doctoral degrees on the job in accordance with relevant regulations. All eligible young and middle-aged teachers may apply. Through continuous learning, teachers shall improve their ideological quality, professional level, teaching level, academic level and ability to perform corresponding job responsibilities.

1. Training Mode and Application Requirements

Article 11 In accordance with national regulations, the University adopts the targeted training mode to support teachers to pursue doctoral degrees on the job. Targeted doctoral candidates receive formal academic education, and will obtain doctoral graduation certificates and degree certificates upon completion, with relevant expenses borne by the University.

Teachers who are admitted to non-targeted doctoral programs shall go through relevant procedures in accordance with the provisions of the Human Resources Office.

Teachers who are admitted to on-the-job professional doctoral degree programs are non-degree education participants, who will obtain doctoral professional degree certificates upon completion, with relevant expenses borne by the University.

Article 12 Teachers applying for doctoral degree programs shall meet the following requirements: the applied major must be consistent with their original major or current teaching work, and meet the needs of the University's discipline development and programme construction; and the teacher must have worked at the University for at least two years.

2. Approval Procedures and Relevant Requirements

Article 13 The teacher shall submit an application for the examination, fill in the *Application Form for Faculty Further Training of Kunming University*; the leading official of the teaching unit shall put forward review opinions based on the needs of discipline and programme construction and curriculum development of the unit; after review by the Academic Affairs Office and the Human Resources Office, the application shall be submitted to the Vice President in charge of teaching for approval.

Article 14 Pursuing a doctoral degree is generally dominated by on-the-job study. The University encourages teachers to apply for doctoral programs at high-level universities or scientific research institutes inside and outside the province. Off-the-job study must be reviewed by the Academic Affairs Office and the Human Resources Office, and approved by the Vice President in charge of teaching.

Article 15 Teachers approved by the University to pursue doctoral degrees shall sign the *Agreement on Targeted (Entrusted) Doctoral Training of Kunming University* with the Human Resources Office of the University, and strictly perform the responsibilities and obligations stipulated in the agreement.

3. Training Fund and Reimbursement Standards

Article 16 Full-time teachers pursuing doctoral degrees with University approval must obtain the doctoral degree before the age of 45 (regardless of gender), and strictly perform all the provisions of the *Agreement on Targeted (Entrusted) Doctoral Training of Kunming University*.

The specific provisions and standards for tuition reimbursement for doctoral studies are as follows:

1. For teachers approved by the University to pursue targeted doctoral programs, the University shall advance 50% of the tuition fee by academic year. After

obtaining the graduation certificate and degree certificate and strictly abiding by all provisions of the agreement, the full tuition fee shall be reimbursed. Teachers who only obtain the graduation certificate but not the degree certificate shall not be reimbursed for the tuition fee and shall return the advanced tuition fee.

2. For teachers approved by the University to pursue on-the-job professional doctoral degrees after passing the entrance examination, the University shall advance 50% of the tuition fee by academic year. After obtaining the degree certificate and strictly abiding by all provisions of the agreement, the full tuition fee shall be reimbursed. If the degree certificate is not obtained, the tuition fee shall not be reimbursed and the advanced tuition fee shall be returned.

Section 2 Further Training and Training Programs

1. Pre-service and In-service Training for Faculty

(1) Pre-service Training for Newly Recruited Faculty

Article 17 Pre-service training for newly recruited faculty is a professional training for teachers, aiming to help new teachers understand the characteristics and requirements of the teaching profession, familiarize themselves with laws and regulations of higher education, master the basic laws, theories and knowledge of higher education teaching, grasp general teaching rules, teaching links, teaching requirements and teaching methods, effectively improve the professional ethics and professional quality of new teachers, and establish the moral education concept of fostering virtue through education.

(1) Training Participants and Contents

Article 18 All newly recruited teachers who are employed, transferred or otherwise come to work at the University shall, in principle, participate in this training. The assessment results of pre-service training shall be recorded in teachers' personal professional files, and serve as one of the bases for teacher qualification certification and professional title assessment and appointment.

Article 19 The main contents of pre-service training for newly recruited faculty include: relevant laws and regulations of China's higher education; relevant policy documents of education administrative departments at all levels; the University's teaching management rules and regulations, as well as teaching theories, teaching methods and teaching norms.

Article 20 All teaching units shall attach importance to the pre-service training of newly recruited faculty. In accordance with the requirements of the *Provisions on the Administration of New Courses Offered by Faculty of Kunming University* (KYJ [2016] No. 21), they shall arrange senior teachers with high ideological and moral standards, rich teaching experience, good teaching effects and strong scientific research ability as mentors for new teachers in a planned manner, so as to help new teachers quickly familiarize themselves with and master teaching theories, methods and rules under the guidance of mentors, and support the healthy growth of new teachers.

(2) Training Approaches and Fund

Article 21 The pre-service training for newly recruited faculty of the University mainly adopts two forms:

(1) Qualification training for higher education teachers;

(2) Onboarding training for newly recruited faculty.

Article 22 The qualification training for higher education teachers and the application for teacher qualification certificates shall be handled in accordance with the relevant provisions of the provincial education department and the University's

Human Resources Office. The Human Resources Office is responsible for organization and handling, and all relevant expenses shall be borne by teachers themselves.

Article 23 The onboarding training for newly recruited faculty shall be organized regularly by the Center for Faculty Teaching Development every year. The time, location, content and form of the training shall be implemented in accordance with the notice of the Center for Faculty Teaching Development of the year, and all relevant expenses shall be borne by the University.

(2) In-service Training for Faculty

Article 24 In-service training for faculty is one of the important ways to improve teaching quality. It aims to strengthen the development of teachers' ethics and teaching style, improve professional level and teaching ability, and promote teaching research and reform. It cultivates backbone teachers and academic leaders in education and teaching, and fosters a number of distinguished teaching professors and discipline leading talents.

(1) Training Participants

Article 25 The participants of in-service training are full-time teachers of the University, with a focus on young and middle-aged teachers.

(2) Training Approaches and Fund

Article 26 In-service training is generally on-the-job further study. Teachers of the University participate in in-service training mainly in the following ways:

① Online learning and training programs such as the National Online Training Program for Higher Education Teachers;

② Teacher teaching ability improvement programs and various advanced seminars organized by education administrative departments;

③ Various teaching training and young core teacher training programs organized by relevant departments of the University;

④ Various teaching training organized by each teaching unit.

Article 27 For teachers approved by the Academic Affairs Office or relevant University leaders to participate in off-campus in-service training, the expenses shall be fully borne by the University or jointly borne by the University and the teaching unit sending the teachers. For teachers directly registered by teaching units to participate in off-campus in-service training, the expenses shall be borne by the respective teaching units.

Article 28 For teaching training organized by relevant functional departments of the University, the expenses shall be borne by the University. For teaching training organized by each teaching unit, the expenses shall be borne by the teaching unit itself.

2. Domestic Visiting Scholar Program

Article 29 The domestic visiting scholar program is an important approach to cultivate backbone teaching and research personnel of higher education institutions based on domestic resources, and also an effective way to promote inter-university academic exchanges. The establishment of the University's visiting scholar system aims to improve the teaching and research level of the University's teachers. Through visiting study, teachers shall reach the academic level required for applying for or applying exceptionally for higher professional titles. The duration of visiting study is generally one academic year.

(1) Training Mode and Application Requirements

Article 30 Teachers of the University participate in domestic visiting scholar programs mainly in the following ways:

(1) The University selects teachers to study as visiting scholars at high-level universities or scientific research institutes outside the province according to the needs of faculty team building;

(2) Applying for the *National Domestic Visiting Scholar Program for Young Core Teachers of Higher Education Institutions in Central and Western China* of the Ministry of Education;

(3) In principle, the University does not support visiting study at universities within the province.

Article 31 Teachers applying for domestic visiting scholar programs shall generally have senior professional titles or above, or have master's degrees or above and intermediate professional titles, and have independently completed all teaching links of 2 courses. For teachers applying for nationally funded visiting scholar programs, the requirements for professional title, academic degree and age shall be implemented in accordance with relevant documents.

Article 32 The content of the visiting study shall be combined with the teacher's own expertise, closely meet the needs of discipline development and programme construction, and follow the overall and long-term development requirements of the University. Domestic visiting scholars shall, under the guidance of their host supervisors, carry out daily teaching work, with a focus on transforming educational concepts, improving teaching methods, and enhancing teaching research and scientific research capabilities.

Article 33 Teachers applying for visiting study shall have solid theoretical foundation in their discipline, strong teaching practice ability, clear research direction, strong scientific research ability and good research achievements. They shall master one foreign language and be able to complete corresponding research tasks during the visiting period.

(2) Approval Procedures and Training Fund

Article 34 The teacher shall submit an application for further training, fill in the *Approval Form for Domestic Visiting Scholar Application of Kunming University*; the leading official of the teaching unit shall put forward review opinions based on the needs of discipline development, programme construction and curriculum development; the Academic Affairs Office shall review the teacher's qualifications and put forward review opinions, and after approval by the Human Resources Office, the application shall be submitted to the Vice President in charge of teaching for approval.

Article 35 For teachers approved and selected by the University to participate in domestic visiting scholar programs, after obtaining the visiting scholar certificate and submitting appraisal materials such as the Completion Assessment Form, the full tuition fee shall be borne by the University.

3. Overseas Visiting Scholar and Other Overseas (Cross-border) Further Training

Article 36 To expand international academic exchanges, learn advanced foreign technologies and improve the academic level of the University, the University supports young and middle-aged backbone teachers to go abroad (cross-border) as visiting scholars, pursue academic degrees, carry out cooperative research, give lectures or participate in academic conferences. The duration of further training shall be determined according to different forms.

(1) Training Mode and Application Requirements

Article 37 Teachers of the University participate in overseas (cross-border) further training mainly in the following ways:

(1) Applying for national government-funded overseas study and visiting scholar programs;

(2) Being dispatched by the University for visiting study, inter-university exchanges, cooperative research, etc.;

(3) Pursuing doctoral degrees abroad (cross-border) with University approval;

(4) Self-funded overseas study (including private overseas travel and study).

Article 38 Teachers applying for overseas (cross-border) further training shall proficiently master one foreign language, with scores meeting the foreign language proficiency requirements for personnel going abroad.

Article 39 For teachers applying for University-dispatched overseas (cross-border) further training, they shall have senior professional titles or above, or master's degrees or above. For teachers applying for national government-funded overseas programs or self-funded overseas study, the relevant conditions shall be implemented in accordance with relevant national documents and the provisions of the University's International Exchange and Cooperation Office and Human Resources Office.

Article 40 Teachers participating in overseas (cross-border) further training shall be backbone teachers and researchers in their majors, with solid theoretical foundation in their discipline, strong teaching practice ability, and experience in independently completing all teaching links of 2 courses. They shall have clear research directions, strong scientific research ability and good research achievements.

Article 41 The major or content of further training shall be combined with the teacher's own expertise, closely meet the needs of discipline development and programme construction, and comply with the overall and long-term development requirements of the University. Through further training, teachers shall master the latest trends of discipline development and cutting-edge achievements of professional theory or technical research, improve teaching and research ability, and become backbone forces in the University's discipline and programme construction.

(2) Approval Procedures and Training Fund

Article 42 The teacher shall submit an application for further training, fill in the *Application Form for Overseas (Cross-border) Further Training of Kunming University*; the leading official of the teaching unit shall put forward review and recommendation opinions based on the needs of discipline development, programme construction and curriculum development; the Academic Affairs Office and the Human Resources Office shall review the teacher's qualifications for further training and put forward review opinions; after review by the Vice President in charge of teaching, the application shall be submitted to the President for approval.

Article 43 All teachers approved by the University for overseas (cross-border) further training shall sign the *Agreement on Overseas (Cross-border) Further Training* with the University's International Exchange and Cooperation Office, and strictly perform the responsibilities and obligations stipulated in the agreement.

Article 44 For overseas (cross-border) further training approved by the University, the overseas study expenses shall be implemented in accordance with the following standards:

(1) National government-funded programs shall be implemented in accordance with relevant national documents;

(2) For University-dispatched visiting study, cooperative exchanges, research lectures, participation in academic conferences, etc., the expenses shall be borne by the University;

(3) For teachers pursuing doctoral degrees abroad (cross-border) with University approval, and whose obtained degree certificates are certified by the Ministry of Education of China, the relevant expenses shall, in principle, be verified and reimbursed with reference to the tuition fee standards of domestic universities for doctoral programs;

(4) All expenses for self-funded overseas (cross-border) further training shall be borne by the teacher himself/herself.

4. Short-term Study and Training

(1) Training Mode and Application Requirements

Article 45 Short-term study and training mainly refers to off-the-job study of three months or less (no more than six months under special circumstances), including various advanced seminars, short-term workshops, lecture courses, domestic academic conferences, etc.

Article 46 Advanced seminars are an important form of cultivating academic backbones of higher education institutions based on domestic resources. The training content shall reflect the latest development and achievements in the discipline field or urgent problems to be solved. Advanced seminars are supported by national key disciplines, key laboratories, engineering research centers and open laboratories. The lecturers are generally academicians of the Chinese Academy of Sciences and Chinese Academy of Engineering, famous professors or well-known experts and scholars at home and abroad.

Article 47 The advanced seminars for young core teachers are mainly for young core teachers teaching general education compulsory courses and specialized courses in undergraduate universities. The training forms are as follows:

(1) Focusing on lecture tours by distinguished teachers and promotion of platform courses, holding training courses for backbone teachers on modern educational theories, modern teaching content, methods and means;

(2) Relying on national key disciplines, key laboratories, engineering research centers, open laboratories, teaching bases and application-oriented teacher training bases designated by the Ministry of Education, holding advanced seminars on discipline frontiers and professional knowledge, and training courses for specialized backbone teachers aiming at cultivating dual-qualified teachers;

(3) Training forms focusing on learning, exchange and discussion on achievements and problems to be solved in a certain discipline and professional field, with senior experts and scholars in the discipline as lecturers, holding short-term workshops, lecture courses and academic conferences for university teachers.

Article 48 Teachers of the University applying for short-term study and training shall, in principle, not affect normal teaching work. The specific requirements are as follows:

(1) Meeting the requirements of relevant training or academic conference notices;

(2) Meeting the needs of teaching construction of the University and the respective teaching unit;

(3) Off-the-job study shall not affect normal teaching work and require a large number of course adjustments;

(4) For teachers undertaking more than 8 contact hours of teaching workload per week, short-term off-the-job training shall be arranged according to the actual situation of each teaching unit and the teacher's personal intention.

(2) Approval Procedures and Training Fund

Article 49 For short-term training, each teaching unit shall select teachers according to the training content, teaching needs and relevant conditions. The leading official of the teaching unit shall sign the selection opinion and the list of proposed teachers on the relevant training notice or conference notice (original official document or fax), and submit it to the Academic Affairs Office for review and approval. If necessary, it shall be submitted to the Vice President in charge of teaching for review and approval.

Article 50 For short-term study and training approved by the Academic Affairs Office or relevant University leaders, the expenses shall be fully borne by the University or jointly borne by the University and the teaching unit sending the teachers. For short-term study and training directly dispatched by each teaching unit, the expenses shall be borne by the respective teaching unit.

Article 51 Teachers participating in various courses and training for the purpose of doctoral entrance examination, professional title promotion, etc. are personal behaviors. They shall participate in the study in their spare time, and the University shall not provide financial support.

5. Social Practice Training

Article 52 To adapt to the University's orientation as a high-level application-oriented undergraduate demonstration university, the University attaches importance to and advocates teachers' participation in social practice training, encourages teachers to actively combine theoretical knowledge with social practice, so as to meet the requirements of local economic and social development for university teaching, and lay a foundation for cultivating dual-qualified teachers.

(1) Training Participants

Article 53 Social practice training is generally dominated by young teachers. All young teachers who have not experienced practical work in society are required to participate in six months to one year of social practice training during their tenure. Teachers of other age groups may participate in social practice training in due course according to the needs of teaching construction of each major in teaching units and combined with the professional characteristics they are engaged in.

(2) Training Mode and Training Fund

Article 54 Teachers of the University complete social practice training mainly through the following ways:

(1) Secondment and practical training at governments at all levels, enterprises and public institutions, and various social organizations;

(2) Participating in technological transformation, cooperative research or undertaking scientific and technological development tasks of enterprises;

(3) Participating in practical work serving the society such as technical consultation, scientific and technological promotion and social investigation.

Article 55 The organization and selection of social practice training can be divided into different levels: the University's organization department selects teachers to participate in relevant social practice; each teaching unit directly selects teachers to participate in social practice by linking with relevant enterprises or units according to the needs of programme construction or curriculum teaching; teachers themselves propose applications and contact enterprises or institutions related to their teaching

and research projects on their own, and participate in social practice training after approval by the teaching unit and the University.

Article 56 For teachers directly selected by their teaching units, or those who participate in social practice training contacted by themselves with University approval, if they still undertake teaching tasks at the University during the training period, they shall not affect normal teaching work.

Article 57 For social practice training approved by the University, if an agreement needs to be signed with the training unit, all contents of the agreement shall be reviewed by relevant departments of the University and submitted to the University leaders for approval.

Article 58 For teachers of the University participating in social practice training, who have completed the training and achieved the expected goals of training and exercise, the relevant expenses such as training fees, accommodation fees and travel expenses incurred shall be borne by the University if selected by the University, and by the respective teaching units if selected by the teaching units. The reimbursement standards shall be implemented in accordance with the relevant provisions of higher authorities, the relevant agreements signed, and the *Reimbursement Standards and Measures for Domestic Faculty Further Training Expenses of Kunming University*.

Article 59 Teachers who participate in six months to one year of full-time social practice training, can comprehensively guide students' professional practical training activities, and pass the assessment, shall be given priority in professional title promotion and identification of dual-qualified teachers.

(3) Application and Approval Procedures

Article 60 For social practice training selected by the University's organization department or directly selected by each teaching unit, the relevant materials of the selected teachers shall be submitted by the teaching unit to the Academic Affairs Office for the record.

Article 61 For social practice training contacted by teachers themselves, the teacher shall submit an application, fill in the *Application Form for Faculty Further Training of Kunming University*; the leading official of the teaching unit shall put forward review opinions based on the needs of teaching construction and the actual situation of the teacher; after review by the Academic Affairs Office and the Human Resources Office, it shall be submitted to the Vice President in charge of teaching for approval.

6. Other Types of Further Training

Article 62 For other types of further training not listed above, the application requirements, approval procedures and training funds shall be implemented with reference to the above provisions. If necessary, the matter shall be submitted to the President's Office Meeting for deliberation and decision.

Chapter IV Administration of Faculty Professional Development and Further Training

Section 1 Process Management

Article 63 The Academic Affairs Office performs the University's administrative function for faculty further training and development, manages the special fund for faculty development, and organizes and implements university-level and above faculty further training programs.

Article 64 Each teaching unit is responsible for formulating its own faculty further training plan and organizing and implementing its own faculty further training programs. The determination of personnel for further training and development in each teaching unit shall adopt a combination of "top-to-down" and "bottom-to-up" approaches.

Teachers shall submit personal training applications to their respective departments according to their actual situation and combined with teaching needs. Each teaching unit shall, according to the needs of discipline and programme construction, combined with the faculty status of the unit, teachers' individual applications and teaching arrangements, formulate the faculty further training plan of the unit (including the number of personnel, forms, funds, etc.), which shall be examined and approved by the Teaching Advisory Committee of the teaching unit, and then submitted to the Academic Affairs Office for the record in the first half of each year for the next academic year.

Article 65 Faculty development work must be implemented in accordance with the plan. In principle, no arrangement shall be made without a plan, so as to ensure the orderly and normal operation of teaching order. If adjustment is really necessary during implementation, a written report shall be submitted to the Academic Affairs Office in advance. It is not allowed to arbitrarily change the training plan or replace training personnel, which may affect normal teaching work.

Article 66 During the period of further training, teachers shall not arbitrarily adjust or increase the time, form and content of further training without authorization. If adjustment is really necessary, the application and approval procedures must be re-performed in accordance with regulations.

Article 67 Teachers applying for further training may only participate in registration and examination, contact training institutions (units), and apply for funding programs at all levels after completing all approval procedures and formalities at the University and teaching unit levels.

Article 68 During further training, teachers shall abide by national laws and regulations and the management regulations of the training institutions or units. Those who violate relevant disciplines and regulations may be given necessary sanctions by the University according to the severity of the circumstances.

Article 69 After completing further training, teachers shall submit the original copies of certification materials such as degree certificates, graduation certificates, completion certificates, training certificates, and completion assessment forms (for social practice training in enterprises and institutions, the work performance appraisal materials issued by the counterpart unit shall be provided) to the Academic Affairs Office and the Human Resources Office for review, registration and copying. Relevant materials shall be filed into teachers' personal files.

Article 70 Teachers who participate in further training with University approval and meet the conditions during the study period may apply for and participate in the assessment of professional and technical titles.

Section 2 Fund Management

Article 71 The main source of funds for the University's faculty further training and development is the university-level special "faculty development fund", which is managed by the Academic Affairs Office for budget, arrangement and use. A proper proportion of the teaching business funds of each teaching unit shall be allocated for faculty further training and development.

Article 72 If teachers undertake scientific research (teaching research) projects or topics at all levels for which the University has allocated or matched project funds, and they participate in relevant academic conferences or study and training, the relevant expenses shall be disbursed from the project funds. If the funds are insufficient, a special application shall be submitted to relevant functional departments.

Article 73 Teachers who participate in further training with University approval but arbitrarily suspend the training due to personal reasons, or fail to achieve the expected results (including graduation certificates, degree certificates, completion certificates, work performance appraisal materials, etc.) in accordance with the plan and requirements, shall compensate all expenses paid by the University or the teaching unit.

Article 74 Teachers who participate in off-the-job training and further study shall return to the University for work in time after completing their studies, and strictly perform the responsibilities and obligations stipulated in the signed agreement or contract. Those who transfer, resign or terminate their employment before fulfilling the agreement shall compensate all expenses paid by the University or the teaching unit for their further training.

Article 75 For teachers' domestic further training approved by the University, the application and approval procedures, reimbursement standards and measures for relevant expenses such as tuition fees, travel expenses and accommodation fees shall be implemented in accordance with the *Reimbursement Standards and Measures for Domestic Faculty Further Training Expenses of Kunming University*.

Article 76 For teachers going abroad (cross-border) for further training with University approval, the reimbursement of domestic expenses such as training fees, accommodation fees and travel expenses incurred before going abroad shall be implemented with reference to the *Reimbursement Standards and Measures for Domestic Faculty Further Training Expenses of Kunming University*.

Article 77 Any further study without University approval is a personal act of the teacher. The University shall not issue any certification, sign any training agreement, or reimburse any relevant expenses.

Article 78 For training that is not within the scope of the above further training approaches, or has special training methods, high training costs and long off-the-job time, a special application must be submitted. After review by administrative departments at all levels such as the teaching unit, the Academic Affairs Office, the Human Resources Office and the Finance Office, it shall be submitted to the President's Office Meeting for deliberation and decision.

Section 3 Relevant Benefits

Article 79 For teachers participating in domestic further training with University approval, those who study on the job shall enjoy welfare benefits such as salary and performance during the study period; those who study off the job shall have their welfare benefits such as salary and performance implemented in accordance with the relevant provisions of the *Interim Measures for the Administration of Off-duty Personnel of Kunming University* (KYR [2017] No. 21) and the agreement signed by the teacher and the University.

Article 80 For teachers participating in government-funded overseas (cross-border) further training and self-funded overseas study (including private overseas travel and study) with University approval, their welfare benefits such as salary and performance shall be implemented in accordance with the relevant provisions of the

Interim Measures for the Administration of Off-duty Personnel of Kunming University (Kunyuan Ren [2017] No. 21) and the agreement signed by the teacher and the University.

Chapter V Supplementary Provisions

Article 81 These Measures shall apply to all faculty of the University, including teachers in teaching series and experimental series. The application conditions, approval procedures and further training funds for other management personnel (with master's degrees or above) pursuing doctoral degrees may be implemented with reference to these Measures.

Article 82 These Measures shall be reviewed and approved at the 4th President's Office Meeting of 2018, shall come into force as of the date of issuance, and shall be interpreted by the Academic Affairs Office.

Annex:

1. Reimbursement Standards and Measures for Domestic Faculty Further Training Expenses of Kunming University
2. Application Form for Faculty Further Training of Kunming University
3. Approval Form for Domestic Visiting Scholar Application of Kunming University
4. Application Form for Overseas (Cross-border) Further Training of Kunming University
5. Application Form for Faculty Further Training Expenses of Kunming University

Annex1

Reimbursement Standards and Measures for Domestic Faculty Further Training Expenses of Kunming University

To standardize the use of the University's faculty development fund, improve the effectiveness and standardization of fund use, and strengthen fund management, these Measures are formulated in accordance with the relevant provisions of *YZFB [1996] No. 45* and the *Measures for the Administration of Faculty Professional Development and Further Training of Kunming University*, combined with the actual situation of the University.

1. Participation in Conferences or Centralized Study and Training

For teachers dispatched with approval to participate in conferences or centralized study and training, the following expenses may be reimbursed from the faculty development fund based on the conference or training notice (original or fax):

(1) Conference fees and study training fees: reimbursed on actual basis;

(2) Accommodation and board expenses: reimbursed in accordance with the time limit and standards stipulated by the conference or training organizer;

(3) Travel expenses: reimbursed in accordance with the national travel expense standards.

2. Short-term Training of Three Months or Less

(1) For teachers dispatched by the University for short-term study and training (three months or less) with approval, the following expenses may be reimbursed from the faculty development fund based on relevant documents such as the study training notice (original):

① Study and training fees;

② Accommodation and board expenses, travel expenses: reimbursed in accordance with national travel expense standards;

(2) For teachers directly dispatched by each teaching unit to participate in conferences or short-term training, the incurred expenses shall, in principle, be reimbursed from the teaching business funds of the respective teaching units.

3. Long-term Training of More Than Three Months

(1) Off-the-job Further Training

For teachers who are approved to participate in off-the-job visiting study outside the city or other study and training of more than three months, who have completed the study with qualified results and returned to work at the University as planned, the following expenses may be reimbursed from the faculty development fund based on the *Admission Notice*, *Enrollment Guide*, completion certificate and *Completion Assessment Form* (original documents and materials) issued by the host institution (unit):

① Study and training fees;

② Accommodation fees shall be reimbursed according to the following standards:

(i) For teachers whose accommodation is arranged by the host institution (unit), reimbursement shall be made on actual basis;

(ii) For teachers who solve accommodation problems by themselves, the reimbursement shall generally be controlled within 5,000 yuan per person per academic year, and shall be reimbursed with tax invoices or fiscal receipts.

③ Travel expenses: reimbursed in accordance with national travel expense standards, and one round-trip travel expense may be reimbursed per semester;

④ No food allowance or transportation allowance shall be granted;

⑤ Other expenses such as book fees, material fees, investigation fees and research fees shall be borne by the teacher himself/herself.

(2) On-the-job Doctoral Study

For teachers who are approved by the University to pursue doctoral degrees on the job, and have completed their studies and obtained degrees within the prescribed study period, the following expenses may be reimbursed from the faculty development fund according to different study modes, based on the *Admission Notice* of the host university, *Enrollment Guide* and the *Agreement on Targeted (Entrusted) Doctoral Training of Kunming University* signed with the Human Resources Office (original documents):

1. Pursuing doctoral degrees without leaving work at universities (scientific research institutes) within the province:

(1) Tuition fees for the prescribed study period may be reimbursed;

(2) Other expenses such as book fees, material fees, investigation fees and research fees shall be borne by the teacher himself/herself.

2. Pursuing doctoral degrees without leaving work at universities (scientific research institutes) outside the province:

(1) Tuition fees for the prescribed study period may be reimbursed;

(2) Within the prescribed study period, for centralized study or doctoral thesis defense at the host university as required, accommodation fees and round-trip travel expenses may be reimbursed (up to two round-trip travel expenses per academic year) based on the notice of the host university, tax invoices (or fiscal receipts) and national travel expense standards;

(3) Food and transportation expenses during centralized study shall be borne by the teacher himself/herself;

(4) Other expenses such as book fees, material fees, investigation fees and research fees shall be borne by the teacher himself/herself.

3. Pursuing doctoral degrees off the job at universities (scientific research institutes) outside the province:

(1) Tuition fees for the prescribed study period may be reimbursed;

(2) Accommodation fees: reimbursed on actual basis according to the student apartment accommodation standards arranged by the host university (unit);

(3) Travel expenses: reimbursed once per academic year in accordance with national travel expense standards;

(4) Food and transportation expenses during the study period shall be borne by the teacher himself/herself;

(5) Other expenses such as book fees, material fees, investigation fees and research fees shall be borne by the teacher himself/herself.

4. Fund Application and Approval Procedures

Teachers approved by the University for further training who apply for advance or reimbursement of relevant expenses shall fill in the *Application Form for Faculty Further Training Expenses of Kunming University* of the Academic Affairs Office. After the Faculty Development Section of the Academic Affairs Office reviews the relevant materials and bills, the application shall be submitted level by level for approval in accordance with the University's prescribed fund approval authority.

5. Other Relevant Provisions

(1) The reimbursement standards and measures for other further training modes shall be implemented with reference to the above provisions.

(2) For study and training supported by teaching business funds or allocated funds of various departments, the expense reimbursement shall also be implemented in accordance with these standards and measures.

(3) If the above provisions are inconsistent with the relevant provisions of the higher-level financial department, the provisions of the financial department shall prevail.