

1. Department Introduction

On June 3, 2016, XJTU issued the establishment of the Department of Social Sciences Research. As a secondary independent agency for management service, it takes charge of the scientific research management and service of the university in the field of humanities and social sciences. It consists of the General Management Office, the Office of Project Management, the Office of Achievements Management & Base Construction, and the Office of Horizontal Research & Social Services.

The main functions of the Department of Social Sciences Research are: make plans and related actions for the scientific research development of humanities and social sciences according to the national policies and university development goals, and be responsible for the implementation; take charge of the construction of key research institutions and think tank on art, cooperate with relevant departments in promoting the development of humanities and social sciences; be responsible for the arts research management, and planning, application and management of projects and achievement awards at all levels; be responsible for international and horizontal scientific research cooperation, achievements promotion and transformation, scientific collaboration, communication and social services; take charge of the financial budget and final accounts of scientific research funds; be responsible for the experts promotion, publicity, and news edition, as well as various data analysis and information construction in relation to humanities and social sciences.

2. Institutional Framework

1). Office of Project Management

The Office of Project Management is responsible for the planning, organization, application and daily management of longitudinal projects at all levels in the field of humanities and social sciences. It is responsible for the acceptance, review and daily management of expenses of basic scientific research in humanities and social sciences. It takes charge of the acceptance and review of academic publishing funds and academic exchange funds, as well as affairs related to recommendation and management of relevant experts.

2). Office of Achievements Management & Base Construction

The Office of Achievements Management & Base Construction is in charge of the planning, organization, application and daily management of achievement rewards at all levels in humanities and social sciences. It is responsible for the planning, organization, application, evaluation, acceptance and daily management of think tanks at all levels in humanities and social sciences. It takes charge of the examination and approval, construction, evaluation and daily management of humanities and social sciences as well as some interdisciplinary research institutions. It takes the charge of the *Excellent Achievements*, *Special University Talent Pool*, and deals with the collection, compilation, submission and management of various expert advices and decision-making consulting reports.

3). Office of Horizontal Scientific Research & Social Service

It is responsible for the horizontal cooperation of scientific research in humanities and social sciences and achievements promotion and transformation. It takes charge of the review, signing, tax exemption approval, registration and payment management of horizontal cooperation contracts in humanities and social sciences. It is responsible for communication and social services of scientific research collaborating organizations, as well as the management of international cooperation projects.

4). General Management Office

It is responsible for formulating development plans of humanities and social science, drafting relevant policy documents and work summaries. It is responsible for scientific research publicity and social science statistics. It takes charge of financial budget and final accounts of scientific research projects and related self-inspection. It is responsible for document receiving and dispatching and official stamping management. It is in charge of the organization and reception of conferences. It is responsible for research evaluation and annual assessment of relevant schools.