

Yunnan College of Business Management Document

YJGY [2024] No.116

Notice of Yunnan College of Business Management on the Implementation Measures (Trial) for the Second Classroom Transcript System

School units:

To implement the thought of socialism with Chinese characteristics for a new era under Xi Jinping, fulfill the fundamental task of fostering virtue and nurturing talents, and remember the mission of educating people for the Party and cultivating talents for the country, we actively adapt to the new development of comprehensive reform in higher education, the new situation of deepening reform in Communist Youth League

organizations, and the new characteristics of college students 'growth and talent development. In accordance with the requirements of documents such as the "Opinions on Implementing the' Second Classroom Transcript 'System of the Communist Youth League in Universities" (China Youth Federation Document [2018] No.5) and the "Opinions of the Ministry of Education and Seven Other Departments on Accelerating the Construction of the Ideological and Political Work System in Universities" (Teaching Ideological and Political [2020] No.1), we strive to fully leverage the important role of the Communist Youth League in serving the fundamental task of fostering virtue and talent cultivation in universities and the central work of talent development. This will promote the standardization, systematization, and scientification of the university's second classroom cultivation system, establish a linkage mechanism between the first classroom and the second classroom, and, in combination with the university's actual conditions, we hereby propose the following measures.

The "Implementation Measures for the Second Classroom Transcript System of Yunnan College of Business Management (Trial)" has been formulated. All units are requested to follow and implement accordingly.



Yunnan College of
Business Management
September 22, 2024

Yunnan College of Business Management "Second Classroom Transcript" Implementation Measures of the System (Trial)

Chapter I. General provisions

Article 1: To implement the thought of socialism with Chinese characteristics for a new era under Xi Jinping, fulfill the fundamental task of fostering virtue and nurturing talents, and remember the mission of educating people for the Party and cultivating talents for the country, we actively adapt to the new development of comprehensive reform in higher education, the new situation of deepening reform in the Communist Youth League organization, and the new characteristics of college students' growth and talent development. In accordance with the requirements of documents such as the "Opinions on Implementing the 'Second Classroom Transcript' System in Universities" (China Youth Federation Document [2018] No.5) and the "Opinions of the Ministry of Education and Seven Other Departments on Accelerating the Construction of the Ideological and Political Work System in Universities" (Teaching Ideological and Political [2020] No.1), we aim to effectively leverage the important role of the Communist Youth League in serving the fundamental task of fostering virtue and talent cultivation in universities. This will promote the standardization, systematization, and scientification of our university's second classroom training system, establish a linkage mechanism between the first classroom and the second classroom, and formulate this method in light of the university's actual conditions.

Article 2: The "Second Classroom Transcript" system is designed by drawing extensively from the educational mechanisms and operational frameworks of the primary classroom. It comprehensively structures the Communist Youth League's activities, project offerings, evaluation mechanisms, and operational models at our university. This system institutionalizes and standardizes second classroom initiatives — including ideological guidance, quality development, social practice training, volunteer services, public welfare, and self-management — ensuring students' participation in these activities can be recorded, evaluated, measured, and presented through a complete set of work systems and regulations.

Article 3: The development of extracurricular education programs is centered on student growth and development, supported by digital platforms, with project repository construction as

the core, mentor team development as the priority, and standardized management as the safeguard. It actively integrates into the broader talent cultivation framework, progressively refining and enhancing its alignment with the

A talent training model that is deeply integrated and complementary in one classroom, striving to cultivate new people of the times who shoulder the great task of national rejuvenation and socialist builders and successors who are well developed in moral, intellectual, physical, aesthetic and labor aspects.

Chapter II. Organizational structure

Article 4 The university establishes the "Second Classroom Transcript" Steering Committee, headed by a university leader overseeing student affairs. Members include directors from the Teaching Affairs Department, Student Development Department, University Youth League Committee, Career and Entrepreneurship Office, Innovation and Entrepreneurship College, as well as Party branch secretaries from colleges responsible for student affairs. The committee is tasked with formulating implementation guidelines for the "Second Classroom Transcript", coordinating educational resources, ensuring interdepartmental collaboration, supervising program execution, and adjudicating student appeals regarding second classroom activity outcomes.

Article 5 The Committee establishes an Implementation Office for the "Second Classroom Transcript" system, headquartered in the University Youth League Committee. The office is headed by the Secretary of the University Youth League Committee. Its primary responsibilities include coordinating second classroom activities, overseeing project design, managing the university-wide "Second Classroom Transcript" process, developing and maintaining the digital platform for the "Second Classroom Transcript", and certifying the "Second Classroom Transcript".

Article 6: Each secondary college shall establish a "Second Classroom Transcript" implementation working group, responsible for organizing the implementation of the "Second Classroom Transcript" program across the college. The main responsibilities include team building for the "Second Classroom Transcript" program, conducting second classroom activities, and verifying and recognizing the academic hours of the "Second Classroom Transcript". Each class shall form a "Second Classroom Transcript" working group, led by the Youth League branch secretary, who is responsible for initiating student activities and handling the organization and submission of academic records.

Chapter III Curriculum Project System

Article 7: The "Second Classroom Transcript" corresponds to 3 credits for quality development in the student training program. It fully draws on the educational mechanisms and operational systems of the first classroom, based on. The OBE educational philosophy establishes a second classroom curriculum system, guided by non-technical competency requirements. It transforms second classroom activities into structured courses and projects, clearly defining objectives, content, and assessment criteria to effectively support graduation requirements. The 3-credit Quality Development program includes 1 credit for quality development courses and 2 credits for competency-oriented activity modules. Upon graduation, the second classroom transcript is included in the student's academic portfolio.

Article 8: The "Second Classroom Transcript" features quality development programs or courses worth 1 credit, which are proposed and developed by the college. These courses typically span 18 class hours, primarily adopting a project-based approach or integrating courses into projects. They require the establishment of teaching outlines, allocation of teaching staff, and standardization of the teaching process.

To improve the assessment method, we should first achieve full coverage of grades in the college, secondly integrate the requirements of professional general knowledge and non-technical ability, and thirdly correspond to various activities of quality development ability-oriented activity modules, so as to jointly focus on the goal of talent training. The college shall apply before July every year, and the university shall organize evaluation.

Article 9: The "Quality Development" module under the "Second Classroom Transcript" contains 2 credit units (equivalent to no less than 36 class hours) of competency-oriented activities. Guided by the "Five-Education Integration" philosophy and non-technical competency requirements, these modules define clear objectives, content, and assessment criteria for extracurricular activities. This framework effectively supports graduation requirements. Students earn credits by applying for growth records in Dream Space or participating in activities, which can then be converted into class hours and subsequently into credits.

The "Second Classroom Transcript" is divided into eight modules according to the school's talent training direction, educational model composition, and students' comprehensive quality modules. The eight modules are as follows:

Diligence and integrity, diligence and confidence, gratitude and dedication, innovation and practice, teamwork, career planning, life management, physical and mental health.

(1) Responsibility and integrity

This module primarily documents students' participation in ideological and political education, integrity education, and Students' academic integrity, disciplinary compliance, and other behavioral experiences during their time at school. We are committed to guiding students to strengthen their ideals and convictions, fostering deep patriotic, Party, people, and socialist sentiments, and continuously enhancing their sense of responsibility and mission.

1. Participate in ideological guidance lectures and training programs including "Ten Thousand Party Members Enter Party School", "Youth Marxist Training Program", "Thematic Youth League Education", "Party Membership Candidate Training", "University Student Service Western Plan", "National Defense Education", "Zhang Guimei Ideological and Political Lecture Hall (Yunnan College of Business Management Branch)", "Economics and Management Forum", "Current Affairs and Policy Briefings", and "Youth Literacy Forum".

2. Participate in the class "Integrity" themed education activity;

3. Participate in other ideological, political and moral activities;

4. Maintain academic integrity: No cheating or disciplinary violations; no tardiness, early departure, or absence from classes; no academic misconduct;

5. Integrity in life: Pay tuition fees on time; repay student loans on time, including interest; do not commit fraud or fraud to obtain financial aid;

6. Student cadres do their duties and actively fulfill their obligations;

7. No concealment of health status, provision of false information or issuance of false certificates;

8. Participation in other activities meeting the "Duty and Integrity" module requirements will be eligible for credit recognition upon approval by the college Youth League Committee and the university Youth League Committee.

(2) Diligent and confident

This module mainly records the various professional certificates obtained by students during their school period through the school's unified examination or independent study, as well as the relevant honors obtained by participating in various skills competitions at various levels.

1. Professional certifications include government-recognized or industry-recognized general qualification exam results, vocational credentials, and English proficiency tests such as IELTS, TOEFL, CET-6, and CET-4, and so on; in terms of computer skills, such as Computer Level 2 and 3, Putonghua certificate, driver's license and other professional certificates;

2. Participants who win awards in skill competitions such as the "Revitalization Cup" at various levels will receive bonus points based on the highest award level.

(3) Gratitude and dedication

This module mainly records students' volunteer service and gratitude activities.

1. Participate in campus volunteer services, including welcoming new students and conducting school evaluations; engage in public welfare fundraising activities at various levels;

2. Participate in various volunteer activities such as teaching support for the disabled, community service, legal aid, public welfare and environmental protection, and event services; engage in social contributions like voluntary blood donation, acts of bravery, and returning found property, or perform other good deeds recognized by the school;

3. As well as the situation of students entering the army or returning to school after discharge, guide and cultivate students' spirit of dedication.

(4) Innovative practice:

This module documents students' participation in academic, technological competitions, and innovation/entrepreneurship activities at various levels, along with their honors, publications, and patents. It encourages students to broaden their horizons, expand their thinking, and develop innovative thinking and rigorous scientific attitudes.

1. Participate in the "Challenge Cup" College Students 'Extracurricular Academic and Scientific Works Competition, the "Create Youth" National College Students' Entrepreneurship Competition, the China College Students' International Innovation Competition, and various academic competitions. All competitions will award points according to the highest level, with no cumulative points awarded.

2. Participate in the Innovation and Entrepreneurship Training Program for College Students;

3. Presiding or participating in teachers' scientific research projects, participating in academic exchange activities, etc.

(v) Teamwork

This module systematically documents students' holiday social practice activities, daily social engagement, team projects, and competition achievements, while rigorously assessing their teamwork capabilities. The program aims to holistically enhance students' collaborative skills, thereby laying a solid foundation for their future academic and professional development.

1. Social practice during holidays refers to activities conducted during winter and summer breaks, such as the "Three Rural Initiatives" (Sanxiangxia), "Return to Hometown", and "Sailing Plan" campaigns organized by schools and colleges.

2. Daily social practice activities refer to social practice activities that individuals actively participate in during their spare time; other practical activities include overseas study programs and other practical projects;

3. Team activities in students' daily academic life, including subject competitions, cultural and sports events, college-level activities, and class/club events. These activities require close collaboration with team members to solve problems and propose innovative solutions. The module documents each student's role positioning, contribution level, and teamwork performance within the team to comprehensively evaluate their collaborative abilities. For cultural and sports events and subject competitions, the focus is on recording students' team roles and functional contributions. The scoring system does not conflict with the bonus points from other competition modules.

(6) Career planning

This module mainly records students' career planning experience, and also focuses on students' setting and completion of semester, academic year and future goals.

1. Academic and extracurricular achievements, including work experience in Party organizations, Youth League organizations, and student groups on campus, as well as honors received. For example: leadership roles in student organizations (Student Union, Youth League Committee, Youth Volunteer Association, Student Self-Governance Committee, etc.) at the university or college level; class committee positions;

2. Participation in career planning competitions and related honors; participation in employment internships and job training.

3. Students' goal-setting and evaluation of semester, annual, and future objectives. Students should clearly define specific goals in academic performance, skill development, and social growth, while regularly reviewing and updating their progress. The "Diligence and Confidence" module certification can serve as a relevant goal, granting both certificate bonus points and achievement bonus points.

(7) Life management

This module documents students' participation in labor education programs both on and off campus, as well as life skills training activities. It also monitors their conduct and adherence

to daily behavioral standards. The module aims to guide students in developing proper work attitudes, cultivating good work habits, and fostering healthy lifestyles.

1. Actively participate in labor education organized by units at all levels;
2. The dormitory has been actively developed and has received honors such as "Safe, Civilized, and Hygienic Dormitory" and "Outstanding Party and Youth League Dormitory".
3. Actively participate in the creation of dormitory culture;
4. Actively participate in life skills training and lectures;
5. The investigation of students' behavior habits, such as students' daily behavior norms, compliance with school rules and regulations, respect for teachers and classmates, and care for public environment and facilities.
6. Encourage students to develop good behavior habits and moral qualities by encouraging their excellent behavior in campus life, such as returning lost property and being helpful.
7. Establish a correct concept of consumption, without extravagant and wasteful behavior beyond one's consumption ability, and without participating in telecom fraud incidents due to illegal operation.

(8) Physical and mental health

This module documents students' participation in mental health education and cultural-sports activities, including their achievements and awards. It implements the State Council's initiatives to strengthen school sports and enhance aesthetic education, guiding students toward holistic physical and mental development.

1. Possess sound mental health and actively participate in psychological health initiatives organized by the college, department, and class.

Educational activities;

2. Actively participate in various mental health education and training, lectures and activities;
3. Have a healthy body and pass all physical tests;
4. Actively participate in various cultural and sports activities;
5. Participate in sports competitions, and the award-winning results will be applied for bonus points according to the highest level, without cumulative bonus points;
6. Participants in literary and artistic competitions will apply for bonus points according to the highest level of awards, and bonus points will not be accumulated.

Chapter IV Credit Recognition Procedure

Article 10: The "Second Classroom Transcript" program is managed through the "Dream Space" system of the National School Communist Youth League Research Center. For participation-based activities, students submit materials in the designated format via the "Dream Space" system to apply online, and earn credits upon approval.

Article 11: Class counselors are responsible for recognizing class members' points and verifying the authenticity of these points. The Youth League Committee of each secondary college manages daily operations and utilizes the "Dream Space" management platform to review and supervise early warning systems for points. The Teaching Affairs Department and the University Youth League Committee jointly conduct the final review.

Article 12: The Quality Development Course Module (1 credit) in the "Second Classroom Transcript" is managed as a course. Designed and assessed separately by the secondary college, it awards 1 credit for scores of 60 or above, with scores below 60 failing. Retakes are organized by the secondary college.

The "Second Classroom Transcript" includes a Quality Development and Competency-Oriented Activity Module (2 credits). Grades are calculated through a credit-to-hour conversion system, requiring students to earn the required credits across eight modules (refer to Appendix 4: Yunnan College of Business Management's "Second Classroom Transcript" semester credit guidelines). This applies to four-year undergraduate students. Students must earn 216 credits, with 6 credits converted for each academic hour, ultimately accumulating 36 hours and 2 credits. For three-year associate degree students, 144 credits are required across eight modules, converted at a rate of 4 credits per hour, resulting in 36 hours and 2 credits. Two-year bachelor's degree students need to complete 72 credits through the same modules, with 2 credits per hour, totaling 36 hours and 2 credits. Failure to meet the required hours will result in non-compliance. Students may retake courses within the maximum study period. At graduation, credits from modules not meeting graduation requirements can be transferred using credits from other modules at a 1:0.5 conversion ratio.

Article 13: Students must complete the minimum required credits for each module in the "Second Classroom Transcript" within each academic year. The college will issue a warning to students who fail to meet this minimum requirement. The primary method of warning involves timely monitoring, supervision, and guidance of students' "Second Classroom Transcript" status through communication and collaboration between the university Youth League Committee and the Youth League Committees of each secondary college.

Article 14: The Youth League Committees of all secondary colleges shall monitor and evaluate the overall status of students "Second Classroom Transcript" records. They shall establish early warning archives for these transcripts, implement targeted measures to guide students, assist those at risk in accumulating required credits, and encourage participation in the official recognition process. Furthermore, these committees must strengthen mental health education initiatives, fostering students' confidence and motivation through proactive communication to ensure successful completion of their "Second Classroom Transcript".

Article 15: Upon completion of the academic year, the Implementation Guidance Committee for the 'Second Classroom Transcript' system shall compile the semester's credit accumulation records. The committee will then distribute the consolidated transcript report and a list of students under special monitoring to the Youth League Committees of the secondary colleges. The colleges shall subsequently issue the 'Second Classroom Transcript' to the designated students. The "Early Warning Notice" and the "Summary Table of Students with Early Warning in the Second Classroom Transcript" from Yunnan College of Business Management shall be submitted to the Implementation Steering Committee for the Second Classroom Transcript System for filing.

Article 16: The "Second Classroom Transcript" is automatically generated by the system, containing students' basic information, course project categories, project names, participation periods, project attributes or levels (national, provincial/ministerial, university-level), and project evaluations (points, awards, etc.). Students who pass the assessment will receive the "Second Classroom Transcript" qualification certificate from Yunnan College of Business Management.

Chapter 5: Application of Results

Article 17: The "Second Classroom Transcript" serves as a vital record of students' holistic development, documenting their growth for all-around progress. It is jointly certified and issued by the school's Youth League Committee and relevant departments.

Article 18: The management of the "Second Classroom Transcript" is implemented through the online management system (Dream Space) developed by the National School Communist Youth League Research Center under the Central Committee of the Communist Youth League. This system facilitates the publication and review of educational activities at all levels, while also recording and evaluating students' real-time participation in these activities.

Article 19: The "Second Classroom Transcript" system shall be implemented. Through big data analysis and in alignment with the school's educational objectives, it will evaluate and optimize the design and delivery of various course programs to better meet student needs, thereby enhancing educational outcomes. This initiative aims to establish a distinctive model that holistically develops college students' comprehensive competencies and qualities.

Article 20 Through the "Second Classroom Transcript", social employers may conduct descriptive evaluations of students' comprehensive abilities based on their comprehensive quality credit records, thereby better realizing two-way selection and leveraging students' value.

Chapter VI Work Requirements

Article 21: Students must complete the minimum credit requirements for each module in the "Second Course Transcript" within each academic year. The college will issue warnings to students who fail to meet these minimum requirements. The primary method of warning involves timely monitoring, supervision, and guidance of students' "Second Course Transcript" status through communication and collaboration between the university Youth League Committee and the Youth League Committees of secondary colleges.

Article 22: The "Second Course Transcript" early warning system is administered by the "Second Course Transcript" Committee, with support from the Youth League Committees of all secondary colleges.

Article 23: Students must submit factual documentation for credit recognition and are prohibited from falsification. The University Youth League Committee will conduct irregular inspections of the "Second Course Transcript" recognition status for students across all secondary colleges. Any "Second Course Credits" not recognized or recorded in accordance with this plan, or not submitted for recognition, will be revoked. Relevant personnel will be held accountable in accordance with applicable regulations.

Article 24: After verification, the personal accounts of graduated students and class tribes shall be deactivated or suspended. The student administrators of the class tribes shall apply for dissolution. The deactivation and dissolution of graduated students' personal accounts and class tribes shall be conducted annually in October.

Article 25: All student organizations and club tribes must promptly update their membership. Members who have withdrawn must be removed from the tribe, while new members joining the organization or club must be added to the tribe. For dissolved clubs or organizations, the tribe leader must apply for the dissolution of the tribe. All student

organizations and club tribes must complete the renewal of both new and existing members by October each year.

Article 26 If too many reports are received from the public or the activity personnel during or after the activity, and the problems are confirmed after verification, all the points issued will be withdrawn, and the person in charge of the activity will be punished by deducting 3 points.

Article 27. If random checks are conducted before, during, or after the commencement, progress, or completion of an activity, and any accumulated violations are found, For activities failing to meet the "Second Classroom Transcript" credit recognition criteria at Yunnan College of Business Management, organizers must immediately terminate any unstarted events. If an event is found to have proceeded normally but was published on Dream Space, it must be closed and restarted (with credit distribution complying with the "criteria"). For post-event discoveries, all distributed credits will be revoked without compensation, and the event organizer will receive a 3-point penalty deduction.

Chapter VII Supplementary Provisions

Article 28 All interpretation rights of these Measures shall belong to the "Second Course Transcript" System Committee. These Measures shall be implemented starting from the 2024 freshman cohort and shall take effect from the date of promulgation, with timely revisions made during implementation based on actual circumstances. Undergraduate students of the 2021 cohort shall continue to follow the graduation requirement of 100 credits as stipulated in the "Yunnan College of Business Management Student Comprehensive Quality Credit Recognition System and Implementation Rules (Trial)" (Yun Jingguan Yuan Xue Fa [2019] No.48). Students of the 2022 cohort (undergraduate and associate degree), 2023 cohort (undergraduate and associate degree), and 2023 cohort (associate-to-undergraduate students) shall still adhere to the "Student Comprehensive Quality Credit System and Implementation Measures" (Yun Jingguan Yuan Tuan [2022] No.28 (Lian Fa)) as graduation requirements.

Article 29: The "Yunnan College of Business Management Student Comprehensive Quality Credit Recognition System and Implementation Rules (Trial)" (Yunjingguanxuefa [2019] No.48) shall be abolished for undergraduate students of the Class of 2021. The "Student Comprehensive Quality Credit System and Implementation Measures" (Yunjingguantuan [2022] No.28 (Lianfa)) shall be abolished for undergraduate students of the Class of 2022, junior college students of the Class of 2022, undergraduate students of the Class of 2023, junior

college students of the Class of 2023, and students transferring from junior college to undergraduate programs of the Class of 2023 upon graduation.

Yunnan College of Business
Management

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