Jiujiang University

General Office
JJU [2021] No. 41

Management Measures for Further Domestic and Abroad Study of Faculty of Jiujiang University (2021 Edition)

Chapter 1 Principles of Further Study

Article 1 Further study for faculty and staff shall be integrated into the overall plan for the development of the university's teaching staff. Further training for faculty in secondary colleges and research institutions shall be carried out in a planned and organized manner on the premise of ensuring normal teaching, research and management, in accordance with the personnel structure and disciplinary development. Further training for administrative staff shall be coordinated by the Personnel Office and the Organization Department.

Article 2 The major or field applied for further study shall be consistent with the university's disciplinary development plan and talent development plan, and match the staff's position or major. The university of study shall help improve the educational and academic background structure of the faculty.

Article 3 Applicants for further study of one semester or longer shall have worked at the university for at least two years. After completing further study of one semester or longer, the staff member shall work at the university for at least two years before applying for another long-term program.

Article 4 Selected candidates shall have excellent performance, no misconduct in professional ethics, and priority shall be given to those with high political integrity, strong professional competence and great development potential.

Chapter 2 Types of Further Study

Article 5 Further study includes degree-granting programs and non-degree programs. **Degree-granting programs:** in-service or full-time study leading to a nationally recognized

degree. **Non-degree programs:** training to improve teaching, research and professional competence.

Article 6 Types of Degree-Granting Further Study

1. Pursuing a doctoral degree in domestic educational programs (full-time or equivalent academic capacity).

2. Pursuing a doctoral degree at universities abroad or in Hong Kong, Macao or Taiwan.

Article 7 Types of Non-Degree Further Study

1. Official overseas study (funded by CSC, Jiangxi Province, university programs, research cooperation, inter-university exchange, etc.).

2. Self-funded overseas study.

3. Postdoctoral fellowship.

4. Disciplinary and professional training.

5. Domestic visiting scholar programs.

6. Short-term professional training, workshops and seminars.

7. Targeted support training and enterprise practice.

8. Pre-job training.

9. University-based training.

10. Other teacher training programs.

Chapter 3 Administration of Further Study

Article 8 Short-term domestic further study (less than 1 month) for college and research institution staff shall be administered by the unit and filed with the Personnel Office. Short-term training for administrative staff shall be approved by the unit and the Personnel Office. Further study of 1 month or longer at home or abroad shall be reviewed by the unit and competent department, then approved by the Personnel Office and the university. Overseas further study shall comply with national and provincial regulations, approved by the International Cooperation and Exchange Office and filed with the Personnel Office. Applicants shall submit the Application Form for Further Study of Faculty and Staff of Jiujiang University. Programs longer than 6 months require an additional agreement.

Article 9 Further study for department-level and higher administrative staff shall be

reviewed and approved by the Organization Department.

Article 10 Doctoral study generally shall not exceed 48 months. Non-degree programs generally shall not exceed 12 months.

Article 11 The unit shall maintain contact with the staff member during study; the staff member shall actively report progress.

Article 12 The major, duration and form of study shall not be changed without approval. Extension of degree programs must be applied for one month in advance with proof from the host institution. Failure to go through extension procedures may result in suspension of salary.

Article 13 Within one month after returning, the staff member shall submit a comprehensive report. Those who studied for six months or longer as domestic or overseas visiting scholars shall give an academic lecture or presentation within two months after completion.

Article 14 All teaching and research achievements during further study shall be affiliated with Jiujiang University. Staff who study for one year or longer domestically or six months or longer abroad shall meet one of the following requirements within one year after returning: Publish one paper indexed by SCI, EI (journal), SSCI, CSCD, CSSCI, A&HCI as first author with Jiujiang University affiliation; OR Preside over one provincial or higher research or teaching reform project. Those who fail to complete the requirements shall not be selected for further study within five years.

Article 15 Assessment materials, transcripts and achievements shall be filed in the professional archive and used for promotion, appointment, rewards and performance evaluation. Original academic materials shall be archived by the Personnel Office.

Chapter 4 Funding and Benefits

Article 16 Funding for Degree-Granting Further Study

1. In-service domestic doctoral study: tuition reimbursed; transportation and accommodation not reimbursed.

2. In-service overseas doctoral study:

- Top 50 (Times Higher Education): up to 200,000 RMB

- 51–100: up to 150,000 RMB

- 101–300: up to 100,000 RMB

- Below 301: no tuition reimbursement

Article 17 Funding for Non-Degree Further Study

1. Official overseas programs: reimbursed according to agreements and assessment.

2. Self-funded overseas and postdoctoral programs: at personal expense.

3. Disciplinary training, visiting scholars, short-term training, enterprise practice: funded by research grants or special funds.

4. Pre-job training and university-based training: funded by the university's special training budget.

Article 18 Benefits during Full-Time Further Study

Benefits include basic salary, Type 1 allowance (basic performance), Type 2 allowance (reward performance).

Degree-Granting Programs:

1. Domestic universities - Double First-Class universities or disciplines, University of Chinese Academy of Sciences, etc.: basic salary + Type 1 allowance. - Domestic public universities in art, physical education, foreign languages, nursing: basic salary + Type 1 allowance. - Other domestic programs: basic salary only.

2. Overseas universities - Top 100 (Times Higher Education): basic salary + Type 1 allowance. - Below 100: basic salary only.

3. Extended study beyond normal duration - Those receiving basic salary + Type 1 allowance: Type 1 allowance reduced by 50% in the first extended year, 25% in the second, 0% from the third. - Those receiving basic salary only: basic salary continues.

4. Maximum support for doctoral study is 6 years. Failure to graduate within 6 years without special approval is regarded as abandonment, resulting in termination of funding and recovery of performance allowances.

Non-Degree Programs:

Full-time period	Basic salary	Type 1 allowance	Type 2 allowance
< 3 months	100%	100% basic performance	100% reward performance
3–6 months	100%	100% basic performance	80% reward performance
6–12 months	100%	100% basic performance	60% reward performance
> 12 months	100%	100% basic performance	40% reward performance

Approved Self-Funded Overseas Study: All salaries and benefits are suspended during the overseas period.

Chapter 5 Obligations After Further Study

Article 19 The required service period shall be extended as follows: - Non-degree further study: 2 times the duration of study - Master's degree: 5 years - Doctoral degree: 10 years

Article 20 Staff who resign or transfer before completing the service period shall reimburse:

1. Tuition and training fees paid by the university.
2. Transportation and accommodation expenses.
3. Basic salary, allowances and subsidies during full-time study.
4. Liquidated damages in accordance with the latest personnel management regulations.

Article 21 Staff transferred by higher-level organizations before completing the service period shall be handled appropriately by the university.

Chapter 6 Supplementary Provisions

Article 22 Personnel agency staff pursuing doctoral degrees enjoy the same policies as formally employed staff and will be granted formal employment upon earning the doctoral degree.

Article 23 Faculty applying for full-time doctoral study shall sign a return-to-work

agreement. Funding and salary support equivalent to in-service doctoral study shall be granted upon graduation and return to work, without overlapping talent introduction benefits.

Article 24 Staff pursuing doctoral degrees before these Measures take effect shall enjoy benefits according to the previous policy but must sign an agreement. Those who began doctoral study abroad at universities ranked below 301 on or after May 1, 2020, shall not receive doctoral allowance, associate professor promotion or research startup funding.

Article 25 These Measures shall be interpreted by the Personnel Office (Faculty Work Department of the Party Committee).

Article 26 These Measures shall take effect on January 1, 2021. The original document (*JJU [2020] No. 40*) shall be abolished simultaneously. Issued by the General Office of Jiujiang University June 9, 2021.