

# **Document of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences**

SYKZI [2019] No. 135

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## ***Notice on Issuance of the Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Implementation of Foreign Talent Exchange Program***

All units (department) of the SIAT:

To further enhance the internationalization level of the scientific research team of the SIAT, attract and utilize excellent scientific and technological talents worldwide, optimize the implementation and management of the foreign talent exchange program, according to the related contents of the "Overall Implementation Plan for Deepening Internationalization Promotion Strategy", the *Management Measures of Chinese Academy of Sciences on International Talent Program* (KFJ ZI [2017] No. 141) issued by the Chinese Academy of Sciences, these

Measures are hereby revised. It is deliberated and approved by the 2th Institute Administrative Affairs Meeting in 2019 and are hereby issued for implementation. Please comply accordingly.

Shenzhen Institute of Advanced  
Technology, Chinese Academy of  
Sciences

November 1, 2019

Attachment: Management Measures of SIAT on Implementation of Foreign  
Talent Exchange Program

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Public Finance Department of Shenzhen Institute of Advanced Technology,  
Chinese Academy of Sciences

Issued on November 6, 2019

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# **Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Implementation of Foreign Talent Exchange Program**

## **Chapter 1 General**

**Article 1** To further enhance the internationalization level of the scientific research team of the SIAT, attract and utilize excellent scientific and technological talents worldwide, optimize the implementation and management of the foreign talent exchange program, according to the related contents of the "Overall Implementation Plan for Deepening Internationalization Promotion Strategy", the *Management Measures of Chinese Academy of Sciences on International Talent Program* (KFJ ZI [2017] No. 141) issued by the Chinese Academy of Sciences, these Measures are hereby revised.

**Article 2** These measures apply to foreigners who come to China for short-term (within 1 month), medium-term (2 - 9 months) and long-term (12 - 36 months) scientific research through various foreign talent exchange programs of the SIAT.

## **Chapter 2 Managed Objects**

**Article 3** All kinds of foreign talent exchange programs of the SIAT are designed for outstanding foreign talents who will be funded by the SIAT to carry out short-term academic exchanges or medium- and long-term cooperative research in the SIAT.

**Article 4** According to different types of projects, all kinds of foreign talent exchange programs are different in amount of funding, implementation requirements, and completion conditions, Referring to the application documents of each project initiating unit for implementation.

### **Chapter 3 Management responsibilities**

**Article 5** The Department of Science & Technology Development is the overall management department of the foreign talent exchange programs of the SIAT. It is responsible for project organization recommendation, project management, HR management, implementation supervision, etc. together with the Department of Human Resources and the Public Finance Department. It is also responsible for the truth and effectiveness of project information, the completion of project goals and implementation effects. Major responsibilities are:

(1) The Department of Science & Technology Development is responsible for coordinating and organizing the application, review and recommendation of the foreign talent exchange programs;

(2) Cooperates with the Department of Human Resources and the Public Finance Department in personnel management of foreign talents to sign necessary cooperation agreements or labor contracts with foreign talents; provide necessary assistance and guarantee for foreign talents to handle visa procedures in China, and pay wages or labor expenses on time;

(4) Guide and supervise the implementation of the project, investigate the situation of foreign talents coming to China, fund appropriation and scientific research progress on a quarterly basis, coordinate and deal with the problems arising during the implementation of the project, and propose review opinions on the adjustment of major matters;

(5) Organize the final acceptance and write-off work to ensure the a closed-loop management of the project.

**Article 6** The Chinese partner should conscientiously implement the project within the scope of the approved scheduled tasks and budget of the project as per relevant provisions, with their major responsibilities as follows:

(1) Submit project applications, verify the background of foreign experts (scholars), and determine the cooperation content and duration of the exchange program;

(2) Ensure that foreign experts (scholars) abide by the relevant laws and regulations of China and the SIAT during their stay in China;

(3) Urge the foreign experts (scholars) to fulfill the contents of the contract and project performance appraisal form to achieve expected task goals;

(4) Conform to the relevant regulations of the special fund management measures, and use funds in strictly accordance with the expenditure requirements of the international talent program;

(5) Objectively and timely report the major problems of foreign experts (scholars) during the project implementation, and propose adjustment opinions on major project issues.

**Article 7** Foreign experts (scholars) are the direct recipients of the project. Major responsibilities are:

- (1) Ensure the authenticity and accuracy of individual application information and all types of reported information during project implementation;
- (2) Guarantee to undertake and complete the work content and tasks specified in the project program and related contract during their stay in China;
- (3) Conform to the relevant laws of China and the relevant regulations of the SIAT during their stay in China;
- (4) Objectively and timely report major problems arising during the project implementation.

## **Chapter 4 Project Application**

**Article 8** The application for all kinds of foreign talent exchange programs of the SIAT should be based on the corresponding project guidelines. The Department of Science & Technology Development summarizes the application information and uniformly announces the project notice.

**Article 9** Foreign experts (scholars) are not allowed to apply in the name of individuals. Instead, they need to seek recommendations from Chinese partners. After the cooperation intention is reached between the scientific research personnel of the SIAT and the foreign experts (scholars), the Chinese partner should submit the project application materials, which are submitted to the project sponsor after approval by the Department of Science & Technology Development.

**Article 10** The Chinese partner should have a senior professional title of associate professor (or equivalent title) or above, and have the ability to independently carry out international academic exchanges and cooperation.

**Article 11** All kinds of foreign talent exchange programs should be formally reviewed by the project sponsor on the application materials.

## **Chapter 5 Project Implementation and Change**

**Article 12** The foreign talent exchange program approved by the SIAT must be implemented in the SIAT in principle.

**Article 13** The Chinese partners of all kinds of foreign talent exchange programs should inform the Project Management Office of the Department of Science & Technology Development of approving the project within 7 days upon receiving the project approval notice. Foreign talents should come to China to execute approved projects timely according to the specific project requirements.

**Article 14** Proper HR management for foreign experts (scholars) should be carried out during the project implementation. Foreign experts (scholars) who receive funding must sign a written agreement with the Division of Human Resources of the SIAT to clarify the rights and obligations of both parties, and they will be incorporated into the personnel management system of the unit they will work.

**Article 15** When the implementation time, budget, Chinese partner, supporting unit and performance assessment goals of the foreign talent exchange program are changed, the application for project change should be submitted to the Department of Science & Technology Development in time, which cannot be implemented before being approved. In case of implementing changed project contents without approval, the project will be regarded as failure to pass the final conclusion.



## **Chapter 7 Fund Management**

**Article 16** The project funds are subject to the foreign talent exchange program with the budget write-off system. The Chinese partner should advance the funds according to the project budget amount approved in the project approval notice, and write off the funds according to the actual expenditure after the final acceptance of the project. If the project is approved within the SIAT, the source of advance funds should be verified with the Public Finance Department within 10 days.

**Article 17** The use and management of the funds for the foreign talent exchange programs of the SIAT should be carried out in strict accordance with the national financial system, the management of foreign affairs funds and the relevant regulations of the SIAT, and consciously accept the inspection and supervision from the financial competent department, the audit department and the foreign affairs department.

**Article 18** The use of funds for various foreign talent exchange programs should be carried out according to the corresponding project management measures.

## **Chapter 8 Integrity Management**

**Article 19** If foreigners who rely on the SIAT to apply for foreign talent exchange program having been approved refuse to come to China for project implementation without reasonable causes or forging personal information, they will be listed in the foreign experts (scholars) integrity blacklist of the SIAT and SIAT will no longer recommend their project application.

**Article 20** Foreigners who have not passed the final acceptance after project implementation will be not allowed to rely on the SIAT to apply for the talent projects within 2 years.

**Article 21** If the implementation time, budget, Chinese partner, supporting unit and performance assessment goals are changed, the foreigners who do not submit the change application through the Division of Science & Technology Development, resulting in the failure of the project final conclusion and the funds are not written off should not rely on the SIAT to apply for the talent projects within 2 years.

**Article 22** Those who apply for the same type of foreign talent exchange program at multiple relying on units will be revoked from the eligibility for this year's application, and should not rely on the SIAT to apply for projects within 2 years.

## **Chapter 9 Bylaw**

**Article 23** These Measures are interpreted by the Department of Science & Technology Development of the Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences.