

Shenzhen Technology University Document

SZTU [2019] No. 108

Notice on the Issuance of the "Shenzhen Technology University Laboratory Technical Personnel Training Management Measures (Trial)"

All units of the university:

The "Shenzhen Technology University Laboratory Technical Personnel Training Management Measures (Trial)" is hereby issued to you. Please comply with its provisions.

This notice is hereby issued.

Shenzhen Technology University
January 15, 2019



Shenzhen Technology University Laboratory Technical Personnel Training Management Measures (Trial)

1 Experimental technical staffs are an essential part of the university's laboratory construction, teaching, and research work. Strengthening the training of experimental technical staff is a critical task in laboratory development. To effectively carry out training programs and comprehensively improve the ideological quality and professional competence of experimental technical staff, these measures have been formulated.

2 The training of experimental technical staff shall be managed by each teaching laboratory center. The director of the laboratory center should formulate training plans systematically and purposefully based on the actual tasks undertaken by the laboratory. Training sessions should be organized in phases and batches.

3 The training of experimental technical staff shall primarily take the form of on-the-job participation in short-term workshops and training programs, supplemented by in-service advanced studies, systematic learning, and academic degree education. A small number of staff may be considered for full-time advanced studies with a focus on key development.

4 Experimental technical staff must obtain the consent of their respective units and supervisory departments before participating in training programs. In principle, the training should be relevant to their professional field and contribute to enhancing experimental teaching and laboratory management standards.

5 Training and learning should primarily be conducted within the university and the local region. Off-site training requiring absence

from work must be planned by the respective colleges (centers) and executed upon approval by the university's Human Resources Department.

6 All expenses for training programs shall be borne by the relevant units or supervisory departments according to the content and nature of the training and in accordance with the university's regulations.

7 Staff approved to participate in training must abide by the regulations of the training institution and conscientiously complete the training according to the designated training plan.

8 Staff whose tuition fees for academic degree programs are funded by the university or its departments must comply with job requirements upon graduation and dedicate themselves to their duties. They may only transfer from their positions upon meeting the relevant conditions set by the university's Human Resources Department.

9 The university shall provide multi-faceted support for experimental technical staff in conducting experimental scientific research, exploring experimental teaching methods, designing new experiments, developing experimental devices, and advancing experimental technology. Their contributions shall be recognized and evaluated.

10 Assessment is essential to evaluate training outcomes. Each level of training must set clear requirements for experimental technical staff, conduct strict assessments and examinations, and maintain detailed training records. The assessment primarily focuses on the following two aspects:

(1) The political conduct, work and study attitude, and academic performance of the trainees during the training period.

(2) Improvements in the trainees' professional skills, foundational theories, specialized knowledge, experimental techniques, equipment maintenance, and laboratory device improvements.

11 Trainees must promptly submit their training results, such as exam scores or completion certificates (copies), to the director of the laboratory center as a basis for future professional assessments, promotions, and advancements.

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13 These measures shall take effect upon issuance. Each college (center) may formulate supplementary provisions based on these measures and specific work requirements and submit them to the State-Owned Assets and Laboratory Management Department for recordkeeping.

Shenzhen Technology University

January 15, 2019



Cc: school leaders, archives room.

Party and Government Office of
Shenzhen Technology University

Issued on 15 January, 2019
