Regulations on Undergraduate Teaching in SFL of SJTU

Chapter 1 General Principle

The Regulations on the teaching management for undergraduates have been formulated according to SJTU’s relevant provisions and current situation, so as to strengthen the management of undergraduate teaching with a stricter discipline of teaching syllabus, an orderly teaching environment, as well as a full implementation of various teaching tasks.

Chapter 2 Teaching Plan

Article 1. Teaching plans are essential for the arrangement of teaching tasks. All plans should be made in accordance with the rules and procedures from the *Regulations on Teaching plans* of SJTU.

Article 2. Teaching plans include the formulation of teaching tasks, arrangement of personnel and scheduling of courses.

Article 3. Each department must prepare a syllabus for the courses included in the teaching plan. The syllabus should be formulated by the head of the department, discussed and finalized within the department, and approved by the Teaching Committee of SFL after examination.

Article 4. The head of the Department is responsible for the implementation of teaching tasks, and the teaching secretary is responsible for teaching management.

Article 5. Teachers of all courses shall carefully fill in the teaching schedule as the basis for the teaching inspection and the spot check.

Article 6. Teaching plans and syllabuses are basic teaching documents and should be filed in SFL and each department.

Chapter 3 Teaching Materials

Article 7. Each department should carefully select teaching materials according to teaching plans. Once selected, they generally cannot be changed at will.

Article 8. *The Regulations on the Selection of Textbooks in SFL of SJTU* may be used as a reference for each department to select its teaching materials.

Article 9. In order to avoid wasting teaching materials, no new books shall be ordered until all the remaining ones are finished.

Article 10. If no suitable textbooks exist, lecture notes compiled by teachers may be used as teaching materials.

## Article 11. Generally, textbooks should be subscribed through the Office of Teaching Materials. Teachers may also acquire books at their own cost. Chapter 3 Classroom Teaching

Article 12. Teachers must follow the teaching plan and be fully prepared before the class. The teaching plan is essential to reflect the teaching level and preparation work. It will be examined during the mid-term teaching inspection and should be kept for reference.

Article 13. Teachers should follow the work scheduled by the school and departments, perform their duties accordingly and stick to their position. If teachers are not able to attend classes due to special reasons, they should follow the procedures in *Regulations for class suspension, transfer and substitution of SFL, SJTU*.

Article 14. Basic requirements for classroom teaching include giving clear and accurate explanations of theories and methods in a structured and logical way, emphasizing the main and difficult points. Contents should be updated constantly according to advanced teaching methods. The language used in lectures should be accurate, clear and concise. The writings on the blackboard should be legible.

Article 15. Teachers should assign homework to students according to the teaching syllabus and plan. The amount of homework and the times for correction shall be determined by each department.

Article 16. Teachers should register and keep a record of students’ performances, such as answering questions in classes, quizzes results, and homework completion. The ratio of foreign language courses in the course examination result is determined by each teaching and research department. The ratio of specialized courses in the overall score is determined by teachers and checked by the head of the department and the school. Students should be informed of these ratios at the beginning of the semester.

## Chapter 5 Student Status Management

Article 17. Student Status Management information can be found in Chapter 3 of *Detailed Rules for Student Management in SJTU.*

## Chapter 6 Practice and Internship

Article 18. The internship and graduation thesis of students of Foreign Languages are important parts of the teaching plan. They should be performed according to *Provisional Regulations for Graduation Fieldwork Management of SFL, SJTU* and *Provisional Regulations for Graduate Thesis Management of SFL, SJTU.*

## Chapter 7 Examinations

Article 19. All works related to exams should be performed according to *SFL’s Regulations for examination and exam paper management*.

## Chapter 8 Supplementary Articles

Article 20. Matters that have not been covered by the previous articles should be treated according to SFL’s related regulations and clarified by the Undergraduate Teaching Committee.

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