

# **The Design and Implementation of University Student Status Management Systems in China**

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*In China, student status management is an important component of universities. It can supervise the quality assessment and management of the learning and performance of undergraduate students, from entrance to graduation, and it reflects universities teaching management in a scientific, standardized, systematic level, as well as it establishes a stable teaching order and provides guarantee to achieve the goal of teaching and personnel training. Based on the analysis of the current situation of student status management systems of China and international universities, this paper discusses design, implementation strategies and guarantee measures of status management systems.*

## **INTRODUCTION**

In the USA, enrollment management is a process critical to many universities that rely on tuition for a significant portion of their operating budgets (Maltz 2007). Ward (2005) provided the basic elements for constructing a comprehensive enrollment management plan.

In China, enrollment management seems to be just a prescribed procedure, also known as register. The most important student affairs management is student status management (SSM for short). The SSM in higher education is defined as assessment, record, control and processing activities of students' enrollment qualifications, in-school learning and graduation qualifications under relevant provisions (Gu 1990).

In order to adapt to the rapid development of higher education in China, many universities have conducted some new explorations and reform of the student status management system (SSMS for short), since the promulgation of the new student status management regulation (SSMR for short) in regular institutions of higher education by the Ministry of Education in 2005. It will have important theoretical value and practical significance to discuss how to guide the SSMS in universities with new education

ideas and to establish a new management system which will not only accord with the social demand for talented people but adapt to the development of the students as well.

## **THE SITUATION ANALYSIS OF THE SSMS**

The SSM refers to the formulation of corresponding regulations and implementation of the management in the following aspects: school enrollment, examination assessment and records, upgrade, downgrade, major transfer and school transfer, suspension from school, resumption, dropping out of school, graduation and graduation qualifications, etc., which are in accordance with the Party's education policy, the law of education itself and the students' physical and mental development characteristics. The SSM is the initial link of the management of university students. It is also a core part which ensures other parts of student management are effectively carried out (Zhang 2013).

The most dominant function of SSMS is that universities inform students in the form of provisions, which tells the students the general thoughts of the universities regarding the whole process of their learning and what kind of track the schools set for them. Directly through the provisions of the system, universities let the students know what behaviors are allowed or encouraged and what behaviors should be avoided. Various incentive measures set by the system rules clearly show the dominant role of the system. Directly through the provisions of the system, universities educate their students, making them grow toward the goal of the development of higher education, so as to achieve the characteristic development of the universities. In addition, from the perspective of school administrators, the dominant role of SSMS's modernization can be seen in the promotion of the optimization of management order. The student group is numerous and complex, so the SSM's work in higher education must combine with modern management system. Only through the correct understanding of the SSM provisions, accurate grasp of the inclusion of the spirit of law, classification of the management's responsibilities and obligations which should be applied to the practice of management, can school administrators keep the SSM in good order, advance the formation of a self-developing and autonomous management operation mechanism and promote the development of higher education (Lan 2010).

### **System Architecture**

What is system architecture and what content should it cover are the primary questions to be considered when designing student status management system.

Sometimes researchers neglect the comprehension of a complete system design. Therefore, they would deviate from the route that system design analysis should follow and neglect internal logic relationship, which causes confusion. Especially notable is that researchers haven't given a complete systematic elaboration about what content should be covered in undergraduate teaching management system and what system architecture it should have (Zhang 2009).

University SSMS is a system architecture consisting of provisions on the administration of university students issued by the Ministry of Education, SSMRs formulated by all schools and relevant detailed implementation rules. Provision on the administration of university students issued by the Ministry of Education is a systematic regulation with the force of law, so all universities cannot violate its spirit and exceed its range when formulating corresponding regulations. Meanwhile, our country endows schools with more autonomy in the new provisions on the administration of university students, in which making decisions often depend on the school's actual conditions. More autonomy is given to schools for system innovation and schools must make good use of this right to reasonably formulate relevant regulations which are suitable to themselves and in accordance with laws. This regulation includes both SSM rules and relevant detailed rules for implementation which are spreading as well as extension of SSM rules.

### **System Design Principles**

The core difficulty in designing SSMS is pinning down what the design principle is.

In this respect, six principles of designing SSMS are demonstrated in this master dissertation of Zhang (2010), which are education, science, legitimacy, standardization, democracy and innovation.

In Tian (2010)'s view, the subjects of school register management in universities are students, which means that the top principle of management work should be "all in the benefits of students, in the benefits of all students and in the all benefits of students". When applied in reform of school register management, it can be mainly achieved by the following three methods.

#### 1. Establishing a mechanism in which students have independent choices about their study

Nowadays, university students' awareness of individual rights, independence and life planning are growing along with new changes such as further development of mass higher education, educational cost assumed by students and the nation, and graduates' independent choices about employment. Since they have different understanding of the value of education, students should be given more independent rights in receiving higher education. They have the right to decide on the contents of higher education and the time of receiving it based on their own interests, inclinations and preference for employment; they also have the right to decide when to finish higher education and when to attend it again (called lifelong education or recurrent education). Therefore, such a mechanism should be established in which students have independent choices about the years of higher education, the time when to receive it, colleges, majors, courses, etc.

#### 2. Improving incentive mechanism

SSM constrains and monitors students, driving them to work hard and better. Therefore, while supervising students, it should also pay more attention to inspiring them. To offer a platform for students' comprehensive development and inspire them to higher achievement, the following measures can be adopted: improve credit system and implement systems for double degree and major changing, allow exemption from courses and regular classes as well as graduation ahead of schedule, recommend postgraduate candidates, admit junior college students into undergraduate education, give students the rights to choose courses beyond the limitation of departments, majors and grads and endowing above-par undergraduate students equal rights to postgraduates to use library books.

#### 3. Intensifying warning system of SSM

SSM warning is a system involving information communication and crisis warning which means that when unfavorable phenomenon appears among students, the school should inform the students themselves and their parents of possible unfavorable results, adopt specific precaution measures accordingly, and through communications and collaboration with the students and their parents, ensure that the students can enhance their learning quality and finish college courses smoothly. This system reduces the conflicts brought by student status problems and promotes equal, friendly and harmonious relationships among students.

At present, in China, the SSMS is too inflexible to cope with the growing situation (Lin 2012). Sometimes, when the ranking regulation is modified, the SSMRs in the whole country are made to be revised after that. The reason is that the space of independent management of the colleges and universities given by superior departments is far from enough. Files should not be revised frequently on problems such as the retaining of admission of enlisted freshmen.

### **The Features of SSM in America**

Since the 1970s, universities in America began to focus on the comprehensive development of students centering on students' studies, which has become the prominent feature of American college student affairs management concept (AAC&U).

Unlike China, American universities have no hard rules regarding learning period. For example, students, during school semester, for personal reasons, can apply for a temporary suspension. When conditions improve, they can return to school and continue to complete their studies. They have high autonomy in major and school transfer as well. Students, according to their study conditions, can apply directly to the school for major or school transfer. The universities will examine the similarity between the major which the student plans to study and the original one to decide whether or not to approve the application. For example, at Harvard University, the school transfer management is very loose. As long as a student completes a full academic year of study in a college or university, they can apply for transfer to Harvard University. American universities have strict student appeal system. Student management

regulations in almost every school have provisions on students' appeal procedures, which embodies the principle of relief. In dealing with the students violating school policies, there is a set of strict procedures. School discipline committee will handle the student in the presence of lawyers and judges. Meanwhile, the committee will hold a hearing taking the plaintiff, the defendant and witness to court. After debate and negotiation, the committee will make a decision according to the law. The student can appeal to the high court if he or she disagrees with the court's decision (Lu 2002).

### **The Features of SSM in Britain**

In Britain, there is no SSMS at the national level similar with that in our country. These systems are only interspersed in regulations set by the college and universities, such as "Article Ten: Degrees, Diplomas and Certificates; Article Eleven: Discipline of the University; Article Thirteen: other clauses about the students" in the regulation of Oxford (Yu 2009).

From the practice of Western Student Affairs Administration, student development theory has become the rational foundation of this field. Under the guidance of this theory, "student-oriented" and "serving to promote the comprehensive development of students" have become the principle of student affairs management. The administrators of student status in China should study the concept of "Student-Oriented" carefully, fully grasp its essence and set up the student management principle of "Development on Service". Meanwhile, they should combine the actual conditions of the student status management with the theory, follow the law of human development, respect the students' individuality, give the students more independent options, set up concepts of "Comprehensive Development", "Diverse Talents" and "Lifelong Education" and form an open and flexible system with diverse patterns of talent training which can adapt to the SSMS and operation mechanism (Lin 2012).

### **THE DESIGN OF THE SSMS IN CHINA**

Throughout SSMSs of all universities, the system architectures of SSMRs are different from each other. Some universities have revised SSM regulations since 2013. The following two views are obtained from the analysis of those new-revised SSM regulations.

Relevant detailed implementation rules mainly include innovation credits implementation measures, treatment regulations on violating discipline and cheating on exams, internal school major changing management measures, combined degree implementation measures, complaints treatment measures, and so on.

Macro-level analysis of the relationship between SSMRs revised since 2013 by some universities and their implementation details. See TABLE 1.

**TABLE 1**  
**STUDENT STATUS MANAGEMENT REGULATION AND RELEVANT IMPLEMENTATION**  
**DETAILS (IN A MACROSCOPICAL VIEW)**

university classification	Harbin Institute of Technology	China Agricultural University	University of Science and Technology of China	China University of Mining and Technology	Central South University	Shandong University	Shandong University of Technology	Shanghai Jiaotong University	Northwest Agriculture & Forestry University	Southwestern University of Finance and Economics	Suzhou University	Shijiazhuang Tiedao University
course	⊙	⊙	>	⊙	>	>	⊙	>	⊙	⊙	>	⊙
Score management	>	⊙	>	⊙	⊙	>	⊙	⊙	⊙	⊙	⊙	⊙
Exam regulations	>	⊙	>	⊙	>	>	⊙	>	>	>	>	>
Major transformation	⊙	⊙	⊙	>	>	□	>	>	⊙	⊙	>	>
Double Bachelor	□	>	>	>		□	>	>	⊙	□	>	
Innovation score						□	⊙		□	□		
Pre-warning of registration		⊙	⊙		⊙	⊙	⊙	⊙	□	⊙	⊙	⊙
Confer Degree	>	>	⊙	⊙	>	⊙	⊙	⊙	⊙	>	>	>
appeal	⊙	>	⊙	>	⊙	□		>	>	>	>	>

Note: “>” indicates that the implementation details are made clear in another file; “⊙” indicates that the implementation details are in the file of SSMR; “□” indicates that the implementation details is another document, but not involve or not clearly are regulated to implement in accordance with relevant regulations in the file of SSMR.

TABLE 1, the different implementation details are different in SSMR indifferent universities: some are contained on the file of SSMR; while some are made clear in another file; Some are neither included nor clearly indicated etc.

When formulating SSMRs, if one adopts the system architecture, in which there are many principle terms, those are relevant detailed implementation rules. The advantage is that sometimes there is no need to revise SSMRs, and only revising or increasing relevant detailed implementation rules is enough; if one adopts the system architecture, in which there are less principle terms, those are relevant detailed implementation rules. The advantage is that it is convenient for students, teachers and managerial staff to study, understand and master policies.

This paper makes a suggestion that the complex detailed implementation rules or those needing to be often revised should use principle terms in SSMRs, or detailed implementation rules should be written clearly and principle terms be used as little as possible. For example, when revising SSMRs, Hebei University of Engineering canceled some old relevant detailed implementation rules, including exam rules, changing major regulations, warning measures on student status and SSMRs for high-level athletes, only it kept innovation credits implementation measures, regarding double degrees and regulations to manage internal school complaints.

### Contents and Problems of SSMR

SSM of higher education refers to the schools’ requirements of morality, intelligence and physique according to the national requirements, and its formulation of rules and regulations. It also means the management of, according to certain procedures and methods, admission and registration, performance assessment and record, appropriate grade level, changing major or school, suspension, reentry, dropping out, award and punishment and graduation and its review (The State Board of education student Division. 1991).

SSM section of the common universities student management rules promulgated by the Ministry of Education in 2005 includes admission and registration, performance assessment and record, major or

school changing, suspension and reentry, dropping out, graduation, completion and non-completion of schooling.

In the newly revised file of SSMR, the analysis of part of universities was demonstrated in TABLE 2 and TABLE 3 in a macro and micro aspect.

**TABLE 2  
SSMR CONTENT (IN A MACROSCOPICAL VIEW)**

university classification	Harbin Institute of Technology	China Agricultural University	University of Science and Technology of China	China University of Mining and Technology	Central South University	Shandong University	Shandong University of Technology	Shanghai Jiaotong University	Northwest Agriculture & Forestry University	Southwestern University of Finance and Economics	Suzhou University	Shijiazhuang Tiedao University
Admission and registration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Schooling and the length of schooling	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Courses and credits					✓	✓	✓	✓	✓	✓	✓	✓
course of study	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Course assessment and credit records	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
attendance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
major transformation and school transformation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
suspension and reentry	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
drop out	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
graduation、completion and association	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**TABLE 3  
SPECIFIC TERMS OF SSMR (IN A MICROCOSMIC VIEW)**

university classification	Harbin Institute of Technology	China Agricultural University	University of Science and Technology of China	China University of Mining and Technology	Central South University	Shandong University	Shandong University of Technology	Shanghai Jiaotong University	Northwest Agriculture & Forestry University	Southwestern University of Finance and Economics	Suzhou University	Shijiazhuang Tiedao University
recruitment students	keep the registration for 2 years		■									■
	keep the registration for 1 year	■		■	■	■	■	■	■	■	■	
Innovation credits	yes											
	no	■	■	■	■	■	■	■	■	■	■	■
Major transformation	qualification	School management	■			■		■	■	■	■	■
		College management		■	■		■					
	Assessment of admission	School management	■			■	■	■	■	■	■	■
	College management		■	■			■					
Pre-waming of registration	yes	○ ☒		■	■	■	■	■	■	■	■	■
	no	■							■			
The final failed subject exam of current year's graduate	yes	○ →			■	■	■	■	■	■	■	■
	no											
school expulsion	yes	■		■				■	■	■	■	■
	no		■		■	■	■				■	
The delivery of drop out file	Indirectly	■		■	■	■	■	■	■	■	■	■
	By mail		■		■							
	By announcement	■	■	■	■	■			■		■	■
The explanations of principal meeting	principal meeting	■			■			■				
	The principal office meeting		■						■	■		■
	other			■		■		■			■	

Note: “○” indicates that only one subject failed; “☒” indicates the failed credits; “○” indicates the of failed assessment courses of current year's graduate; “→” indicates that the school allows students to apply

for extending the length of rebuilding achievement of failed courses assessment (the longest rebuilding achievement time of general regulations).

From TABLE 2 and TABLE 3, in a macroscopical view, it can be seen that the SSMR of current universities are very much alike, but in a microcosmic view they are so different, like the final clearance exam. China University of Mining and Technology directly gives students a make-up examination and specific make-up examination requirements and explanations before they graduate; Harbin Institute of Technology regulates that students can take the exam in the longest time of rebuilding achievement of failed courses, and only with the qualified credits they can apply to change and get their diploma and it is clearly indicated that the application for graduation of students is acceptable only within rebuilding achievement period; while University of Science and Technology of China allows students to take the assessment courses of failed subjects only within one year after the longest rebuilding achievement period.

According to the current analysis of the situation of SSM stipulation for undergraduate students in universities, it can be concluded that SSMR generally includes admission and registration, schooling system and period of schooling, courses and credits, course duration, course assessment and result' record, attendance, leave and its termination, changing major or school, suspension and reentry, dropping out, graduation, completion and non-completion of schooling.

### **System Implementation**

The success in designing SSMS lies in system implementation. Good design thoughts and correct design principles should be implemented with specific system.

It is necessary to explore the SSM method of “elastic credit and flexible management”, based on complete credit system, to shorten or extend the years of college education within certain limits, and to offer students more choices on school courses and the time of graduation. For students who perform well in school work, get full credits ahead of time and acquire excellent appraisal of comprehensive examination, they can apply for graduation ahead of schedule, and for those who cannot leave school as scheduled, they should be endowed the rights to continue studying in school and the rights to break off studies for starting a business and then go back to continue their studies in school. To promote reform of teaching management system, change traditional class-based teaching system, carry out dynamic class management system, open up a great deal of optional courses and online courses, allow students who perform outstandingly well in certain areas to be exempt from relevant courses. To encourage alliance among colleges, break off barriers among colleges as well as majors and promote mutual recognition of credit beyond majors, disciplines and schools, thus to enabling students to arrange the time and content of learning to the largest extent of independence. To reform SSMS, allow students to transfer to another school in the same city or another city according to the situation and fully meet the requirements for students to develop their personality and special talents (Cao 2011).

In the following part, the author will describe and explain the design principles of SSM taking some specific provisions in SSMR for full-time undergraduate students in Hebei University of Engineering (trial implementation) for example.

#### *The Principle of Keeping Pace with the Times*

According to the requirements of the Methods of Retaining Admission of Freshmen and Admission after Retiring from the Army (trial) (Teaching [2013]8) issued by the Ministry of Education and the General Staff Headquarters, some provisions were added when revising SSM.

After receiving the relevant materials of retaining admission application of the enlisted freshmen, the university should examine and verify qualifications in accordance with the law and regulations, go through the retaining admission formalities, mark “enlisted” in the student personal information on the website of higher education student information and provide the notice of retaining admission of the enlisted freshmen. The Application Form of Retaining Admission of Enlisted Higher Education Freshmen should be examined and affixed with the seal of the university. One copy of the form should be kept by the university, while another copy together with Notice of Retaining Admission of the Enlisted Freshmen

should be sent to the People's Government Conscription Office (hereinafter referred to as the conscription office) in the relevant county (city, district).

Enlisted freshmen who retire from the army within two years can handle the application for admission with the Notice of Retaining Admission of the Enlisted Freshmen as well as the admission letter from the university in the year of retirement or in the next year when the new students entering the university. Enlisted freshmen who sign up for the university entrance exam or postgraduate exam are deemed to be abandoning the original admission opportunity and admission qualification is no longer reserved.

Enlisted freshmen who are discharged from the Army due to health problems discovered during the quarantine review can handle the application for admission with certification of the conscription office as well as admission letter from the university; for those who cannot continue to serve in the Army and retire halfway due to health problems, they can handle the application for admission in the year of retirement. If they miss the enrollment period, the study period can be extended one year for the purpose of going through admission formalities. For admission procedures, the university will re-examine the admission qualifications.

For those who are unqualified, the admission qualifications will be canceled.

According to the recommendation of Student Office of Hebei Education Department who have examined and verified SSMR for full-time undergraduate students in Hebei University of Engineering (trial implementation), some clauses of expulsion were added.

In any of the following circumstances, the student shall be expelled from the university:

Violating the Constitution, opposing to the four cardinal principles, undermining stability and unity, disrupting social order;

Violating national laws;

Violating security regulations;

Severely having others replace them during exams, taking the exam for others, organizing cheating in exams, using communication equipment to cheat and committing other serious forms of cheating;

Plagiarizing others' research results that have serious influences;

Violating the university regulations, seriously affecting the order of teaching, life and public management on campus, against the legitimate rights and interests of other individuals and organizations, causing serious consequences;

Violating the university regulations repeatedly that has been disciplined and making no rectification after criticism and discipline;

According to relevant regulation of the university, those students who have objection to their expulsion can appeal to the university.

### *The Principle of Legality*

According to the new requirements, "The status of those students who are enlisted in the Chinese People's Liberation Army (including Chinese people's Armed Police Force) will be retained until one year after their retirement from the army", which appears in the original provisions were changed to "students who are enlisted in the Chinese People's Liberation Army (including China people's Armed Police Force) during university period should go through the relevant leave formalities and resumption formalities. Their student status will be retained until two years after their retirement".

Following the recommendation of Student Office of Hebei Education Department who has examined and verified SSMR for full-time undergraduate students in Hebei University of Engineering (trial implementation), the university when revising the regulation, has observed the relevant provisions for dropping-out, violation of disciplines in examination and school transfer, as listed in the superior file.

In SSMR, many universities declare that due to specific circumstances, the decision of dropping out of school cannot be sent to the student himself/herself, it shall be announced in the school. A week after the date of the announcement, the decision shall be regarded as having been served.

The common universities student management rules promulgated by the Ministry of Education state that: The decision of dropping out should be made by the conference of presidents. Many universities

define the conference of presidents as conference of administrators (at a fixed time with fixed members). Thus, it will create a delay in the process because of the arrangement of the conference.

When revising SSMR this time, Hebei University of Engineering followed some suggestions of the school counselors.

The procedures of dropping out of school are as follows: Firstly, the college of the dropout submits reports and relevant materials which should be signed; then the materials will be audited by the Academic Affairs Office; next the members of the conference of presidents (the conference of administrators or the meeting authorized by the president) will study the materials and make a decision which will be submitted to the provincial administrative department of education for the record. After that, the university will issue the decision of dropping out, and the relevant college will deliver it to the student directly. In case of non-delivery, the college will send the decision to the student by mail. If it is signed for, the decision shall be deemed to have been served. If not signed for and returned to the university, the decision shall be announced on the university's website. Seven days after the date of the announcement, the service is deemed to be effected.

### *The Principle of People-Oriented*

When formulating SSMS, the education management principle of "people-oriented" should be fully embodied. Other relevant regulations should reflect the idea and spirit of "Serving the Students" and "Improve Efficiency for the Convenience of Students". Students' rights should be fully respected; students should be given the opportunity to exercise their legitimate rights as well.

The theory and practice of major transfer, the loose suspension system and educational system can embody all the principles above.

When revising the SSMR, Hebei University of Engineering resolutely implements the people-oriented principle by revising the following clauses:

SSM warning is a system involving information communication and crisis warning, which means that when unfavorable phenomenon appears among students, the school should inform the students themselves and their parents of possible unfavorable results, adopt specific precaution measures accordingly and through communications and collaboration with the students and their parents, ensure that the students can enhance their learning quality and finish college courses smoothly. This system reduces the conflicts brought on by student status problems and promotes equal, friendly and harmonious relationships among students.

In any of the following circumstances, the students shall be warned:

Failed courses should be retaken;

Not participating in teaching activities over a continuous week in one semester without reasons;

Failing to register one week past the deadline set by the university;

Major transfer is a main concern of many students. However, the limited school resources sometimes prevent it.

Zhang (2010) indicates that the selection of major is always a need of the students as well as one of the prominent predicaments in higher education management. At present, college students are still subject to multiple constraints when choosing majors. The students who participated in a survey were not quite satisfied with their majors. Although, SSMR of Regular Institutions of Higher Education issued by the Ministry of Education points out those students can apply to change their majors in accordance with the regulations of the university, there are still too many restrictions. After enrolled in universities, students have few chances to re-select their majors. It will affect students' learning enthusiasm and initiative, if the majors are not their favorite. This will lead to serious problems. Students will face their studies and exams with negative attitudes. With the market-oriented style of higher education and the reform of employment system, more and more students have prominent personalities and there are increasing numbers of students who wish to re-select their majors. Currently, this rigid restriction of major changing apparently violates the purpose of education.

When revising the SSMR this time, Hebei University of Engineering increased opportunities for major changing and lowered the difficulty of qualification so as to encourage students to perform well in

the first grade, poses greater enthusiasm towards learning and be qualified for major changing. Another transformation is decentralization. Originally, the exams and enrollment of major changing were organized by Office of Academic Affairs, but now, it is fully transferred to individual colleges.

Final Clearance Examination has always been a troubling matter for various universities. The school administrators on the one hand hope the students can complete their studies; on the other hand, administrators cannot do without disciplinary measures. In the past, some students neglected their study throughout the year and only waited to take part in the final clearance exams. In this revision, the university puts forward that students can apply to extend the length of schooling first and then participate in a make-up exam (treated as exemption) under certain conditions. The specific clauses are as follows:

Those graduates who are not qualified in course grades including graduation design (paper) will fail to graduate from the university as scheduled. If they are qualified in graduation design (paper), then after going through the procedure of extending the length of schooling, they can apply to take part in one make-up exam (treated as exemption). Usually, the exam will be arranged in the first semester of next academic year.

### **SAFEGUARDS OF IMPLEMENTATION OF SSMS**

At present, in order to guarantee SSMS is carried out smoothly and effectively, colleges and universities need to achieve in the following three aspects:

#### **Strengthening SSM and Enhancing the Sense of Responsibility**

The objects of the SSM are the students. At the same time, it is a technical work with a strong practicality. The administrators of SSM, should learn constantly, exchange experience, improve working methods, fully respect and safeguard rights of the students and serve the interests of the students. With the development of social informatization, the SSM has achieved electronization and networking as well as implemented electronic registration, which put forward new requirements on the SSM. Universities should attach great importance to the construction of SSM, by supporting the administrators in their participation in amateur studies, carrying out work and professional training, improving service quality and professional competence, and adapting to the new situation of SSM work.

Hebei University of Engineering has issued "Evaluation Methods of Annual Teaching Work in Colleges (Departments) (2014)", in which relevant assessment provisions were formulated to ensure the smooth and effective implementation of SSM. The rule of this method is to plus or minus marks of colleges (department). The university has also developed a management system which can offer the real-time online examination and grading to evaluate the annual teaching work of the colleges (department).

#### **Enhancing Publicity to Let Students Understand SSMS**

The publicity of the content of SSM in universities should be enhanced. SSMS is given wide publicity when freshmen enter university. Most universities ensure that every student has one copy of the printed system. Only in this way can the rigid content of the system be kept firmly in students' minds. Certain departments in some colleges and universities are purely perfunctory. They simply print the system and distribute the pamphlets to students. What they do not know is that some students regard the pamphlets as scrap paper. Only when the students are punished for violating disciplines would they know about a ban in the SSMS. In order to solve this problem, universities can hold seminars, contests, discussions and other activities to increase the students' understanding of SSM. They can also use publicity columns and teaching communication channels during regular hours to widely publicize and explain the system. At the end of each semester, before final examination, the teachers in teaching management departments should stress the relevant provisions repeatedly to draw students' attentions. Only by fully understanding the SSMS can students nip their mistakes in the bud, which will be beneficial for their physical and mental development (Zuo 2009).

As part of the entrance education of freshmen, every college (department) should organize its students in the study of SSMS. At the same time, universities should print some provisions which are closely

relevant to students in the form of pamphlets and then distribute them to freshmen, making sure everyone has a copy. Thus the freshmen can have a better understanding of the regulations of student status and use it as a guide for their future ideologies and physical behavior. If there are some changes to the provisions, the latest supplement will be published through the campus bulletin boards or campus network, so that teachers and students can be kept informed of the dynamics of SSMS. College student counselors should grasp the provisions of the system and be familiar with the procedures of handling student status, which will be beneficial to teachers who supervise and mold their students' behaviors in ways that conform with the rules and regulations of the university. Only through the cooperation and efforts of the teachers and students can the SSM work be effectively carried out.

Hebei University of Engineering will start to reform the entrance education of freshmen in 2014. The university will increase education time and draw up a new syllabus, which will include a two-hour video informing students about SSM. The video clips are recorded by the administrators in Academic Affairs Office.

### **Improving School Conditions of Preponderant Majors and Increasing Chances of Major Changing**

In order to ensure the quality of education, school teaching resources should give priority to preponderant and popular majors as well as create easier conditions for major transfer.

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