

International College at Beijing

China Agricultural University

Faculty Handbook



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|---|---|
| Contents | 1 |
| 1. China Agricultural University, CAU | 2 |
| 2. Welcome to International College at Beijing, CAU | 2 |
| 3. ICB Website | 3 |
| 4. Academic Policies and Regulations Governing ICB Students | 3 |
| 4.1 Student Attendance | 3 |
| 4.2 Academic Integrity | 3 |
| 4.3 Forms of Academic Dishonesty | 3 |
| 4.4 Procedures in Cases of Suspected Academic Dishonesty | 4 |
| 5. General Rules & Regulations on Teaching | 5 |
| 5.1 Class Arrangement & Schedule | 5 |
| 5.2 Module Syllabus | 5 |
| 5.3 Grading Policy | 5 |
| 5.4 Exams | 6 |
| 5.5 Rules on Exam paper marking | 6 |
| 5.6 Grading policy | 7 |
| 5.7 Classroom Management | 7 |
| 6. Instructor’s Attendance | 7 |
| 7. Teaching & administrative Evaluation | 8 |
| 8. Support on Teaching | 8 |
| 8.1 Classroom | 8 |
| 8.2 Teaching support material | 8 |
| 8.3 Photocopy | 8 |
| 9. Coming to China-Visa support | 8 |
| 10. Appendix | 9 |

1. China Agricultural University - CAU

China Agricultural University (CAU), being a national leading education and research institution, offers a wide range of subjects, including agriculture, life science, engineering, veterinary medicine, economics and management, humanities and social studies. The history of CAU can be traced back to the Agricultural College of Peking University, which was founded in 1905. CAU is a state key university with the direct support and leadership by the Ministry of Education. It made the achievement as the first group into the ranking of national top one hundred universities in the 21st Century (National 211 Program) in 1990s. Selected by the central government, CAU's strategic plan has been targeting toward the world-class level of educational institution (National 985 Program) since 2003.

CAU has 1600 academic staff, including 10 academicians or national top scientists, in respective subjects, and more than 15,000 undergraduates and 4,000 postgraduates in programs of 14 colleges. In the year 2005, CAU was ranked as top 30 among 1,400 universities in China by various higher education assessments. With two campuses located in the national largest Hi-tech part and higher education zone, a 2008 Beijing Olympics stadium is under construction in CAU.

2. Welcome to International College at Beijing, CAU

The International College at Beijing (ICB) is an integral part of China Agricultural University (CAU), which creates a challenging educational environment for both the teachers and the students as well.

ICB was founded on April 20th, 1995, as the result of an articulated educational program between CAU and the University of Colorado at Denver (UCD). Its mission includes introducing international advanced education to China, building up cultural bridges between China and western countries, and preparing China's younger generations for the increasingly important role in the business world of internationalization. In April 1988, ICB started its cooperation with the University of Luton, UK, and was formally granted as one of the first joint venture educational schools by the Beijing Institute of Education. Recently a new joint venture educational program with Plymouth University, UK has been launched, which will help ICB further advance its mission and goals in the future.

ICB currently has more than 1000 students enrolled on its campus. This figure includes a number of international students who are becoming attracted to what the unique educational environment offers. In the past few years ICB has successfully created and set up a Language Research and Training Center, the Multimedia Computer Laboratory, and the Media Research Center. These facilities have greatly increased the efficiency and quality of the academic program offered by the International College at Beijing and its partner, the University of Luton. After nearly ten years of hard work and rapid development, the results have been greatly rewarding: ICB has become a highly respected international educational institution, which has at its disposal a competent faculty, advanced teaching facilities and a high standard of education that prepares students for an increasingly competitive working environment.

We look forward to working with you as you join our community of scholars and dedicated staff. The administration of ICB is shown as in the following Organizational Chart.

Disclaimer

Every effort has been made to ensure that the information given in this Handbook is correct at the time of going to press. However, there will undoubtedly be changes and improvements made to the academic and support provisions during your time at ICB (CAU). It is therefore essential for us to keep you fully informed.

3. <http://icb.cau.edu.cn>

This site serves as an interface between ICB and its students, on which ICB provides regularly updated and timely information, such as news or current events about ICB, important notices to students, exam schedules, etc.

It is also the link between the teachers and their students, by which the teachers publish their teaching notes (PPTs), handouts, additional materials for the module, and assignments.

4. Academic Policies and Regulations Governing ICB Students

4.1 Student Attendance

Students are required to attend all the classes at the specified time. Teachers shall check students' attendance at every class by asking names, doing quizzes or answering questions. The attendance is worth 10 points on the final grade of each course. In case that the student can not make for the class, he/she should go to ICB office to get the approval for Absence and present it to the teacher concerned.

4.2 Academic Integrity

A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the International College at Beijing academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the University.

4.3 Forms of Academic Dishonesty

Students are expected to know, understand, and comply with the ethical standards of the University. In addition, students have an obligation to inform the appropriate official of any acts of academic dishonesty by other students of the University. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to, the following:

4.3.1 Plagiarism

Plagiarism is the use of another person's distinctive ideas or works without acknowledgement. The incorporation of another person's work into one's own requires appropriate identification and acknowledgement, regardless of the means of appropriation.

The followings are considered to be forms of plagiarism when the source is not noted:

1. Word-for-word copying of another person's ideas or works
2. The mosaic(the interspersing of one's own works here and there while, in essence, copying another's work)
3. The paraphrase(the rewriting of another's work, yet still using their fundamental idea or theory)
4. Fabrication(invention or counterfeiting sources)
5. Submission of another's work as one's own
6. Neglecting quotation marks on material that is otherwise acknowledged. Acknowledgement is not necessary when the material used is common knowledge.

4.3.2 Cheating

Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise. Examples of cheating are:

1. Copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material
2. Using a calculator when its use has been disallowed
3. Collaborating with another student or students during an academic exercise without the consent of the instructor

4.3.3 Multiple Submissions

This is the submission of academic work for which academic credit has already been earned, then such submission is made without lecturer authorization.

4.3.4 Misuse of Academic Materials

The misuse of academic materials includes, but is not limited to, the following:

1. Stealing or destroying library or reference materials or computer programs
2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission
3. Receiving assistance in location or using sources of information in an assignment when such assistance has been forbidden by the instructor
4. Illegitimate possession, disposition, or use of examinations or answer keys to examinations
5. unauthorized alteration, forgery, or falsification of academic records
6. unauthorized sale or purchase of examinations, papers, or assignments

4.3.5 Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's acts of academic dishonesty.

4.4 Procedures in Cases of Suspected Academic Dishonesty

- A.** Faculty, staff members, or students may submit charges of academic dishonesty against students. A student who has evidence that another student is guilty of academic dishonesty should inform the lecturer or the Manager of Student Records in writing.
- B.** A faculty member who has evidence that a student is guilty of academic dishonesty should confront the student with the evidence. In cases of academic dishonesty, the faculty

member may fill out the form of Disciplinary Report of Student Assignment or the form of Disciplinary Report of Student Examination and submit to the Manager of Student Records of the program.

5. General Rules & Regulations on Teaching

5.1 Class Arrangement & Schedule

- Classes arranged: Mon – Fri 8:00 am – 8:20 pm
- Duration of each lecture: two 50-minute sessions with a 10-minute break

Instructor shall refer to the overall class schedule of each level for time and classroom of your module.

5.2 Module Syllabus

A coordinated module syllabus by each teaching group for the same course shall be handed in the office within the 1st week of the semester. A reference syllabus will be provided to each instructor before the beginning of the semester.

5.3 Grading Policy

All modules should undertake the assessment by the following “**Standardized Grading Format**” unless it is approved by Dean of ICB:

| Criteria | Percentage out of final grade (100%) |
|----------------------------------|--------------------------------------|
| Class attendance | 10% |
| Coursework and Class performance | 30% |
| Mid-term exam | 20% |
| ◆ Final exam | 40% |

- ◆ Students’ attendance sheet shall be handed to the department by the last Friday of each month in a semester.
- ◆ The marked final exam paper shall be handed to the department 3 days after the final exam date.

The grading system is detailed below:

A=4.0 (95~100)

A-=3.7 (90~94)

B+=3.3 (87~89)

| |
|------------------|
| B=3.0 (84~86) |
| B-=2.7 (80~83) |
| C+=2.3 (77~79) |
| C=2.0 (74~76) |
| C-=1.7 (70~73) |
| D+=1.3 (67~69) |
| D=1.0 (64~66) |
| D-=0.7 (60~63) |
| F=0 (\leq 59) |

Note: The minimum passing grade is C.

5.4 Exams

ICB has mid-term exam and final exam.

Teachers are expected to submit exam questions to department two weeks before the exam.

The exam questions should be prepared in two sets, one of them acts as a back-up exam in case of incident. The two sets of the exam questions should be different in 60% in terms of scores worth.

The type of exam questions should be diversified, including for example, blank filling, multiple choices, matching, short answers, essay, case study etc.

The department will print and prepare the exam papers.

The teachers shall go to the department office to pick up the exam paper of his module one day before the exam.

The teachers shall take the exam paper to the exam room 15 minutes before the exam starts.

The teachers shall stay in the exam room for the whole duration, and shall take the exam paper back after the exam.

The final exam should be uniform, that is, all the students studying the same course shall be tested using the same final exam paper.

5.5 Rules on Exam paper marking

The exam paper, including mid-term exam paper and final exam paper must be marked by **red**

ink.

Use ✓ for correct and X for wrong answers.

The points gained for each question should be given

Do not write anything other than the points gained on the exam paper

Put the total points of an exam paper in the box given.

5.6 Grading policy

CAU requires “normal distribution curve” on the grades of a module.

5.7 Classroom Management

If the class has disciplinary problems, the lecturer can stop lecture until the class discipline return to an acceptable level.

If some students or classes have disciplinary problems consecutively, the teacher shall report to the department, and the department will take actions accordingly.

6. Instructor’s Attendance

- All teachers shall deliver lectures according to the class schedule (time and classrooms) by ICB.
- All teachers shall offer 2 office hours each week for each module to answer student questions and to give tutorials.
- Unauthorized change of the class schedule is not allowed.
- All teachers shall begin and finish classes on time.
- **In Case of Sickness**
 - The instructor concerned shall notify the office of the occasion at least 1 day in advance and complete an application for absence in writing, which needs to be approved by the Board of Dean’s Committee.
 - The instructor shall be responsible for notifying the class concerned of his/her absence in emergency case
 - The instructor shall provide a **make-up** class plan to the office and deliver the class on time.
- **In case of absence other than sicknesses**
 - The instructor concerned shall submit a formal written request of the absence to the office at least 1 week in advance.
 - The request shall be approved by the Dean of ICB.
 - The instructor concerned shall provide a make-up class plan which needs to be approved by ICB.
 - The instructor and the office shall be responsible for notifying the students concerned of the absence and the make-up class schedule.
- All teachers shall attend the faculty meetings organized by ICB and the office.
- All teachers shall observe CAU and public holidays as stated by the University and

ICB.

7. Teaching & administrative Evaluation

Teaching evaluation on each lecturer and on each module he teaches will be conducted by the ICB office shortly after the mid-term exams.

The result for the teaching evaluation will be an essential factor in the decision regarding the continuation of the lecturer's employment in the following semester.

8. Support on Teaching

8.1. Classroom

All ICB classrooms are equipped with multi-media facilities. If lectures have specific need for any facility, please contact the department to check the availability.

8.2. Teaching support material

If there is teaching support material provided by the textbook publisher, the lectures can contact the publisher to acquire it.

8.3. Photocopy

Photocopying services are provided at ICB for your teaching materials. You can also give the copy to the department three days in advance, and the department will take care of photocopying.

9. Coming to China-Visa support

The lecturers are expected to hold valid Z (work visa) and F (visitor's visa) when he works in ICB.

The school will acquire the relevant documents to enable the lecturers to apply for a Z or F visa in the Chinese Embassy. And the lecturers will pay for the visa application charged by Chinese embassy.

Lecturers hold Z visa will receive a "Foreign Expert Certificate" issued by Beijing Foreign Export Bureau, and he will be issued a "residence permit" on his passport to the same validation of his contract period.

If the lecturers will continue work in ICB, ICB will extend his visa at the school's expense.

Lecturers who came to ICB with "residence permit" acquired by other institutes shall provide a "Letter of Release" issued by his former employer so that ICB can extend his "residence permit".

10. Appendix:

1. Student Attendance Sheet

Student Attendance Sheet

| | | | | | | | |
|----|--|----|--|----|--|----|--|
| 学期 | | 年级 | | 班级 | | 人数 | |
| 教师 | | | | 课程 | | | |

Example: **A** for *absent*, **E** for *excused*, blank for

From ____ / ____ (dd/mm) to ____ / ____ (dd/mm)

normal.

| 序号 | 学号 ID | 姓名 NAME | 拼音姓名 NAME IN PINYIN | 性别 GENDER | 出勤 (请注明考勤日期) ATTENDENCE RECORD | | | | | | | | |
|----|----------|------------|---------------------------|--------------|--------------------------------|-------|-------|-------|-------|-------|-------|-------|--|
| | | | | | dd /mm | dd/mm | |
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |

2. Grading sheet

| Module | | Teacher | | | Level 1 Section a | | |
|--------|---------|---------|----------------|--------|----------------------|---------------|----------------|
| No | ICB No. | Name | Name in Pinyin | Gender | Attendance (10%) | Midterm (20%) | Homework (30%) |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |

3. Questionnaire Evaluation on Teaching

学期 Semester _____ 课程名 Course Title: _____

任课教师 Teacher's Name _____ 年级 Level _____ 班 Section _____

填表时间 Evaluation Date 日 Day _____ 月 Month _____ 年 Year _____

| 序号 No. | 项目 Evaluation Items | 评分 Mark | | | | |
|-----------|--|---------|---|---|---|----|
| 1 | 上课及下课是否准时 Instructor's Punctuality in both starting and dismissing the lectures | 5 | 3 | 1 | 0 | -1 |
| 2 | 是否按时检查和记录出勤情况 Checking and recording students' attendance | 5 | 3 | 1 | 0 | -1 |
| 3 | 教学目的是否明确 Clarity of teaching objectives of each lecture | 5 | 3 | 1 | 0 | -1 |
| 4 | 课堂讲义内容是否与课堂讲授紧密相关, Preparation of teaching notes in terms of close correlation with the lecturing | 5 | 3 | 1 | 0 | -1 |
| 5 | 授课如以幻灯讲义为主, 幻灯讲义制作质量是否高 授课如以板书为主, 板书质量是否高 Quality of teaching notes in terms of PPT and in terms of writing on board | 5 | 3 | 1 | 0 | -1 |
| 6 | 英语和语言表达 Clarity and fluency in English and oral expression | 5 | 3 | 1 | 0 | -1 |
| 7 | 知识要点讲解是否清晰明了 Conciseness and clarity in explaining the key points | 5 | 3 | 1 | 0 | -1 |
| 8 | 课堂上你在多大程度上可以跟上老师的讲课速度 How well you can follow up the teacher's lecturing in class | 5 | 3 | 1 | 0 | -1 |
| 9 | 解答问题态度及效果 Attitude and effect in answering questions | 5 | 3 | 1 | 0 | -1 |
| 10 | 是否愿意根据学生要求调整教学方法 Willingness to adjust teaching methods based on students needs and requests | 5 | 3 | 1 | 0 | -1 |
| 11 | 作业情况 (作业量是否适当及与课堂内容相关程度) Amount of assignments and relevance to the course | 5 | 3 | 1 | 0 | -1 |
| 12 | 批改作业是否及时充分并反馈给学生 Timeliness and completeness in correcting the assignments and returning the feedbacks to students | 5 | 3 | 1 | 0 | -1 |