Official Document of Kunming University

KYX [2025] No. 31

Notice on the 2025 General Undergraduate Admission Work of Kunming University

Relevant units and departments of the university:

In accordance with the requirements specified in the *Notice on the Online Admission Work for 2025 General Higher Education Institution Enrollment* issued by Yunnan Provincial Enrollment and Examination Authority (YZKY [2025] No. 48), to ensure the standardized and orderly conduct of the 2025 general undergraduate admission work of our university, the relevant matters are hereby notified as follows:

I. Work Schedule

The 2025 undergraduate admission work shall be carried out from July 7 to August 15 in accordance with the work arrangement of the Provincial Department of Education.

II. Work Location

Computer Lab 3102A, Weishi Building, Yangpu Campus. The site shall be under 24-hour closed management.

III. Work Tasks

1. The Admission and Employment Office shall be responsible for formulating the *2025 Undergraduate Admission Work Manual of Kunming University*; coordinating relevant functional departments and faculties to establish various admission work teams of the university, and clarifying the job responsibilities and work contents of each team. It shall organize and convene mobilization and training meetings for admission work to ensure that each work link is implemented to the corresponding post and the responsibility is assigned to the specific person. Special personnel shall be assigned to liaise with the enrollment and examination authorities of each province (municipality) to ensure the timely completion of admission work such as applicant file allocation, file review, verification and submission for each province.

2. The Discipline Inspection and Supervision Office shall be responsible for the supervision and inspection of the admission work. In accordance with the principle of re-supervision over supervision, it shall strengthen the supervision and inspection of the organization and management, decision-making procedures and decision implementation of the admission work, so as to ensure the standardized exercise of

admission authority. It shall properly handle petition and complaint reporting related to admission. A complaint hotline shall be set up during the admission period, and petitions and complaints from applicants and parents shall be responded to in a timely manner.

3. All faculties shall second staff for the 2025 admission work, actively cooperate with the Admission Office to earnestly implement the relevant provisions and requirements on admission issued by higher authorities, and conscientiously carry out the work of file review, information verification, as well as packaging and mailing of admission letters for applicants admitted to each major of our university.

4. The University Hospital shall assign special personnel to cooperate with the Admission Office in reviewing and rechecking the physical examination information of applicants whose files are submitted from each province, in strict accordance with the *Guiding Opinions on the Physical Examination Work for General Higher Education Institution Enrollment* issued by the Ministry of Education, the Ministry of Health and the China Disabled Persons' Federation.

5. The Information Technology Center shall be responsible for deploying the network infrastructure at the admission site, strengthening the monitoring and prevention of viruses and cyber attacks, earnestly ensuring network security and smooth network operation, and formulating an emergency response plan for network incidents to guarantee the smooth progress of online admission work.

6. The Logistics Management Center shall be responsible for ensuring water and power supply at the admission site during the admission period, as well as providing catering and accommodation services for staff on duty and deploying emergency vehicles.

7. The Security Office shall be responsible for maintaining campus security and stability during the admission period, and carrying out security work in the on-site area as well as 24-hour night duty and guard work during the admission period.

An Admission Work Office and an Admission Supervision Office shall be established, with 16 work teams set up under them. For the specific work arrangement, please refer to the attachment.

IV. Work Requirements

(I) Strengthen Organizational Leadership

1. In accordance with the unified deployment of the university's Leading Group for Admission Work, the Admission Supervision Office and the Admission Work Office shall further refine their functions and responsibilities, strengthen organizational leadership, improve work measures, intensify personnel management, and promptly handle various issues arising in the admission work.

2. The Admission and Employment Office shall strengthen the overall coordination of all links, intensify the coordination and management of work before, during and after admission, enforce strict discipline and control at all checkpoints, and ensure that the entire admission process is completed in accordance with regulations.

3. All faculties shall, in accordance with the work requirements, form an admission work team led by the leading officials in charge, with staff selected for their strong sense of responsibility and professional proficiency. Under the overall arrangement of the Admission and Employment Office, the teams shall cooperate in carrying out all admission work.

(II) Strict Admission Management

1. The requirements of higher authorities on the 2025 general higher education institution admission work shall be strictly implemented, and the university's *2025 Admission Charter* and admission regulations shall be earnestly implemented. The

enrollment plan shall be strictly enforced, and the enrollment plan filed, approved and allocated by the Ministry of Education shall be announced to the public in a timely and accurate manner.

2. The admission links and procedures shall be standardized. The seriousness of the admission work shall be maintained to ensure the smooth progress of the admission process. File downloading, admission and file rejection shall be carried out within the specified time to avoid outstanding issues. Special personnel shall be designated for communication to ensure unimpeded information exchange during the admission period.

3. The management of admission letter distribution shall be strengthened. It shall be strictly verified whether the information on the admission letters is consistent with the roster of admitted freshmen from each province. Special personnel shall be designated to manage the mailing and tracking of admission letters.

4. Information security shall be strengthened to strictly prevent data leakage and tampering. Closed admission venues shall be set up, equipped with computers and network devices required for admission, and installed with prevention and control equipment. Special personnel shall keep encryption keys and login passwords confidential to ensure the security of the admission system and smooth network operation. All kinds of basic data for online admission shall be properly prepared and verified to ensure the accuracy of enrollment data. The management of admission software and work passwords shall be strengthened, and they shall not be disclosed to unauthorized personnel. Basic information of applicants such as ID numbers, contact numbers, mailing addresses, academic scores or physical conditions shall not be provided to the public without authorization. Data backup shall be strengthened, and disaster resilience shall be improved through real-time backup, off-site backup and other methods.

(III) Intensify Discipline Supervision

1. The Sunshine Project for college admission shall be thoroughly implemented. An information disclosure system with the "Ten Publicities" as the core content shall be established to further standardize the content of information disclosure, expand information disclosure channels, enhance the effectiveness of information disclosure, and improve four work mechanisms: integrity commitment, verification and public notification, file management and violation punishment.

2. Disciplinary provisions such as the "Ten Prohibitions", "Ten Publicities", "Thirty Nos" and "Eight Basic Requirements" for college admission shall be strictly implemented. It is strictly prohibited to admit designated applicants by lowering standards in any form, and it is strictly forbidden to charge applicants and parents any fees directly or in disguised form related to the admission.

(IV) Optimize Consultation Services

1. The unified management of publicity related to admission work shall be strengthened. All admission policies, regulations and measures shall be examined and approved by the university's Admission Leading Group and then authorized to relevant departments for release. All information on freshman admission shall be uniformly released after examination and approval by the university's Admission and Employment Office.

2. Admission consultation and petition & complaint reception work shall be effectively carried out. During the admission period, the admission consultation hotline and supervision and complaint channels shall be kept unblocked. A special complaint hotline shall be set up to timely respond to petition and complaint issues from applicants and parents. Applicants' appeals shall be properly handled in accordance with laws and

regulations to safeguard the legitimate rights and interests of applicants and ensure fair and just admission.

(V) Improve Follow-up Work

1. After the completion of each batch of admission, the Admission and Employment Office shall timely summarize, analyze and judge the situation, and regularly report the work progress and admission status to the Admission Leading Group.

2. All work teams shall strengthen the review and acceptance of each link, earnestly collect, store and archive all materials, and handle problems in a timely manner once identified

3. The Admission and Employment Office shall cooperate with courier companies to carefully carry out the tracking and tracing of admission letter delivery, and make preparations for freshman registration work such as freshman identity verification and face comparison in advance.

Annex: Responsibilities of the 2025 Undergraduate Admission Work Teams of Kunming University

Kunming University
July 4, 2025

Responsibilities of the 2025 Undergraduate Admission Work Teams of Kunming University

To ensure the smooth implementation of all 2025 general undergraduate admission work, and in accordance with the unified deployment of the university's Leading Group for Admission Work, the responsibilities and division of labor of each work team are hereby specified as follows.

I. Admission Supervision Office

Director: Luo Ronghui

Deputy Director: Tao Jun

Member: You Xingming

Responsibilities: Supervise and inspect the entire admission work process; participate in the formulation of major decisions during the admission process; focus on inspecting policy implementation, work procedures and the performance of duties by staff; seriously investigate and deal with disciplinary violations; and be responsible for accepting complaints and reports involving violations of admission policies and regulations.

II. Admission Work Office

Director: Wang Fan

Deputy Directors: Chen Kaixiang, Li Kuan

Members: Luo Jin, Yu Ling, Tao Jian, Zhao Qing, Shen Xiaoping, Yang Rui, Dai Ming, Li Yana

Responsibilities: Be responsible for the on-site admission work as well as the organization, management and coordination of work among all teams, and handle relevant issues arising in the admission work. Sixteen teams are set up under it, namely the Plan Team, File Allocation Team, Physical Examination Team, File Review Team, Admission Inspection Team, Out-of-Province Admission Team, Printing Team, Admission Letter Verification and Packaging Team, Materials and Mailing Team, Liaison Team, Fund Team, File Management Team, Admission Data Management Team, Computer Lab and Network Technical Support Team, Security Team, and Logistics Support Team.

(1) Plan Team

Team Leader: Chen Kaixiang

Deputy Team Leader: Zhao Qing

Member: Yang Rui

Responsibilities: Propose and apply for convening special meetings of the university's Admission Leading Group; examine and approve the implementation and adjustment of the enrollment plan as well as the use plan of reserved quotas during the admission period; and form and implement the execution resolutions.

(2) File Allocation Team

Team Leader: Chen Kaixiang

Deputy Team Leader: Zhao Qing

Members: Shen Xiaoping, Li Yana

Responsibilities: Receive and download the electronic information of applicants for each batch submitted by the enrollment and examination authority, and back up the downloaded data. Allocate files for applicants who meet the admission threshold in accordance with admission rules, review files and conduct pre-admission for such applicants, and arrange majors for applicants applying for major adjustment.

(3) Physical Examination Team

Team Leader: Tao Jian

Member: Li Sigang

Responsibilities: Be responsible for physical examination verification for both in-province and out-of-province applicants. Strictly in accordance with the *Guiding Opinions on the Physical Examination Work for General Higher Education Institution Enrollment*, verify the physical health status of applicants whose files are submitted for each batch; be responsible for interpreting physical examination standards, answering physical examination questions raised by admission teachers of each department, and stating the reasons for file rejection for applicants who do not meet the physical examination standards, so as to ensure that all admitted applicants meet the physical examination standards.

(4) File Review Team

Team Leader: Zhao Qing

Deputy Team Leader: Shen Xiaoping

Members: Li Ling, Li Shi, Fu Jianxiang, Zeng Wei, Zhou Lijun, Yang Ao, Zhu Gongluo, Li Xiaoming, Bo Wei, Wang Yuhong, Zhao Yunpeng, Yang Yurong, Gao Chunling, Hu Na, Deng Wenyue, Zhao Jin, Liu Qian, Zhao Hongyan, Wang Jin, Li Yunxia, Liu Jie, Feng Guojian, Zhou Weixia, Wen Huiru, Yu Qiumei, Liang Yue, Shi Huali, Huang Qinglin, Mi Peng, Wan Yujia, Zhang Yongfu, Zhang Bo, Wang Yanhong, Li Yang, Zhou Kailin, Li Yuekun, Li Kaijia, Jiang Yinghong, Ding Aijun, Li Zhenghong, Mao Zifei, Ma Guizhong, Li Hui, Zhang Xiang, Dong You, Yu An, Sheng Zhiquan, Wang Chunli, Guo Wei, Yu Gongming, Zhang Xin, Qiao Yongfeng, Chen Renjie, Li Jun

Responsibilities: Be responsible for reviewing the electronic files of applicants who meet the admission threshold for each batch; and submit reports to the admission work team for applicants with admission objections.

(5) Admission Inspection Team

Team Leader: Chen Kaixiang

Deputy Team Leader: Zhao Qing

Members: Shen Xiaoping, Li Yana

Responsibilities: Be responsible for verifying the information of applicants whose files are rejected, uploading the pre-admission results to the provincial enrollment and examination authority; and completing admission inspection procedures for pre-admitted freshmen.

(6) Out-of-Province Admission Team

Team Leader: Zhao Qing

Member: Li Yana

Responsibilities: Receive and download the electronic information of applicants for each batch submitted by out-of-province enrollment and examination authorities, and back up the downloaded data; allocate files for applicants who meet the admission threshold in accordance with admission rules, review files and conduct pre-admission for such applicants, and arrange majors for applicants applying for major adjustment.

(7) Printing Team

Team Leader: Yang Rui

Team Members: 4 student staff of the Admission Office

Responsibilities: After the completion of each batch of admission, be responsible for printing admission letters and mailing waybills, and organizing the verification work.

(8) Admission Letter Verification and Packaging Team

Team Leader: Dai Ming

Team Members: Teachers from all faculties participating in the admission work

Responsibilities: Be responsible for verifying whether all printed admission letters and EMS waybills are completely consistent with the admission data; be responsible for packaging the materials enclosed with admission letters; and ensure the error-free packaging of admission letters.

(9) Materials and Mailing Team

Team Leader: Dai Ming

Team Members: 3 student staff of the Admission Office

Responsibilities: Be responsible for preparing work materials for all admission staff, including the production of work passes and work contact lists; the affixation of official seals on admission letters and the preparation and collection of bagged materials (including envelopes, EMS waybills, *Enrollment Guide*, *Student Aid and Loan Policy*, etc.) before admission; the preparation and mailing of bagged materials for admission letters; the counting and mailing of freshman admission letters; and the purchase of office supplies and the arrangement of the admission site during the admission period.

(10) Liaison Team

Team Leader: Yang Rui

Team Members: 2 student staff

Responsibilities: Be responsible for the liaison and coordination with functional departments related to admission; the meeting arrangement of the admission work mobilization meeting, including the bagging of meeting materials and office supplies; and the telephone liaison with admission teachers during each batch of admission.

(11) Fund Team

Team Leader: Chen Kaixiang

Deputy Team Leader: Zhao Qing

Team Member: Dai Ming

Responsibilities: Be responsible for the fund budgeting of admission work; the handling of admission fees for in-province and out-of-province freshmen; and the statistics, distribution of work performance allowances and the handling of relevant procedures.

(12) File Management Team

Team Leader: Dai Ming

Team Members: Student file administrators from all faculties

Responsibilities: Properly carry out the printing, sealing, receiving, sending and archiving of agreements for Yunnan provincial government-funded normal students; the reception, registration and handover of files of 2025 freshmen advanced from preparatory programs; the printing, bagging and handover of electronic files of 2025 undergraduate freshmen; and be responsible for collecting the *List of Admitted Freshmen* for each batch from Yunnan Provincial Enrollment and Examination Authority, and handing it over to the university archives after sorting.

(13) Admission Data Management Team

Team Leader: Zhao Qing

Members: Shen Xiaoping, Li Yana

Responsibilities: Strictly implement the spirit of the *Urgent Notice on Requiring All Colleges and Universities in the Province to Thoroughly Investigate Hidden Dangers in Admission Network Security* issued by Yunnan Provincial Enrollment and Examination Authority, ensure the security of applicant information, and properly download, store and back up the basic data of applicants; be responsible for the statistics and analysis of information of applicants whose files are submitted for each batch; and uniformly hand over the freshman admission data to the Academic Affairs Office after the completion of admission.

(14) Computer Lab and Network Technical Support Team

Team Leader: Li Kuan

Members: Li Tao, Wu Shijian

Responsibilities: Ensure the normal operation of the network and systems; be responsible for the maintenance and technical support of the computer lab environment and systems during the online admission period; formulate an emergency response plan for network accidents, and carry out network security and virus prevention work.

(15) Security Team

Team Leader: Yu Ling

Deputy Team Leader: Zhang Zhiyi

Members: Zhou Lihong, He Xinmin, Wang Qingyong, Lin Yunhui, Yang Xinghua, Duan Qi

Responsibilities: Be responsible for security work at the admission site as well as fire prevention, theft prevention and water damage prevention work; stand guard, strictly prohibit personnel without work passes from entering the admission site, ensure 24-hour duty, and guarantee the security of the admission site.

(16) Logistics Support Team

Team Leader: Luo Jin

Members: Bao Fanghong, Xu Tao, Yang Huazhang

Responsibilities: Ensure the normal supply of water and electricity during the admission period; formulate emergency response plans for water and power outages; be responsible for the arrangement of transportation vehicles and the supply of working meals, so as to guarantee the normal progress of the admission work.