哈尔滨工程大学科研博士后工作协议书

Harbin Engineering University Postdoctoral Research Fellow Employment Agreement

协议 号

Agreement No.

甲方：**哈尔滨工程大学**

Party A: **Harbin Engineering University**

乙方：（学院）

Party B: (College/School/Faculty)

丙方：（博士后研究人员）

Party C: (Postdoctoral Research Fellow)

丁方：（团队/导师）

Party D: (Team/Supervisor)

博士后国籍：；护照号码：；

Nationality of the Postdoctoral Fellow:; Passport No.:;

根据《哈尔滨工程大学博士后管理办法》（哈工程校发[2022]39号）的要求，经甲、乙、丙、丁四方平等协商一致，自愿签订本协议，共同遵守本协议所列条款。

In accordance with the provisions of the *Postdoctoral Management Measures of Harbin Engineering University* (HGCXF [2022] No. 39), and through equal consultation, Party A, Party B, Party C and Party D hereby enter into and undertake to abide by the terms of the Agreement voluntarily.

1. 甲方根据学校学科建设需要，同意接收丙方来校从事科研博士后工作，丙方在流动站的工作期限为两年（24个月）：

自年月日至自年月日。

I. Party A hereby agrees to accept Party C to work as a postdoctoral research fellow in the University according to the needs of discipline construction. Party C shall work in the postdoctoral research station for two years (i.e., 24 months): from , to , .

二、博士后一般不得提前离站、延期出站，若因学科建设需要申请延长在站时间的，经申请并获得批准后可以适当延期，但总在站时间不得超过三年，未申请延期不能顺利出站的须退站。若博士后提前完成研究计划，经批准可以提前出站，但在站时间不得少于21个月。

II. Postdoctoral fellows are generally not allowed to withdraw from the postdoctoral research station in advance or delay it. However, if the postdoctoral fellow needs to extend his stay at the postdoctoral research station due to discipline construction, the above-mentioned term may be extended appropriately after application and approval, provided that the total period shall not exceed three years. Those who are unable to withdraw from the postdoctoral research station without applying for an extension shall quit. If the postdoctoral fellow completes the research proposal early, he may withdraw ahead of time with approval, but his stay in the postdoctoral research station shall not be less than 21 months.

三、甲方以合同1类方式聘用丙方。甲方为丙方提供月薪10000元（税前），每年年底考核在岗情况，考核合格发放业绩津贴50000元（税前），并根据国家有关规定协助丙方办理购买保险，费用自负。

III. Party A shall employ Party C on the basis of Type 1 of the contract. Party A shall pay Party C a monthly salary of CNY 10,000 (pre-tax), and conduct a performance assessment at the end of each year. If Party C passes the assessment, Party A shall pay performance-linked rewards of CNY 50,000 (pre-tax) to Party C. In addition, Party A shall assist Party C in purchasing insurance at its own expense according to relevant national regulations.

丁方配套不低于 3 万元/年（大写： 叁 万元整）。

Party D shall be provided with a supporting fund of no less than CNY 30,000/year (in words: CNY thirty thousand only).

四、甲方聘用丙方为中级（九级）专业技术职务，在站期间可参加专业技术职务评审，评审条件参照学校专职科研系列专业技术职务申报条件。为保障研究生培养质量，丙方在站期间不担任研究生导师。

IV. Party A shall offer Party C an intermediate (Grade IX) professional and technical position, and Party C shall have the right to participate in the professional and technical post-qualification evaluation during his stay at the postdoctoral research station. For more details, please refer to the Acceptance Requirements for the Full-time Scientific Research Personnel at Professional and Technical Positions.In order to ensure the quality of postgraduate education, Party C will not serve as a postgraduate supervisor during the station.

五、甲方按规定及实际情况仅为丙方提供周转公寓。丙方应遵守哈尔滨工程大学公寓相关管理规定支付相关费用。

V. Party A shall only provide relocation apartments according to relevant regulations and actual conditions. Party C shall pay the relevant fees in accordance with the apartment management regulations of Harbin Engineering University.

六、乙方、丁方具有与丙方共同制定科研计划及监督、指导丙方在站期间开展科研工作的责任。

VI. Party B and Party D shall be liable to jointly formulate scientific research plans with Party C and supervise and guide Party C to carry out scientific research when Party C works at the postdoctoral research station.

七、由甲方确定丙方具体的出站条件，主要包括：

VII. Party C may withdraw from the postdoctoral research station, at Party A’s discretion, after all the following conditions are met:

以第一作者或第一通讯作者、哈尔滨工程大学为第一单位发表本学科领域高水平论文3篇或参与完成重大项目或解决重大科学技术问题。

Publish 3 high-level papers in the subject field as the first author or the first corresponding author with Harbin Engineering University as the signature unit of the first author, participate in the completion of major projects or solve major scientific and technological problems.

八、经乙丙丁三方协商一致，确定丙方在站期间从事的科研项目、目标任务、进度等科研计划，具体目标任务如下：

VIII. Party B, Party C and Party D shall, through consultation, determine the scientific research projects, objectives, tasks, progress and other scientific research plans to be undertaken by Party C at the postdoctoral research station. Specific objectives and tasks are as follows:

**1.** 积极宣传流动站引才政策，推荐引才人选，出站前须及时向流动站提交至少2份人才简历，发送到哈尔滨工程大学人力资源处人才办邮箱rencai@hrbeu.edu.cn。

1. Actively promote the recruitment policy of the postdoctoral research station, recommend candidates, and have at least 2 resumes submitted to the postdoctoral research station and sent to the email address of the Human Resources Office of Harbin Engineering University (rencai@hrbeu.edu.cn) before withdrawing.

**2.**

**3.**

**4.**

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丙方按照此研究任务及计划专心进行研究工作，如因特殊情况改变须经丁方同意。

Party C shall devote himself to the research according to the research assignment and plan, and shall obtain the consent of Party D for any change due to special circumstances.

九、丙方进站三个月内应在合作导师的指导下完成开题工作，并填写《哈尔滨工程大学开题审核表》；工作满一年时进行中期考核，乙方、丁方组织有关同行专家对丙方进行考核，给予评定，并填写《哈尔滨工程大学博士后研究工作中期考核表》。

IX. Party C shall complete the proposal within three months after enrollment under the guidance of the co-supervisor, and fill in the *Proposal Review Form of Harbin Engineering University*. After Party C has been employed for one year, Party B and Party D shall organize an interim assessment and peer review to evaluate Party C’s performance and fill out the *Interim Examination Form for Postdoctoral Research of Harbin Engineering University*.

十、丙方在站期间，作为博士后工作考核的研究成果（含学术论文、发明专利、科研项目等）必须以“哈尔滨工程大学”为第一单位。出站离校后，丙方应当履行保护甲方知识产权以及保守秘密的义务。

X. All the research achievements (including academic papers, invention patents and scientific research projects) achieved by Party C during his stay at the postdoctoral research station shall take Harbin Engineering University as the signature unit of the first author. After withdrawing from the postdoctoral research station, Party C shall fulfill the obligation of protecting Party A’s intellectual property rights and keeping confidential information secret.

十一、丙方在站期间不得申请长期出国（包括港澳台），可申请参加不超过三个月的国际学术会议、短期学术交流和合作研究。确因研究工作需要经申请可适当延长时间，原则上不超过一年。入选博士后国际交流计划者，按照国家批复执行。

XI. Party C shall not apply for a long-term overseas travel (including Hong Kong, Macao and Taiwan), but may apply to participate in any international academic conference, short-term academic exchange and collaborative research for a period not exceeding three months. Nevertheless, the above-mentioned term may be extended upon application and approval due to the need of research, if necessary, provided that the extension shall not exceed one year in principle. Candidates for the postdoctoral international exchange program shall be approved by the state.

十二、丙方期满出站程序及标准按《哈尔滨工程大学博士后管理办法》（哈工程校发[2022]39号）及合同相关约定执行。

XII. The procedures and standards for Party C to withdraw from the postdoctoral research station shall be subject to the *Postdoctoral Management Measures of Harbin Engineering University* (HGCXF [2022] No. 39) and relevant provisions of the Agreement.

十三、丙方期满出站拟留校，原则上中期考核、出站考核结果应为良好以上，并按《哈尔滨工程大学公开招聘人员实施办法（暂行）》（校人字[2011]31号）及《哈尔滨工程大学教师岗位招聘程序》（校人字[2014]41号）要求办理。

XIII. Party C shall have had a good or outstanding performance in the interim or withdraw assessment, if he intends to work for the University after withdrawing from the postdoctoral research station upon expiration of the term, in accordance with the *Measures for the Implementation of Open Recruitment of Staff of Harbin Engineering University (Interim)* (XRZ [2011] No. 31) and the *Faculty Recruitment Procedures of Harbin Engineering University* (XRZ [2014] No. 41).

十四、丙方在站工作期间，须遵守甲方各项规定，如有违反按有关规定进行处理。

XIV. Party C shall comply with Party A’s rules and regulations during his employment at the postdoctoral research station, and any violation shall be handled according to relevant regulations.

十五、丙方因故退站，返还在站期间所获得的各项待遇及资助等。

XV. If Party C intends to withdraw from the postdoctoral research station for any reason, he shall return all the benefits and subsidies obtained during his employment hereunder.

十六、工作纪律和奖惩

1.丙方应遵守国家的法律、法规。

2.丙方应尊重中国的宗教政策。不得从事宗教传播活动，或参与身份不符的活动。

3.丙方应尊重中国共产党的方针路线政策。不得有危害我国国家安全，诋毁、攻击我国政府的言行。

4.丙方应遵守甲方规定的各项规章制度和聘用纪律，自觉服从甲方的管理。丙方不得在华从事本职工作以外的其它工作。

5.丙方如果违反甲方的规章制度、聘用纪律以及本合同和附件的有关规定，甲方将进行批评教育、经济处罚，直至解除本合同，并不支付任何补偿费用。

XVI. Work Discipline And Rewards and Punishments

1. Party C must abide by the Chinese laws and regulations.

2. Party C shall respect China’s religious policies, and shall not transmit religion or conduct any religious activities incompatible with his/her status as a foreign expert.

3. Party C should respect the principles, lines and policies of the Communist Party of China. There must be no words or deeds that endanger our national security or slander or attack our government.

1. Party C must follow the rules and employment discipline formulated by Party A and accept Party A’s supervision. The rules and employment discipline that Party A initiates through legal proceedings before the signing of the Contract and during its implementation are all documents to be abided by Party C.

5. Should Party C violate Party A’s rules, employment discipline or stipulations in the Contract and attachment, Party A may admonish Party C, inform him/her of the correct procedure, impose economic and administrative penalties on Party C, and even terminate the Contract without paying any compensation.

十七、保密

1.丙方对甲方负有保密义务。丙方须遵守甲方有关保密的规章制度，服从甲方的保密管理，包括但不限于涉密文件的保存、传递、使用、销毁等。

2.丙方违反保密义务，除赔偿甲方因此造成的损失外，应按照相关法律法规承担相应的法律责任。

3.丙方保密义务的期限不受本合同期限的限制，自丙方知悉涉密文件时开始，至涉密文件脱密时或者涉密文件已进入公共信息领域时终止。

XVII. Obliged To Maintain Confidentiality

1. Party C is obliged to maintain confidentiality for Party A. Party C should obey the rules concerning confidentiality formulated by Party A and is subject to supervision of Party A, including but not limited to the storage, delivery, use and disposal, etc.

2. If Party C disobeys the confidentiality obligation, he or she shall not only compensate the loss of Party A, but also bear the relevant legal liability in accordance with relevant laws and regulations.

3. The term of confidentiality obligation by Party C is not limited to the term of this Contract, starting from the date when party C knows the secrets-involved documents, to the date when the secrets-involved documents decrypted or enters into public information domain.

十八、本合同未尽事宜，遵照国家和学校有关文件执行。甲、乙、丙、丁四方亦可根据有关文件协商提出补充规定，四方同意后与本协议具有同等效力。

XVIII. Matters not covered herein shall be executed in accordance with relevant documents of the State and the University. Supplemental provisions can be made by the four Parties in accordance with the relevant documents through consultation and shall have equal effect as the Agreement by consensus.

十九、本协议自四方签字之日起生效，各方保证遵照执行。本协议一式四份，甲、乙、丙、丁四方各留存一份。

XIX. The Agreement shall come into force as of the date of signature by the four Parties, and the four Parties undertake to abide by the Agreement. The Agreement is made in quadruplicate, one for each Party.

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| 甲方：哈尔滨工程大学  Party A: Harbin Engineering University | | 乙方（签章）  Party B (signature and seal) | | 丙方（签字）：  Party C (signature): | | 丁方（签字）：  Party D (signature): |
|  | 学院负责人：  Person in Charge of College/School/Faculty: | | | |  |  |
| （签章）  (signature and seal) | | |  |  | |  |
| 年 月 日  Date: | | 年 月 日  Date: | | 年 月 日  Date: | | 年 月 日  Date: |