

# Duke Kunshan University Guideline on Teaching Credits, Signature Work, and Master Projects

## 昆山杜克大学教学学分、标志性成果和硕士毕业设计指引

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### Basic Guideline for Reconciling Signature Work (SW) / Master Project (MP) Teaching Credits (TC) Across the Undergraduate(UG) and Graduate Programs 核算本科和研究生项目标志性成果/硕士毕业设计教学学分的基本指引

Each year, the Vice Chancellor of Academic Affairs' Office (VCAA's Office) will establish a minimum threshold of SW/MP mentee count the typical faculty member is expected to supervise as part of their teaching obligation.

学术事务副校长办公室每年将确定一般教师预期在标志性成果/硕士毕业设计指导学生计数的最低值，作为其教学义务的一部分。

The minimum threshold of SW/MP mentee count will be adjusted each year, depending on the size of the class and the faculty.<sup>1</sup> The expectation is that these numbers will be constant when the institution reaches its optimal size—and will be more proportional than the current populations permit.

标志性成果/硕士毕业设计指导学生计数的最低值每年将根据学生和教师的规模进行调整。<sup>1</sup> 当学校发展到最佳规模时，这些数量预期将保持稳定，并且将比目前人员数量所能达到的比例更加均衡。

The maximum threshold of SW/MP mentee count will be 3 for a faculty member expected to deliver 4 or 5 TC per year, and it will be 8 for a faculty member teaching 3 TC per year.

对于每年应完成 4 或 5 个教学学分的教师，标志性成果/硕士毕业设计指导学生计数的最高值为 3。对于每年应完成 3 个教学学分的教师，指导学生计数的最高值为 8。

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<sup>1</sup> For UG SW, we will use expected total enrollment in Capstone 495 in combination with the total number of UG faculty to calculate this number. We will survey CAPSTONE 495 alone rather than using a combination of enrollment data for seniors and SWMA for Juniors to calculate overall mentee count because the former data is more reliable and uniform. The minimum mentee count for the 21-22 academic year will be 1 (applied retroactively). While DKU Seniors remain at Duke and the CAPSTONE 495 data remains thus incomplete, we will work with the Office of SW to ensure a correct tabulation of mentees.

对于本科标志性成果项目，将结合顶点课程 495 的预计总注册人数和本科教师的总体数量计算这一数字。顶点课程 495 的数据将单独进行调查统计，而不是结合大四学生注册人数和大三学生 SWMA 注册人数计算总体指导学生计数，因为前者的数据更加可靠和统一。21-22 学年最低指导学生计数将为 1（追溯适用）。由于昆山杜克大学大四学生仍在杜克大学，因此顶点课程 495 的数据仍是不完整的，标志性成果办公室和有关部门通过密切合作以确保指导学生数据的准确性。

## SW/MP Mentee Count 标志性成果/硕士毕业设计指导学生计数

A single faculty mentoring a single UG student for a single SW project will obtain a SW/MP mentee count of 1. The Office of SW will maintain a record of SW mentorship agreements.

教师指导一名本科生的一个标志性成果项目将获得 1 个标志性成果/硕士毕业设计指导学生计数。标志性成果办公室将保存《标志性成果指导协议》的记录。

If a student switches SW mentors between Capstone 495 and Capstone 496, on the approval of the Director of Signature Work each mentor will receive a SW mentee count of 1. If a student switches MP mentors during the second year, the distribution of the MP mentee count, if any, will be determined by the Director of Graduate Studies for the graduate program associated with the student.

如学生在顶点课程 495 和顶点课程 496 之间更换标志性成果导师，经标志性成果办公室主任批准后，每位导师将获得 1 个标志性成果项目指导学生计数。如果学生在第二年更换硕士毕业设计导师，硕士毕业设计指导学生计数（如有）的分配将由该学生所在研究生项目的研究生项目主任决定。

A single faculty mentoring a single master student or a group of master students working on the same MP project and producing a single project report will obtain a SW/MP mentee count of 1. To assign a mentor to an MP project, a declaration form must be signed by the mentee(s), the mentor, and the Director of Graduate Studies (DGS). Each MP project may have one mentor (or two co-mentors) only. It is not necessary for the mentor (or the co-mentors) to serve as the chair (or co-chairs) of the MP committee for the mentee(s) at Duke.

一名教师指导一名研究生、或一个研究生团队从事同一个硕士毕业设计项目并完成一份项目报告的，将获得 1 个标志性成果/硕士毕业设计指导学生计数。要指派一位导师指导一个硕士毕业设计项目，须由被指导学生、导师以及研究生项目主任共同签署一份声明表。每个硕士毕业设计项目可设一位导师（或两位联合导师）。对于位于杜克大学的学生，导师（或联合导师）不一定需担任硕士毕业设计委员会的主席（或联合主席）。

A maximum of two faculty members may agree to co-mentor a single student or group of students and obtain a SW/MP mentee count of 0.5 per student or group of students they co-mentor.

最多两位教师可以联合指导一名学生或一个学生团队，联合指导每名学生或每个学生团队将获得 0.5 个标志性成果/硕士毕业设计指导学生计数。

The requirements for obtaining co-mentor for SW include:

获得标志性成果项目联合导师的要求包括：

- A declaration by the mentee of co-mentoring agreement on the Signature Work Mentor Agreement that includes  
被指导学生在《标志性成果指导协议》中作出同意接受联合指导的声明，包括
  - a rationale written by the student explaining why co-mentoring is necessary to their project  
学生需阐述联合指导对其项目的必要性
  - An agreement by faculty to jointly supervise the student  
教师同意联合指导该学生的协议
- Enrollment in a section of CAPSTONE 495 in which both mentors are listed as official instructors

被指导学生注册顶点课程 495 的一门课程，且两位教师都是该课程的正式导师

- The joint assessment of all major elements of the SW and the joint assignment of all grades assigned to SW mentees. Faculty are not permitted to grade any element of the SW independently.

对被指导学生标志性成果项目的所有主要内容和成绩等级进行联合评估。教师不得单独对标志性成果项目的任何内容进行评分。

The requirements for obtaining co-mentor for MP include:

获得硕士毕业设计联合导师的要求包括：

- A declaration form signed by the mentee, the co-mentors, and the DGS.  
由被指导学生、联合导师和研究生项目主任共同签署声明表。
- The joint assessment of all major elements of the MP and the joint assignment of all grades assigned to MP mentees. Faculty are not permitted to grade any element of the MP independently.  
对被指导学生硕士毕业设计的所有主要内容和成绩等级进行联合评估。教师不得单独对硕士毕业设计的任何内容进行评分。

The maximum number of mentee count a UG faculty can claim from MP towards the minimum threshold of SW/MP mentee count is 1. The maximum number of mentee count a GRAD faculty can claim from SW towards the minimum threshold of SW/MP mentee count is 2. Faculty who mentor in excess of these allotted limits but do not meet the minimum threshold as defined above will not have eligible mentee counts applied to their accumulated SW/MP teaching overload accounts. Constraints are not applicable if a faculty member is jointly recruited by UG and GRAD programs.

一位本科生教师可以用于满足标志性成果/硕士毕业设计指导学生计数最低数量的硕士毕业设计指导学生计数最多为 1。一位研究生教师可以用于满足标志性成果/硕士毕业设计指导学生计数最低数量的标志性成果指导学生计数最多为 2。教师指导学生计数超出这些分配限额但未达到上文定义的最低数量，其超出部分将不能被记入累计标志性成果/硕士毕业设计教学工作量超额账户。如果教师由本科生和研究生项目联合招聘，则这些限制不适用。

### **SW/MP Teaching Overloads and Underloads for Faculty with SW/MP Mentoring as a Contractual Requirement**

以指导标志性成果/硕士毕业设计作为合同要求的教师标志性成果/硕士毕业设计教学工作量超额和不足

Unless otherwise specified in Special Circumstances below, the following applies to all UG and graduate faculty, but also any other faculty member whose contract requires mentoring of SW/MP. Appendix A shows the guideline governing mentoring workload for faculty without a contractual requirement to mentor.

除非在下文“特殊情况”一节中另有说明，以下内容适用于所有本科生项目和研究生项目的教师，以及其他任何合同中要求指导标志性成果/硕士毕业设计的教师。对合同要求中不包括指导工作的教师，指导学生工作量的有关指引见附件 A。

After establishing the minimum and maximum threshold of annual SW/MP mentee count, the VCAA's Office will evaluate DKU faculty's contribution to the SW/MP program by undertaking a count of senior

mentees enrolled in each faculty member's Capstone 495 courses and second-year graduate students working on their master projects in the fall semester.

在确定每年标志性成果/硕士毕业设计指导学生计数的最低和最高数量后，学术事务副校长办公室将通过统计每位教师顶点课程 495 的大四被指导学生注册人数和在秋季学期从事硕士毕业设计项目的二年级研究生人数，评估教师对标志性成果/硕士毕业设计项目的贡献。

- If a faculty member's SW/MP mentee count falls between or is equal to the minimum and the maximum threshold of SW/MP mentee count, the faculty member is deemed to have satisfied the obligation to teach SW/MP as part of an overall teaching load. No further action will be taken.  
如教师的标志性成果/硕士毕业设计指导学生计数在最低和最高数量之间或等于最低或最高数量，则被视为已经履行了整体教学工作量中指导标志性成果/硕士毕业设计部分，无需采取进一步行动。
- If a faculty member's SW/MP mentee count is below the minimum threshold in any single year, the faculty member is deemed to be teaching a **SW/MP teaching underload**. The VCAA's Office will record the difference between the SW/MP mentee count this faculty obtains and the minimum threshold in that year as the number by which the faculty is teaching a SW/MP teaching underload (e.g., if the minimum threshold is 1, and the faculty member's mentee count is 0, the **accumulated SW/MP teaching underload** number assigned for that year will be 1).  
如教师的标志性成果/硕士毕业设计指导学生计数在任何一年中低于最低数量，则被视为**标志性成果/硕士毕业设计教学工作量不足**。学术事务副校长办公室将记录该教师当年获得的标志性成果/硕士毕业设计指导学生计数与最低数量之间的差额，作为该教师的**标志性成果/硕士毕业设计教学不足量**（例如，最低数量为 1，教师指导学生计数为 0，则当年**累计标志性成果/硕士毕业设计教学不足量**将为 1）。
  - Once a faculty member accumulates an underload number equivalent of 6—which may occur over several years—that faculty member will be assigned an additional conventional teaching credit or its equivalent in the subsequent academic year. Then the faculty member's SW/MP teaching underload will be reset.  
一旦教师的累计不足量达到 6（这可能会在经数年累积后发生），该教师将在下一学年被分配一个额外的常规教学学分或其同等工作量。之后，该教师的**标志性成果/硕士毕业设计教学不足量**将被重置。
- If a faculty member's SW/MP mentee count is above the maximum threshold in any single year, that faculty member will be deemed to be teaching a **SW/MP teaching overload**. After SW mentees are assigned to mentors, the Director of Signature Work shall report to the relevant unit head any faculty who are anticipated to obtain a mentee count in excess of the maximum threshold. Should the relevant unit head judge that an overload is detrimental to the teaching, scholarship, or service, of a faculty member, they may, after consultation with the Director of Signature Work, prevent a faculty member from obtaining mentees in excess of the maximum threshold by directing the Director of Signature Work to prevent this occurrence and redistribute mentees in excess of the maximum threshold. A faculty member's SW/MP teaching overload will be recorded, and applied in the following ways:

如果教师的标志性成果/硕士毕业设计指导学生计数在任何一年中高于最高数量，则被视为**标志性成果/硕士毕业设计教学工作量超额**。为学生分配标志性成果导师后，如果任何教师预计将获得超出最高数量的指导学生计数，标志性成果办公室主任应向相关单位负责人报告该情况。如果相关单位负责人认为工作量超额会对该教师的教学、学术或服务造成不利影响，与标志性成果办公室主任协商后，可以经由标志性成果办公室主任阻止这一情况发生并为超过最高数量的学生重新分配导师，以防止该教师指导超过最高数量的学生。教师的标志性成果/硕士毕业设计教学工作量超额情况将被记录，并适用以下方式：

- First, if a SW/MP teaching underload exists, the overload shall be applied to offset any underload.  
一、如存在标志性成果/硕士毕业设计教学工作量不足，则超额量应适用于抵消不足量。
- Second, if no SW/MP teaching underload exists or if the SW/MP teaching overload is in excess of that underload, the overload (or remainder thereof) will be applied towards an **accumulated SW/MP teaching overload** account. Overloads applied to this account cannot be applied to future underloads.  
二、如不存在标志性成果/硕士毕业设计教学工作量不足，或标志性成果/硕士毕业设计教学工作量超额量超过了不足量，则超额量（或经抵消后仍存在的超额量）将被记入**累计标志性成果/硕士毕业设计教学工作量超额**账户。记入这一账户的超额量不能用于抵消未来的不足量。
- Once a faculty member's accumulated SW/MP teaching overload account reaches 6—which may occur over several years—that faculty shall be paid overload teaching pay as stipulated by the VCAA, or that faculty may request that an equivalent amount be placed in a faculty member's SW/MP Discretionary Fund that will operate by the same rules as discretionary account. After the payment or an equivalent amount is placed, that faculty member's accumulated overload account will be reset and will be recorded again by the same rule.  
一旦教师的累计标志性成果/硕士毕业设计教学工作量超额账户达到 6（这可能会在经数年累积后发生），该教师应被支付教学工作量超额对应酬金，金额由学术事务副校长确定，或者该教师可以要求将同等金额存入其“标志性成果/硕士毕业设计自主资金”，该资金的运作规则与自主账户相同。支付酬金或存入同等金额后，该教师的累计标志性成果/硕士毕业设计教学工作量超额账户将被重置，并将按照相同规则重新记录。
- No teaching load releases shall be granted to faculty who have accomplished a SW/MP teaching overload.  
对超额完成标志性成果/硕士毕业设计教学工作量的教师，不得予以教学工作量减免。

## **Records and Implementation 记录和执行**

A complete record of historical annual SW/MP mentee counts will be maintained in the VCAA's Office. Faculty can request information about their historical contributions to SW/MP and current accumulated SW/MP teaching underload and overload account by contacting the VCAA's Office.

教师每年标志性成果/硕士毕业设计指导学生计数的完整历史记录将保存在学术事务副校长办公室。教师可以联系学术事务副校长办公室获取他们对标志性成果/硕士毕业设计的历史贡献及目前累计标志性成果/硕士毕业设计教学不足量和超额账户的信息。

The faculty teaching a SW/MP teaching overload starting from 2021-22 Academic Year until the time when this guideline is enacted will be accounted for as the guideline indicates.

从 2021-22 学年开始到本指引生效期间，存在标志性成果/硕士毕业设计教学工作量超额的教师将如指引所述进行记录。

Faculty teaching a SW/MP teaching underload shall be notified of their **accumulated SW/MP underload number** every spring, but any assignment of an additional conventional teaching credit or its equivalent shall not take place until a faculty member has accumulated an accumulated SW/MP teaching underload number of 6.

每年春季，应通知存在标志性成果/硕士毕业设计教学工作量不足的教师他们的**累计标志性成果/硕士毕业设计教学不足量**，但是在教师的累计不足量达到 6 之前，不得分配任何额外的常规教学学分或其同等工作量。

## Special Circumstances 特殊情况

Faculty shall not be expected to achieve the minimum threshold of SW/MP mentee count until they have completed two complete academic years of employment at DKU, but any mentees supervised shall be applied to their accumulated SW/MP teaching overload account. Faculty are generally discouraged from mentoring SW in year one of their contract at DKU and should consult with division chairs before agreeing to do so.<sup>2</sup>

教师在昆山杜克大学任职满两个完整学年之前，无须达到标志性成果/硕士毕业设计指导学生计数的最低数量，但是所有被指导的学生都应记入他们的累计标志性成果/硕士毕业设计教学工作量超额账户。通常不鼓励教师在与学校合同的第一年期间指导标志性成果项目，教师在同意指导前应咨询学部主任。<sup>2</sup>

Unless stipulated as a term of employment, LCC faculty shall not be expected to achieve the minimum threshold of SW/MP mentee count.

除非在聘用条款中有所规定，语言文化中心教师无须达到标志性成果/硕士毕业设计指导学生计数的最低数量。

Faculty who are (a) awarded pre-tenure or post-tenure sabbatical or (b) granted statutory leave that comprises more than 30 days of the academic calendar, shall not be expected to achieve the minimum threshold of SW/MP mentee count during the academic year in which their sabbatical/leave occurs and the subsequent academic year, but any mentees count they obtain during this period may be applied against any accumulated SW/MP teaching underload number. If no SW/MP teaching underload exists or if the SW/MP

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<sup>2</sup> Faculty whose contracts begin during an academic year shall be exempt from the minimum SW/MP mentee count until they have completed two academic years in addition to the one in which they were hired.

对合同开始时间发生在学年期间的教师，在他们完成除被聘用学年以外两个学年的教学工作之前，无须达到标志性成果/硕士毕业设计指导学生计数最低标准。

teaching load is in excess of that underload, the mentee count (or remainder after application to the underload number) will be applied towards an accumulated SW/MP teaching overload account. Overloads applied to this account cannot be applied to future underloads.

获得 (a) 终身轨学术休假或终身教职学术休假, 或 (b) 校历 30 天以上法定休假的教师, 在休假的学年及下一学年中无须达到标志性成果/硕士毕业设计指导学生计数的最低数量, 但是在这期间获得的任何指导学生计数可以被用于抵消累计标志性成果/硕士毕业设计教学不足量。如果不存在标志性成果/硕士毕业设计教学工作量不足或标志性成果/硕士毕业设计教学工作量超过不足量, 指导学生计数 (或抵消不足量后剩余部分) 将记入累计标志性成果/硕士毕业设计教学工作量超额账户。记入这一账户的超额量不能用于抵消未来的不足量。

While SW/MP supervision is a basic expectation of all faculty, some administrative and committee roles include an automatic reduction in SW/MP responsibilities. These reductions will be granted at the discretion of the VCAA's Office.

虽然指导标志性成果/硕士毕业设计是对所有教师的基本期望, 但是对于担任某些行政或委员会职能的教师, 会自动减少其标志性成果/硕士毕业设计的教学职责。这些减免将由学术事务副校长办公室酌情决定。

## **Basic Procedure for Conducting SW/MP Workload Census and Reconciling Teaching Workload Across UG and Graduate Programs (beginning Spring 2022)**

开展标志性成果/硕士毕业设计工作量调查与核算本科和研究生项目教学工作量的基本程序 (自 2022 年春季起)

### **Optimal Timeline 最优时间表**

- **September:** the VCAA's Office will calculate the minimum threshold of SW/MP mentee count to satisfy contractual obligations (VCAA's Office). Announce that number to faculty.  
九月: 学术事务副校长办公室将计算履行合同义务的标志性成果/硕士毕业设计指导学生计数的最低数量, 并向全体教师宣布。
- **January:** obtain from the registrar enrollment data of Capstone 495 enrollment in the current academic year and receive the master project data from the DGS in the current academic year.  
一月: 从学籍管理办公室获取本学年顶点课程 495 注册数据; 从研究生项目主任处获取本学年硕士毕业设计数据。
- **February:** 二月
  - Notify division chairs and DGS of the results of the census of SW/MP mentee counts and the application of this guideline  
将标志性成果/硕士毕业设计指导学生计数统计结果以及本指引实施情况告知各学部主任和研究生项目主任。
  - Notify faculty deemed to be teaching a SW/MP underload of this fact, and indicate their current accumulated SW/MP teaching underload number.  
告知存在标志性成果/硕士毕业设计教学工作量不足的教师这一事实, 以及他们目前的累计标志性成果/硕士毕业设计教学不足量。

- Notify any faculty who obtain an accumulated SW/MP teaching underload number of 6 that they will be assigned an additional conventional teaching credit or its equivalent in the subsequent academic year.  
告知所有累计标志性成果/硕士毕业设计教学不足量达到 6 的教师，他们将在下一学年被分配额外的常规教学学分或其同等工作量。
- Notify faculty deemed to be teaching a SW/MP teaching overload of this fact, and indicate their current accumulated SW/MP teaching overload number, or—in the case that their overload has been applied to an existing underload—their current accumulated SW/MP teaching underload number.  
告知存在标志性成果/硕士毕业设计教学工作量超额的教师这一事实，以及他们目前的累计标志性成果/硕士毕业设计教学超额量。如果他们的超额量已经被用于抵消现有不足量，告知他们目前的累计标志性成果/硕士毕业设计教学不足量。
  - Notify any faculty obtaining an accumulated SW/MP teaching overload number of 6 of the manner in which they will be compensated.  
告知所有累计标志性成果/硕士毕业设计教学超额量达到 6 的教师他们将获得补偿的方式。
  - The rate of compensation shall be determined by the VCAA.  
补偿费用应由学术事务副校长确定。
- If a faculty member's SW/MP mentee count falls between or is equal to the minimum and maximum threshold, no action will be taken.  
如教师成员标志性成果/硕士毕业设计指导学生计数在最低和最高数量之间或等于最低和最高数量，不会采取任何行动。
- Any faculty who thinks their mentee count is incorrect should notify their Division Chair or DGS, who can advance the concern to the VCAA's Office  
如教师认为指导学生计数有误，应告知学部主任或研究生项目主任，他们可以向学术事务副校长办公室提出此问题。



## **Appendix A: Compensation for SW/MP Mentoring by Faculty Without a Contractual Obligation to Serve as SW/MP Mentors**

### **附件 A: 对合同义务中不包括标志性成果/硕士毕业设计指导工作的教师担任标志性成果/硕士毕业设计导师的补偿**

No teaching load release shall be granted to these faculty who are not contractually obligated to serve as a SW/MP mentor in return for serving as a SW/MP mentor. Instead, faculty who mentor students in the absence of a contractual obligation to do so shall receive overload teaching pay as below, generally to be disbursed during the spring term of the academic year in which the census is conducted.

不得将减免教学工作量作为对合同义务中不包括标志性成果/硕士毕业设计指导工作的教师担任标志性成果/硕士毕业设计导师的补偿。但是，合同义务中不包括指导工作的教师指导学生应获得以下教学工作量超额对应酬金，通常将于开展统计的学年春季学期支付。

- Faculty who obtain a SW/MP mentee count of 1 will be awarded overload teaching pay at the rate of 1/6 of the full overload compensation  
标志性成果/硕士毕业设计指导学生计数为 1 的教师将获得完整工作量超额对应酬金 1/6 的教学工作量超额对应酬金
- Faculty who obtain a SW/MP mentee count of 2 will be awarded overload teaching pay at the rate of 1/3 of the full overload compensation  
标志性成果/硕士毕业设计指导学生计数为 2 的教师将获得完整工作量超额对应酬金 1/3 的教学工作量超额对应酬金
- Faculty who obtain a SW/MP mentee count of 3 or above will be awarded overload teaching pay at the rate of 1/2 of the full overload compensation  
标志性成果/硕士毕业设计指导学生计数为 3 或以上的教师将获得完整工作量超额对应酬金 1/2 的教学工作量超额对应酬金
- No additional compensation shall be awarded to faculty who obtain a SW/MP mentee count of more than 3.  
对标志性成果/硕士毕业设计指导学生计数超过 3 的教师，不再给予额外报酬

Faculty who do not wish to receive overload pay may request that an equivalent amount be placed in a SW/MP Discretionary Fund that will operate by the same rules as discretionary account.

不想获得工作量超额对应酬金的教师可以要求将同等金额存入标志性成果/硕士毕业设计自主资金，该资金的运作规则与自主账户相同。