



Jiujiang University

General Office
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Measures for the Identification and Handling of Teaching Errors and Teaching Accidents of Jiujiang University (Revised)

To fully implement the Party's educational policy, fulfill the fundamental task of fostering virtue and nurturing talent, strengthen the construction of teaching ethos and study atmosphere, and build a campus culture of teaching quality awareness; to enhance the sense of responsibility and service dedication of faculty and administrative staff, promote professionalism, ensure standardized and orderly teaching operation, improve overall education and teaching quality, and effectively prevent and handle teaching errors and accidents, these Measures are formulated in accordance with the *Education Law of the People's Republic of China*, *Teachers Law of the People's Republic of China*, *Several Opinions of the Ministry of Education on Comprehensively Improving the Quality of Higher Education*, *Ten Professional Codes of Conduct for University Teachers in the New Era*, and relevant national regulations, combined with the actual conditions of Jiujiang University.

Chapter 1 General Provisions

Article 1 Teaching errors and teaching accidents refer to acts or incidents committed by university teachers, teaching managers, teaching support staff and other personnel engaged in teaching-related work, who violate teaching management regulations and operational procedures, due to negligence or intentional misconduct, resulting in dereliction or errors in teaching activities, and causing direct or indirect adverse impacts on teaching order and teaching quality.

Article 2 Teaching incidents are classified into four levels according to the nature and severity of consequences:

1. Teaching Error



2. General Teaching Accident

3. Serious Teaching Accident

4. Major Teaching Accident

The scope of identification covers classroom teaching, experimental and practical teaching, course assessment, teaching administration and teaching support services.

Chapter 2 Classification and Criteria

Article 3 Circumstances identified as Teaching Error:

1. Being late for class or invigilation, leaving midway or dismissing class early within 5 minutes.

2. Arranging self-study arbitrarily without special reasons during class hours.

3. No more than 3 substantive errors in examination propositions or score deviation within 3 points.

4. Answering phone calls or engaging in non-teaching activities during class or invigilation.

5. Score registration errors involving no more than 3 persons.

6. Errors in teaching arrangement, student status administration or teaching archive management, with timely remedial measures taken and no serious consequences.

7. Examination staff failing to arrive on time.

8. Errors in the provision of teaching facilities and services with timely remediation and no serious impact.

9. Other negligent acts affecting teaching management with timely correction and no severe consequences.

Article 4 Circumstances identified as General Teaching Accident:

1. Occurrence of two or more Teaching Errors within one semester.

2. Being late, leaving midway or dismissing class early for more than 5 minutes and less than 15 minutes.

3. Delivering irrelevant content in classroom teaching and causing adverse effects.

4. More than 3 substantive errors in examination propositions or score deviation over 3 points; failure to deliver examination papers on time leading to delayed examinations.



5. Errors, omissions or unauthorized alteration of scores involving more than 3 persons.
6. Dereliction of invigilation duties, shielding examination irregularities or loss of examination papers.
7. Arranging substitute teaching or substitute invigilation, or changing class/examination time and place without approval and without serious consequences.
8. Unauthorized reduction or alteration of internship duration, content or venue without approval.
9. Failure to supervise properly, resulting in serious plagiarism in internship reports, course design reports and other documents.
10. Administrative errors causing adverse impacts on teaching arrangement or archive management.
11. Poor maintenance of teaching facilities affecting normal teaching; inadequate preparation of experimental instruments and materials delaying experimental teaching.
12. Violating teaching regulations with adverse impacts and no timely rectification.

Article 5 Circumstances identified as Serious Teaching Accident:

1. Occurrence of two or more General Teaching Accidents within one semester.
2. Being late, leaving midway or dismissing class early for more than 15 minutes and less than 45 minutes without valid reasons.
3. Delivering remarks violating the Constitution, national policies or containing inappropriate ideological content; serious violation of professional ethics causing negative influence among students.
4. Severe deviation of teaching content or teaching schedule from the syllabus, arousing strong complaints from students.
5. Unauthorized substitute teaching, altered examination arrangements or leaving internship posts without approval, resulting in serious consequences.
6. More than 5 substantive errors in examination papers or score deviation over 8 points; arbitrary scoring or alteration of grades; loss of marked examination papers.
7. Mismanagement of examination papers, shielding cheating acts and concealing disciplinary violations.
8. Unauthorized occupation of teaching venues affecting normal teaching activities.



9 Delayed or incorrect textbook ordering leading to unavailable textbooks within two weeks of semester start and serious teaching impact.

10 Severe missing or disorderly management of teaching materials affecting regular teaching and evaluation activities.

11 Failure to arrange courses or assign teachers as required; inability to carry out practical activities due to unprepared venues.

12 Concealing or failing to report teaching errors and accidents as required.

13 Failure to notify relevant units, teachers and students of teaching or examination arrangements, resulting in suspended classes or examinations.

14 Serious political problems or academic misconduct in graduation thesis (design) guidance, failing the random inspection by educational authorities.

15 Other serious violations disrupting normal teaching order.

Article 6 Circumstances identified as Major Teaching Accident:

1. Occurrence of two or more Serious Teaching Accidents within one semester.
2. Repeated delivery of inappropriate remarks violating laws, policies and professional ethics despite persuasion.
3. Verbal insult, corporal punishment or disguised punishment of students causing personal injury.
4. Unauthorized absence from classes or invigilation for one session or more.
5. Intentional leakage of examination questions or assisting candidates in cheating during examinations.
6. Refusing to undertake assigned teaching tasks without justified reasons.
7. Dereliction of duty in practical teaching causing major property losses or safety accidents.
8. Issuing false academic certificates, student status documents or degree certificates.
9. Other serious negligence causing irreversible losses and severe disruption of teaching order.

Chapter 3 Identification and Handling Procedures



Article 7 Identification Procedures:

1. Once a teaching error or accident occurs, the affiliated unit shall initiate handling procedures promptly. The responsible person shall fill in the *Statement on Teaching Error / Accident of Jiujiang University*. The affiliated unit shall complete the *Investigation and Handling Form for Teaching Error / Accident*, put forward handling opinions, affix official seal and submit to the Academic Affairs Office and Teaching Quality Supervision and Evaluation Office.

2. Teaching Errors shall be examined and disposed of by the affiliated unit and filed with the university administrative departments. General Teaching Accidents shall be handled jointly by the Academic Affairs Office and Teaching Quality Supervision and Evaluation Office. Serious Teaching Accidents shall be submitted to the university leader in charge for approval. Major Teaching Accidents shall be deliberated and decided by the university authority.

3. All incidents shall be traced to individual responsibilities. Where collective liability applies, the leading person in charge shall be held accountable. Those who report actively and take remedial measures may receive lenient treatment; those who conceal incidents and allow consequences to expand shall be severely punished.

4. Units with three or more Serious Teaching Accidents within one semester shall also be held leadership accountable.

Article 8 Handling Measures:

1. Teaching Error: Public criticism, admonishment and rectification within a time limit; annual assessment shall not be rated as Excellent.

2. General Teaching Accident: Public notice within the college; annual comprehensive assessment shall not be rated as Excellent.

3. Serious Teaching Accident: University-wide circular criticism, administrative disciplinary sanction; disqualification from annual merit selection, professional title promotion and appointment; deduction of one month's performance salary.

4. Major Teaching Accident: Determined as Unsatisfactory in annual assessment; disqualification from merit evaluation and professional promotion for two years; suspension of half-year performance salary; serious cases shall be transferred from teaching posts or



dismissed.

5. All teaching errors and accidents shall be recorded by academic administrative departments and archived in personal professional files, with handling results enforced accordingly.

Chapter 4 Supplementary Provisions

Article 9 Any unlisted acts causing severe teaching losses shall be identified and handled in accordance with these Measures.

Article 10 Handling decisions shall be issued in written form. If the party disagrees with the result, he or she may file a written appeal to relevant university departments within 7 working days upon receipt of the notice. The accepting department shall reply within 7 working days. Disputed cases shall be reviewed and ruled by the University Teaching Committee.

Article 11 These Measures apply to full-time undergraduate education; other forms of education shall implement by reference.

Article 12 These Measures shall take effect upon promulgation. The original *Measures for the Identification and Handling of Teaching Accidents (JJU [2015] No. 52)* shall be abolished simultaneously.

Article 13 These Measures shall be interpreted by the Teaching Quality Supervision and Evaluation Office and the Academic Affairs Office (Teacher Development Center).

Attachments:

1. Investigation and Handling Form for Teaching Errors and Teaching Accidents (Omitted)
2. Statement on Teaching Errors and Teaching Accidents (Omitted)