

# *Exploration of Graduate Training Management Mode of Secondary College in the New Situation*

Du Yanhong

College of Engineering and Technology  
Tianjin Agricultural University  
Tianjin, China  
yanhong\_du@163.com

Zhang Weiyu

College of Engineering and Technology  
Tianjin Agricultural University  
Tianjin, China  
525156985@qq.com

Li Jin

College of Engineering and Technology  
Tianjin Agricultural University  
Tianjin, China  
503581900@qq.com

Shi Yu

College of Engineering and Technology  
Tianjin Agricultural University  
Tianjin, China  
95462845@qq.com

**Abstract**—Secondary college management mode of graduate training in the university is established during the exploration of graduate training, which is the base of guarantee and improvement of the graduate teaching quality. The graduate training management mode in the secondary college is brought up as per the current situation of the graduate training and management in secondary college, such as shortage of recruitment of students, defective management system and not strong teacher team. The graduate training quality will be improved through the formulate and perfect graduate management system in the secondary college, the breakthrough of the recruitment of students, the construction of the teacher team and management, and double step management system etc..

**Keywords**—Secondary College, Graduate Training, Teaching Quality, Management Mode

## I. INTRODUCTION

In recent years, with the development of education in our country, the new changes severely impact the traditional way of graduate student management mode and cultivate, such as the graduate subject setting, gradually diversified education types, the recruitment of students scale expansion, and the original of the school level management mode appeared the drawbacks [1,2]. To take the initiative to adapt to these new changes, maintain the order of graduate teaching, improve teaching management level and realize the training goal, many domestic colleges and universities gradually make transition from the traditional school level 1 management mode to secondary college management mode, the gravity of the graduate student teaching management center moves down gradually and teaching management also has changed from the original school management directly to the current macro management by the schools and the micro aspect management pattern by colleges in dispensing and graduate second-round exam of graduate student, graduate students teaching, graduate students subject opening, intermediate inspection, defense, and so on[3]. It already has become a widely adopted management

It shows the superiority in terms of management effectiveness, quality of training and implementation. It has become the hot issue of various colleges and universities how to carry out the secondary management effectively, and how to combine the second management with education reform to realize its maximum effect. In this article, secondary college management mode for graduate education under the new situation is explored in view of the existing graduate management malpractice, from clear liability in education management for graduate students to improvement of the efficiency of graduate education management.

## II. GRADUATE TRAINING STATUS IN SECONDARY COLLEGE

At present, many colleges and universities carry out the two-level management mode for graduate management. This model overcomes the deficiencies of the mechanism of the first-level centralized management, the lack of flexibility, the disconnection of training links, the unsmooth information exchange, and the lack of subjective initiative of the second level management department, and adapts the new situation of the expansion of graduate recruitment scale. This model has made macroscopic guidance and supervision of graduate school play full the roles, and strengthened the main body and responsibility consciousness of the secondary colleges. This model has a positive effect on the effective combination of discipline construction and graduate training quality, and comprehensively improvement the quality of graduate training, and the improvement of graduate management level, etc..[4] However, the implementation time of the two-level management mode is not long, and there are some areas which need to be further improved.

### A. Pressure of Secondary College

The management of secondary colleges is more stressful, especially with the increase of the number of graduate students. the organization and staffs in Secondary college is not enough comparing with the first school. Taking TAU as example,

there is only one secretary in charge of the graduate management in the secondary college, who is also part time for the graduate management and has no enough time and attention.

#### *B. Insufficient Process Monitoring*

It is not serious to monitor graduate training which shows in such aspects as graduate student teacher's employment, the class efficiency of graduate student, the graduate thesis proposal, the mid-term examination of graduate thesis, the tracking system of graduate thesis, and the evaluation system in which the graduate is evaluated only by the final research results, and graduation dissertation results.

#### *C. Shortage of Tutors' Devotion*

The shortage of monitor to the tutors' devotion. Some tutors instruct more students or are busy in administrative affairs, so there are fewer contact opportunities between teachers and students. Some tutors are busy with their own research projects, so that students can act as coolies and help tutors to do things that are not relevant to their studies. Even some tutors are not responsible enough to devote their time and attention to the graduate, which leads to the situation of "shepherding". These phenomena leads to the emergence of the results of the study of the postgraduate thesis, the time lag of the opening report and the rush of the thesis defense, which seriously affect the quality of graduate students' cultivation.

### III. OBJECTIVES OF SECONDARY COLLEGE MANAGEMENT

#### *A. Establish Active and Effective Attraction in the Recruitment Process*

The admissions selection system of graduate student improve the examinee's right of autonomous selection, so most of the first selection examinees and the second selection examinees will select the 985, 211 universities or some comprehensive universities as their first choice, Once they are not qualified to the interview, most of them will give up to swap to other colleges and universities, then such situation come to reality that "985, 211 key universities are full of students, but local colleges and universities are short of students.[6,7]

As far as we can see, the enrollment of our college is not ideal, even though the postgraduate examination and research is heating up gradually and the second selection examinees is growing up. Main reason is the lack of initiative and effective measurement to attract students, following the conventional system, practicing with the ministry of education of the admissions process step by step, and not fully research and analysis of school enrollment policy and the economic and social development, which are related to graduate admissions

#### *B. Strictly Perfect Graduate Training Management System*

Under the situation of the development of education scale and the reform of university management system in China, the secondary college management mode of graduate education is also an inevitable trend. Main tasks and responsibilities of

secondary college management is to ensure the achievement of management goal which will be achieved in the graduate student enrollment, cultivation program, teaching arrangement, scientific guidance, writing papers, defense, teacher management. Under the macroscopic control of the school graduate training mechanism, the college shall fully mobilize and exert the initiative of the management personnel, gradually establish and perfect a series of rules and regulations in the graduate training mechanism.

#### *C. To Strengthen the Construction of the Graduate Tutor Team*

Graduate training shall be supported by a strong tutors' team which is the decisive factor for the quality of graduate cultivation. It is always the focus of the university to explore the problems of the tutors' team, analyze the methods to strengthen the construction of the tutor team, and promote the quality of graduate training. At present, the training method is still disciple's traditional way which is teacher guide the students. The cultivation of the individual plan shall be determined for the freshmen under the guidance of a tutor in accordance with the overall requirements of professional training scheme and the research direction of their actual needs. Throughout the cultivation process, the tutor always plays the important role of guide and supervision[5]. Therefore, the graduate tutor must have good moral quality, consummate business quality, rigorous academic attitude and other basic qualities. This requires us to constantly strengthen the team building and optimize the structure of the team.

### IV. THE MEASUREMENT OF IMPROVING THE QUALITY OF POSTGRADUATE TRAINING

#### *A. To Formulate the Basic Plan and Related System of the Graduate Management in Secondary College*

According to the relevant provisions of related documents of the schools, the management basic proposal and related standardization of secondary college is perfected from the graduate recruitment to graduate training, to the degree awarded. The management jobs such as specifying recruit students propaganda, making admissions catalog, arranging the interview, admission; Teaching management, training session management, thesis management, dissertation evaluation, dissertation defense, information reporting, archiving, etc shall be well documented.

#### *B. Breakthrough in Recruitment of New Students*

Based on the relevant policies of the ministry of education, and the development status of education of local graduate students, the process of every link of the graduate admission work shall be based on the concept of breakthrough and the development of work ideas. Graduate student enrollment is the window of education to graduate students. Therefore, graduate student recruitment cannot be closed behind the door, must insist on going out. As shown in the Fig. 1, try to establish the alliance, broaden the channels to further intensify publicity, to our own discipline superiority, grants policy, training

objectives, and gradually to promote, such as employment prospects to test takers.

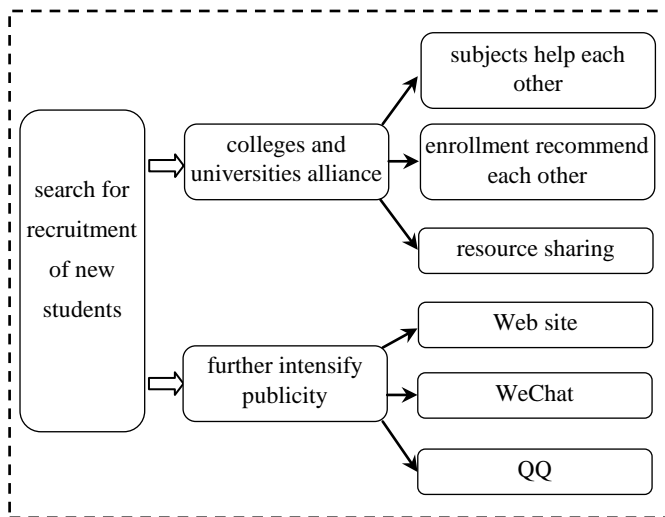


Fig. 1. Recruitment measures

C. The Graduate Teaching Secretary's Work shall be Involved in the Normal Education Teaching Management of the College

Graduate teaching secretaries have a lot of work to do, often under great pressure. It is impossible to ignore that a considerable number of transactions are caused by the ambiguity of the division of responsibility. In addition, the work of the secretary for graduate education is included in the normal education teaching management of the college, and the school, college and professional tutors. At the same time, in order to ensure the steady development of the teaching secretarial team we have made the rules and regulations for the work of the secretary for graduate affairs, covering many fields, such as the introduction of talents, the cultivation of talents, the role of the position, the construction of the management personnel team, etc.

D. To Strengthen the Construction and Management of the Tutor Team

1) Strict selection criteria for tutors

In tutor selection sector, the tutors shall satisfied the basic requirement of school, secondary college and formulate strict selection criteria according to the discipline and scientific research, also the tutors shall pay attention to the scientific research ability and scientific research achievements, conform to the development of the discipline of the research direction and characteristic, and focus on academic attainments. Tutors' moral character and teaching attitude shall be involved in the assessment scope. In order to ensure the quality of tutors, the selection criteria shall be insisted.

2) To establish a multi-level pre-job training mode

The tutor shall combine the teaching knowledge with the ideological and political education and insist that teaching and education shall be combined to set an example for the graduate students. To establish a multi-level training mode for tutors, as shown in the Fig. 2, the tutor training session and tutor

experience exchanging meeting shall regularly be held. The pre-job training shall be done to new selected tutors including the policy and regulations of the graduate student education, the relevant regulations of graduate student recruitment, training, and degree awarding, as well as the supervisor's responsibilities. Tutor academic exchanging and teaching experience exchanging activities shall be carried out regularly to promote teacher knowledge update[8], to improve the comprehensive quality of tutors and academic level, to guarantee the sustainable development of teacher itself, and to improve the overall level of teacher team.

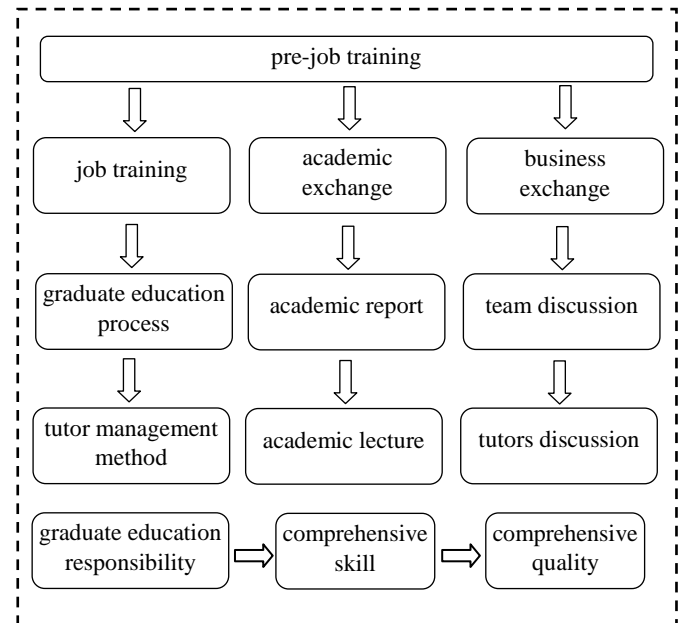


Fig. 2. Tutor pre-job training mode

3) To positively promote the internationalization of tutor team

On one hand, overseas high-level talents are hired as academic leaders or academic backbone and as a postgraduate tutor at the first time. On the other hand, excellent doctoral graduates from well-known universities in China are employed to optimize the learning margin structure. At the same time, the tutors are positively supported to go aboard for further study, encouraged to "visit the world famous school, worship the world famous teacher" to widen their vision. The secondary college can also promote the internationalization of the teaching staff by employing overseas non-full-time professors, to promote the internationalization of the graduate training.

4) To establish a multi-level tutor assessment system

Tutor's assessment system shall be established to ensure the quality of graduate education, which shall not only assess scientific research and academic ability, but also the teaching and worthy example, etc. The life time of the tutor qualification system shall be broken. The student evaluation, peer evaluation and social evaluation should be included in the assessment system to increase the fairness and rationality of the assessment. The evaluation result of the tutor is recorded

in the performance file, which is linked to the appraisal and appraisal of the year-end appraisal.[9]

**E. To Perfect Dual Step Management and Guarantee Mechanism**

Establish and perfect dual stepped management and guarantee mechanism (Fig.3), namely, the stepped management of "Teacher - Teaching secretary -College office - Graduate management office "and" Student - Tutor - Student office - Student division", in which there is not only the top management from Graduate management office and Student division, but also the organization of Teaching secretary and the tutor of professional Teacher. The echelon interlocked and formed communication from top to bottom, feedback from each level and cooperative and collaborative management mechanism among Students, teachers, college and school level departments, making the whole teaching more scientific and efficient, and providing guarantee for graduate training.

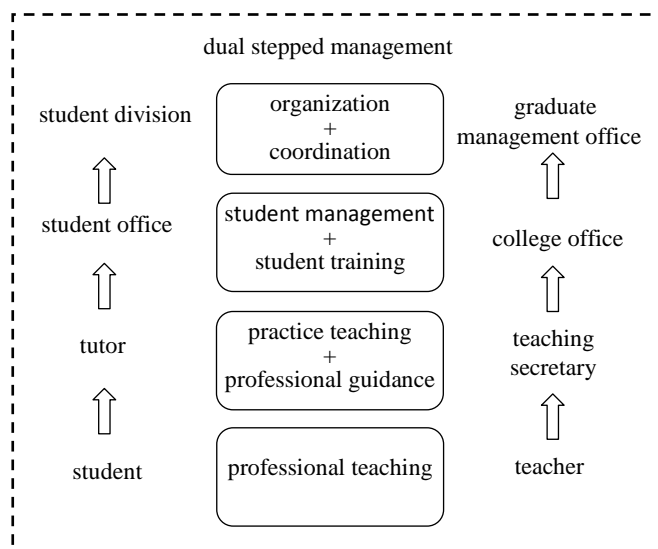


Fig. 3. Dual stepped management mechanism

**V. CONCLUSIONS**

Graduate education is a delicate and persistent hard work, not only every aspect shall be done well in the process of graduate cultivating security but also one good condition shall be provided, then the quality of graduate education shall be fundamentally improved. The college is the secondary management institution of graduate education, and carries out the specific management of education under the guidance of the school. Secondary college management mode occupies an important position at the college work, plays an important role on the promotion of college discipline construction, scientific research, and directly affects the quality of graduate students. Therefore, the quality of graduate education can be improved through improving and implementing the management system in the process of graduate education in secondary college, and improving the mechanism of double step management, establishing high quality graduate tutors. We believe that with the concerned efforts of all parties, a new pattern of graduate

management will be formed with distinctive characteristics and scientific outlook on development.

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