



## **Appendix D**

# **Administrative Measures for Staff of Chongqing College of Mobile Communication to Study for Doctoral Degree on the Job**



## Document of Chongqing College of Mobile Communication

Chongqing College of Mobile Communication (2018) 47

Notice on the Issuance of the Administrative Measures for Staff of Chongqing College of Mobile Communication to Study for Doctoral Degree on the Job

Relevant Institutions of the College:

To optimize the structure, and constantly improve the level of teaching, scientific research and management of staff, to ensure the stability of the faculty, orderly and coordinated development, based on the actual needs of college development and talent team construction, the Administrative Measures for Staff of Chongqing College of Mobile Communication to Study for Doctoral Degree on the Job are hereby issued and implemented, please comply with them.

This notice is hereby sent.

Chongqing College of Mobile Communication

April 28, 2018



## Chongqing College of Mobile Communication Administrative Measures for Staff to Study for Doctoral Degree on the Job

### Chapter I General Provisions

Article 1. In order to strengthen the construction and management of the college's talent team, further a good job in the on-the-job study of teaching staff for doctoral degrees, improve the academic structure and academic background structure of our talent team, and improve the working ability and professional quality of teaching staff, these measures are formulated in combination with the actual situation of the college.

Article 2. These measures are applicable to all teaching staff in the college.

Article 3. In principle, the college only approves the teaching staff to study for the doctoral degree in the on-the-job way. The learning forms are divided into three forms: on-the-job leaving (refers to those who can obtain the degree certificate and academic certificate, the same hereafter), on-the-job half leaving or on-the-job non leaving (refers to those who can only obtain the degree certificate, the same hereafter).

Article 4. To study for a doctoral degree, one should follow the principle of putting what one learns into practice, adapt to the needs of the development of the college's professional construction and the training of key personnel, adhere to the training on demand and pay attention to practical results, taking normal teaching and management as the precondition.

Article 5. Basic conditions for applying for a doctoral degree.

1. Uphold the four basic principles, support the Communist Party of China, love the motherland, and abide by disciplines and laws.

2. Identify the idea of running the college, abide by the rules and regulations of the college, do not violate rules or regulations, and have a strong sense of career and responsibility.

3. In principle, the major applied for examination should be basically the same as the original major or the present job. Institutions and specialties must be registered and approved by the Ministry of Education or overseas academic qualifications (degrees) should be approved by the Ministry of Education.

4. Have strong teaching ability—teachers who have been awarded the Million Award Fund for Outstanding Teachers of the College should be given priority.

### Chapter II Application and Approval

Article 6. Individual application. The applicant submits to his or her department a brochure of enrollment, an Application Form for Education of Academic Degrees for Faculty and Workers of Chongqing College of Mobile Communication 10 working days before the application date to clarify the learning method, the school system and the time for leaving the post to study.

Article 7. Departmental review of recommendations. Departments shall make preliminary examination and recommendations for persons applying for doctoral degree education and submit them to the Educational Administration and the Human Resources Department for review. Then they shall be submitted to the leader of the department for examination and approval, and they shall be submitted to the Human Resources Department five working days before the enrollment.

Article 8. College approval. The Human Resources Department shall summarize the applicants for doctoral degree, after checking, and submit them to the Executive Office of the



college for approval, documentation, and inspection.

Article 9. For those who leave the country to study for a doctoral degree, the Human Resources Department, the Educational Administration and other relevant departments shall undertake such matters as recommendation and examination, which shall be examined and approved by the Executive Office of the college. Achieved academic degrees and certificates must be certified by relevant institutions of the Ministry of Education.

### Chapter III Learning Management

Article 10. Teachers and staff members shall, in principle, leave their posts for no more than three years to study for a doctor's degree while leaving their posts (the time specified in the brochure shall prevail, the same hereafter). The length of study (specified in the brochure shall prevail, the same hereafter) shall not exceed three years. In principle, no more than one year shall be allowed to leave the post to study for a doctor's degree during the half-time-on-the-job period. The specific time to leave the post shall be governed by the provisions of each school's enrollment brochure. If it is really necessary to extend the period of study for PhD degree due to objective reasons, the applicant in person shall apply in writing for definite reasons. The Graduate School shall issue a certificate, the instructor's signature and approval, and with the consent of the school, the maximum period of study for PhD degree after leaving the post shall not exceed 4 years, and the maximum period of study for PhD degree after leaving the post for half-time-on-the-job shall not exceed one and a half years. Those who have exceeded the prescribed time for leaving their posts for study shall be deemed to have prolonged their leaving their posts.

Article 11. During their PhD studies, teachers and staff members shall correctly handle the relationship between work and study, conscientiously complete their work and study tasks, and participate in the annual assessment of college teachers and staff members. After being examined, qualified persons may participate in the normal job promotion competition of the college and enjoy corresponding salaries. Those who meet the requirements for professional and technical post declaration may apply for a higher-level professional and technical post qualification evaluation.

Article 12. During the period of their PhD study, their departments shall be in charge of the regular administration. They shall take the initiative to strengthen contact with their respective departments and the competent departments, and report in writing to their departments at the end of each semester their learning and examination (assessment) results. The departments concerned shall inform the teachers and staff members who are pursuing doctoral degrees of important matters concerning their personal interests in a timely manner.

Article 13. The dispatched departments shall strengthen the management of teachers and staff members who are studying for doctoral degrees. Persons who commit serious violations of discipline shall be suspended from their studies and be dealt with in accordance with the relevant provisions of the college.

Article 14. In order to study for a doctor's degree on the job, teachers and staff members must sign an Agreement on the Study of a Doctor's Degree on the Job with the college. Those who leave their posts without signing the agreement shall be deemed to have done so without the approval of the college. The college shall suspend their remuneration and welfare benefits from the day when they leave their posts, and their time of leaving their posts for study shall be deemed to have been absent from work.



## Chapter IV Funds Management

Article 15. The college shall include in their annual budget's special funds for education of academic qualifications in the expenses for teachers' development education and training.

Article 16. The special funds for education of academic degrees shall be used to pay the expenses related to the grant of education fees for academic degrees, the doctor's leaving-the-post allowance and transportation fees, and etc.

Article 17. Expenses shall be paid. After they have completed their studies, obtained a diploma or degree certificate, and completed their enrollment files, the Human Resources Office will undertake the relevant formalities with the diploma, degree certificate, tuition invoice and the enrollment files, and may reimburse the transportation expenses, apply for the grant of tuition fees and doctor's leaving-the-post allowance in accordance with the provisions of the college. Specific provisions are as follows:

1. Tuition. After leaving the post to study for a doctor's degree and returning to the college, the total amount of tuition fees applied for shall not exceed 45,000 yuan. For those who apply for a Doctor's degree on-the-job half leaving or on-the-job non leaving, 70% of the tuition fees shall be applied for after returning to the college, but the total amount shall not exceed 30,000 yuan.

2. Transportation expenses. To study for a doctor's degree on the job, you may reimburse twice a year for international and domestic transportation expenses (Yitong College—the school where you study) during the prescribed period of leaving the post.

Article 18. Those who fail to complete their studies within the prescribed school system for personal reasons (those who leave their posts without getting the two certificates, those who leave their posts half-time or those who do not leave their posts without getting academic degree certificates) or those whose annual assessment in the year of termination of their studies are not well qualified shall return the college's allowance and transportation expenses paid, and shall be liable for the breach of contract in accordance with the provisions of the agreement.

Article 19. Teachers and staff members who have completed their studies in a doctoral degree shall serve at least eight years in the college from the following month after they return to the college. If the minimum length of service has not been reached, the college's paid tuition fees, leaving-the-post allowances and transportation expenses shall be refunded, and they shall bear the liability for breach of the contract (as stipulated in the signed agreement).

Article 20. The refresher courses or training classes for doctor candidates held by institutions of higher education at various levels and types are a form of non-degree or non-academic education. Participation in such a refresher or training course shall be deemed to be a training experience and no financial support shall be provided.

## Chapter V Remuneration

Article 21. Teachers and staff members who do not leave their posts and fulfill the requirements for their non-leaving-the-post tasks prescribed by the college during the period of studying for doctoral degree shall enjoy wages (including monthly wages and performance pay,



the same hereafter) and other welfare benefits.

Article 22. Teachers and staff members who are on-the-job pursuing doctoral degrees shall, within the prescribed period of departure, be paid with part of the leaving-the-post allowances (40% of the monthly wage) and provided social insurance and housing reserve fund as usual.

Article 23. When teachers and staff members extend doctoral degree for personal reasons, they shall, with the approval of the college, extend one year of study, but be suspended of their leaving-the-post allowances and be provided social insurance and housing reserve fund as usual. From the second year of extending the period of study, in addition to the termination of the allowances, the social insurance and housing reserve fund (including the college part) shall also be borne by themselves.

Article 24. Teachers and staff members shall complete their doctoral studies within the prescribed school system and the time limit for leaving their posts, obtain the two certificates in the form of on-the-job and off-the-job studies, or obtain academic degree certificates in the form of on-the-job and, after returning to the college, be granted a supplementary leaving-the-post allowance (60% of the monthly wages suspended during the period of leaving-the-post studies); If there is a situation of extended study, the remaining leaving-the-post allowance shall not be reissued.

#### Chapter VI Supplementary Provisions

Article 25. Teachers and staff members already studying for doctoral degrees may follow these measures to complete relevant procedures and enjoy relevant remuneration.

Article 26. These Rules shall be implemented from the date of the issuance of the document and shall be interpreted by the Human Resources Department.