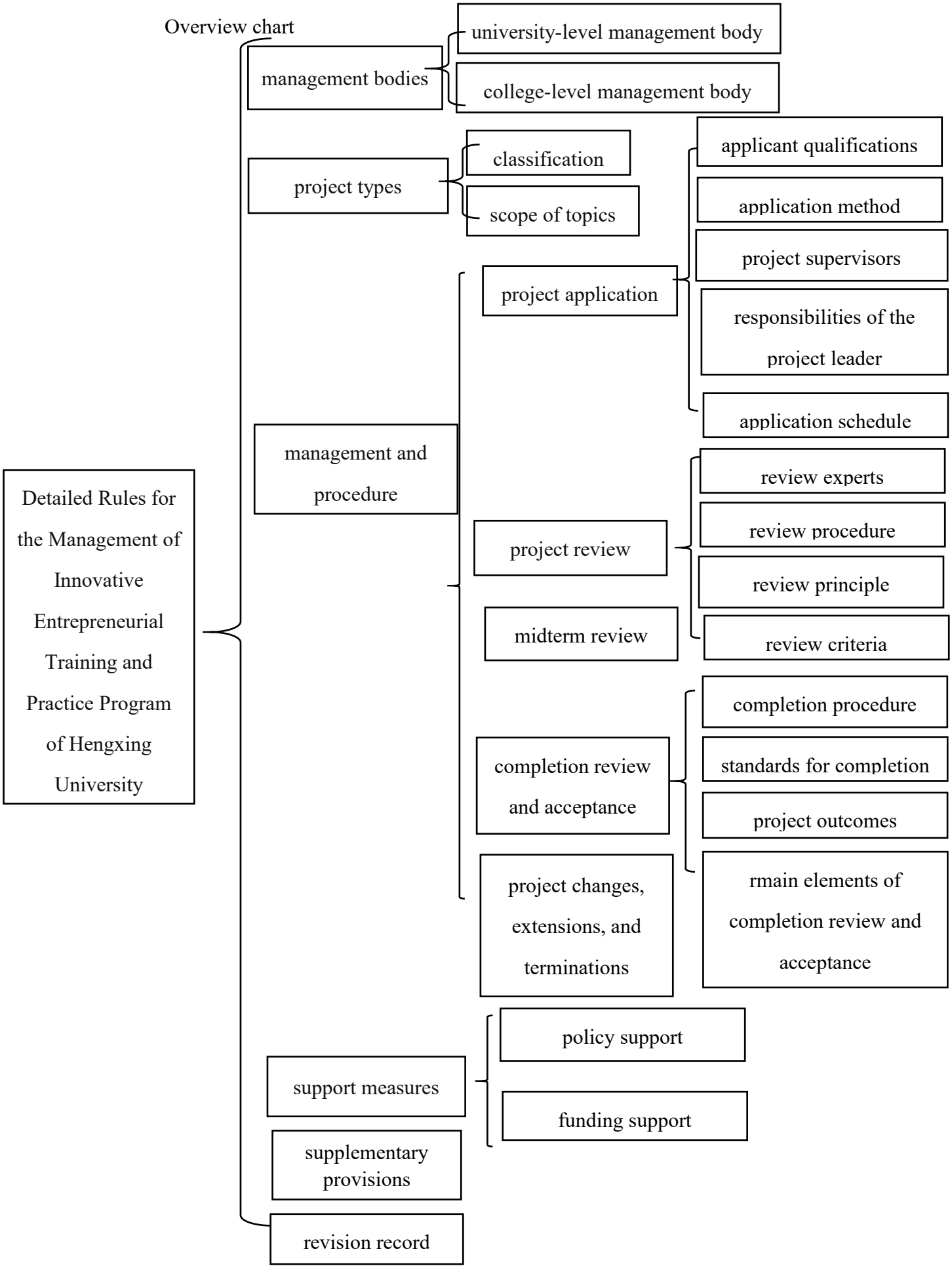
Detailed Rules for the Management of Innovative Entrepreneurial Training and Practice Program of Hengxing University

Purpose, Basis and Scope of Application These detailed rules are formulated to further standardize management of project implementation under the Innovative Entrepreneurial Training and Practice Program of Hengxing University (hereinafter "the Program"). In accordance with the spirit and requirements of the *Notice of the Ministry of Education on Doing a Good Job in the Implementation of the National College Students' Innovation and Entrepreneurship Training Program under the "Undergraduate Teaching Project"*(Letter from the Department of Higher Education of the Ministry of Education [2012] No. 5) and the *Circular of the Shandong Provincial Department of Education and the Shandong Provincial Department of Finance on Printing and Issuing the Measures for the Administration and Performance Evaluation of National College Students' Innovation and Entrepreneurship Training Program* (LUJIAOGAOHAN [2019] No. 9), the Rules are formulated to give full play to the initiative, enthusiasm, and creativity of undergraduate students and to ensure the smooth implementation of approved projects,which apply to full-time undergraduate students.


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1. Management Bodies

1.1 University-Level Management Body

The university-level management body is composed mainly of the heads of such units as the Academic Affairs Office, the Science and Technology Office, the School of Innovation and Entrepreneurship, the Employment Office, the Student Affairs Office, and the Makerspace. It exercises overall management of the Program in all colleges of the University.

1.2 College-Level Management Body

The college-level management body is composed of members of the college affairs committee and members of the College-Enterprise Council. It is responsible for the organization, training, proposal review, midterm review, completion review and acceptance, and other tasks of the Program.

2. Project Types

2.1 Classification

The Program comprises innovation training projects, entrepreneurship training projects, and entrepreneurship practice projects. Projects are approved in the following order: key projects, general projects, and follow-up funding projects.

(1) Innovation training project: Under the guidance of a supervisor, an individual undergraduate student or a team of undergraduate students independently completes the design and implementation of an innovative research project, the writing of a research report, and academic exchange of the results.

(2) Entrepreneurship training project: Under the guidance of a supervisor, a team of undergraduate students prepares a business plan, conducts a feasibility study, runs a simulated enterprise, and writes an entrepreneurship report.

(3) Entrepreneurship practice project: Under the joint guidance of a university supervisor and an enterprise supervisor, a student team develops innovative products or services with market potential, based on the results of earlier innovation and entrepreneurship training projects, and engages in entrepreneurial practice.

2.2 Scope of Topics

In accordance with the 2016 *Outline of the National Strategy of Innovation-Driven Development*, the following scope of topics is recommended: information networks, intelligent green manufacturing, modern agriculture, modern energy, efficient resource utilization, eco-environmental protection technologies, advanced and applicable marine and space technologies, smart cities and the digital society, health and medicine, modern service industries supporting business model innovation, and science and technology of disruptive emerging industries that drive industrial transformation. Research topics may be proposed by students themselves, drafted jointly by students and supervisors, or proposed by supervisors and selected by students. The University encourages teachers to make sub-topics of their research projects available to students for selection.

3. Management and Procedures

3.1 Project Application

3.1.1 Applicant Qualifications

The applicant must be a full-time undergraduate student enrolled at the University, with sound professional knowledge, strong thinking skills, a sense of innovation, and a spirit of teamwork, and must be able to organize and carry out project work. The application materials must be submitted to the Academic Affairs Office after review by the college.

An applicant with an ongoing project that has not been completed must not apply again. Where a completed project is outstanding and has value for further research, a new application for approval may be made.

3.1.2 Application Method

In principle, applicants must form a project team to apply, and each applicant may apply for only one project at a time. Under the guidance of a supervisor, the applicant, individually or as a team, independently selects the topic, designs the plan, and implements it, and completes the *Application Form of National College Students' Innovation and Entrepreneurship Training Program.* For projects with a strong applied and practical orientation, personnel with practical work experience from enterprises and public institutions must be invited to serve as enterprise supervisors.

Projects undertaken by teams that bring together strong research capabilities across disciplines or institutions must receive priority support.

3.1.3 Project Supervisors

Project supervisors must, in principle, be internal or external academic supervisors or enterprise supervisors. Each project must have one or more supervisors, and the same supervisor may supervise several projects at the same time. Supervisors must have a strong awareness of innovation and entrepreneurship and substantial practical experience in innovation and entrepreneurship, and must be able to guide students in innovation and entrepreneurship activities.

3.1.4 Responsibilities of the Project Leader

Each project operates under a project leader accountability system, and the applicant is designated as the project leader. Only one leader may be designated for each project. The project leader is responsible for designing and advancing the overall implementation plan and for strengthening collaboration among project members in addressing key problems.

3.1.5 Application Schedule

(1) Applications for the Program normally open in October each year, when specific requirements and a timetable are set.

(2) Under the guidance of a supervisor, the applicant completes the *Application Form of Hengxing University Undergraduate Innovation Training Project* and submits it to the college concerned.

(3) Each college must organize experts to review the applications and submit all application forms to the School of Innovation and Entrepreneurship in descending order of review scores.

(4) The University must determine the number of projects to be approved each year in proportion to the number of projects recommended by each college, the work carried out in the previous year, project completion, and the budget. It must recommend the strongest projects for approval under the National Program and publish the results to the whole University.

(5) Once a project is approved, changes or termination are not permitted except in special circumstances. Where projects are changed or terminated, the University will reduce the number of projects approved for that college in the following year as appropriate.

3.2 Project Review

3.2.1 Review Experts

Review experts are drawn from innovation and entrepreneurship supervisors and representatives of industry and enterprise.

3.2.2 Review Procedure

The University must review the eligibility of applicants and their materials through a panel review. Review experts must assess each application independently, recommend whether it should be approved, and give brief reasons. The panel review is open. After full deliberation, the review panel must vote by secret ballot on a competitive basis; an application is approved only if it receives at least two-thirds of the votes cast.

3.2.3 Review Principles

Project review follows the principles of fairness and impartiality, selection of the best for approval, reviewer recusal, and supervision.

3.2.4 Review Criteria

(1) Innovation Project Review Criteria

① The project takes account of the characteristics of the University's disciplines and majors and of local conditions, values both innovative projects and local, applied, and practical projects, and attends to the relevance and feasibility of implementation;

② It is at the academic frontier and has practical application;

③ The objectives and direction of implementation are sound, the content is substantive, the rationale is well substantiated, the approach is clear, and the methods are scientifically sound and workable;

④ The applicant and team members have the foundation, capacity, and conditions required for implementation;

⑤ The funding requested and the budget are reasonable.

(2) Entrepreneurship Project Review Criteria

For entrepreneurship practice projects, the review must additionally cover the overall qualities of team members, the mix of majors and strengths, market development value, technical soundness, economic feasibility, the corporate operating model, the basic organizational structure and institutional framework, the business plan, business objectives, and risk assessment.

3.3 Midterm Review

To ensure the quality of project implementation, the University operates a midterm review system. Midterm reviews are organized centrally by the University. A notice of midterm review is normally issued at the start of the second semester of each academic year, and the project leader completes the Midterm Review Form. The review covers whether the project is proceeding as planned, whether progress meets requirements, and whether interim practical results have been produced.

Results are announced in September each year and serve as an important basis for subsequent support. Projects that have made no substantive progress, that fail to undergo midterm review without justification, or that fail the review must be criticized in a circulated notice and must be ordered to improve or be terminated as the circumstances require. Projects that have passed acceptance may be approved for early completion.

3.4 Completion Review and Acceptance

3.4.1 Completion Procedure

(1) After the project is completed as planned, the project leader must complete the *Completion Application Form of Hengxing University Undergraduate Innovation and Entrepreneurship Training Program* and submit it, together with supporting materials such as the defense presentation, research results, published papers, award certificates, and patent certificates, to the college where the project leader is located.

(2) Each college is responsible for completion review and acceptance. It must convene a defense, organize experts to review the project, examine the completion

materials, and assign a grade based on a comprehensive assessment of project completion and the quality of the results. Grades are classified into four levels: excellent, good, pass, and fail. Each college must compile the *Completion Review and Acceptance Report* and the supporting materials and submit them to the Academic Affairs Office for the record.

3.4.2 Standards for Completion

(1) On completion, an innovation training project must have at least one paper published in a publicly circulated journal, with the project leader as first author, or at least one research and development patent in which the project leader participated, or at least one award in an innovation and entrepreneurship competition at university level or above, with proof of participation related to the project.

(2) On completion, an entrepreneurship project team must have entered at least one innovation and entrepreneurship competition at university level or above, with proof of participation related to the project, and won an award.

3.4.3 Project Outcomes

All project outcomes——including design drawings, models, samples, devices, software, papers, patents, awards, and the application and transfer of results——must carry the statement “Funded by the Hengxing University of Undergraduate Innovation and Entrepreneurship Training Program” and the project number. Intellectual property arising from project research is owned in accordance with the relevant regulations of the University.

Archived materials for the Program comprise the application form, midterm review report, completion report, and research results of every project. After completion review and acceptance, each college must compile and archive the project materials. For projects under the National Program and for University-level Program projects graded excellent, the college must submit both print and electronic copies of the materials to the Academic Affairs Office for the record.

3.4.4 Main Elements of Completion Review and Acceptance

(1) The project leader has completed the implementation tasks as planned.

(2) The final results match the “final result format” approved at project approval.

(3) Any disputes over authorship or intellectual property have been addressed.

(4) Expenditure is reasonable and lawful.

The University operates a system of rewards and penalties based on completion review and acceptance results. Projects graded excellent must be commended in a circulated notice and will be an important reference when the project leader applies for a new project. Projects that fail acceptance must be withdrawn, and the project leader must not apply for another project within one year. Where results have value for application and dissemination, the University will actively support their transfer so that they deliver social benefits.

3.5 Project Changes, Extensions, and Terminations

(1) Project change. Once approved, a project must not be changed at will. Where a change is genuinely required, the required approval procedures must be completed. Where special circumstances arise, a one-year extension may be applied for, subject to completion of the change procedures and the consent of the University.

(2) Project extension. Where a project genuinely cannot be completed on schedule for special reasons, the project leader must submit a written extension application to the college concerned, state the reasons in detail, and, after the application is signed and approved by the supervisor and the relevant leaders of the college, submit it to the Academic Affairs Office for the record. In principle, each project may be extended only once, for no more than one year, and the project must be completed before the project leader graduates and leaves the University.

(3) Project termination. A project that is still not completed when the extension expires is deemed to be automatically terminated. Where termination is requested voluntarily, a termination report must be submitted to the college concerned before the midterm review, stating the reasons in detail; after it is signed and approved by the supervisor and the relevant leaders of the college, it must be submitted to the Academic Affairs Office for the record. No funds will be allocated to a terminated project, and members of its team must not apply for a new Program project.

4. Support Measures

4.1 Policy Support

Each college must provide support for students participating in projects and must provide services such as laboratory space, equipment use, and technical guidance.

Teachers are encouraged to serve as supervisors of Program projects and to provide guidance to students at every stage and in every respect. In accordance with the spirit of the relevant documents of the University, supervisors of projects submitted for approval must be rewarded, and preference must be given in workload calculation and promotion. These measures are intended to stimulate teachers' enthusiasm for innovation and entrepreneurship education and practice and to raise the success rate of incubating innovation and entrepreneurship outcomes across the University.

Student teams participating in projects must be rewarded in line with their competition participation, awarded innovation and entrepreneurship credits, and given preference in the selection of awards and honors.

4.2 Funding Support

In accordance with the requirements of the *Circular of the Shandong Provincial Department of Education and the Shandong Provincial Department of Finance on Printing and Issuing the Measures for the Administration and Performance Evaluation of National College Students' Innovation and Entrepreneurship Training Program*, the University must raise matching funds of its own at a ratio of no less than 1:1 and must set the amount of funding for each project according to the circumstances of that project. The University will continue to operate the University Student Science and Technology Activity Innovation Fund and will establish a University Student Entrepreneurship Support Fund.

5. Supplementary Provisions

These detailed rules shall be interpreted by the Academic Affairs Office and shall come into effect as of the date of promulgation.

6. Revision Record