

THE GUIDELINE FOR ENHANCING THE STUDENT STATUS MANAGEMENT IN WEST YUNNAN UNIVERSITY OF APPLIED SCIENCES

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ARTICLE HISTOR

Received: 17 August 2026

Revised: 19 August 2026

Published: 28 August 2026

ABSTRACT

Academic student status management constitutes the fundamental institutional framework governing the legal and academic relationship between universities and students. As higher education institutions transition towards digital governance and multi-campus operational models, the efficacy of student status management becomes critical to ensuring educational equity and administrative efficiency. This study aims to investigate the current level of student status management at West Yunnan University of Applied Sciences and propose comprehensive guidelines for its enhancement. Employing a mixed-methods approach, the research utilizes a sample of 274 teachers for quantitative analysis and conducts in-depth interviews with 9 key academic administrators to gather qualitative insights. The study conceptualizes management efficacy across five core dimensions: Qualification Verification Management, Student Status Record Management, Student Status Change Processing, Academic Progress Monitoring, and Qualification Certification Management. By integrating theories of Business Process Reengineering (BPR) and Information Systems Success Theory, the paper provides a structured analytical framework to optimize administrative workflows and overcome the challenges of cross-regional multi-campus governance. The anticipated outcomes offer actionable strategies for applied universities to transition from traditional rigid administration to a modernized, student-centric, and data-driven management ecosystem.

Keywords: AI Literacy, Career Adaptability, Vocational Students.

CITATION INFORMATION: Yinchao, Y., & Siththada, T. (2026). The guideline for enhancing the student status management in West Yunnan University of Applied Sciences. *Procedia of Multidisciplinary Research*, 4(8), 68.

INTRODUCTION

In the context of Chinese higher education, academic student status management (Xueji Guanli) operates as the cornerstone for maintaining educational order and protecting the legitimate rights of students against arbitrary administrative actions. Historically rooted in rigid administrative control, the semantic scope of student status management has expanded significantly in the modern era of mass higher education, shifting towards a paradigm of "service-oriented governance". This management system bridges macro-level national education policies with micro-level institutional operations, ensuring that the talent cultivation process aligns strictly with legal standards. It covers the entire "student lifecycle," which functions as a closed-loop ecosystem categorized into the entry phase, process phase, and exit phase. The foundational statutory bases for this system are the Education Law of the People's Republic of China and the Higher Education Law, which mandate compliance with national standards while granting universities the autonomy to manage academic affairs. Furthermore, the Provisions on the Administration of Students in Regular Institutions of Higher Education (Ministry of Education Order No. 41) serves as the core policy instrument, establishing a standardized academic order and rigorous "process control".

West Yunnan University of Applied Sciences presents a unique governance context for the implementation of these policies. Officially established on May 10, 2017, and headquartered in Dali City, the university adopts an open educational framework inspired by Swiss Universities of Applied Sciences. The institution operates on a "1 Headquarters + N Specialized Colleges + M Applied Technology Research Institutes" structure (1+N+M), featuring specialized colleges in different cities, such as the Dai Medicine College in Jinghong City, the Pu'er Tea College in Simao District, and the Jewelry College in Tengchong City. This cross-regional multi-campus structure introduces significant "administrative distance," complicating the coordination between the central Academic Affairs Office and the dispersed specialized colleges. Consequently, establishing a matrix management system and an integrated digital infrastructure are governance necessities to bridge the spatial divide and ensure policy standardization.

Given these structural complexities, this study has two primary objectives: first, to study the level of student status management in West Yunnan University of Applied Sciences; and second, to propose a guideline for enhancing this management system. By investigating the institutional dynamics through established theories, this research seeks to address the tension between centralized standardization and localized execution.

RESEARCH OBJECTIVES

- 1.To study the level of student status management in West Yunnan University of Applied Sciences
- 2.To propose the guideline for enhancing the student status management in West Yunnan University of Applied Sciences

SCOPE OF THE RESEARCH

1. Scope of the content

This study focuses on the efficiency and efficacy of academic student status management under the cross-regional multi-campus operational model of West Yunnan University of Applied Sciences. The research emphasizes the management processes related to enrollment registration, student status changes, academic record management, and graduation qualification review. The study analyzes management practices from the perspectives of institutional systems, technological support, personnel competency, and organizational coordination.

2. Scope of the study area

This study is conducted at West Yunnan University of Applied Sciences, including the Headquarters in Dali and its specialized colleges operating under the “Headquarters + Specialized Colleges” model.

3. Scope of the variables

1. Qualification Verification Management
2. Student Status Record Management
3. Student Status Change Processing
4. Student Status Change Processing
5. Qualification Certification Management

4. Scope of the population

1. Population

The population of this study consisted of **921 teachers** at West Yunnan University of Applied Sciences, including faculty members and academic administrative personnel involved in student status management processes.

2. Sample

The sample size was determined using the Krejcie and Morgan (1970) table for finite populations. For a population of 921 teachers, the required minimum sample size was 274 teachers. Therefore, a total of 274 teachers were selected as the quantitative sample of this study using an appropriate sampling technique.

3. Key Informants for In-Depth Interviews

Qualitative data were collected from nine key informants through in-depth interviews. The key informants comprised:

- 1) **University-level academic affairs administrators** (Headquarters Academic Affairs Office personnel responsible for policy formulation and supervision);
- 2) **College-level academic affairs officers** (Specialized college personnel responsible for operational execution of student status management); and
- 3) **Faculty members or counselors** directly involved in handling student academic status matters

These participants were selected through purposive sampling based on their expertise, institutional roles, and familiarity with teacher professional development practices. Their insights provided in-depth, context-specific information to complement and validate the quantitative findings of the study.

RESEARCH METHODS

To accurately assess and formulate guidelines for enhancing student status management, this study utilizes a comprehensive mixed-methods research design encompassing both quantitative surveys and qualitative in-depth interviews.

1. Population and Sample The target population for the quantitative component of this study consists of a group of 921 teachers currently employed at West Yunnan University of Applied Sciences. To ensure statistical validity, a sample group of 274 teachers was determined using the sample size calculation principles proposed by Krejcie and Morgan. For the qualitative component, purposive sampling was utilized to select 9 key informants who possess direct administrative experience in student status management at the university.

2. Research Instruments The primary instrument for quantitative data collection is a two-part questionnaire designed by the researcher. The first part collects basic personal information from the respondents, utilizing a checklist format to ascertain gender, age, highest educational background, and work experience. The second part evaluates the level of student status management across 5 core variables, containing a total of 50 targeted items. These variables include Qualification Verification Management, Student Status Record Management, Student Status Change Processing, Academic Progress Monitoring, and Qualification Certification

Management. Feedback is collected using a 5-level estimation scale, where a score of 5 indicates management is at the highest level, and a score of 1 indicates management is at the lowest level. For the qualitative phase, an Expert Interview Form was developed based on literature reviews and the conceptual framework. The interview protocol encompasses 50 items distributed equally across the five core management variables (10 items per variable) to explore the nuances of the university's administrative workflows.

3. Data Collection and Analysis The quantitative data collection process involves liaising with university staff to distribute the questionnaire to administrators, counselors, and lecturers through both physical and online platforms. Upon retrieval, the questionnaires are verified for completeness, encoded, and processed using a statistical package to calculate mean scores. The resulting averages are categorized to define the management level, ranging from the lowest level (1.00 - 1.50) to the highest level (4.51 - 5.00). Qualitative data is collected through individual in-depth interviews with the 9 key informants. The researcher records opinions immediately after each section and utilizes electronic recording devices, with the participants' permission, to ensure accurate transcription. The qualitative data undergoes rigorous content analysis to support and contextualize the quantitative statistical findings.

RESEARCH RESULTS AND ANALYSIS

The guideline for enhancing the student status management in West Yunnan University of Applied Sciences. As follow;

1. Qualification Verification Management. Qualification Verification Management refers to the systematic examination and confirmation of students' eligibility before their official admission, registration, and establishment of student status. The university should verify admission documents, previous educational qualifications, identification information, entrance examination results, enrollment conditions, and other supporting evidence in accordance with national educational regulations and university requirements. A standardized verification procedure should be established, with clearly defined responsibilities for admissions personnel, academic affairs staff, faculties, and other relevant departments. The university should use reliable digital systems to compare submitted information with official databases and identify missing, inconsistent, duplicated, or potentially fraudulent documents. Cases requiring further investigation should be recorded and referred to an authorized committee before a final decision is made. The university should also communicate verification requirements, submission procedures, deadlines, and review results clearly to students. Effective qualification verification can prevent ineligible registration, reduce errors in student records, protect the integrity of the admission process, and ensure that student status is established on a lawful and reliable basis.

2. Student Status Record Management. Student Status Record Management refers to the creation, maintenance, protection, and systematic updating of students' academic and administrative records throughout their period of study. These records include personal information, admission details, registration history, academic programs, course enrollment, academic results, attendance, disciplinary records, awards, practical training, student status changes, and graduation information. The university should develop a centralized digital student status management system that enables authorized departments to access accurate and up-to-date information. Standard data-entry formats, verification procedures, document requirements, and updating schedules should be applied consistently across faculties and administrative units. Every modification should be recorded through an audit trail that identifies who made the change, when it was made, and why it was necessary. Data accuracy, privacy, security, and accessibility should be treated as essential principles. The university should assign different levels of system authorization, conduct regular data backups, protect confidential information, and perform periodic record audits. Students should also be allowed to review their information and request

corrections through an established procedure. These measures can reduce duplication, prevent the loss or misuse of information, and strengthen confidence in the university's student status records.

3. Student Status Change Processing. Student Status Change Processing refers to the management of formal changes occurring during a student's period of enrollment. Such changes may include program or major changes, transfers, suspension of study, resumption of study, retention of student status, extension of study, withdrawal, dismissal, leave of absence, and other adjustments recognized under university regulations. The university should establish clear criteria, required documents, application procedures, approval authorities, processing periods, and appeal mechanisms for each type of change. Students should be provided with accessible explanations of the conditions, consequences, fees, academic effects, and deadlines associated with their applications. A digital application and tracking system should be introduced so that students can submit documents, monitor progress, receive notifications, and obtain official decisions efficiently. Coordination among academic affairs offices, faculties, student affairs units, financial offices, and other relevant departments is necessary to ensure that approved changes are reflected consistently across all university systems. Complex or exceptional cases should be reviewed by an authorized committee to promote fairness and regulatory compliance. Effective student status change processing can reduce delays, prevent inconsistent decisions, and ensure that students receive appropriate administrative support during changing academic or personal circumstances.

4. Graduation Qualification Review Management. Graduation Qualification Review Management refers to the systematic assessment of whether students have fulfilled all academic and administrative requirements for graduation. The review should cover required credits, compulsory and elective courses, academic performance, internships or practical training, thesis or graduation projects, language requirements, disciplinary conditions, financial obligations, and other criteria established by the university and national authorities. The graduation review should begin before the final semester so that students have sufficient time to identify and resolve incomplete requirements. Academic advisors, faculties, registrars, and relevant administrative units should work together to verify student records using standardized checklists and a centralized digital system. Preliminary review results should be communicated to students, allowing them to submit missing evidence or request corrections before final approval. The university should also establish procedures for reviewing exceptional cases and handling appeals. Final graduation decisions should be approved by an authorized body and documented transparently. A systematic review process can minimize errors, prevent the graduation of students who have not fulfilled the requirements, and reduce the risk of withholding graduation from eligible students because of incomplete or inaccurate records.

5. Qualification Certification Management. Qualification Certification Management refers to the preparation, verification, issuance, registration, and authentication of documents confirming students' educational achievements. These documents may include graduation certificates, degree certificates, academic transcripts, enrollment certificates, completion certificates, and other official records requested by graduates, employers, government agencies, or educational institutions. Before any certificate is issued, the information should be cross-checked against approved graduation decisions and the official student status database. The university should establish standardized formats, authorization procedures, security controls, issuance schedules, and document-replacement processes. Serial numbers, digital signatures, verification codes, or other authentication mechanisms should be used to prevent falsification and facilitate the verification of official qualifications. The university should also provide efficient online and offline services for requesting, tracking, verifying, and reissuing documents. Clear procedures should be available for correcting certificate information and handling lost or damaged documents. Secure long-term preservation of certification records is essential to ensure that qualifications can be verified after graduation. Effective qualification certification management

can protect the credibility of university awards, improve services for students and graduates, and strengthen public trust in the institution.

The five areas form a continuous student status management system. Qualification Verification Management ensures that students enter the university with valid and verified eligibility. Student Status Record Management maintains accurate information throughout their studies. Student Status Change Processing manages necessary adjustments fairly and efficiently. Graduation Qualification Review Management confirms that all requirements have been fulfilled, while Qualification Certification Management provides secure and verifiable evidence of students' educational achievements. The analysis demonstrates that weaknesses in one area can affect the entire system. Inaccurate admission verification may produce unreliable student records; incomplete records may delay status changes and graduation reviews; and errors during graduation review may lead to incorrect qualification certification. Therefore, the five areas should be implemented as an integrated management process supported by a centralized digital platform, clear regulations, qualified personnel, interdepartmental coordination, transparent communication, data-security measures, and continuous monitoring and evaluation. The implementation of these guidelines can improve the accuracy, efficiency, transparency, security, and service quality of student status management at West Yunnan University of Applied Sciences. It can also protect students' rights, reduce administrative errors and processing time, strengthen regulatory compliance, and support the sustainable modernization of university administration.

CONCLUSION

The five areas form a continuous student status management system. Qualification Verification Management ensures that students enter the university with valid and verified eligibility. Student Status Record Management maintains accurate information throughout their studies. Student Status Change Processing manages necessary adjustments fairly and efficiently. Graduation Qualification Review Management confirms that all requirements have been fulfilled, while Qualification Certification Management provides secure and verifiable evidence of students' educational achievements. The analysis demonstrates that weaknesses in one area can affect the entire system. Inaccurate admission verification may produce unreliable student records; incomplete records may delay status changes and graduation reviews; and errors during graduation review may lead to incorrect qualification certification. Therefore, the five areas should be implemented as an integrated management process supported by a centralized digital platform, clear regulations, qualified personnel, interdepartmental coordination, transparent communication, data-security measures, and continuous monitoring and evaluation. The implementation of these guidelines can improve the accuracy, efficiency, transparency, security, and service quality of student status management at West Yunnan University of Applied Sciences. It can also protect students' rights, reduce administrative errors and processing time, strengthen regulatory compliance, and support the sustainable modernization of university administration.

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Data Availability Statement: The raw data supporting the conclusions of this article will be made available by the authors, without undue reservation.

Conflicts of Interest: The authors declare that the research was conducted in the absence of any commercial or financial relationships that could be construed as a potential conflict of interest.

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