

Shenzhen Technology University Document

SZTU [2019] No. 104

Notice on the Issuance of the “Shenzhen Technology University Laboratory Management Measures (Trial)”

To all units of the university:

The "Shenzhen Technology University Laboratory Management Measures (Trial)" is hereby issued to you. Please comply with and implement it accordingly.

This notice is hereby issued.

Shenzhen Technology University

January 15, 2019



Shenzhen Technology University Laboratory Management Measures (Trial)

Chapter 1 General Provisions

1 To strengthen the construction and management of laboratories in our school, ensure the quality of experimental teaching and scientific research, and enhance the efficiency of school operations, this document is formulated in accordance with the relevant provisions of the Regulations on Laboratory Work in Higher Education Institutions issued by the Ministry of Education and in consideration of the actual conditions of the school.

2 Laboratories in higher education institutions are teaching or research entities engaged in experimental teaching, scientific research, technical development, and social services. They are fundamental conditions for running a school and cultivating talent. Laboratory work constitutes an essential part of teaching and research activities and serves as a key indicator of the school's educational, research, and management levels. Leaders and staff at all levels must prioritize and enhance laboratory construction and management.

3 Laboratory work must align with the educational policies of the Party and the state, focusing on cultivating high-quality and innovative talents to meet the needs of modern economic development, producing innovative and high-level scientific research results, continuously improving work efficiency, and modernizing laboratory equipment. Laboratories should strive to accomplish their tasks in teaching, research, technical development, and social service.

4 Laboratories must adopt scientific management practices, establish and strictly implement various regulations. Additionally, staff must undergo regular assessments, technical training, and ideological education to enhance their professional competence and work ethics.

5 Laboratory construction should be based on the school's overall development plan, considering practical conditions. Planning should ensure a reasonable setup and coordinated development of facilities, equipment, personnel, and management, with a focus on resource sharing and maximizing equipment efficiency.

Chapter 2 Work Responsibilities

6 Laboratories are responsible for carrying out experimental teaching tasks based on the school's teaching plans. They must prepare teaching materials, experiment guides, syllabi, and required instruments, equipment, and supplies. Staff and class schedules should be arranged reasonably to ensure the completion of teaching tasks.

7 Efforts should be made to enhance the quality of experimental teaching, integrating new achievements in research and pedagogy to update content and reform methods. The proportion of design-based and comprehensive experiments should be gradually increased to foster students' problem-solving, analytical, and innovative abilities.

8 Laboratories should continually improve experimental methods, promote the development and innovation of instruments, and provide opportunities for students to freely apply their creativity and skills through new experimental teaching projects or optional experiments.

9 When conditions allow, laboratories should gradually open to all students while ensuring teaching and research tasks are met. They

should extend operational hours to accommodate demand, actively engage in social services, and undertake technical development to maximize their academic and technical potential.

10 Laboratories must manage, maintain, and upgrade their instruments and equipment, ensuring optimal working conditions. They should also engage in research and self-development of experimental setups.

11 Laboratories are responsible for managing the inventory, records, and reporting of their equipment and basic information.

12 Laboratories must establish and refine regulations, enforce strict management, and continuously improve services and administrative processes to achieve standardization.

Chapter 3 Construction and Management

13 The school implements unified leadership for laboratory work by establishing a Laboratory Work Committee. The committee is chaired by the vice president in charge, comprising leaders from relevant functional departments and experts in academia, technology, and management. Committee members are recommended by secondary units, approved by the school, and formally appointed with certificates issued. Membership can be adjusted or supplemented as needed. The committee holds a full meeting once per academic year to discuss laboratory work. An office within the Department of State-Owned Assets and Laboratory Management serves as its daily administrative body, with the department acting as the centralized management unit for laboratory work across the school.

14 Under the leadership of the vice president in charge, the Laboratory Work Committee studies and deliberates on major issues related to laboratory construction and provides recommendations on planning, construction, layout, investment,

management, and personnel development for various types of laboratories. Its suggestions serve as a basis for school decision-making, and the committee's input must be fully considered in major laboratory-related matters.

15 The main responsibilities of the Laboratory Work Committee include:

- (1) Addressing significant issues in laboratory construction and development, providing consultations or evaluations, and submitting decision-making proposals for approval by the school administration.
- (2) Reviewing laboratory construction plans and annual implementation plans, organizing their execution upon approval.
- (3) Reviewing reform plans for laboratory management systems and major institutional adjustments, including the establishment, adjustment, and abolition of laboratories.
- (4) Reviewing personnel development plans for laboratories and offering policy guidance.
- (5) Reviewing key regulations related to laboratory work and guiding laboratory construction and management.
- (6) Receiving reports on laboratory construction and management assessments and offering evaluations and suggestions.

16 Committee members must uphold a broad perspective, act impartially, actively participate in meetings and activities, and provide constructive input. When conducting inspections in schools and laboratories, all units are expected to offer their full support and cooperation.

17 The Department of State-Owned Assets and Laboratory Management is the administrative department responsible for laboratory work. Its main responsibilities include:

- (1) Implementing relevant policies, laws, and regulations from the Party and the state, and formulating management rules tailored to the school's laboratory operations.
- (2) Drafting the school's overall laboratory development plan under the committee's guidance, improving management systems, and overseeing various aspects such as teaching, research, material management, and funding.
- (3) Coordinating with the human resources department to manage laboratory staffing, training, evaluations, rewards, and promotions.
- (4) Collaborating with safety and environmental departments to oversee laboratory safety, environmental protection, and daily management.
- (5) Managing laboratory instruments and materials, reviewing equipment allocation plans, distributing operational funds, and evaluating investment efficiency.
- (6) Centralizing the statistical, archival, and reporting processes for laboratory data and information.

18 Laboratories are managed at both the school and departmental levels. Each department appoints a deputy dean to oversee laboratory and equipment management, supported by dedicated or part-time staff.

19 Laboratory directors, typically professors, operate under a director responsibility system. Their duties include:

- (1) Developing and implementing laboratory construction plans.

- (2) Ensuring scientific management and adherence to regulations.
- (3) Leading staff, setting responsibilities, and overseeing training and evaluations.
- (4) Organizing and completing teaching, research, and social service tasks.
- (5) Maintaining and calibrating instruments and conducting experimental device research.
- (6) Promoting staff moral and political education.

20 The establishment, adjustment, and cancellation of laboratories must be approved by the School Laboratory Affairs Committee. The establishment of a laboratory must meet the following basic conditions:

- (1) A stable disciplinary development direction with substantial experimental teaching, research, or technical development tasks.
- (2) Facilities and environment that meet the requirements of experimental technical work.
- (3) Basic instruments, equipment, and supporting facilities necessary to complete experimental tasks.
- (4) Dedicated laboratory staff appropriate for fulfilling the tasks.
- (5) A scientific and standardized laboratory management system with corresponding work regulations.

21 The construction and development of laboratory infrastructure must be integrated into the overall development plan of the school, with coordinated arrangements carried out in a systematic, measured, and focused manner. Laboratories should propose

development plans and feasible construction schemes based on the teaching and research requirements of relevant disciplines, conduct scientific evaluation, and ensure proper laboratory construction.

22 Laboratory construction funding should be sourced through multiple channels. In addition to funding from school educational budgets, the use of research funds, donations, grants, and other sources should be encouraged for laboratory construction. Efforts should be made to secure special funding for laboratory construction from national, provincial, and municipal levels.

23 Strengthen the development of the experimental technical team, focusing on the training and management of technical personnel. Regular assessments of workload and performance levels of laboratory staff should be conducted.

24 The management of laboratory instruments, low-value durable goods, reagents, and consumables shall adhere to the school's relevant regulations.

25 Laboratories should formulate specific regulations and implementation guidelines based on their actual circumstances and strictly enforce them. Modern management methods should be gradually adopted to achieve computer-based management of basic laboratory information.

26 Laboratories must strictly comply with the Regulations on the Safety Management of Hazardous Chemicals issued by the State Safety Council and related regulations of Shenzhen Technology University concerning the management of hazardous, toxic, and precursor chemicals. Regular inspections of safety measures, including fire prevention, explosion prevention, theft prevention, and accident prevention, must be conducted. Safety education for faculty and students should be regularly provided to ensure the safety of personnel and property. Laboratories involved in

scientific research concerning state secrets must strictly adhere to national confidentiality regulations.

27 Laboratories must comply with national and school-related environmental protection regulations, avoiding arbitrary emissions of waste gas, wastewater, and waste materials, and must not pollute the environment.

28 Faculty and students using laboratories must strictly abide by laboratory safety regulations. Particular attention should be given to experiments or procedures that may cause explosions, fires, exposure to toxic or hazardous substances, nuclear radiation, electromagnetic radiation, electric shocks, or other risks to personal safety, ensuring sufficient awareness and appropriate protective measures. The school and relevant departments shall bear no legal responsibility for personal injuries caused by violations of laboratory rules and operational procedures.

29 Staff engaged in hazardous health-related laboratory work may, based on the Interim Provisions on Nutrition and Health Levels and Standards for Personnel Engaged in Hazardous Health-Related Work in Higher Education Institutions by the former State Education Commission, and the Management Measures for Issuing Nutrition and Health Allowances for Laboratory Personnel of Shenzhen Technology University (Trial), enjoy health and labor protection benefits subject to strict attendance records.

30 Laboratories should regularly conduct assessments and evaluations of experimental work and organize experimental teaching and research activities to continually improve their performance. Laboratory assessments are conducted at different levels according to the management system, with specific implementation managed by the responsible departments. Collectives and individuals with outstanding achievements should

be commended and rewarded, while those responsible for violations, negligence, or losses caused by irresponsibility should be required to compensate according to school regulations and may face criticism, education, or disciplinary actions.

Chapter 4 Team Development

31 Teaching laboratories should establish a reasonably structured and relatively stable team of experimental technical personnel based on teaching needs.

32 Teaching laboratory staff should include: teaching staff working in laboratories, researchers, engineering technicians, experimental technicians, administrative personnel, and workers. Each category of personnel should perform their respective duties, work collaboratively, and collectively accomplish the tasks of the teaching laboratories.

33 The teaching laboratory team should maintain relative stability. For key positions such as technical personnel and equipment custodians, any transfer, replacement (including internal transfer within the faculty), or departure due to retirement or other reasons must first ensure a replacement is identified. Proper inventory checks and handover procedures for equipment and materials must be completed before proceeding with any other formalities.

34 Faculties should prioritize the development and management of teaching laboratory teams, strengthening their professional training in a planned and organized manner to improve their overall capabilities through various means.

35 Each teaching laboratory center shall define the responsibilities of various staff members based on different work objectives and the specific circumstances of their respective disciplines. The school will conduct regular inspections and assessments of teaching laboratory staff in accordance with the Management

Measures for Job Responsibilities and Assessments of Laboratory Technical Staff at Shenzhen Technology University. Rewards will be granted based on work performance and achievements following relevant regulations.

36 The school will periodically inspect, summarize, evaluate, and share experiences regarding the work of teaching laboratories. Collectives and individuals with outstanding performance will be commended and rewarded. Those who violate rules, neglect their duties, or cause losses due to irresponsibility will be subject to criticism, education, or administrative disciplinary actions, and may even face legal consequences.

37 The school will strengthen labor protection for teaching laboratory staff engaged in high-temperature, low-temperature, radiation, pathogen, noise, toxic, laser, and ultra-clean work environments, in accordance with relevant regulations. Health allowances will be fully disbursed, and appropriate labor protection benefits will be enhanced following national regulations concerning work that is harmful to health.

Chapter 5 Supplementary Provisions

38 Each faculty may formulate supplementary provisions, specific regulations, and implementation guidelines based on these measures and the actual conditions of their teaching laboratory centers. These should be submitted to the Department of State-Owned Assets and Laboratory Management for record-keeping.

Shenzhen Technology University

January 15, 2019



Cc: school leaders, archives room.

Party and Government Office of
Shenzhen Technology University

Issued on 15 January, 2019