

# 浙江大学外籍教师手册

(2025 版)



浙江大学人力资源处  
Human Resources Department  
Zhejiang University

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## 前 言

为了新入职浙江大学的外籍教职工提供必要的参考信息，方便外籍教职工了解职业发展过程中所涉及的人事人才政策和办事流程，尽快地融入学校发展共同体的各项活动并发挥重要的作用特编写本手册。

本手册以学校人事人才政策文件和相关办事流程为依据，在内容的选择上做适当的精简编排，以方便阅读。外籍教职工可依据本指南中给出的文件出处，进一步查阅相关文件的具体内容。

学校的有关政策文件可能会根据上级的规定和改革的要求需要进行适时的调整、修订和废除，若在使用本手册时，发现其中的内容与学校现行文件有不一致之处，请以学校的最新文件为准。

学校主管人力资源管理与开发的职能部门主要是人力资源处、人才工作办公室和党委教师工作部，其中：人力资源处主管全校人事工作，从事量大面广的人力资源管理开发的基本业务；人才工作办公室从事人才引进、人才服务和各类人才项目申报工作，与人力资源处合署办公；党委教师工作部从事教师思想政治教育和师德师风建设工作，以及有关奖励及荣誉称号的评选、表彰，与人力资源处合署办公。人力资源处在行政服务办事大厅设有人事服务窗口，可办理教职工报到、因私出国（境）审批、各类人事证明开具等业务。如果您在人事工作方面有任何疑问，请您与我们（88981188，[zdrs@zju.edu.cn](mailto:zdrs@zju.edu.cn)）或者您所在院系的人事科室联系。

编写中存在的错误和不周之处，敬请提出建议及指正，以便本手册进一步更新完善。本手册有中文和英文两个版本。中英文发生歧义时，以中文含义为最终解释。本报告为内部资料，敬请妥善保管。

## 杭州概览

杭州，浙江省省会，坐落于钱塘江畔，是浙北地区的历史文化名城与经济重镇。作为中华文明的重要发祥地之一，杭州曾是吴越国与南宋的都城，13 世纪时被马可·波罗誉为“世界上最华美的城市”，素有“人间天堂”之美誉。其山水与人文底蕴交相辉映——西湖、钱塘江与大运河（均为联合国教科文组织世界遗产）便是这座城市千年文脉的璀璨缩影。

如今的杭州是一座拥有 1200 万人口的活力“新一线城市”，既延续着古韵，又引领着创新。作为阿里巴巴的诞生地、科技创业的沃土与高端产业的集聚区，杭州是中国新经济的引擎之一，更成功承办 2016 年 G20 峰会与 2022 年亚运会等国际盛事，西湖博览会与国际马拉松等年度活动亦吸引全球目光。

这座常年位居中国外籍人士宜居城市前三甲的都市，以诗画般的风景、蓬勃的创业精神与不朽的文化遗产，完美诠释着传统与现代的共生，一座真正贯通古今、链接未来的城市。



## 1. 学校概况

### 1.1 基本情况

浙江大学是一所特色鲜明、在海内外有较大影响的综合型、研究型、创新型大学，学科涵盖哲学、经济学、法学、教育学、文学、历史学、理学、工学、农学、医学、管理学、艺术学、交叉学科等 13 个门类，设有 7 个学部、40 个专业学院（系）、1 个工程师学院、2 个中外合作办学学院、7 家直属附属医院。学校现有紫金港、玉泉、西溪、华家池、之江、舟山、海宁等 7 个校区，占地面积 7390613 平方米，图书馆总藏书量 808.6 万册。截至 2023 年底，学校有全日制学生 67656 人、国际学生 5514 人、教职工 9557 人，教师中有中国科学院全职院士 27 人、中国工程院全职院士 20 人、文科资深教授 14 人、教育部“长江学者奖励计划”特聘教授 131 人、国家杰出青年科学基金获得者 210 人。2022 年，浙江大学入选第二轮“双一流”建设高校，21 个学科入选一流学科建设名单，绝大多数学科在第五轮学科评估中取得可喜进步。

### 1.2 浙大校训

1938 年 11 月 19 日，竺可桢校长在广西宜山主持召开校务会议，会上确定“求是”为浙江大学校训。竺校长在历次演讲中反复强调：

“求是精神”就是一种“排万难，冒百死以求真理”的精神，必须有严格的科学态度，“一是不盲从，不附和，只问是非，不计利害；二是不武断，不蛮横；三是专心一致，实事求是”“求是精神首先是科学精神，但同时又是牺牲精神、奋斗精神、革命精神”。

1989 年 1 月，在浙江大学确定为国家教委综合改革试点院校后，学校提出了以“实事求是，严谨踏实，奋发进取，开拓创新”为内涵的“求是创新”新时期浙江大学校训，历经百廿风雨沧桑锤炼形成的“求是创新”校训。由一代代浙大人薪火相传，不断丰富其内涵，成为浙江大学弥足珍贵的精神财富。

### 1.3 浙大精神

浙江大学是一所历史悠久、声誉卓著的高等学府，在 120 多年的办学历程中，始终秉承以“求是创新”为校训的优良传统，以天下为己任、以真理为依归，逐步形成了“勤学、修德、明辨、笃实”的浙大人共同价值观和“海纳江河、启真厚德、开物前民、树我邦国”的浙大精神。

### 1.4 发展目标

浙江大学的总体目标是经过三步走，到本世纪中叶，高水平建成中国特色世界一流大学：浙江大学已经实现“三步走”战略的第一步目标，进入世界一流大学行列；第二步目标是到 2035 年左右，汇聚一批具有世界影响的学术大师和顶尖人才，一批学科进入世界一流前列，若干优势学科领域达到世界顶尖水平，办学水平和全球声誉广受认可；第三步目标是到 2050 年左右，学校努力建成综合实力和国际影响力领先的世界顶尖大学。

浙江大学将坚定不移以习近平新时代中国特色社会主义思想为指导，坚持“更高质量、更加卓越、更受尊敬、更有梦想”的战略导向，统筹推进“五大体系”“五大布局”“五大战略”和“夯实基础”



“拔尖造峰”，致力于思想引领和知识创新，培育担当民族复兴大任的时代新人，为国家现代化和人类文明进步作出卓越贡献。

## 2. 师德师风

教师是学校高水平建成中国特色世界一流大学，培养德智体美劳全面发展、具有全球竞争力的高素质创新人才和领导者的关键支撑。立德树人、铸魂育人是浙江大学全体教师的应尽职责和矢志追求。

浙江大学始终坚持将师德师风作为评价教师队伍素质的第一标准，在人才引进、职称评审、岗位聘任、干部选拔、评奖评优、年度考核、聘期考核等各个环节将师德作为必要的考察内容。

### 2.1 教职工的权利和义务

#### 2.1.1 教职工的权利

根据《浙江大学章程》第五十七条的规定，学校教职工在享有法律、法规、规章规定的权利的同时，还享有下列权利：

- （1）依据有关规定合理使用学校的公共资源；
- （2）在品德、能力和业绩等方面获得公正评价；
- （3）公平获得自身职业发展所需要的机会和条件；
- （4）公平获得各种奖励和荣誉称号；
- （5）知悉学校改革、建设和发展及关涉切身利益的重大事项，参与民主管理，对学校工作提出意见和建议；
- （6）就职务晋升、岗位聘任、福利待遇、评奖评优、纪律处分等事项向有关部门和委员会表达异议和提出申诉；
- （7）学校规定和聘任合同约定的其他权利。

#### 2.1.2 教职工的义务

根据《浙江大学章程》第五十八条规定，学校教职工除应履行法律、法规、规章规定的义务外，还应履行下列义务：

- （1） 忠诚教育事业，履行岗位职责，尊重和爱护学生，教书育人、管理育人、服务育人；
- （2） 维护学校声誉和利益；
- （3） 遵守职业道德和学术规范；
- （4） 遵守学校各项规章制度；
- （5） 学校规定和聘任合同约定的其他义务。

## 2.2 教师职业行为规范

我校外籍教师应遵守以下职业行为规范：

- （1） 遵守国家法律法规和学校规章制度。
- （2） 认同学校价值观和校区使命愿景，自觉维护学校和校区声誉。
- （3） 关心学生，呵护成长。
- （4） 终生学习，提升水平。
- （5） 待人真诚，公平公正，尊重多样性。
- （6） 遵守学术规范，尊重学术自由。
- （7） 廉洁自律，不滥用职权。
- （8） 尽责履职，奉献社会。

## 2.3 师德失范行为

根据《浙江大学教师职业行为准则实施办法（试行）》文件规定，教师须自觉增强底线意识，防范在政治纪律、学生培养、学术活动等方面的师德失范行为：

### 2.3.1 政治纪律方面师德失范行为

- （1） 在教育教学中及其他场合有损害党中央权威、违背党的路线方针政策的言行；
- （2） 非法传教的行为；
- （3） 煽动暴力或反动情绪的行为；
- （4） 其他违反政治纪律或意识形态相关规定的行为。

### 2.3.2 学生培养方面师德失范行为

- （1） 要求学生从事与教学、科研、社会服务无关的事宜，损害学生利益；
- （2） 与学生发生任何不正当关系或实施任何形式的猥亵、性骚扰等行为；
- （3） 索要、收受学生及家长财物，参加由学生及家长付费的宴请、旅游、娱乐休闲等活动，或利用家长资源谋取私利；
- （4） 在招生、考试、推优、保研、就业及绩效考核、岗位聘用、职称评聘、评优评奖等工作中徇私舞弊、弄虚作假；
- （5） 违反教学纪律，敷衍教学，或擅自从事影响教育教学本职工作的兼职兼薪行为；
- （6） 无正当理由拒绝承担单位安排的合理教学任务，影响正常教学的行为；

- (7) 因疏于管理、失察造成所指导的学生出现严重学术道德等问题；
- (8) 其他违反教育教学相关规定的师德失范行为。

### 2.3.3 学术活动方面师德失范行为

- (1) 抄袭剽窃、篡改侵吞他人学术成果；
- (2) 滥用学术资源和学术影响，为个人或单位谋取不当利益；
- (3) 伪造或篡改科研数据、资料，或者捏造事实、编造虚假研究成果；
- (4) 一稿多投或在研究成果、学术论文上不当署名；
- (5) 买卖论文、由他人代写或者为他人代写论文；
- (6) 在申报课题、成果、奖励和职务评审评定、申请学位等过程中提供虚假学术信息；
- (7) 其他违反学术道德、医学伦理道德等损害社会和公共利益的行为。

### 2.3.4 其他师德失范行为

- (1) 损害国家利益、社会公共利益，或违背社会公序良俗；
- (2) 通过课堂、论坛、讲座、信息网络及其他渠道发表、转发错误观点，或编造散布虚假信息、不良信息；
- (3) 假公济私，擅自利用学校名义或校名、校徽、专利、场所等资源谋取个人利益；
- (4) 恶意中伤、诽谤他人，或干扰、妨碍他人开展正常的教学、科研、管理等工作，或扰乱学校正常工作秩序；

- (5) 对他人进行性骚扰或与他人发生不正当关系；
- (6) 违反国家有关保密的法律、法规或学校有关保密规定的行为；
- (7) 失职渎职、挥霍浪费学校财产，或有意破坏或煽动他人破坏学校设备、设施；
- (8) 国家法律法规或学校规章制度禁止的其他师德失范行为。

## 2.4 师德考核和师德核查

学校 2015 年起开始实施师德考核。师德考核与年度考核同时进行，实行双考核制。师德考核等级分为优秀、合格、基本合格、不合格。师德考核不合格则年度考核不合格。

学校坚持将师德师风作为评价教师队伍素质的第一标准，在人才引进、专业技术职务评聘、职员职级晋升、岗位聘任、评奖评优、人才项目推荐等环节加强师德核查，科学合理使用师德考核结果。



## 3. 岗位设置

### 3.1 教师

竺可桢老校长曾经说过“教授是大学的灵魂”。学校事业发展的关键所在是建设一支具有国际一流学术水准的高素质教师队伍，具体来说，必须要有一批具有国际领先水平的学科带头人和优秀创新团队；一大批具有突出的创新能力和国际竞争能力的优秀学术带头人；一大批具有扎实学术基础和发展潜力、能支撑学校未来发展的青年骨干教师。

浙江大学在全球范围内延揽优秀人才加盟教师队伍，并为教师在浙江大学施展抱负和才能创造良好的工作环境和生活条件，期望广大教师在人才培养、学术研究和社会服务方面创造佳绩，使浙江大学发展成为令人向往的学术殿堂。

目前，浙江大学教师的选聘渠道主要有以下三种：

- （1） 通过国家、省部、学校相关高层次人才计划推荐、选拔；
- （2） 通过学校“新百人计划”岗位制度评聘；
- （3） 常规教师岗位遴选。

### 3.2 实验和其他专业技术人员

实验技术岗位，指在教学实验中心、科研实验室或基地、公共技术服务平台等设立的实验技术岗位。其他专业性岗位，指从事图书资料、档案管理、财会技术、信息技术、资源拓展、经营管理等工作的岗位。实验和其他专业技术队伍是学校教学、科研的重要支撑，选拔、培养、建设一支结构合理、素质精良的实验支撑队伍能够更好的为教学、科研提供优质服务。

### 3.3 专职研究员

浙江大学为加快推进学校“双一流”建设，促进科研工作持续快速发展，2019 年起实施专职研究员岗位制度，这是学校研究队伍（由研究为主岗教师、专职研究员岗等）建设的重要组成部分。

专职研究员岗位主要设置在牵头承担千万级重大科研项目的团队、国家级科研基地平台（人文社科类可放宽至省部级科研基地平台）、优秀科研创新团队、重点建设的校设科研机构，以及其他特别需要发展的团队。学校根据国家重点实验室、省部级实验室筹建工作需要，设置一定数量专职研究员岗位，专项用于推动实验室建设。部分科研任务饱满、经费充足的科研项目团队也可申请设岗。

### 3.4 国际化雇员

根据浙江大学事业发展需要，学校于 2022 年首次启动了国际化雇员岗位的设岗及招聘工作。目前在人力资源处招聘全球人才发展主管 1 位外籍雇员。实施国际化雇员计划是学校实现更高质量更高水平的开放，探索在地国际化，构建国际合作与交流新范式的需要，也是面向 2035 年持续推进管理队伍高质量内涵式发展的需要。

## 4. 入职手续办理

浙江大学遵循公平、公开、公正的招聘和聘任原则，依据发展需要、岗位特点和人才发展规律，建立教职工的招聘与聘任体系，延揽各类优秀人才加盟浙大并施展才华和抱负。

在办理入职报到时，需要办理入职、起薪起保、教师公寓申请、校园卡、校网邮箱等手续。

### 4.1 报到流程

学校拟录用人员公示结束无异议后，即可启动入职报到流程。

事业性质教职工请至人力资源处人才招聘与管理中心（紫金港校区东 3 教学楼 103-7 室）办理入职手续。有工作经历人员携带与原单位解除人事（劳动）关系证明，及与校内具体用人单位签订的聘用合同，流程详见人力资源处官网首页——服务指南——入职报到——教职工入职流程，网址：

（<https://hr.zju.edu.cn/cn/2023/0524/c28804a2762352/page.htm>）。

百人计划及高层次人才请至人才工作办公室（紫金港校区东 3 教学楼 117 室）办理入职手续。

在以上科室领取报到通知单后前往学校行政服务大厅相关窗口办理工作证、校园卡、邮箱申请、公寓申请、校内停车等业务。

表 4-1 各窗口联系方式

窗口	办理业务	联系方式
24 号人力资源处	工作证	88981600
20 号后勤集团	校园卡	88981606
19 号信息中心	上网账号、邮箱申请	88981611

18 号总务处	公寓申请	88981553
13 号保卫处	校内停车	88981685
21 号医保办	职工医保	88981591

## 4.2 起薪起保

新教工完成报到手续后，即可起薪起保。

工资的起发时间根据聘用合同起始时间，如聘用合同起始日期为当月 15 日之前，则学校发放整月工资，聘用合同起始日期为当月 16 日至月底，则学校发放半月工资，社保、住房公积金的起保月份，与聘用合同起始月份一致。学校于每月 7 日（遇节假日适当提前）发放当月工资，新教工的工资（含补发）一般于完成报到手续的次月发放到位。

教职工的社会保险、住房公积金个人缴费部分和个人所得税等由学校每月工资中代扣。教职工可登录计划财务处“综合财务管理平台”，查询代扣明细。

## 4.3 外国专家工作许可和居留许可

根据中华人民共和国有关法律及规定，外籍人员来华工作需办理来华工作许可及居留许可。其中，来华工作许可向浙江省外专局申请，居留许可向各地公安出入境管理机构申请。

各学院（系）和各部门（单位）聘请长期外国专家应按规定办理申报手续并获得批准。具体办理流程由学院（系）和各部门（单位）经办人办理。

#### 4.4 外国人永久居留证

为进一步提高对永久居留外国人的服务水平，中华人民共和国公安部决定于 2023 年 12 月 1 日起，对经批准取得在华永久居留资格的外国人签发 2023 版外国人永久居留身份证（俗称“中国绿卡”）。

2023 新版《外国人永久居留身份证》在既往版本的基础上进行了版式布局美化和技术升级，证件号码由 15 位调整至 18 位。其有效期仍分为 5 年和 10 年两种，未满 18 周岁的签发 5 年有效期，其余均签发 10 年有效期。

获得永久居留身份证的外国人即享有在中国永久居留的权利，可凭有效护照和外国人永久居留身份证出入中国国境，无需另外办理签证等手续；其配偶及直系亲属，可按有关规定申请办理相应签证、居留证件或外国人永久居留身份证。

具体办理流程请咨询院系相关负责人。

## 5. 教职工培训与培养

教职工思想素质的提升和职业能力的发展，是教职工个人的内在追求，也是学校对教职工的基本要求。浙江大学历来非常重视教职工的培养与发展，构建了思想政治教育和业务能力提升等方面的培训、培养体系，学校层面有按部门职能或教职工岗位类别组织的各类培训、培养，院系层面有按照教职工职业发展特点和学科特点组织的各类培训、培养。这些培训培养贯穿教职工职业发展的全过程。参加培训是教职工的权利也是教职工的义务，学校对教职工参加培训的情况记入个人培训档案，作为教职工专业技术职务晋升等的重要参考依据。

### 5.1 外籍教师中文培训课

2024 年，为帮助外籍教师更深入地融入学校工作生活，增进外籍教师归属感，并加速构建开放包容的国际化校园文化氛围，人力资源处携手工会、国际教育学院以及外国语学院共同精心策划并开展了针对外籍教师的中文课程项目。目前已经成功举办了初级和中级两个级别的中文课程。中文课程的设计与实施，始终以外籍教师的实际需求为核心，量身定制最佳学习体验。通过中文课程的开展，外籍教师不仅能够提升语言能力，更能深刻体验和理解中华文化，从而在校园中找到更多的共鸣与归属。

### 5.2 “海纳引航”外籍教师沙龙

2024 年 10 月，人力资源处正式启动“海纳引航”外籍教师系列沙龙活动。该活动是人力资源处为全面提升外籍教师融入度和归属感



的创新之举，旨在为外籍教师搭建一座交流学习、经验分享、信息互通的桥梁。沙龙计划每年举办 6-8 次，以主题报告、小型讨论会等多样化形式进行，涵盖科研项目申报、教学前沿动向、人事政策、出入境政策等多个与外籍教师切身相关的话题，为外籍教师提供最新的政策资讯和实用信息。

### 5.3 “追寻浙大西迁足迹”培训

2018 年，为增进教师对国情校史的了解，党委教师工作部开设了“追寻浙大西迁足迹”专题培训，组织各类别教师赴遵义、湄潭、梅城等地实地体验浙大西迁办学“文军长征”历史，沉浸式感受以竺可桢校长为代表的老一辈“求是人”历尽艰难险阻、坚持教学科研的历程，深入理解求是精神，感悟为人为学为师之道。培训同时开展多项服务活动回馈当地人民。培训效果良好。

### 5.4 教职员工急救技能提升专项培训

为更好地服务广大教职员工的所需所盼，关心和守护广大教师生命安全。2024 年起，党委教师工作部携手校医院、杭州市红十字会，面向全体教职员工开展急救技能提升专项培训。培训每月开展一期，采取“线上+线下”“理论+实践”方式进行，帮助参训教职员工完成创伤救护、心肺复苏、AED 使用、气道异物梗阻急救（海姆立克法）等现场救护知识技能的掌握。培训合格后，将获得“电子救护员证”。

### 5.5 新教工始业教育培训

新教工始业教育培训是学校每年为新教工组织的专项培训，旨在增进新教工对校史校情、浙大精神和学校核心价值观的了解，强化新

教工对学校的认同感和归属感，帮助新教工尽快实现职业角色转变，适应学校各项工作。培训一般于每年秋学期开学前举办，培训对象为所有近一年新入职的教职工。为进一步提升新教工始业教育培训质量，提升教职工获得感，自 2024 年起，培训采用集中培训与素质拓展相结合的方式。集中培训采取线上线下相结合的形式。线下培训时间定于 9 月秋学期开学前，所有新教工均需参加，培训内容包括举办“浙大欢迎您”仪式、校长作入校第一课专题报告等。线上学习将依托“学在浙大”平台进行。

## 5.6 实验室安全培训

从事与实验室工作相关的教职工应接受实验室安全教育培训。上岗前，参加教职工始业教育培训之“实验室安全与防护”专题培训，自学《浙江大学实验室安全手册》，并签订安全承诺书。在岗期间，根据学科特点、教学科研和管理需要，进一步强化实验室专业安全知识学习，积极参加学校和单位组织的安全培训或考试；有效组织实验项目的安全风险评估，针对不同的危险源制定相应的标准操作规程、防控措施和应急处置方案，落实危险源分级分类管理，尤其注意涉及重要危险源的实验必须全程在场值守；切实提高实验室安全责任意识，并言传身教，加强对学生的教育和管理，全面落实安全措施。

## 6. 岗位聘任与考核

人事考核是学校人事制度的一个重要内容，考核的用意是用于激励教职工认真履行岗位职责，为任用、晋升和奖惩提供依据，以保持教师队伍和职工队伍的活力和竞争力。

学校依照国家法律、法规和有关规定制定教职工的人事考核和合同管理制度。考核的形式包括教职工人事合同期满考核、年度考核、岗位聘任绩效考核等。合同期满考核结果作为续订人事聘用合同的依据；年度考核是教职工奖惩、发放岗位津贴、正常晋升工资档次等方面的依据，为强化师德考核，师德考核结合教职工年度考核进行；校内岗位聘任绩效考核一般每两年进行一次，浙江大学实施校内岗位聘任制度以来，迄今已进行十一次校内岗位聘任绩效考核，是实施竞聘上岗和岗位津贴分配的依据。

### 6.1 合同管理与期满考核

学校委托各院级单位与新进事业编制人员签订聘用合同。聘用合同起始时间即为确立人事关系的进校时间。自聘用合同依法解除、终止之日起，学校与被解除、终止聘用合同人员的人事关系终止。合同期满进行期满考核，坚持德才兼备、以德为先，考核结果作为续订聘用合同的依据。

#### 6.1.1 合同期满考核流程

各院级单位可提前两个月对合同即将到期的事业编制人员进行聘用期满考核，基本程序如下：

- (1) 合同即将到期人员需要及时登录浙江大学人力资源服务与管理系统（<http://hrm.zju.edu.cn/>），选择“合同信息管理”模块，提交期满考核表。
- (2) 所在单位进行业务能力考核，在一定范围内组织述职测评，本单位人力资源委员会（或具有相同职能委员会、党政联席会议等）结合业务能力考核及述职测评情况审议相关人员的合同续聘申请。
- (3) 在本单位内部网站对拟续聘人员进行公示，公示期不少于 5 个工作日。公示期间，如对续聘建议有异议，所在单位需进行复议、答复。
- (4) 所在单位登录人力资源服务与管理系统（<http://hrm.zju.edu.cn/>），提交考核和合同续聘结果，并打印纸质合同（一式四份）后报学校审核。其中申请无固定期限合同，还需经学校研究决定后统一在校网公示。续签合同经人力资源处审核后加盖“浙江大学人事合同专用章”后生效。

“百人计划”研究人员、特聘研究员（特聘副研究员）按学校相关规定进行期中、期满考核。学校根据聘任合同确定的工作任务和目标，对高层次人才履行岗位职责的情况进行综合评估。学校根据评估结果，决定是否续聘。

### 6.1.2 解除或终止聘用合同

- (1) 教职工解除或终止聘用合同的，须提前 30 日书面通知单位，双方对解除聘用合同另有约定的除外。

- （2） 单位解除或终止聘用合同的，应在聘用合同期满 30 日前，就解除或终止意向书面通知聘用人员。
- （3） 连续旷工超过 15 个工作日，或者 1 年内累计旷工超过 30 个工作日的，单位可以解除聘用合同。
- （4） 年度考核不合格且不同意调整工作岗位，或者连续两年年度考核不合格的，单位提前 30 日书面通知，可以解除聘用合同。
- （5） 自聘用合同依法解除、终止之日起，人事关系终止。

教学科研并重岗、研究为主岗的教师，原则上在博士毕业或聘任中级专业技术职务后满 6 年，未晋升高级专业技术职务的，应调离教师岗位。高层次人才、百人计划研究人员及特聘研究员（特聘副研究员）等按学校有关规定执行。

## 6.2 年度考核

学校根据《事业单位工作人员考核规定》（人社部发〔2023〕6 号）、《事业单位工作人员处分规定》（人社部发〔2023〕58 号）和《浙江大学教职工年度考核工作实施办法》（浙大发人〔2006〕61 号）的要求，按岗位职责要求对教职工进行年度考核。考核工作围绕立德树人根本任务，坚持德才兼备、以德为先，突出对德和绩的考核，从德、能、勤、绩、廉五个方面，科学全面地评价教职工的年度工作情况。学校强化师德考核，师德考核结合教师年度考核进行，教师年度考核中“德”的评价作为师德考核结果。

### 6.2.1 年度考核等级

在认真考核、民主评议的基础上确定年度考核等级，年度考核等级分为优秀、合格、基本合格、不合格。

### 6.2.2 年度考核方法

教职工在浙江大学人力资源服务与管理系统

（<http://hrm.zju.edu.cn/>）“年度考核”模块上提交个人年度工作总结。

由师德建设工作组（未设立师德建设工作组的单位可由单位考核工作委员会或相应职能的机构）负责实施本单位的师德考核工作，考核还必须征求所在党支部的意见。由考核工作委员会或相应职能的机构负责实施本单位的年度考核工作。

各单位对本单位教职工应根据所聘岗位的岗位职责和要求进行考核。其中，聘在教学科研并重岗、教学为主岗、工程教育创新岗、团队教学岗的教师及担任主讲教师的其他岗位人员，需考核教学工作，尤其要落实好教授为本科生上课的要求。学校于 2021 年 4 月印发了《浙江大学关于教授为本科生授课的规定（试行）》（浙大人发〔2021〕13 号）。

### 6.2.3 年度考核结果应用

- （1）年度考核结果是教职工调整岗位、职务、职员等级、工资和评定职称、奖励，以及变更、续订、解除、终止聘用（任）合同等的依据。
- （2）师德表现突出的，同等条件下，在职称评审、岗位聘任、干部选拔、研究生导师遴选、学科带头人选拔、各类高层次人才



才评选中优先考虑。获得国家级师德先进表彰的教师，可提高一个岗位级别聘任、给予津贴奖励。

（3）在岗位聘任、职称评聘、合同期满考核、干部选拔、研究生导师资格审核、评奖评优、人才项目申报等环节，应从严从实使用师德考核结果。

（4）年度考核等级为“不合格”的，不增加薪级工资，不享受年终绩效奖励，下一年度停发岗位绩效。年度考核不合格且不同意调整工作岗位，或者连续两年年度考核不合格，单位可以解除聘用合同。

年度考核“基本合格”的，不增加薪级工资，不享受年终绩效奖励，下一年度岗位绩效按 50%计发，实行年薪制的教职工下一年度按基本年薪 50%计发；连续两年被确定为基本合格的，予以组织调整或者组织处理。

年度考核不确定等级的，不增加薪级工资，视情况享受年终绩效奖励和下一年度岗位绩效。连续两年不确定等级的，视情况调整工作岗位。其中，初次就业不确定等级的，正常享受年终奖励绩效和下一年度岗位绩效；处分期不确定等级的，不享受年终奖励绩效，按处分相关规定计发处分期内岗位绩效；因特殊情况调查期内不确定等级的，不享受年终奖励绩效，下一年度按岗位绩效不超过 50%计发或按基本年薪不超过 50%计发。

## 7. 校内外兼聘兼职

为充分发挥浙江大学学科综合的优势，促进学科交叉融合，加强教师跨院系的合作研究，学校支持教师在不同院系之间以及实体科研机构之间的兼聘工作。这里所说的兼聘工作，是指在人力资源处办理了审核备案手续，形成了教师在两个二级单位之间合作的人事聘用关系，不包括基于教学、科研和社会服务等需要在教师之间自发形成的、各种灵活机动的合作关系。

教师校外兼职是服务社会的重要组成部分。学校允许教师在履行好岗位职责、高质量完成本职工作的前提下，利用本人的知识和技能受聘到企业和其他科研机构、高校、社会组织等从事教学、科研、咨询、技术开发、成果转化、管理服务等活动。

教师到校外兼职应履行相关的行政程序，未经院（系）审批或者备案的校外兼职均被视为违规行为。

学校中层领导干部的兼职管理按照《浙江大学中层领导干部兼职管理办法》执行。

教师在外兼职应注重自身形象，自觉维护学校声誉，不能损害浙大、教师群体和学生的合法权益。

### 7.1 校内兼聘

校内单位根据开展学科交叉和教学科研工作需要，设置兼聘教师岗位，并报学校审批。兼聘单位可委托主聘单位进行遴选或直接向主聘单位提出拟聘任人选。符合条件的全职在岗教师经主聘单位同意后，也可直接向兼聘单位提出兼聘申请。

#### 7.1.1 兼聘管理方式

兼聘教师人事关系所在单位为主聘单位。采用兼聘方式聘任教师的单位为兼聘单位。每位兼聘教师的兼聘单位同期内一般不超过两个。

聘期由兼聘教师与兼聘单位、主聘单位协商确定，聘期一般与主聘单位聘岗周期同步。

主聘单位、兼聘单位及兼聘教师协商后填写《浙江大学教师校内兼聘申报表》，确定兼聘教师在兼聘期间的教学科研工作安排、岗位津贴支出比例、成果归属等事项，报学校审批。

### 7.1.2 兼聘教师岗位职责

- (1) 参与兼聘单位学科建设，促进交叉学科的发展。
- (2) 承担兼聘单位的教学工作。
- (3) 作为兼聘单位的研究生指导教师，在兼聘单位招收研究生。
- (4) 以兼聘单位名义申请科研项目，开展科学研究工作。

## 7.2 校外兼职

### 7.2.1 兼职类型

教师校外兼职类型主要包括学术组织兼职、社会公益兼职、企事业单位兼职等三大类。

学术组织兼职是指担任荣誉性职位、学术顾问、学术委员会成员、专家组成员，担任重要国际学术组织 Fellow，担任国际学术性协会职务，担任重要学术刊物主编、副主编、编委，担任重要国际会议主席或分会主席，担任重要国际学术机构的专家顾问等活动；社会公益兼职是指参与决策咨询、扶贫济困、科学普及、法律援助等活动；企事业单位兼职是指在科技成果转化、合作研究过程中因工作需要

兼职活动，以及在其他各类高校、研究机构等担任有一定实质性工作任务的兼职活动。

学校鼓励教师在全面履行岗位职责、保质保量完成本职工作任务的前提下，从事有利于扩大本人和学校学术声誉或社会影响力的非营利性兼职活动。不提倡教师从事与提升本人业务能力、提高学校声誉或社会影响无关的校外兼职。

### 7.2.2 申请范围

全职在岗教师。教师以外的其他教职工，除学校同意派出挂职、兼职外，不得占用工作时间从事校外兼职活动，个别特殊情况须报学校特别审批。学校中层领导干部的兼职管理按照《浙江大学中层领导干部兼职管理办法》执行；高层次人才、涉密教师、学校派出的挂职教师等的兼职管理还应符合合同约定和相关规定。

### 7.2.3 审批（备案）程序

教师在校务服务网 <http://xwfw.zju.edu.cn/Z1895>（或者在校务服务网搜索事项编号 Z1895）进行“网上申请”或“我的浙大”APP——“校务服务”——“网上办事”——“浙江大学教师校外兼职审批（备案）”进行“掌上申请”。

申请人网上填写表格提交后，由所在单位进行网上审核（备案）。

教师从事校外的学术组织兼职、社会公益兼职，不在审批之列，只需网上填写申请，向所在单位报备。教师从事其他类型的校外兼职，需经过所在单位审批同意，并报学校人力资源处备案。流程如下：

（1）教师通过网上申报系统向所在单位提出申请；

- (2) 所在单位党政联席会议（或相关职能委员会）审批同意，并在本单位内公示；
- (3) 公示无异议后，所在单位进行网上审核，报人力资源处备案。

#### 7.2.4 校外兼职期限及时间规定

教师校外兼职期限应在本人与学校签订的聘用合同期限内；在学校规定的工作日内，平均每周用于校外兼职的时间原则上不超过 1 个工作日。社会服务与技术推广岗（Ⅱ类）教师在完成岗位目标任务要求的情况下，兼职时间可适当放宽。

## 8. 薪酬、社保与福利

薪酬、社保和福利是学校人事制度的有机组成部分，关系到教职工的切身利益。学校依据国家收入分配制度，实行科学规范、绩效优先、公平公正的薪酬福利制度。

教职工的薪酬由工资以及工资外酬金两大部分组成。工资由学校人事部门统一管理，通过学校计财处的工资系统发放；工资外酬金由酬金发放部门自行管理，通过学校计财处的酬金系统发放。

社会保障及福利制度是薪酬制度的有效补充，也是人力资源开发的必要投入。学校根据国家及浙江省的相关政策，为教职工缴纳各类社会保险，给教职工提供重要的社会保障。为了解决教职工生活方面的共同需要和特殊需要，在工资和社保待遇之外，通过集体福利、发放补贴等形式，为教职工提供福利待遇。

### 8.1 工资结构

根据国家对事业单位工作人员收入分配制度改革实施办法，我校教职工以岗位绩效工资制度为主，面向新引进高层次人才、“百人计划”入选者、特聘研究员等实行年薪制。一般来说，对新引进的外籍教师实行年薪制。

年薪制人员工资结构为基本工资和校内岗位绩效两部分。

#### 8.1.1 基本工资

基本工资包括岗位工资、薪级工资。

##### （1）岗位工资



岗位工资根据所聘专业技术岗位、管理岗位、工勤技能岗位确定。各岗位等级对应的工资标准由国家统一制定。若所聘岗位发生变化，岗位工资相应变化。

## （2）薪级工资

薪级工资根据工龄、所聘岗位及任职年限、学历等因素确定。各薪级对应的工资标准由国家统一制定，对专业技术人员和管理人员设置 65 个薪级，对工人设置 40 个薪级。

对于新入职教职工，学校按国家政策确定相应的薪级。不同岗位等级对应不同的起点薪级。如，获得博士学位的应届毕业生参加工作，明确岗位后，薪级确定为 14 级；获得硕士学位的应届毕业生参加工作，明确岗位后，薪级确定为 11 级。

### 8.1.2 校内岗位绩效

年薪制人员校内岗位绩效根据年薪与基本工资的差额由学校直接确定，放于绩效 D。

## 8.2 社会保险和公积金

根据国家和浙江省有关规定，我校事业编制教职工参加机关事业单位养老保险、医疗保险和生育保险、工伤保险、失业保险，缴存职业年金和住房公积金。

各类社会保险的缴费额度由相应的缴费基数乘以缴费比例确定。缴费比例由政府部门确定，缴费基数根据本人上年度平均工资情况，由社会保险经办部门进行“托底限高”后确定，每年调整一次。

住房公积金的缴存基数根据教职工岗位类别及基本工资情况，并经“托底限高”后确定，一年调整一次，根据省直单位住房公积金管理中心的通知，一般在每年的 7 月份开始起用新的缴存基数。

外籍教职工的社保缴费情况是根据护照或我国公安部门发放的外国人永久居留证进行记录和识别。目前外籍教职工必须凭《外国人永久居留证》（绿卡）或《浙江省高层次人才居留证》（红卡）才可以办理住房公积金帐户登记，享受国家的住房公积金政策。

### 8.3 安家费及住房补贴

#### 8.3.1 引进人才安家费

补贴对象为“百人计划”新进教师（5 万元）和实行岗位绩效制的 A 类外籍教师（9 万元）。引进人才安家费无需本人申请。符合条件人员，经档案材料核验通过，即给予发放。发放时间一般为报到手续完成后的次月中下旬，通过酬金系统一次性发放，税费自理。

#### 8.3.2 引进人才住房补贴

##### （1）发放对象

引进人才住房补贴的发放对象为：具有博士学位、或无博士学位但获本学科最高学位的新进常规教师。年薪制教师的住房补贴包括在年薪内。学历以进校时为准。

##### （2）发放标准

补贴金额标准如表所示。职称晋升的从晋升次月起调整标准。

表 8-1 补贴金额标准

职称	住房补贴（元/月）
正高	4,167
副高级	2,083
中级及以下（博士）	1,500
中级及以下（无博士但获本学科最高学位）	1,250

### （3）发放方式

引进人才住房补贴，经报到材料核验通过后，随工资按月发放，分十年发放到位，税费自理。副高及以下职称新进教师的住房补贴发放无需本人申请；新进教授在办理报到手续时需填报《住房补贴选择表》。

## 8.4 其他补贴

### 8.4.1 教职工健康体检

学校关心爱护教职工的健康，每位浙大教职工都应该提高保健意识，提高身体素质。教职工每年可享受一次由学校校医院提供的健康体检。一般，上半年 3-6 月份为高职体检（副高、副处、六级职员及以上人员），下半年 10-12 月份为普教体检，具体可关注校医院网站的通知。

### 8.4.2 教职工子女入托入学

学校事业编制教职工未成年子女入托，一般以自愿、就近原则到浙大幼儿园各分园报名。具体通知请关注学校综合服务网，联系后勤

集团幼教中心。学校事业编制教职工未成年子女入学，按杭州市相关规定执行。

杭州市部分国际学校信息如下表，外籍教师若有需求，可联系相关学校。更多信息可查询杭州市教育局外籍人员子女学校专栏

<https://edu.hangzhou.gov.cn/col/col1228921921/index.html>。

表 8-2 杭州市部分国际学校信息

序号	学校名称	招生咨询电话	课程区间
1	杭州钱江贝塞思国际学校	(86) 571-86087097	幼儿园、小学、初中、高中
2	杭州娃哈哈外籍人员子女学校	(86) 571- 87157555 /15858154608（微信同号）	学前、小学、初中、高中
3	杭州娃哈哈双语学校	(86) 571-86970931/ 17357183830（微信同号）	学前、小学、初中、高中
4	杭州惠灵顿外籍人员子女学校	(86) 571-82396366	学前、小学、初中、高中
5	杭州国际学校	(86) 571-86690045	幼儿园、小学、初中、高中
6	杭州上海世界外国语学校	(86) 571-89981598/ 18158505878（小学部） (86) 18072942858（初中部）	小学、初中、高中（需要一定的中文水平）

### 8.4.3 教职工困难补助

依据《浙江大学教职工生活困难补助实施办法》（浙大人发〔2017〕18 号）等相关文件，教职工有下列情况，可以由本人或家属向院级单位及学校申请生活困难补助：

- （1） 教职工因病去世。
- （2） 教职工查患重大疾病。
- （3） 教职工因病长期治疗而无法正常工作。
- （4） 教职工家庭因突发性原因（如车祸、火灾、财产被盗、直系亲属重病或去世等）造成家庭生活困难。

具体补助范围、标准和申请审批程序可登录人力资源处官网—人事文件—薪酬与保障模块查看政策文件。

### 8.4.4 爱心基金教职工专项基金

爱心基金教职工专项基金设立于 2008 年，是校工会“暖心爱心工程”之一。基金来源主要有教职工自愿捐赠、学校行政拨款、校工会拨款、校内外企事业单位、社会团体和个人的捐赠等。凡浙江大学本级工会会员均可向爱心基金教职工专项基金捐款，每人每年不低于 60 元。

凡参加捐款的工会会员遇下列情况，可向爱心基金教职工专项基金申请补助：

- （1） 首次确诊患重大疾病（恶性肿瘤），可申请首次确诊重大疾病补助。

- (2) 一个年度内，患重病或遭受重大意外伤害，在医保定点机构住院或特殊病种门诊医疗发生的基本医疗保险自理、自费费用，以及在医保定点机构产生的大病医疗保险个人承担部分（由学校医保办审定）累计总额超过人民币 3,000 元，可申请大额医疗费补助。
- (3) 因突发性意外事故造成人身、财产重大损失，导致家庭生活特殊困难，可申请突发意外补助。

#### 8.4.5 大病医疗互助

省产业工会职工大病医疗互助保障，是浙江省总工会为减轻省级产业系统在职职工的医疗负担，满足职工多层次医疗保障需求，于 2014 年 11 月推出的以互助互济为主要特征的医疗保障活动。凡参加浙江省的城镇职工基本医疗保险且未超过法定退休年龄的在职职工，均可按照自愿原则参加。浙江大学由校工会统一组织，作为团体会员集体参加职工大病医疗互助保障。

大病医疗互助保障期限为一年，自每年的 1 月 1 日零时起至当年的 12 月 31 日 24 时止。第十期（2024 年度）保障金缴纳标准为 110 元/人，且每人限保一份。浙江大学参保人员的医疗互助保障金由个人、学校行政、工会共同缴纳。学校事业编制人员个人缴纳 60 元，学校行政缴纳 20 元，校工会缴纳 30 元。

根据《浙江省省级产业工会职工大病医疗互助保障实施办法》规定，参保人员在保障期内，可申请住院、重大疾病补助和大额医疗费用补助。

#### 8.4.6 工会福利



工会福利是按照《工会法》及相关法律法规，由单位提取工会经费列支的，用于职工开展工会活动、维护职工权益等方面的支出，是工会组织作为代表职工利益，维护职工合法权利，关心职工的生活，帮助职工解决困难，全心全意为职工服务的体现，是行政福利的有益补充。

目前由校工会组织的工会会员集体福利主要有：

- （1） 春节、端午、中秋等节假日向全体会员发放节日慰问品；
- （2） 工会会员生日当月发放生日蛋糕券；
- （3） 工会会员结婚、生育时，给予实物慰问；
- （4） 工会会员生病住院、退休离岗时，给予慰问；
- （5） 工会会员、直系亲属去世，给予慰问。

此外，在每年年底，校工会还会组织开展困难职工调查摸底工作，对困难教职工进行补助。

#### **8.4.7 教职工疗休养**

教职工疗休养工作是学校维护和促进广大教职工身心健康的具体体现，是增强教职工的凝聚力、向心力，更好地服务学校“双一流”建设的有效途径。疗休养工作由校院两级工会统一组织管理，每批疗休养活动可选择一个疗休养目的地，一地多点开展身心疗养、参观学习、乡村体验等活动，活动一般不超过 5 天。

参加疗休养对象为学校在职在岗的教职工，教职工参加疗休养活动原则上两年一次，各院级工会可根据实际情况适当调整。

校工会主要负责全校获得校级以上各类先进荣誉等教职工的疗休养工作，院级工会主要负责本单位教职工疗休养工作。

参加学校工会组织疗休养活动的教职工条件：

- （1）近 3 年获校级及以上各级各类先进荣誉的教职工；
- （2）长期在教学、科研、管理和服务保障一线工作并取得良好业绩的教职工，且近三年未参加校工会组织的先进职工疗休养活动。

## 9. 请假与休假

为保证正常的教学科研和管理工作秩序，教职工必须严格遵循请假制度，履行必要的手续。

教授学术假是学校为教授安排的一项休假制度，学术假期间教授可以脱离教学、行政等常规工作职责，全时投入研究工作或者进修深造，学校不进行教学、科研的工作量考核。

学校在国家休息休假制度的基础上，致力于为教职工提供针对性的、更具人文关怀的休息休假制度。教职工按照学校校历及规定安排公休假和寒暑期轮休。

### 9.1 请假制度

为严格劳动工作纪律，规范考勤和请假管理，维护学校教学、科研、管理服务秩序，根据国家和地方政府的有关政策规定，学校于 2022 年 7 月 19 日出台《浙江大学教职工考勤与请假管理办法（试行）》（浙大发人〔2022〕43 号）。该办法健全完善了考勤与请假管理制度，落实了单位责任，明晰了请假类型，规范了请假流程，强化了监督检查。

《浙江大学教职工考勤与请假管理办法（试行）》适用于学校事业编制教职工及全职在学校工作的非事业编制工作人员，学校建立教职工考勤和请假信息管理系统。各单位根据该办法，结合单位实际情况，制订考勤与请假管理实施细则，报学校备案。学校企业化管理单位和医学院各附属医院可参照本办法，根据单位实际情况，制订考勤与请假管理办法，做好考勤与请假管理。

### 9.1.1 事假

教职工原则上应利用公休假日、国家法定假日及寒暑期处理个人事务，确因特殊情况需要在工作时间离开工作岗位的，应请事假。

教职工请事假在 5 个工作日（含）以内的，由所在单位负责人审批，超过 5 个工作日的经所在单位同意后报人力资源处审批。

各单位对教职工请事假应从严掌握。原则上每位教职工一年事假累计不得超过 22 个工作日。

### 9.1.2 病假

教职工因病经校医院或三甲医院诊断不能正常上班，可请病假。每次病假申请时间以医嘱休息天数为准。病假包括公休假日、国家法定假日及寒暑期。

- （1） 教职工请病假 2 个月（含）以内的，由所在单位负责人审批；超过 2 个月的，经所在单位同意后报人力资源处审批。请病假须提供校医院或三甲医院病情诊断证明。
- （2） 病假连续超过 6 个月，经校医院或三甲医院诊断仍无法复工的教职工，可申请长病假，长病假原则上不超过 24 个月。

### 9.1.3 产假

在享受国家规定的产假 98 天基础上，生育一孩延长产假 60 天，二孩、三孩延长产假 90 天，自生育之日起按照自然日计算，难产的增加产假 15 天。生育多胞胎的，每多生育一个子女，增加产假 15 天。女教职工怀孕未满 4 个月流产的，享受产假 15 天；怀孕满 4 个月流产的，享受产假 42 天；怀孕满 7 个月终止妊娠的，享受产假 98 天。

产假由本人提出申请，提供医院的生育证明等相关材料，报所在单位审批。

#### 9.1.4 护理假

在配偶围产期和产假期间，男教职工可享受护理假 15 天，护理假的期限不按照生育子女数量进行叠加。护理假可以一次性使用，也可以分次使用。

护理假由本人申请，提供医院开具的配偶围产期或生育证明等相关材料，报所在单位批准。

#### 9.1.5 教职工育儿假

在子女三周岁内，教职工每年（从子女出生之日起按照周年计算）可享受 10 天的育儿假，一般应安排在寒暑期。育儿假的期限不按照子女数量叠加享受。

育儿假由本人申请，提供子女的出生证明，报所在单位批准。

#### 9.1.6 教职工探亲假（含独生子女陪护父母假）

独生子女家庭父母一方年满 60 周岁的教职工，每年（从其父母一方满 60 周岁起按照周年计算）可享受 5 天的陪护父母假，一般应安排在寒暑期。陪护父母假由本人申请，提供独生子女证及父母的身份证明，报所在单位批准。

教职工可利用寒暑期探望父母或配偶，学校不再另设探亲假。

#### 9.1.7 婚假

- (1) 依法办理结婚登记的教职工，享受婚假 13 天。国家法定休假日、休息日不计入婚假假期。
- (2) 教职工选择休婚假的，应当自登记结婚之日起一年内休婚假；确因工作需要，不能在一年内休婚假的，经所在单位与教职工协商，可以延后半年休婚假。
- (3) 教职工经与所在单位协商，可以一次性休婚假，也可以分段休婚假。

#### 9.1.8 丧假

教职工的直系亲属及配偶的父母亡故可请丧假，丧假 3 天。需到外地处理丧事的，可根据实际情况另加路程假。丧假（含路程假）由本人申请，报所在单位批准。

有下列情况之一者，按旷工论：

- 一、不履行请假手续擅离工作岗位的；
- 二、请假但未获批准，擅离工作岗位的；
- 三、超过批准假期仍未到岗工作的；
- 四、谎报情况，编造理由，欺骗组织请假的；
- 五、不服从组织调动，拒绝到新岗位工作或无理拖延超过学校规定报到日期的；
- 六、未经批准擅自出国（境），或虽经批准出国（境）但逾期未归的；
- 七、其他学校明确规定或应视为旷工行为的。连续旷工超过 15 个工作日或者 1 年内累计旷工超过 30 个工作日的，学校可



与其解除聘用合同或劳动合同；对于派遣人员，学校有权将其退回派遣单位。

## 9.2 教授学术假制度

教授学术假是为长期承担教学科研工作的教授安排一段相对集中的时间，从事与本人学术研究相关的进修提高、学术访问、总结科研成果和教学经验、撰写论文、编写教材、著书立说等学术活动。

（1）学术假形式可以多样，到国际知名大学进修访问，或到国内一流大学或强项学科作学术交流，或潜心研究总结、著书立说等形式均可。

（2）教授的学术假暂定每 4 年可以安排半年。凡我校全职在岗教授，教学科研工作量饱满，近 4 年来未享受过学术假且累计出国时间（不含国际会议和短期考察）未超过半年者，可申请半年学术假。

（3）学术假由教授本人提出申请，填写审批表，经学院党政联席会议批准同意后，报人力资源处审核并备案。学院主持工作的党政领导申请学术假，由人力资源处受理并报学校主管领导审批。学术假需提前申报，提前时间一般不少于一个学期，即上半年在 4 月底前申请下半年的学术假，下半年 10 月底前申请第二年上半年的学术假。

（4）学术假期间工资福利待遇、岗位津贴不变。

## 10. 处分与申诉

具有优良的学术道德和高尚的品格是教职工实现个人职业理想的重要保障。每位浙江大学教职工应当遵章守纪，切实履行责任义务。为规范教职工行为，学校依据有关法律法规制定了教职工处分规定，以严肃纪律，维护学校各项工作秩序。给予教职工处分，应当坚持公正、公平和教育与惩处相结合的原则。

### 10.1 处分种类和期限

- （1）警告，6 个月；
- （2）记过，12 个月；
- （3）降低岗位等级，24 个月；
- （4）开除。

### 10.2 处分关联处理

#### 10.2.1 工资、津贴待遇

（1）受处分期间，受处分人员基本工资的调整和发放，按照国家和浙江省有关规定执行。

（2）受处分期间，减发或者停发其校内岗位聘任津贴：

- 1) 受警告处分的，其校内岗位聘任津贴按 50% 发放；
- 2) 受记过以上处分的，停发其校内岗位聘任津贴。

（3）在停职审查期间，遇国家规定调整工资时，其工资调整暂缓执行。待审查结束有结论后，按照有关规定办理。未受处分的，按照国家规定予以补调和补发工资。

（4）解除处分后其工资待遇根据新聘职务及岗位确定。经核实确属不应给予处分的，应按程序撤销处分决定，并恢复原工资待遇。

### 10.2.2 年度考核、岗位等级聘任等方面

（1）受到警告处分的，在受处分期间，不得聘用到高于现聘岗位等级的岗位；在作出处分决定的当年，年度考核不能确定为优秀等次。

（2）受到记过处分的，在受处分期间，不得聘用到高于现聘岗位等级的岗位，年度考核不定等级。

（3）受到降低岗位等级处分的，自处分决定生效之日起降低一个以上岗位等级聘用；在受处分期间，不得聘用到高于受处分后所聘岗位等级的岗位，当年及第二年的年度考核不定等级。

（4）受开除处分的，从受处分的当月起停发其所有工资、岗位津贴等待遇。并自处分决定生效之日起，自动解除与学校的人事关系。

### 10.3 处分的申诉

（1）受到处分的教师对处分决定不服的，可以自知道或者应当知道该处分决定之日起三十日内向学校人力资源处提出书面申请，要求复核。对复核结果不服的，可以自收到复核决定之日起三十日内，按照国家有关事业单位工作人员申诉规定进行申诉。

（2）复核决定自收到复核申请后三十日内作出。复核、申诉期间，不停止对处分决定的执行。教师不因提出复核、申诉而被加重处分。

## 10.4 处分的解除

（1）处分（开除除外）期满，受处分者外期满，受处分者在受处分期间有悔改表现，并且没有再出现违规违纪违法情形的，自动解除处分。

（2）处分解除后，考核及晋升岗位和职员等级、职称、工资待遇按照国家有关规定执行，不再受原处分的影响。但是，受到降低岗位等级处分的，不恢复受处分前的岗位、职员等级、工资待遇；无岗位、职员等级可降而降低薪级工资的，处分解除后，不恢复受处分前的薪级工资。

## 11. 综合服务

本章为您介绍一些日常事务办理流程,包括因公因私出国(境)手续、开具各类人事证明、常见的财务报销、纳税、办理机动车校园通行证、购置仪器设备和实验耗材等方面。

### 11.1 教职工因公临时出国(境)

因公临时出国(境)是指应邀赴国(境)外执行公务的为期 180 天以内(不含 180 天)的出访。相关的管理和审批规定请参照《浙江大学因公临时出国(境)管理办法》(浙大发外〔2020〕53 号)

《中共浙江大学委员会 浙江大学关于加强和改进教学科研人员因公临时出国管理工作的实施意见》(党委发〔2016〕53 号)《浙江大学因公护照管理实施细则(试行)》(浙大发外〔2019〕41 号)等文件。

外籍教职工应于出访前,登录浙江大学办事中心,根据出访目的地使用“Z2029: 外籍教职工因公临时出国、赴港澳审批”或“Z1778: 教职工因公临时赴台任务审批”,提交邀请函等材料办理审批流程,获得任务批件后方可出行。

回国(境)后须于一个月内登录浙江大学办事中心,使用“Z1775: 教职工因公临时出国、赴港澳台回国(境)审核”,输入团组编号匹配该趟出访任务,提交包括出入境记录页、出访报告等材料,完成回国审核流程。相关材料经出访人所在单位、国合处、计财处审核后方可办理财务报销手续(报销可实现流程内一键跳转)。

另,教职工参加线上涉国(境)外会议需于会前完成审批,可登录浙江大学办事中心,使用“Z1957: 教职工参加线上涉国(境)外会议申请”提交申请。

咨询电话：88981261。

## 11.2 人事证明开具

全校在职在编教职工、学科博士后相关人事证明开具，均在学校行政服务大厅人力资源处窗口或浙大服务平台线上申请办理，根据不同用途分别开具（在职证明及在职收入证明均需说明具体用途）。

### 11.2.1 在职、收入证明

#### （1）因私事项本人办理

教职工因私事项（银行贷款、子女出国留学等）所需在职、收入证明，本人带校园卡或其他身份类证件直接到办事大厅人力资源处窗口办理；或登录浙大服务平台，通过事项编号“Z1902 教职工在职证明”事项（<https://service.zju.edu.cn/Z1902>）和事项编号“Z1899 教职工在职收入证明”事项（<https://service.zju.edu.cn/Z1899>）和事项编号“Z1898 在职教职工人事证明-子女、配偶或父母出国（境）签证用在职收入证明（中英文）”在线办理，证明材料可通过自助机取件或邮寄获取，自付邮寄费。

#### （2）因私事项委托他人办理

线下委托办理：被委托人携带委托函、代办人及委托人的校园卡或其他身份类证件到办事大厅人力资源处窗口办理。

#### （3）办事说明

因私出国（境）的在职收入证明，教职工可通过浙大钉或浙大服务平台 Z1990 线上请销假审批流程，审批通过的截图至行政服务办事大厅人力资源处窗口开具相关的在职收入证明。



用于申报科研项目或投标用的在职证明，请持科研院或社科院的联系函（办事大厅科研院或社科院窗口开具）到行政服务办事大厅人力资源处窗口办理，或通过浙大服务平台“Z1902”事项进行申请，选择理工农医用途或人文社科类项目办理，等科研院或社科院窗口审批并流转至人力资源处窗口，人力资源处窗口审核通过后可选择自助打印机打印。

用于人才项目申报或专家评审等因公在职证明，请持所在院系联系函到行政办事大厅人力资源处窗口办理，或通过浙大服务平台“Z1902”事项进行申请，详细写上具体用途并上传所在院系联系函，人力资源处窗口审核通过后可选择自助打印机打印。

用于因公办理台湾地区出入境许可证的在职证明，持国合处出具的证明开具联系函到办事大厅人力资源处窗口办理。

### 11.2.2 养老保险证明

外籍、港澳台籍事业编制教职工的养老保险证明，通过浙大服务平台“Z0073”事项进行申请，详细写上具体用途并上传所在院系联系函，人力资源处审核通过后开具证明。外籍、港澳台籍兼任教师的养老证明，需持本人护照或外国人永久居留证原件前往浙江省社会保险与就业服务中心开具。相关事宜请咨询人力资源处 88981917。具体办理流程和要求详见人力资源处网页（<https://hr.zju.edu.cn/cn/28765/list.htm>）。

### 11.2.3 其他用途的人事证明

如需开具非以上人事证明事项的，请先电话咨询行政服务办事大厅人力资源处窗口 88981600 或 88981643，确认可以办理后持院系（单位）开具人事证明联系函或其他职能部门开具的联系函到行政服务办事大厅人力资源处窗口办理。需要经过批准的事项请咨询人力资源处相关职能办公室。

具体办理流程和要求详见行政服务大厅的相关事项

（<https://service.zju.edu.cn>）。

### 11.3 常见财务报销流程

常见的财务业务流程包括：预约报销、日常业务报销、会议培训报销、佣金劳务领取、评审费领取、仪器设备报销、图书报销、版面费报销以及科研经费分成等。更多业务和信息请到财务处网站查询（<http://cw.zju.edu.cn>）。

### 11.4 外籍教职工税收优惠政策

根据中国政府和各国政府签订的避免双重征税的税收协定，外籍教职工报税务局备案后，从中国境内获得的教学、研究报酬，可在指定来华年限内免交个人所得税，具体年限请查看中国政府和各国政府所签协定的教师及研究人员条款：

（<http://www.chinatax.gov.cn/n810341/n810770/index.html>）

#### （1）备案需准备材料

- 1）《非居民纳税人享受协定待遇信息报告表》（一式两份）；
- 2）税收居民身份证明（须由协定缔约国对方税务主管当局，在纳税申报或扣缴申报前一个公历年度开始以后出具）；
- 3）外国专家证或外国人就业证或外国人工作许可证（三选一）；

4) 外籍人员护照原件及复印件;

5) 工作合同/协议复印件。

#### (2) 办理流程

1) 线下办理: 携带相关材料至紫金港校区东六 105-2 办理备案;

2) 线上办理: 将所需资料发送至邮箱 wangweidi@zju.edu.cn。

咨询电话: 王老师 88206917

### 11.5 人才派遣员工管理

#### 11.5.1 管理规定

学校事业编制以外的各类优秀人才是服务学校事业发展的重要力量,是学校人力资源体系的重要组成部分。确有需要聘用人才派遣员工的单位,应参照《浙江大学关于创新多元化用人机制服务学校高质量发展的若干意见》(浙大发人(2022)24 号)及《浙江大学关于规范劳务派遣工作的暂行规定》(浙大人发(2015)31 号),在聘用人才派遣员工时合理规划、精准设岗、规范选聘。

##### (1) 精准设置用人岗位

##### 1) 岗位设置

用工单位确因工作需要,编内人员不足,可在教学、科研、管理、社会服务等工作岗位上设置一定的临时性、辅助性、替代性的劳务派遣岗位。根据工作岗位和工作内容不同,劳务派遣岗位分为管理辅助、科研辅助、继教培训、其他专技(财务助理、图资辅助等专业技术辅助等)。管理辅助岗位一般设置于机关部处、院系机关部门,岗位设置需经用工单位申请,报人力资源处批准审核,经学校同意后设置;继教培训岗位由学校继续教育处规划核定,聘用人员由继续教育处审

核、备案；科研辅助岗位由各用工单位根据工作需要设置，由项目负责人提出需求，经所在院系研究同意后设置；其他专技辅助岗位由各用工单位根据专业技术工作需要设置。

## 2) 招聘信息发布

由派遣公司江南人才有限公司对外发布信息进行公开招。人力资源处负责审核岗位的设置情况接受派遣公司委托在校网上发布招聘信息。

### (2) 严格规范用人选聘条件及流程

#### 1) 聘用条件

具有良好的思想政治素质、作风优良、品行端正，热爱教育事业，遵纪守法，遵守校纪校规。

有较强的事业心和责任感，有良好的职业道德，有创新意识和潜力。

年龄在 18 周岁以上，其中新招聘人员男性一般不超过 45 周岁，女性般不超过 40 周岁，身心健康，能胜任岗位要求，履行岗位职责。

具有较好的教育背景，原则上应具有大专及以上学历，其中从事科研辅助岗位的工作人员，一般应具有本科及以上学历和相关工作经验与业务能力

原则上均应具有较好的外语能力。

具备应聘岗位的具体条件，包括专业、技能等。

用工单位不得将本单位(本项目)负责人的直系亲属作为劳务派遣员工予以使用。

#### 2) 聘用流程

各单位确因工作需要，经同意可申请聘用劳务派遣人员，原则上劳务派遣员工归口学院（处、部）管理。

用工单位可通过多种形式确定聘用人员，如需在人力资源处网站发布招聘信息，请登录人力资源管理与服务系统使用统一身份认证进行招聘信息发布，并及时告知人事服务中心相关负责人审核。

确定聘用人员后，经审核，符合聘用条件的，办理录用相关手续

### 3) 派遣员工用工经费管理

用工经费来源须符合国家及学校相关规定，具体由经费管理部门审核。

用工单位应及时支付劳务派遣员工的用工经费，原则上要求按劳动合同或工作协议期限进行一次性划拨，以确保派遣公司能按时向劳务派遣员工支付薪酬并缴纳社会保险。具体可参照《劳务派遣人员用工成本参照一览表》

薪酬标准及社会保险、公积金缴存标准必须符合国家、地方和学校相关规定，由劳务派遣单位按月发放和交纳。

## 11.5.2 派遣人员日常管理

管理模式：

浙江大学与江南人才有限公司签订劳务派遣协议。为加强浙江大学与江南公司的合作，强化人才派遣员工的管理服务，2018 年成立“江南人才——浙大服务中心”，浙江大学支持江南公司派驻员工至浙江大学开展驻点服务，主要承担浙江大学人才派遣员工聘用与管理的日常服务和增值服务。有关人才派遣的最新信息，请关注浙江大学人力资源处网站。

## 12. 附录

### 12.1 浙江大学校区概览

#### （1）紫金港校区

紫金港校区是浙江大学主校区，坐落于杭州西北部，毗邻西溪国家湿地公园。该校区于 2009 年启用，占地 5,369 英亩（约 21.7 平方公里），承载着全校 22 个学院、所有行政办公部门及多家附属单位，容纳全日制在校生超 3 万人。2022 年，10 个理工类院系及科研机构迁入紫金港。校区秉持“更高品质、更高质量、更受尊敬、更有梦想”的发展愿景，以立德树人为根本，聚焦国家战略需求与全面发展导向，强化“五个关键维度”，推进院系协同融合，打造全方位育人生态。紫金港校区致力于建设“安全、美丽、健康、文明、智慧、和谐”的校园环境，助力浙江大学建设中国特色世界一流大学的目标。

#### （2）玉泉校区

玉泉校区坐落于西湖西北畔，背倚老和山缓坡，毗邻绿意盎然的杭州植物园，占地面积逾 1,200 英亩（约 4.86 平方公里）。作为浙江大学发源地，玉泉校区拥有完善的教学设施与基础设施，承载着 11,000 余名学子的求学梦想。校区内云集邵逸夫科学馆、邵逸夫体育馆、欧阳纯美科学楼等一流设施，设有能源工程学院、电气工程学院、计算机科学与技术学院、工程学院、信息学院、图书馆、校医院、先进技术研究院和学术委员会秘书处等单位机构。

#### （3）西溪校区

西溪校区坐落于西湖景区附近的西溪街道，地处黄龙商务圈核心区，占地 500 余英亩（约 2 平方公里）。校区内设有艺术与考古学院、学校档案馆、浙江大学出版社有限公司、浙江大学建筑设计研究院有限公司以及



创新创业研究院等单位和安全保卫部、总务处、离退休工作部等行政部门，以及浙江大学幼儿园（西溪分园）等教育单位，共同构成了这座历史底蕴深厚又充满活力的校园。

#### （4）华家池校区

华家池校区作为浙江大学办学原点，承载着厚重的历史文化积淀。1934 年农学院迁址于此，抗战时期随校西迁，1946 年回杭复课。1952 年成立浙江农学院，1960 年升格为浙江农业大学，至 1990 年代已成为国内顶尖农业高等学府。1998 年四校合并（浙江大学、杭州大学、浙江医科大学、浙江农业大学）后，成为新浙江大学的重要组成部分。校区占地 805 英亩（约 3.26 平方公里），其中水域面积达 110 英亩（约 0.45 平方公里）。十四五规划期间被定位为高端培训中心基地，现有临床医学、转化医学等专业全日制在校生 3000 余人，同时设有继续教育学院和全国干部教育培训基地，年培训学员超 15 万人次。

#### （5）之江校区

之江校区坐落于钱塘江畔、六和塔边，月轮山环抱之中，占地 650 余英亩（约 2.6 平方公里），四季葱茏，建筑与自然相得益彰。其前身为 1911 年创办的之江大学（基督教大学），初期以人文学科为主，后拓展至理学领域。1952 年院系调整时，之江大学各科系并入多所高校。1950 年代先后作为浙江师范学院、浙江省委党校校址，1961 年划归浙江大学，2002 年成为基础部办学点。2007 年起成为光华法学院院址，2015 年入驻人文高等研究院。现有师生约千人。2006 年，校区建筑群被列为全国重点文物保护单位，完整保存了近代教育建筑风貌。

#### （6）舟山校区

舟山校区位于舟山临城新区与定海区交界处，是浙江大学实施“海洋强国”战略的重要布局，也是首个异地办学园区。其前身为 2003 年成立的海洋科学与工程研究中心，2015 年 9 月升格为以科研为主导的海洋学院。校区占地 480 英亩（约 1.9 平方公里），建筑面积 20 万平方米，聚焦海洋科学、海洋工程与海洋信息三大领域，下设 9 个研究所。现有教职员工 195 人，在校生 1600 人。校园建筑依山就势，通过“山-水-岛”的空间叙事凸显海洋特色。

### （7）海宁国际校区

海宁国际校区由浙江大学与海宁市政府合作共建，地处沪杭轴线中心的海宁市，北接生态湿地，南临鹃湖景区，占地 200 英亩（约 0.8 平方公里）。校园建筑融合欧式古典风格与江南水乡韵味，2016 年启动首批招生，2017 年全面启用。校区创新“联合学院”办学模式，已与爱丁堡大学、伊利诺伊大学厄巴纳香槟校区共建 ZJU-UoE 联合学院、ZJU-UIUC 联合学院。中国学研究所开设的“中国学”硕士项目，吸引了越来越多国际学子前来深造。

### 紫金港校区及配套设施

紫金港校区拥有多元化的餐饮选择，满足师生不同口味需求。各餐厅均经过特色设计，提供舒适就餐环境。

#### （1）食品和饮料

**MySweet** 校园咖啡是性价比高的连锁饮品站，遍布校区各院系楼

国际品牌：星巴克、瑞幸咖啡、肯德基、茶百道、茶博士、求是咖啡、北街咖啡

#### （2）校医院服务

各校区均设医疗点，为师生提供全科门诊服务

表 12-1 校内医院一览

医院名称	联系电话	急诊电话	急诊服务说明
浙江大学紫金港校区医院	0571-88206397	0571-88981120	周日及夜间提供
浙江大学玉泉校区医院	0571-87951433	0571-87953120	急诊服务

校外合作医院如下：

邵逸夫医院：浙大医学院附属医院，配备英语服务团队

地址：庆春东路 3 号 总机：0571-86090073 国际医疗部：  
0571-86006016

浙大二附院：内科诊疗权威

地址：解放路 88 号 电话：0571-87783777

另有一附院、妇产科医院、北美国际医院等优质医疗资源

### （3）超市和生活

校内：生活区设有教育超市等便利店

校外商圈：

世纪联华（五洲国际店）：余杭塘路 799 号 B1 层

沃尔玛（古墩路印象城店）：古墩路 588 号 3-4 层

西区天堂街商业体：地铁 5 号线 D 出口/紫金港站 A 出口直达

### （4）文化场馆

校史馆（月牙楼二层）：通过珍贵手稿与标本陈列，展现浙大人文脉络，诠释“求是精神”真谛；

艺术与考古博物馆（校区西区）：突破传统展馆模式，构建跨学科文明对话平台，引领人文艺术新思考；

古籍馆（建校 124 周年开放）：珍藏宋元至民国古籍 18 万册，其中善本 2 万余册，海内孤本 100 余种，175 部入选《国家珍贵古籍名录》，居全国高校第二。

### （5）银行信息

表 12-2 银行服务信息表

银行名称	地址	营业时间/服务说明
中国银行（ATM）	紫金港剧场	ATM（24 小时）
	食堂	
中国建设银行	紫金港剧场	ATM（24 小时）
	宿舍区	
	白沙宿舍区	
中国工商银行	食堂附近	ATM（24 小时）
中信银行	食堂附近	ATM（24 小时）
中国农业银行	白沙宿舍区一楼	周一至周六 9:30-16:00
	丹阳宿舍区一楼	
	碧峰宿舍区	ATM
中国邮政储蓄银行	白沙宿舍区一楼	

表 12-3 校外银行及 ATM 服务

银行名称	地址	营业时间
中国银行（ATM）	神华路 798 号	周一至周六 9:00-17:00 电话：86-571-87814191
中国工商银行	神华路 366 号	周一至周五 9:00-17:00 电话：86-865990436
杭州银行	余杭塘路 823 号	周一至周六 9:00-17:00

		电话：86-571-88333037
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表 12-4 酒店信息

酒店名称	地址	联系电话
紫金港国际酒店	杭州市神华路 796 号 (靠近紫金港校区东门)	86-571-89710000
圆正启真酒店	杭州市余杭塘路 866 号 (校内, 近校区医院)	86-571-888982888
紫金港酒店	杭州市神华路 798 号 (靠近紫金港校区东门)	86-571-88969999

#### (6) 校园交通

紫金港校区内提供多元出行选择:

校内交通: 校巴 (含跨校区班车)、共享电单车、自行车

注意事项: 各线路班车行驶路线不同, 乘车时请核对车次标识; 寒暑假及法定节假日班次可能调整

杭州市内交通:

公交系统: 票价 1-5 元, 上车时投币箱显示具体金额

出租车: 起步价 14 元 (3 公里内)

共享单车: 推荐品牌: 美团单车、哈啰单车、青桔电车。使用提示: 校园内设专用停车区, 晴好天气骑行游览尤佳。

#### (7) 法定节假日安排

中国主要传统节日 (春节、中秋等) 按农历计算, 每年具体日期不同, 请及时关注校方通知。节假日期间, 可邀请家人来华团聚, 既体验中国文化, 又能缓解思乡之情。

表 12-5 节假日安排

节假日名称	日期	放假天数
元旦	1 月 1 日	3 天
春节	1 月下旬至 2 月中旬（寒假期间）	7 天
清明节	4 月初	3 天
国际劳动节	5 月 1 日	3 天
端午节	6 月中旬	3 天
中秋节	9 月中旬	3 天
国庆节	10 月 1 日	7 天

#### （8）杭州气候特征

杭州属亚热带季风气候，四季分明：

夏季（6-8 月）：炎热潮湿，平均气温 28℃，梅雨季（6 月下旬）降水集中，7-8 月偶发台风

冬季（12-2 月）：阴冷偶雪，平均气温 4℃

年均温 16.2℃

年均降水量 1500 毫米

极端天气提示：1 月最冷（最低-5℃），7-8 月最热（最高可达 40℃）

#### （9）体育设施

各校区均配备现代化体育设施：

综合场馆：游泳馆、风雨操场、健身中心

球类场地：网球场/羽毛球馆/排球馆/乒乓球室

开放时间：各校区体育中心公告为准

## 12.2 宗教活动相关事项说明

### （1）中国相关法律法规及政策要求

根据《中华人民共和国宪法》《中华人民共和国教育法》《中华人民共和国高等教育法》《互联网宗教信息服务管理办法》《中华人民共和国境内外国人宗教活动管理规定》等法律法规，中华人民共和国尊重在中国境内的外国人的宗教信仰自由，保护外国人在宗教方面同中国宗教界进行的友好往来和文化学术交流活动。同时，外国人在中国境内进行宗教活动，应当遵守中国的法律、法规。

中国坚持教育与宗教相分离的原则，任何组织和个人不得利用宗教进行妨碍国家教育制度的活动。学校是传授知识与推动学术进步、弘扬文化与创新发展的场所，浙江大学尊重各位外籍教职员工的宗教信仰自由，外籍教员工可以根据自己的宗教信仰在依法登记的寺院、宫观、清真寺、教堂参加宗教活动，但不得在校园内开展与宗教相关的活动。

### （2）具体要求

任何人不得利用宗教进行破坏社会秩序、损害公民身体健康、妨碍国家教育制度的活动。（《中华人民共和国宪法》第三十六条）

不得利用宗教进行妨碍中国教育制度的活动。（《中华人民共和国教育法》第八条）

在中国境内进行宗教活动，应当遵守中国的法律、法规。（参照《中华人民共和国境内外国人宗教活动管理规定实施细则》第十六条）

学校尊重外籍教职员工的宗教信仰，但不提供宗教活动场所，学校内不得进行任何宗教活动。（参照《学校招收和培养国际学生管理办法》（42 号令）第二十九条）



外籍教职工可以在中国境内的寺院、宫观、清真寺、教堂等宗教活动场所参加宗教活动。（参照《中华人民共和国境内外国人宗教活动管理规定》第三条）

不得在中国境内成立宗教组织、设立宗教办事机构、设立宗教活动场所或者开办宗教院校等。（参照《中华人民共和国境内外国人宗教活动管理规定》第八条）

不得在中国公民中发展教徒、委任宗教教职人员和进行其他传教活动。（参照《中华人民共和国境内外国人宗教活动管理规定》第八条）

不得以任何方式制作、销售、散发、传播宗教书刊、宗教音像制品、宗教电子出版物等宗教用品及与宗教活动有关的内容。（参照《中华人民共和国境内外国人宗教活动管理规定实施细则》第十七条、《互联网宗教信息服务管理办法》第十七条）

### 12.3 外籍教师突发事件应急预案

杭州作为中国最安全的城市之一，拥有低犯罪率与高效警务系统，可靠的公共交通（地铁/公交）及规范的出租车服务，完善的城市照明系统与人行道设施，良好的道路交通安全管理。

学校尊重宗教信仰自由，但禁止在校内进行宗教集会与传教活动。外籍教师可在政府批准的宗教场所进行活动。杭州市主要合法宗教场所包括：

伊斯兰教：杭州清真寺；

基督教：崇一堂、鼓楼堂等 6 处教堂；

天主教：圣母无原罪主教座堂；

佛教：灵隐寺、净慈寺等 9 处寺院

#### （1）人身安全

环境意识：保持警觉，发现可疑情况立即联系校保卫处（各校区报警电话见附录），妥善保管个人及学校财物，手机存妥校应急电话及本国使馆联系方式。

法律合规：严格遵守中国法律和校规（禁用违规电器、严禁破坏消防设施等），夜间出行注意安全，避免酗酒，使用银行正规渠道兑换货币，出差/搬迁时向同事报备行程。

## （2）消防安全

预防措施：学习消防应急预案，参加每学期消防演练，及时报告消防隐患（损坏的消防设备/电路等），掌握灭火器、逃生通道位置。

应急处置：火灾时优先通过安全出口逃生（禁用电梯），在安全前提下协助他人，听从应急人员指挥，仅受过培训人员可使用灭火设备。

责任追究：违规引发火灾将面临经济赔偿，书面警告至开除处分，取消评优资格，5000-20000 元罚款。

## （3）实验室安全

执行化学品/生物/辐射专项管理制度，危险设备需持证操作，完善水电设施与废弃物管理，定期安全检查与匿名举报制度，实行安全奖惩机制。

## （4）突发事件处理

刑事/治安案件：立即拨打 110 并通知校保卫处，保护现场证据，配合警方调查。

交通事故：校内事故同步报保卫处，人员伤亡优先拨打 120，轻微事故按交警指导快速处理。

纠纷调解：通过院系中方教师协助报案，保卫处现场调解，必要时提供法律/心理咨询。

紧急求助：24 小时校园求助热线，保卫处联动响应机制，后续生活/心理支持服务。

#### （5）特别注意事项

法律风险：严禁吸毒（最高可判死刑）、赌博、酗酒斗殴等违法行为

防诈骗：警惕景区"热情帮助"、黑车、高价商品等骗局

财物保管：公共场所注意防盗，酒店使用保险箱

医疗保障：校方提供医疗保险，推荐邵逸夫医院等涉外医疗机构

文化尊重：避免讨论敏感政治话题

网络使用：注意个人信息保护，遵守中国互联网法规

信息获取：通过浙大钉、微信获取安全预警

表 12-6 紧急服务电话

服务项目	联系电话
1. 警务紧急求助	110
2. 火警	119
3. 医疗急救/校医院救护车	120

表 12-7 校园紧急联络方式

服务部门	校区	联系电话
校园安保办公室	紫金港校区	88206110
	玉泉校区	87951110
	西溪校区	88273110
	华家池校区	86971110
	之江校区	86592777
电器维修中心	各校区	请咨询所在校区安保办公室
心理援助热线（浙江大学医学院）	全国热线	0571-85029595

心理健康中心)		
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## 12.4 联系方式

### （1）人力资源处人才招聘与管理中心

办公电话：0571-88981959

电子邮箱：rsk@zju.edu.cn

办公地址：浙江大学紫金港校区东三 103-7

### （2）人才工作办公室

办公电话：0571-88206400、0571-88981390

电子邮箱：tr@zju.edu.cn

办公地址：浙江大学紫金港校区东三教学楼 117

### （3）人力资源处人事服务中心

办公电话：0571-88981643（人才派遣）、0571-88981105（访问学者）

电子邮箱：zdxxyq@zju.edu.cn

办公地址：紫金港校区东三教学楼 103-4

### （4）技术支持

办公电话：18758957662

电子邮箱：zdrs@zju.edu.cn

# Zhejiang University International Faculty Manual

(2025 edition)



浙江大学人力资源处  
Human Resources Department  
Zhejiang University



## Preface

This guidebook provides essential reference information for newly hired international faculty and staff at Zhejiang University (ZJU), for better understanding the general policies, working principles, and procedures related to professional academic development. It is also aimed at facilitating their integration into the ZJU community and supporting their active participation in various developmental activities.

This guidebook presents general ZJU personnel policies and some relevant administrative procedures. The content is summarized and briefly introduced for further understanding. Please, refer to the Chinese version for more detailed information, as this document is available in bilingual format.

The university policies are frequently updated, adjusted and sometimes replaced based on direction given by higher authorities or institutional reforms. If you find any discrepancies between this guidebook and ZJU's latest policies, kindly refer to the most recent official documents.

At ZJU, the human resources management and development center is divided into three offices: The Human Resources Department, Office of Talent Management, and Office of the Faculty Party Committee Affairs. Among these, the Human Resources Department is responsible for comprehensive personnel management and development across the university. The Office of Talent Development focuses on talent recruitment services and project applications, operating jointly with the Faculty Party Committee Affairs which handles faculty political education, promotion of professional ethics and the selection and recognition of awards and honorary titles, also working jointly with the Human Resources Department.

The Human Resources Department has a service desk at the administrative hall, where services such as employee onboarding, private overseas travel approvals, and personnel certification can be handled. If you have questions about personnel related issues, please contact us at 88981188 or [zdrs@zju.edu.cn](mailto:zdrs@zju.edu.cn), or reach out to your college or department's personnel office.

We welcome suggestions and corrections to further improve this guidebook. The guidebook is available in both Chinese and English. Where inconsistencies arise

between the English and Chinese versions of this document, the Chinese version shall take precedence.

## About Hangzhou

Hangzhou, capital of Zhejiang Province, is a historic, cultural and economic powerhouse in northern Zhejiang, nestled along the Qiantang River. Revered as a cradle of Chinese civilization and the ancient capital of the Wu-Yue Kingdom and Southern Song Dynasty, it earned Marco Polo's 13th-century acclaim as "the most beautiful city in the world." Renowned as "Heaven on Earth," its landscapes and heritage epitomized by West Lake, the Qiantang River, and the Grand Canal (both UNESCO World Heritage sites) reflecting a rich tapestry of culture and history.

Today, Hangzhou is a dynamic "new first-tier city" with 12 million residents, blending ancient charm with modern innovation. It drives China's new economy as the home of Alibaba, tech startups, and advanced industries, while hosting global events like the 2016 G20 Summit and 2022 Asian Games. Annual highlights include the West Lake Expo and International Marathon.

Consistently ranked among China's top three cities for foreigners, Hangzhou captivates with its poetic scenery, entrepreneurial energy, and timeless heritage—a true fusion of past and future.





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## **1. Introduction to Zhejiang University**

### **1.1. General Information**

Zhejiang University is a comprehensive, research-oriented and innovative institution renowned for its distinctive features and global influence. It offers 13 major academic disciplines, including Philosophy, Economics, Law, Education, Literature, History, Science, Engineering, Agriculture, Medicine, Management, Arts and Interdisciplinary Studies. The university comprises 7 academic divisions, 40 professional schools (departments), 1 engineering institute, 2 Sino-foreign cooperative educational institutes, and 7 directly affiliated hospitals.

Zhejiang University is situated in Hangzhou, a picturesque city in China and it comprises seven campuses: Zijingang, Yuquan, Xixi, Huajiachi, Zhijiang, Zhoushan and Haining, covering a total area of 7,390,613 square meters (as shown in the map). The university's library is home to collection of 8.086 million volumes. ZJU has over 65,000 full-time students, including nearly 6,000 international students, and 10,000 faculty members and staff. Among the faculty are 27 full-time members of the Chinese Academy of Sciences, 20 full-time members of the Chinese Academy of Engineering, 14 senior humanities professors, 131 distinguished professors under the Ministry of Education's "Changjiang Scholars Program," and 210 recipients of the National Science Fund for Distinguished Young Scholars.

In 2022, ZJU was selected for development as a "Double First-Class" university construction, with 21 disciplines designated as first-class subjects. Most disciplines made significant progress in the subject evaluations.



## 1.2.ZJU Motto

On November 19, 1938, during the Japanese invasion which forced Zhejiang University's relocation westward, the University council convened in Yishan, Guangxi—a temporary site along the arduous journey to Guizhou. It was under these tumultuous circumstances that President Zhu Kezhen (Chu Ko-Chen) led the

adoption of “Seeking Truth” (求是) as ZJU’s motto. In his speeches President Zhu repeatedly emphasized that the “spirit of seeking truth” embodies perseverance, determination and a relentless pursuit of knowledge and truth. He elaborated three core principles: 1). Avoiding blind adherence to a position and valuing truth over convenience. 2). Maintaining humility and open-mindedness, and 3). Staying focused and committed to the principles of seeking truth and maintaining integrity.

In 1989, ZJU embraced an updated interpretation of its motto, “Seeking Truth and Innovation”, after selection as a comprehensive university reform pilot by the State Education Commission. The motto has become an invaluable cultural treasure of the university, reflecting its rich legacy and aspirations for excellence.

### **1.3. The Spirit of ZJU**

Zhejiang University is a prestigious institution with over 120 years of history. Guided by its motto, “Seeking Truth and Innovation,” ZJU has cultivated a collective value system centered on diligence, morality, discernment and commitment. The university’s ethos, summarized as “embracing inclusivity, fostering integrity, advancing discovery, and serving the nation,” reflects its enduring dedication to education and societal progress.

### **1.4. Development Goals, Vision and Mission**

Development Goals: ZJU aims to achieve its vision of becoming a world-class university with Chinese characteristics by the mid-21st century through a three-step strategy: The first step has already been achieved, i.e., entering the ranks of world-class universities. The second step, targeted for completion by 2035, focuses on gathering leading global academics and talents, elevating many disciplines to the forefront of global rankings and gaining widespread recognition for the university’s academic stature and international reputation. In the third step, by 2050, ZJU strives to be among the world’s top universities in terms of comprehensive strength and global influence.

Zhejiang University remains steadfast in advancing its mission under the guidance of Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era. Adhering to a strategic focus on quality, innovation, respect and ambition, ZJU

aims to inspire knowledge creation, cultivate responsible leaders for national rejuvenation, and contribute to human civilization's progress. The University defines its mission and vision as:

*Mission of Zhejiang University:* Zhejiang University commits to create thought leadership and knowledge innovation, fostering a new generation to advance national rejuvenation. It aims to contribute significantly to Chinese modernization and the progress of human civilization, guided by truth and humanity's greater good.

*Vision for Development:* Zhejiang University strives to become a world-class, research-oriented and innovation-driven institution. It aspires to be a hub for exceptional talent, a platform for cultural exchange, a pillar of national scientific strength, and a global innovation leader.

## **2. Teachers Professional Ethics and Conduct**

Faculty members are the cornerstone in building a world-class university with Chinese characteristics and play a pivotal role in nurturing well-rounded, globally competitive, high-caliber talents and future leaders. At Zhejiang University, upholding moral integrity and fostering character development are the fundamental responsibilities and enduring commitments of all teachers. The University consistently regards professional ethics and conduct as the foremost criterion in evaluating the quality of its faculty. Moral integrity is a mandatory consideration of key processes including talent recruitment, academic promotions, appointment to positions, selection of administrative personnel, performance evaluations, awards and honors, annual assessments, and term reviews throughout.

### **2.1. Rights and Responsibilities of Faculty and Staff**

#### **2.1.1. Faculty and Staff Rights**

According to Article 57 of the Zhejiang University Charter, faculty and staff enjoy rights defined by law and regulations, as well as the following:

- Fair access to university resources in accordance with relevant policies.
- Equitable assessment of personal character, abilities and achievements.
- Equal opportunities and conditions for professional academic growth.
- Apply for honorary titles and professional recognition awards.

The right to be informed about major institutional matters affecting them and to participate in shared governance by providing constructive feedback.

The ability to express concerns or file appeals regarding promotions, appointments, welfare or disciplinary actions.

Any additional rights stipulated by University policies or employment contracts.

#### **2.1.2. Faculty and Staff Responsibilities**

According to Article 58 of the Zhejiang University Charter/constitution, besides legal and regulatory obligations, faculty and staff are expected to:

- 1) Be committed to the noble cause of education, fulfill professional duties, respect and care for students and contribute to their holistic development.
- 2) Protect the University's reputation and interests.



- 3) Uphold professional ethics and adhere to academic standards.
- 4) Comply with all University regulations.
- 5) Fulfill obligations outlined in University policies and employment contracts.

## **2.2.Code of Conduct for International Faculty and Staff**

International faculty and staff at our university are expected to adhere to the following professional code of conduct:

- 1) Abide by national laws and University policies.
- 2) Support the University's values and mission while upholding its reputation.
- 3) Show care for students and foster their growth.
- 4) Engage in self-development to enhance professional expertise.
- 5) Treat others sincerely, fairly and with respect to diversity.
- 6) Respect academic freedom while observing academic norms.
- 7) Practice self-discipline and avoid abuse of authority.
- 8) Perform duties with dedication and contribute to society.

## **2.3.Misconduct in Professional Ethics**

Under ZJU's Implementation Measures for Faculty Professional Conduct Guidelines (Trial), faculty and staff must remain vigilant against ethical misconduct in areas such as political discipline, student engagement and academic activities.

### **2.3.1. Political Discipline Misconduct**

Prohibited behaviors include:

- 1) Actions or remarks during teaching or other activities that undermine central government authority or contradict party policies.
- 2) Unauthorized religious proselytizing/preaching.
- 3) Incitement to violence or rebellion.
- 4) Other violations of political discipline or ideological guidelines.

### **2.3.2. Student Engagement Misconduct**

Examples include:

- 1) Requiring students to perform non-academic tasks that harm their interests.



- 2) Engaging in inappropriate relationships with students or committing sexual harassment.
- 3) Accepting gifts, money or paid entertainment from students or their families.
- 4) Manipulating processes such as admissions, exams, scholarships or promotions for personal gain.
- 5) Failing to fulfill assigned teaching responsibilities.
- 6) Refusing reasonable teaching tasks without valid justification.
- 7) Negligence resulting in significant academic issues among mentees.
- 8) Any other violations impacting education or student well-being.

#### 2.3.3. Academic Misconduct

Examples include:

- 1) Plagiarizing or misappropriating others' work.
- 2) Misusing academic resources for personal benefit.
- 3) Falsifying research data or fabricating results.
- 4) Engaging in multiple submissions or improper authorship practices.
- 5) Buying or ghostwriting research papers.
- 6) Providing false information during applications for research projects or academic honors.
- 7) Any other unethical actions harming societal or public interests.

#### 2.3.4. Other Ethical Violations

Examples include:

- 1) Actions that damage national or public interests or violate societal norms.
- 2) Disseminating false or harmful information through lectures or digital platforms.
- 3) Misusing university resources or name for personal profit.
- 4) Harassing or defaming others or disrupting University operations.
- 5) Sexually harassing others or engaging in inappropriate relationships.
- 6) Violating national laws and regulations on confidentiality relevant matters causing harm to University property.

- 7) Neglecting their duty, wasting the University property or intentional destruction of school equipment and facilities, as well as inciting others to do so.
- 8) Others act of engaging in any behavior prohibited by national laws or University rules.

#### **2.4.Assessment and Screening of Professional Ethics**

Since 2015, ZJU has implemented mandatory assessments of professional ethics alongside annual reviews. Results are categorized as Excellent, Qualified, Satisfactory, Or Unqualified (Unsatisfactory). A rating of Unsatisfactory in ethics automatically results in failure of the annual performance review (Further details are provided in chapter 6).

Professional ethics assessments play a pivotal role in decisions regarding hiring, promotions, appointments, recommendation of talent projects and awards. Ethical performance is evaluated with rigor and fairness across all levels of faculty review (For more details, please see Chapter 10).

### 3. Faculty Recruitment, Selection and Position Categories

To further promote the internationalization and diversification of the faculty, the university encourages and supports various schools and departments to hire foreign faculty members on a full-time or short-term basis, depending on teaching and research needs. Recruitment must follow regulations by the Ministry of Education, Human Resources, and the State Administration of Foreign Experts Affairs.

#### Hiring Criteria

- 1) Candidates must adhere to the laws and regulations of the People's Republic of China, respect local customs and traditions and maintain a friendly attitude towards China.
- 2) Candidates should have no criminal record, no history of academic misconduct, and no adverse credit history. They must also respect the principle of separating education from religion and refrain from engaging in religious activities on campus, and have no affiliation to cult organizations.
- 3) Adherence to ZJU Values: Candidates are expected to comply with all of ZJU's rules and regulations and align with the University's motto, core values and spirit.
- 4) Candidates should generally hold a doctoral degree from a reputable domestic or international institution, with at least two years of teaching or research experience. They must demonstrate specialized expertise and significant accomplishments in their field.
- 5) Candidates must be in good health and capable of fulfilling their teaching and research responsibilities.

#### 3.1.Full-Time Faculty Positions

Former President of Zhejiang University, Zhu Kezhen once remarked that, "Professors are the soul of a University." Faculty members are central to ZJU's development strategy, which focuses on establishing a high-quality team of educators and researchers renowned for academic excellence. This kind of team comprises: 1). World-class academic leaders and exceptionally innovative individuals. 2). Academics with remarkable creativity and international competitiveness. And 3). Emerging talents with strong foundational skills and growth potential.

ZJU recruits and attract outstanding individuals globally and offers a supportive environment to help them realize their potential. Faculty members are expected to excel in teaching, research and community service, contributing to ZJU's vision as a revered academic institution.

Faculty appointments at ZJU are made through:

- 1) National, provincial, or institutional high-level talent programs.
- 2) Recruitment under the University's "Hundred Talents Program."
- 3) General faculty selection processes.

### **3.2.Experimental/Technical and Other Professional Positions**

These include roles in teaching labs, research centers, public service platforms and administrative support. Technical and professional staff are critical to the success of teaching and research endeavors. ZJU prioritizes building a skilled, balanced technical workforce to provide exceptional support for academic and research activities. Other professional positions include library, archives, finance, IT, resource development and operations management roles.

### **3.3.Full-Time Researchers**

To speed up its "Double First-Class" initiative and foster rapid scientific progress, ZJU introduced a Full-Time Researcher System in 2019. This system is a key component of ZJU's research workforce, which comprises:1) Research-focused faculty 2) full-time researchers and 3) research assistants.

Dedicated researcher positions are primarily created to support teams leading major research projects exceeding tens of millions in funding. They advance national or provincial research platforms and reinforce strategically important research areas. Research groups with robust projects and sufficient funding may apply for full-time research positions.

### **3.4.International Employees (Administrative Personnel)**

To advance internationalization and foster global collaboration, ZJU launched its International Administration Position Program in 2022. This initiative successfully recruited a foreign professional for key roles, Global Talent Development in the HR department. This Program aligns with ZJU's goals of high-quality global engagement

and locally integrated internationalization. It also supports the sustainable development of management workforce, aligned with the university's 2035 strategic vision.



## **4. Onboarding Procedures, Work and Residence Permits for New Faculty**

Zhejiang University adheres to principles of fairness, openness and transparency in recruiting new faculty and staff. The onboarding process is designed to integrate new faculty and staff effectively into the University's environment.

New faculty and staff should complete various formalities and procedures for successful employment including, salary and benefit activation, application for faculty apartments, household registration, issuing of a campus card, and activating the university email account and network. The detailed policies and procedures are outlined in this section.

### **4.1. Reporting Process**

After public announcement of candidates concludes without objections, the onboarding procedures will begin.

**General Faculty and Staff Reporting Method:** New faculty and staff must visit the Talent Recruitment and Management Center of the Human Resources Office (visit Office 103-7 of East Teaching Building 3, Zijingang Campus) to complete onboarding procedures. During onboarding, new faculty and staff with prior work experience must provide termination documentation from previous employers before signing an employment contract with the receiving unit. Detailed steps can be found on the Human Resources Department website.

<https://hr.zju.edu.cn/cn/2023/0524/c28804a2762352/page.htm>.

**High-Level Talent Reporting Method:** Faculty under the "Hundred Talents Program" or other high-level talent categories must report to the Talent Development Office (visit Office 117 of East Teaching Building 3 at Zijingang Campus).

After obtaining an onboarding notification from the Human Resources Department, new faculty and staff should finalize other issues at the counter of the Administration Service Center hall, and apply for a staff ID, campus card, email accounts, faculty apartments, and parking permits.

*Table 4.1. Contact information for each service window*

Service Window	Type of Services	Contact Number
HR Office (Window 24)	Work ID issuance	88981600
Logistics Group (Window 20)	Campus card issuance	88981606
Information Center (Window 19)	Email and internet accounts	88981611
General Affairs Office (Window 18)	Housing applications	88981553
Security Office (Window 13)	Campus parking permits	88981685
Medical Insurance Office (Window 21)	Employee medical insurance	88981591

## 4.2. Activation of Salary and Other Benefits

New faculty and staff are eligible to receive their salary and benefits upon completion of the onboarding procedures. The initial salary amount depends on the starting date specified in the employment contract: 1) For contracts starting before the 15th of the month, a full month's salary will be issued. 2) For contracts starting after the 15th of the month, a half-month's salary will be issued for the initial month. 3) Social insurance and housing fund coverage begin in the same month as the contract start date. Salaries are disbursed monthly on the 7th (adjusted for holidays). For new employees, the first salary payment, including back pay, is typically issued the month after onboarding. Payroll deductions include contributions to social insurance, housing provident funds (accessible for green card or red card holders), and individual income tax. Faculty can review deductions via the University's financial management platform.

## 4.3. Work and Residence Permits for International Faculty

Foreign nationals working in China must get a Work Permit and Resident Permit in accordance with Chinese law:

- Work Permits are issued by the Zhejiang Provincial Foreign Expert Bureau.
- Resident Permits are issued by the local public security authorities.

Faculties and departments hosting foreign experts must facilitate the application process and ensure compliance with regulations.

#### 4.4. Resident Permits for Foreign Nationalities

From December 1<sup>st</sup>, 2023, the Ministry of Public Security introduced a new version of the Permanent Resident ID Card for foreign nationals, commonly referred to as the “China Green Card.” Key updates include: 1) Enhanced design and technological features. 2) Expansion of card numbers from 15 to 18 digits. And 3) Validity of either 5 or 10 years (5 years for those under 18, 10 years for others).

Holders of the Permanent Resident ID enjoy indefinite residency rights in China and simplified entry/exit procedures. Eligible spouses and direct relatives may also apply for corresponding visas or residency permits. Departments should guide applicants through the detailed application process.

The “Foreigner Residence Permit” must be processed within 30 days of entry. Materials shown in Table 4.2 should be prepared and submitted to the Exit-Entry Administration of Hangzhou Public Security Bureau or Visa Application Center.

*Table 4.2. Required materials for “Foreigner Residence Permit” application*

No.	Required Materials
1)	Original and photocopy of the Foreigner’s Work Permit
2)	Accommodation Proof (Original and copy of Temporary Residence Registration): Foreign experts need to apply to the nearest local police office within 24 hours of checking in (i.e., register at the local police station with your passport and employment contract) to obtain the certificate. Note: This step is not required for foreigners staying at a hotel or on-campus accommodation designated for experts.
3)	Invitation letter issued by the employing department of the University
4)	Originals and photocopies of Passport and visa page
5)	Physical Examination Record/Certificate  Hangzhou International Travel Health Care Center, Address: No. 2, Wensan Road. Zhejiang International Tourism Health Care Centre. Address: No. 230, Central Zhonghe Road, Hangzhou, Tel: + 86 (0571) 87852410).
6)	Supporting documents for accompanying family members, if applicable:

	accompanying Family Members Registration Form, original and copies of family members' passports and visas, original and copies of marriage certificate or birth certificate and its notarized certificate (certification issued by the Chinese embassy or consulate abroad; no notarization is needed if the marriage or birth took place in China), health certificate and 2 passport-sized photos.
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## **5. Faculty and Staff Development & Training Program**

Enhancing faculty and staff members' intellectual growth and professional abilities is both an intrinsic goal for individuals and a fundamental expectation of the University. Zhejiang University emphasizes faculty development, offering a comprehensive training system focused on ideological education and skill enhancement. These programs are organized at both university and departmental levels, tailored to align with faculty roles and disciplinary needs. Records of training are maintained in personal profiles and serve as key references for promotions and other professional evaluations. Participation in the following training programs is both a right and an obligation for faculty and staff members.

### **5.1. Chinese Language Training for International Faculty**

In 2024, ZJU launched a customized Chinese language program for international faculty to help them integrate more effectively into the campus and community. Organized by the Human Resources Office in collaboration with the School of International Education, International College and Labor Union, the program offers beginner and intermediate courses tailored to participants' needs. The curriculum focuses on practical language skills and cultural understanding, enabling international faculty to better engage with colleagues, students and broader Chinese society.

### **5.2. “Guiding Horizons” International Faculty Salon Series Training**

Launched in October 2024, the “Guiding Horizon” International Faculty Salon is an initiative by the Human Resources Department to enhance the sense of belonging among international faculty. The salon hosts 6–8 sessions annually, offering a platform for information exchange, policy updates, and discussions on topics relevant to international faculty, such as research funding, teaching trends and immigration policies. The program promotes networking, resource sharing and community building.

### **5.3. “Tracing Zhejiang University’s Westward Migration” Training**

In 2018, the Office of the Faculty Party Committee Affairs introduced this program to deepen faculty members' understanding of national history and University traditions. Faculty and staff will visit historical sites in the Guizhou province including

Zunyi, Meitan, and Meicheng, retracing ZJU's "Educational Long March." This journey commemorates the university's relocation and the temporary classes held by ZJU during wartime. The training experience showcases the resilience of leaders like former President Zhu Kezhen and fosters a deeper appreciation for the University's "Seeking Truth" ethos. Activities also include community service in these areas, reinforcing the University's commitment to societal contribution, and the training is conducted in July or August.

#### **5.4. Faculty & Staff Emergency Skills Training**

To address faculty safety needs and promote well-being, the Office of the Faculty Party Committee Affairs, in collaboration with the university hospital and the Hangzhou Red Cross, began offering emergency skills training in 2024. The program, held monthly, combines online and offline sessions covering topics such as 1) First aid for trauma. 2) Cardiopulmonary resuscitation (CPR). 3) Automated external defibrillator (AED) usage. 4) Techniques for choking emergencies (Heimlich maneuver). And 5) Participants who complete the training receive an electronic first-aid certification.

#### **5.5. New Faculty Onboarding Training**

The New Faculty Onboarding Training is an annual program designed to equip incoming faculty members with a thorough understanding of Zhejiang University's history, culture and core values. By fostering a sense of belonging and professional identity, the program ensures a seamless transition into academic roles while aligning participants with the institution's mission.

From September 2024, the training will adopt a hybrid format, combining centralized online and in-person sessions with tailored professional development activities. In-person components, including the official Welcome to Zhejiang University Ceremony and a keynote address by the President on institutional vision, will take place in early September prior to the autumn semester. Online modules will be delivered via the Study at Zhejiang University platform, offering flexible access to resources and training materials. This structured approach underscores the university's commitment to integrating new faculty into its academic community while providing foundational tools for professional growth.

## **5.6. Laboratory Safety Training**

Faculty and staff involved in laboratory work must complete safety education and training. Prior to starting, they are required to attend the "Laboratory Safety and Protection" training, review the Zhejiang University Laboratory Safety Handbook and sign a safety commitment. Ongoing safety training, risk assessments, and the development of safety protocols are essential to minimize hazards and ensure compliance with safety measures.



## 6. Performance Evaluation and Appointments

Faculty and staff evaluation is a cornerstone of Zhejiang University's human resource system, designed to ensure faculty and staff accomplish their responsibilities and maintain competitiveness. Evaluations provide the basis for appointments, promotions, rewards, and disciplinary actions, helping sustain the vitality of the workforce.

ZJU conducts evaluations in accordance with national laws, regulations, and institutional policies. These evaluations include contract-based performance reviews, annual assessments, and internal position-specific evaluations. End-of-term performance results determine contract renewals, while annual evaluations influence awards, salary adjustments and promotions. Internal performance evaluations, held every two years, guide position appointments and the distribution of performance-based allowances. Zhejiang University has conducted 11 on-campus post appointment performance appraisals to date.

### 6.1. Contract Management and End-of-Term Evaluations

Each department signs employment contracts with new faculty and staff upon onboarding. The contract starts date marks the establishment of the employment relationship. The employment relationship ends upon contract termination or cancellation. End-of-term evaluations focus on both competency and ethics, and results guide decisions on contract renewal.

#### 6.1.1. End-of-Term Evaluation Process

Departments are advised to initiate the evaluation process two months before the contract's expiration. The steps are:

- 1) Faculty and staff log into the ZJU Human Resources Management System (<http://hrm.zju.edu.cn/>) to submit their evaluation forms under the "Contract Information Management" section.
- 2) Departments assess professional abilities and organize feedback sessions. Evaluation outcomes are reviewed by the department's Human Resources Committee or by an equivalent body.

- 3) Departments announce the proposed renewal decision on their internal platforms for at least five business days. Objections raised during this period must be addressed.
- 4) Departments submit evaluation outcomes and renewal recommendations in the HR department system and generate printed contracts (four copies). Renewal proposals requiring indefinite contracts are subject to university review and approval, followed by a public announcement on the internal portal.

For participants in high-level programs such as the “Hundred Talents Program” or appointments like Distinguished Research Fellows, mid-term and end-of-term evaluations are conducted based on specific contractual goals. Comprehensive assessments determine renewal eligibility.

#### 6.1.2. Termination/dissolution of Contracts

- 1) Faculty may terminate contracts by providing a 30-day written notice to their department, except in cases with specific contractual agreements.
- 2) Departments must notify faculty at least 30 days before contract expiration if they intend to terminate or not renew.
- 3) The university may terminate contracts for prolonged absenteeism exceeding 15 consecutive workdays or 30 cumulative workdays within a year.
- 4) Contracts may also be terminated for unqualified/unsatisfactory performance reviews when faculty refuses reassignment.
- 5) Employment relationships end immediately upon contract termination.

Faculty in research-intensive or teaching positions are generally required to attain a senior professional title within six years, either after obtaining their doctorate or after promotion to an intermediate rank. Those who do not meet this requirement will be reassigned. High-level program participants shall be managed in accordance with university regulations.

### 6.2. Annual Performance Reviews

Annual performance reviews are conducted in accordance with the Regulations on the Assessment of Staff in Public Institutions [(2023) No. 6 and (2023) No. 58] and Zhejiang University’s Implementation Measures for Annual Assessment (Zhejiang

University HR document (2006) No. 61]. These reviews evaluate faculty across five key dimensions: ethics, competence, diligence, performance, and integrity. Ethics evaluation is emphasized as a critical element, forming part of the broader teacher evaluation framework.

#### 6.2.1. Review Categories

Faculty performance is categorized as Excellent, Qualified, Satisfactory, Or Unqualified/Unsatisfactory) (refer sections 2.4 and 10).

#### 6.2.2. Review Process

Faculty members submit annual work summaries via the ZJU Human Resources Service and Management System (<http://hrm.zju.edu.cn/>) under the “Annual Review” section. Departments, with input from ethics committees or equivalent bodies, oversee evaluations. Faculty performance is assessed based on their role-specific responsibilities and contributions to teaching, research, or service.

Special attention is given to faculty teaching undergraduate courses, following ZJU’s 2021 policy requiring professors to actively engage in undergraduate instruction. For details, refer to: the "Regulations of Zhejiang University on Professors Teaching Undergraduate Students (Trial)" (Zhejiang University Document [2021] No. 13).

#### 6.2.3. Use of Review Results

- 1) The annual assessment outcomes determine position adjustments, salary changes, professional title evaluations, and contract decisions for faculty and staff.
- 2) Faculty and staff who demonstrate outstanding ethical performance receive priority in promotions, awards and appointments. Nationally recognized ethical achievements may result in higher positions or bonuses.
- 3) Teacher ethics assessment results are strictly applied in post appointments, professional title evaluations, contract reviews, graduate tutor qualifications, award evaluations, and talent project declarations.
- 4) For faculty and staff rated with Unqualified/Unsatisfactory evaluation, no salary increases, no year-end performance bonus, and no position-based



performance payment will be granted. Failure to pass two consecutive annual assessments or refusal to adjust positions may result in contract termination.

Employees who receive a “Satisfactory” rating in their annual performance assessment will not be eligible for a salary grade increase or year-end performance bonuses. In the following year, their performance-based salary component will be set at 50% of the full amount. Faculty members under an annual salary system will receive 50% of their base annual salary in the subsequent year. Individuals who receive a “Satisfactory” rating for two consecutive years will be subject to reassignment or disciplinary proceedings.

Employees who receive an “Undetermined” rating in their annual performance assessment will not be eligible for a salary grade adjustment. Year-end performance bonuses and position-based pay for the following year will be granted based on specific circumstances. If an employee receives an “Undetermined” rating for two consecutive years, they will be subject to reassignment.

Specific cases include:

- New employees rated as “Undetermined” will receive year-end performance bonuses and position-based pay for the following year as usual.
- Employees under disciplinary action rated as “Undetermined” will not receive year-end performance bonuses, and position-based pay during the disciplinary period will be issued in accordance with relevant regulations.
- Employees under investigation because of special circumstances and rated as “Undetermined” will not receive year-end performance bonuses. Their position-based pays or basic annual salary for the following year will be capped at 50%.

## **7. Internal and External Part-Time Appointments**

To maximize the interdisciplinary potential of Zhejiang University and promote collaboration across departments and research units, the university supports dual appointments for faculty and staff. The term "dual appointment" refers to a formal employment relationship between a faculty member and two secondary-level units, established through the approval and filing process managed by the Human Resources Department. This does not include informal and flexible collaborations formed spontaneously among faculty for teaching, research, or public service purposes.

Faculty engaging in external part-time work contribute to the University's mission of serving society. The University permits faculty to use their expertise and skills to take on roles in enterprises, research institutions, other universities, and social organizations for activities such as teaching, research, consultancy, technological development, knowledge transfer, and management services, provided they fulfill their primary responsibilities and complete their core duties to a high standard.

Faculty members must complete the administrative procedures before engaging in external part-time work. Any external part-time work not approved or filed by their respective schools (departments) will be deemed a violation of university regulations.

The management of part-time work for university middle-level administrators shall follow the Administrative Measures for Part-Time Work of Zhejiang University Middle-Level Leaders.

Faculty members undertaking external part-time work must maintain a professional image, uphold the university's reputation, and avoid actions that harm the legitimate rights and interests of Zhejiang University, the faculty, or students.

### **7.1. Internal Part-Time Appointments**

Faculty may be appointed to dual roles within the university, typically to advance interdisciplinary research and teaching. The secondary (dual-appointing) unit may delegate the primary employing unit to conduct the selection process or directly recommend a candidate to the primary unit.

Full-time faculty members who meet the eligibility requirements may also independently apply for a dual appointment with a secondary unit, provided they get consent from their primary employing unit.

#### 7.1.1. Management of Internal Appointments

The primary employing unit, where the faculty member's official employment relationship belongs, is referred to as the primary unit. The unit engaging the faculty member through a dual appointment is referred to as the secondary unit. A faculty member should not hold dual appointments with over two secondary units concurrently.

The term of the dual appointment is determined through consultation between the faculty member, the primary unit, and the secondary unit, and it typically aligns with the appointment cycle of the primary unit.

The primary unit, secondary unit, and the faculty member must jointly complete the Zhejiang University Internal Dual Appointment Application Form, specifying arrangements for teaching and research duties, the allocation of position allowances, attribution of outcomes, and other relevant matters. The completed form must be submitted for university approval.

#### 7.1.2. Responsibilities of Part-Time Appointed Faculty and Staff

- 1) Contribute to the academic development of the secondary unit, promoting the advancement of interdisciplinary fields.
- 2) Undertake teaching responsibilities within the secondary unit.
- 3) Serve as the graduate advisor for the secondary unit and recruit graduate students under its auspices.
- 4) Apply for research projects and conduct scientific research under the name of the secondary unit.

### 7.2. External (Off-Campus) Part-Time Appointments

Faculty members may take on external part-time roles to apply their expertise in teaching, research, or technical consulting, provided these activities do not conflict with their duties at ZJU.

#### 7.2.1. Types of External Part-Time Roles

Faculty members may engage in the following types of external part-time roles:

- 1) Academic Service Roles: This includes serving in honorary positions, as academic advisors, members of academic committees, expert panels, or as fellows of major international academic organizations. It also includes holding positions in international academic associations, serving as editors-in-chief, deputy editors, or editorial board members of prestigious academic journals, acting as chairs or co-chairs of significant international conferences, and serving as expert consultants to prominent international academic institutions.
- 2) Public Service Roles: These include participation in activities such as decision-making consultations, poverty alleviation, science popularization, and legal aid.
- 3) Industry Engagement Roles: Technical consultation, research collaboration, or technology transfer activities with enterprises, research institutions, or other universities.

The University encourages faculty to undertake non-profit part-time roles that enhance their academic reputation and societal influence while also contributing to the University's prestige. Such roles should only be pursued after fully fulfilling their primary responsibilities and completing their core duties with high quality. The University discourages faculty from engaging in external part-time roles that do not contribute to their professional development, the University's reputation, or broader societal impact.

#### 7.2.2. Eligibility and Approval for External Part-Time Roles

Only full-time faculty may apply for external part-time roles. Non-faculty staff members are generally not permitted to engage in external part-time roles during work hours unless specifically assigned or approved by the university. In exceptional cases, such activities require special approval from the University.

The part-time roles for middle-level University administrators should be implemented according to "Administrative Measures for Part-Time Work of Zhejiang University Middle-Level Leaders." High-level talent part-time roles must also comply with contractual agreements and relevant regulations.



### 7.2.3. Application Approval Procedures

- 1) Full-time faculty members can apply for external part-time roles through the university's administrative service portal: <http://xwfw.zju.edu.cn/Z1895>) or searching for item number Z1895 on the portal or via My ZJU app and Navigate to “Administrative Services” → “Online Services” → “Zhejiang University Faculty External Part-Time Job Approval (Filing)” to submit for review.
- 2) After submitting the application online, the applicant's unit will review (or file) the application through the online system.
- 3) For academic organization or social welfare part-time roles, no formal approval is required. Faculty members only need to submit their applications online and report them to their unit. For other types of part-time roles, the following steps are required:
  - The faculty member submits an application through the online system to their unit.
  - The unit's Party and Administrative Joint Committee (or relevant functional committee) reviews and approves the application, then publicly announces it within the unit.
  - If no objections arise during the public announcement, the unit completes the online review and files the application with the Human Resources Office.

### 7.2.4. Off-campus Part-Time Appointment and Regulations

The duration of a faculty member's external part-time role should align with the term of the employment contract signed by the university.

For regular faculty, the time spent on external part-time activities should, in principle, not exceed one workday per week on average during the university's designated workdays.

For faculty in social service or technology promotion roles (Category II), the time spent on external part-time activities may be adjusted appropriately, provided the faculty member meets the objectives and requirements of their primary job responsibilities.

## 8. Salary, Social Security and Welfare

Salary, social security and benefits are integral components of the University's personnel system, directly impacting the well-being of faculty and staff. The University adheres to the national income distribution framework and implements a standardized, performance-driven, and fair compensation and benefits system. Faculty and staff benefits comprises two primary components - salary and non-salary remuneration.

- 1) Salaries are centrally managed by the University's human resources department and disbursed through the payroll system overseen by the University's Finance Office.
- 2) Non-salary remuneration is managed by the respective payment departments and disbursed through the remuneration system of the university's Finance Office.

Social security and benefits serve as effective supplements to the compensation system and are vital investments in human resources development. In compliance with national and Zhejiang Province policies, the University provides faculty and staff with comprehensive social insurance, offering essential security. To address shared and specific needs beyond salaries and social security, the University offers benefits such as group welfare and subsidies.

### 8.1. Salary Structure

In alignment with national reforms on income distribution for public institutions, ZJU operates primarily under a position-based performance salary system, with annual salary packages applied to specific high-level talent roles (e.g., "Hundred Talents Program" participants and Distinguished Researchers). Generally speaking, an annual salary system is implemented for newly introduced foreign teachers.

According to national regulations, the position-based performance salary system comprises of three main components: basic salary, performance salary, and allowances and subsidies. Currently, the University's salary structure comprises three components:

- 1) Basic Salary
- 2) Living Subsidy

### 3) On-Campus Position-Based Performance Salary

#### 8.1.1. Basic Salary

The basic salary comprises two components: position salary and grade salary.

*Position Salary:* Determined by the faculty operational skill requirements and level, following national standards. Changes in position lead to corresponding adjustments in post salary.

*Grade Salary:* Based on seniority, academic qualifications, and experience. Standards are also nationally established, with 65 grades for technical and managerial staff and 40 grades for workers. For new faculty, grade salaries are set: PhD graduates start at grade level 14. Master's graduates start at grade level 11.

#### 8.1.2. Performance-Based (On-campus) Allowances

For employees under the annual salary system, the University determines their on-campus position-based performance payment (Performance D) by calculating the difference between their annual salary and basic salary.

### 8.2. Social Security/Insurance and Provident/Housing Fund

In compliance with national and Zhejiang Province regulations, faculty members at ZJU participate in: Pension Insurance, Medical Insurance, Maternity Insurance, Work Injury Insurance and Unemployment Insurance. They contribute to an occupational endowment and a housing fund.

The contribution amounts for various social insurance programs are determined by multiplying the contribution base by the respective contribution rate. The government authorities set these rates, while the contribution base is calculated annually based on the individual's average wage from the previous year, subject to minimum and maximum limits enforced by the social insurance administration.

*Social Insurance:* The social insurance contributions for faculty members are recorded and identified based on valid identification documents:

- Domestic faculty members use their national identification cards.
- International faculty members use their passports or the Permanent Resident ID Card for foreigners issued by public security departments in China.

**Housing Fund:** The contribution base for the housing fund is determined by the faculty member's job category and basic salary, and is also subject to annual adjustments within prescribed minimum and maximum limits. Adjustments typically take effect in July each year, as notified by the Provincial Housing Fund Management Center for Government Agencies and Public Institutions. For international faculty, a housing fund account can only be registered, and the associated benefits enjoyed, if they hold:

- The Permanent Resident ID Card for Foreigners ("Green Card").
- The Zhejiang Province High-level Talent Residence Permit ("Red Card").

For detailed information regarding the housing fund, please contact the Department of General Affairs.

**Contact Person:** Teacher Li

**Tel:** 88981002

**Email:** lixiaoxing0501@163.com

**Address:** Room 213-2, Nano Building, Zijingang Campus

### **8.3. Resettlement Allowances and Housing Subsidies**

#### *8.3.1. Resettlement Allowance for New Faculty*

The resettlement allowance is designated for:

- Newly hired faculty under the "Hundred Talents Program" (CNY 50,000).
- Foreign faculty categorized as Type A under the performance-based pay system (CNY 90,000).

There is no need for individual application. Eligible personnel are granted the allowance automatically after the verification of their onboarding materials.

**Payment Process:** The allowance is disbursed in a lump sum through the university's compensation system, generally in the second half of the month following the completion of onboarding procedures. Recipients are responsible for their own taxes.

#### **8.3.2. Housing Subsidy for New Faculty**

##### **1) Eligibility**

The housing subsidy is generally issued for new faculty with a PhD or the highest academic degree in their field. Annual salary system staff have housing subsidies included in their salary.

## 2) Standards

Subsidy standards depend on academic rank, ranging from ¥1,250 to ¥4,167 monthly, distributed over ten years. In cases of promotion in professional rank, the subsidy standard will be adjusted starting the month following the promotion.

*Table 8.1. The standard subsidy based on professional ranks*

Title	Subsidy Amount (RMB/Monthly)
Senior	RMB 4,167
Deputy Senior	RMB 2,083
Intermediate (PhD)	RMB 1,500
Intermediate and below (no PhD but highest degree in the discipline)	RMB 1,250

## 3) Disbursement Method

Housing subsidies for recruited talent are disbursed monthly with the salary over a ten-year period, subject to applicable taxes.

- For new faculty with associate professor titles or below, the housing subsidy is processed automatically without requiring an application.
- For newly hired professors, a Housing Subsidy Selection Form must be completed during the onboarding process.

## 8.4. Other Benefits

### 8.4.1. Health Check-ups

The university prioritizes the health and well-being of its faculty and staff, encouraging everyone at Zhejiang University to enhance their health awareness and maintain physical fitness. Each faculty and staff member are entitled to an annual health checkup provided by the university's campus hospital.

- Senior-Level Checkups: Typically conducted from March to June for faculty and staff at senior levels (Associate Professor, Associate Director, Level-6 Staff, and above).
- General Checkups: Held from October to December for all other faculty and staff. For specific details, please refer to the notifications on the campus hospital's website.

#### 8.4.2. Faculty and Staff Childcare and Education

Children of ZJU faculty and staff are eligible for enrollment in ZJU-affiliated preschools, primary school, middle schools or high schools under Hangzhou's local policies.

1) Zhejiang University Preschool (浙江大学幼儿园)

Website: <https://zdyey.zju.edu.cn/>

2) High School Affiliated to Zhejiang University [浙江大学附属中学]

Address: 89 Shuguang Lu, Hangzhou

杭州市曙光路 89 号 Contact: 0571 8798 3405, 8796 1354

Website: <http://www.hzzdfz.com> (Chinese)

<http://www.hzzdfz.cn/category/id116665321744884482485.htm>

3) The Qiushi Affiliated Primary School of Zhejiang University (杭州市求是小学)

Address: 18 Zheda Lu, Hangzhou 杭州市浙大路 8 号

Contact: 0571 2880 2028, Website: <http://www.qsedu.com> (Chinese)

International faculty may also explore enrollment in international schools in Hangzhou. For more details, please refer to the following table or access via the link: <https://edu.hangzhou.gov.cn/col/col1228921921/index.html>

*Table 8.2. Contact Information for international schools in Hangzhou*

No.	School name	Contact No.	Course Level
1	BASIS International School Hangzhou	(+86) 571-86087097	Kindergarten, Primary school, Junior high school and high school
2	Hangzhou Wahaha International School	(+86) 571- 87157555 15858154608	Preschool, primary school, junior high school and high school
3	Hangzhou Wahaha Bilingual School	(+86)571-86970931/	Preschool, primary school, junior high

		17357183830	school and high school
4	Wellington International College	(+86) 571-82396366	Preschool, primary school, junior high school and high school
5	Hangzhou International School	(+86) 571-86690045	Kindergarten, primary school, junior high school and high school
6	Hangzhou Shanghai World Foreign Language School	18158505878 (Primary School) (+86)18072942 (junior high school)	Primary school, junior high school and high school

#### 8.4.3. Faculty and Staff (Financial Assistance) Hardship Allowance

According to the "Implementation Measures for Hardship Assistance for Zhejiang University Staff" (ZJU Personnel Development document [2017] No. 18) and related documents, staff members or their families may apply for hardship assistance from their respective college-level units or the university in the following situations:

- 1) A staff member passes away because of illness.
- 2) A staff member is diagnosed with a serious illness.
- 3) Faculty and staff cannot work normally because of long-term treatment of illness.
- 4) Faculty, staff or their family experiences financial difficulties because of sudden events (such as traffic accidents, fires, theft, serious illness, or the death of immediate family members).

For specific details on the scope, standards, and application approval procedures, please visit the Human Resources Department website — Personnel Documents — Compensation and Benefits section to view the policy documents.

#### 8.4.4. Faculty and Staff Especial Charity Fund

The University Labor Union established the "Faculty & Staff Charity Fund" in 2008 as part of the "Warm-Heart and Charity Fund Project". The fund's sources



include voluntary contributions from staff (donations), administrative allocations from the University, grants from the University Union, and donations from enterprises, institutions, social organizations, and individuals both within and outside the University. Faculty can contribute to and benefit from a charity fund supporting those with significant medical or financial difficulties. A minimum annual donation is 60 RMB per person.

Union members who have made donations can apply for assistance from the fund in the following situations:

- 1) Members can apply for a grant upon their first diagnosis of a major illness, such as malignant tumors.
- 2) Within a calendar year, if a member suffers from a serious illness or a major accidental injury and incurs out-of-pocket medical expenses at designated medical insurance institutions (including hospitalization and outpatient treatment for special diseases), or if the total amount of personal liability for major medical insurance at designated medical insurance institutions (as determined by the University Medical Insurance Office) exceeds 3,000 RMB, they can apply for a high medical expense grant.
- 3) If a member suffers significant personal or property losses because of a sudden accidental incident, resulting in severe financial hardship for the family, they can apply for a sudden accidental loss grant.

#### 8.4.5. Major Illness Medical Mutual Aid

The Major Illness Medical Mutual Assistance Program for workers in provincial industries, launched by the Zhejiang Provincial Federation of Trade Unions in November 2014, aims to ease the medical burden of employees in the provincial industrial system and meet their multi-level medical insurance needs. This program is characterized by mutual assistance and mutual aid. All ZJU staff who take part in the Urban Employee Basic Medical Insurance of Zhejiang Province and have not reached the statutory retirement age can join on a voluntary basis. Zhejiang University participates collectively as a group member in the Major Illness Medical Mutual Assistance Program for employees through the University Union.

The term of the Major Illness Medical Mutual Assistance is one year, from January 1st (00:00) to December 31st (24:00) of each year. For the tenth period

(2024), the premium is 110 RMB per person, and each individual is limited to one policy. The aid contribution is jointly paid by the individual (60 RMB), the university administration (20 RMB), and the union (30 RMB).

According to the "Implementation Measures for the Major Illness Medical Mutual Assistance Program for Workers in Provincial Industries of Zhejiang Province," participants can apply for hospitalization grants, major illness grants, and high medical expense grants during the coverage period.

#### 8.4.6. Labor Union Benefits

Labor union benefits, as outlined in the "Labor/Trade Union Law" and related regulations, are funded by the unit's allocation of union funds. These funds are used for activities such as organizing union events, safeguarding employees' rights, and supporting workers in need. It reflects the union's role in representing employee interests, protecting their legal rights, caring for their well-being, and offering assistance during difficult times, fully dedicated to serving employees. Union welfare serves as a valuable complement to administrative benefits. The collective benefits organized by the ZJU's union for its members currently include:

- 1) Distribution of holiday gifts to all members during festivals such as the Spring Festival, Dragon Boat Festival, and Mid-Autumn Festival.
- 2) Providing birthday cake vouchers to union members.
- 3) Offering material support to union members during marriage or childbirth;
- 4) Visits and comfort/assistance to union members who are hospitalized because of illness or who are retiring.
- 5) Visits and comfort/assistance to union members and their immediate family members in the event of a death.

#### 8.4.7. Health and Wellness Retreat

The health and wellness retreats for faculty and staff are a concrete manifestation of the school's commitment to maintaining and promoting the physical and mental well-being of its employees. These retreats enhance thinking and innovation among faculty and staff, contributing effectively to the school's "Double First-Class" initiative efforts. The retreats are organized and managed jointly by the University and college-level unions. Each activity has multiple targets destination,

designed to refresh mental and physical recuperation, visits and learning, and rural experiences, typically lasting only 5 days.

- 1) The participants in the health and wellness retreats are faculty and staff who are currently employed and on duty. In principle, faculty and staff can participate in these activities once every two years, and college-level unions can adjust this frequency based on actual circumstances.
- 2) The University Union primarily organizes the health and wellness retreats for faculty and staff who have received various advanced honors at the university level or above. College-level unions organize health and wellness retreats for their own faculty and staff.
- 3) Conditions for Participation in University Union Organized Retreats:
  - Faculty and staff who have received advanced honors at the university level or above in the past three years.
  - Faculty and staff who have worked long-term in teaching, research, management, and service support roles and have achieved good performance, and who have not participated in the advanced employee health and wellness retreats organized by the University Union in the past three years.

## **9. Leave and Vacation Policies**

To ensure the normal operation of duties such as teaching, research, and administrative activities, faculty and staff must strictly adhere to leave of absence policies and follow required procedures.

Building on national leave and vacation policies, the University strives to offer targeted and more compassionate leave systems for faculty and staff. Employees are entitled to public holidays and rotational leave during winter and summer breaks, as per the University calendar and relevant regulations.

### **9.1. Leave Policies**

To enforce strict workplace discipline, standardize attendance and leave management, and to maintain the orderly operation of teaching, research, and administrative services, the university implemented the “Attendance and Leave Management Measures for Zhejiang University Faculty and Staff (Trial)” on July 19, 2022 (ZJU HR Document (2022) No. 43). These measures aim to refine attendance and leave management systems, clarify unit responsibilities, define leave categories, standardize leave procedures, and strengthen oversight and inspection.

The policy applies to all full-time faculty and staff at the University, regardless of whether they are under institutional contracts or other forms of appointment. To support this policy, the University has established a centralized attendance and leave information management system. Each department and unit are required to draft detailed attendance and leave management implementation rules tailored to their specific circumstances based on this policy and submit them for university approval.

University-managed enterprises and affiliated hospitals under the School of Medicine may refer to these measures to plan their own attendance and leave management rules in line with their operational needs, ensuring effective oversight and compliance.

#### **9.1.1. Personal Leave**

Faculty and staff are generally expected to handle personal matters during public holidays, statutory holidays, and winter or summer breaks. If there are exceptional

circumstances requiring an absence from work during working hours, a personal leave request must be submitted.

- Personal leave of up to 5 working days (inclusive) must be approved by the head of the employee's department or unit.
- For personal leave exceeding 5 working days, approval must first be obtained from the department or unit, and then submitted to the Human Resources Office for final approval.

Departments and units should strictly regulate personal leave requests. In principle, the total amount of personal leave for any employee should not exceed 22 working days within a calendar year.

#### 9.1.2. Sick Leave

Faculty and staff who cannot work because of illness, as diagnosed by the University hospital or a tertiary hospital, may request sick leave. The duration of each sick leave request is based on the number of rest days prescribed by the medical professional. Sick leave encompasses public holidays, national statutory holidays, and winter/summer breaks.

- 1) For sick leave of up to 2 months (inclusive) - approval is granted by the head of the employee's department or unit.
- 2) For sick leave exceeding 2 months: approval must first be obtained from the department or unit and then submitted to the Human Resources Office for final review. A valid medical certificate or diagnosis report from the university hospital or a tertiary hospital is required to apply for sick leave.
- 3) If an employee's sick leave exceeds 6 consecutive months and they are still unable to return to work as confirmed by the university hospital or a tertiary hospital, they may apply for extended sick leave, which is generally capped at 24 months.

#### 9.1.3. Maternity Leave

In addition to the 98 days mandated by national law, the following applies:

- For the birth of a first child: an additional 60 days.
- For the birth of a second or third child: an additional 90 days. Leave is calculated on calendar days starting from delivery.



- In the case of difficult delivery, an additional 15 days can be secured.
- For multiple births, an additional 15 days per additional child can be allowed.
- In case of miscarriage or pregnancy termination, the following condition can be considered for leave of absence:
  - Before 4 months of pregnancy-15 days of leave.
  - At 4 months or later but before 7 months: 42 days of leave.
  - At 7 months or later: 98 days of leave.

Maternity leave must be requested by submitting an application along with the hospital's childbirth or medical certification. The application needs approval by the employee's department or unit.

#### 9.1.4. Nursing Leave

- 1) During their spouse's perinatal period and maternity leave, male faculty and staff are entitled to 15 days of paternity leave. The duration does not increase with the number of children born. Applications require supporting medical documents and department approval. Paternity leave can be taken all at once or in separate installments.
- 2) Employees must apply for paternity leave, along with supporting documentation such as the hospital's certification of the spouse's perinatal period or childbirth. The application needs approval by the employee's department or unit.

#### 9.1.5. Parental Leave

- 1) Faculty and staff are entitled to 10 days of parental leave annually for each child under the age of three (calculated from the child's birth date). Parental leave is typically scheduled during winter and summer breaks, however, under special circumstances, employees can submit a formal leave request through official channels for administrative approval. The entitlement does not increase with the number of children.
- 2) Applications must include the child's birth certificate and be submitted to the department for approval.

#### 9.1.6. Family Care Leave (Including Only Child Parent Care Leave)



- 1) Faculty and staff who are the only child in their family are entitled to 5 days of parental care leave annually if one parent has reached the age of 60 (calculated from the parent's 60th birthday).
  - Parental care leave should be scheduled during winter and summer breaks.
  - Applications require the submission of a certificate of only child status and the parent's identification and must be approved by the employee's department.
- 2) Faculty and staff are encouraged to visit parents or spouses during winter and summer breaks, as the university does not provide additional visiting leave.

#### 9.1.7. Marriage Leave

- 1) Faculty and staff who legally register their marriage are entitled to 13 days of marriage leave. Public holidays and statutory holidays are not counted as part of the leave.
- 2) Marriage leave must be taken within 1 year of registration. If delayed because of work requirements, it may be extended up to 6 months upon agreement with the unit.
- 3) Leave may be taken at once or in installments.

#### 9.1.8. Bereavement Leave

In the event of the death of an immediate family member or in-law, faculty and staff may take 3 days of bereavement leave. If travel to another location is required to handle funeral arrangements, additional travel leave may be granted based on the actual needs. Bereavement leave (including travel leave) must be requested by the employee and approved by their department. An employee will be deemed absent from work under any of the following conditions:

- 1) Leaving their post without completing the required leave application procedures.
- 2) Leaving their post despite not having their leave application approved.
- 3) Failing to return to work after an approved leave period has expired.
- 4) Misrepresenting situations, fabricating reasons, and deceiving the organization to get leave approval.



- 5) Refusing to accept organizational assignments, failing to report to a new position, or unreasonably delaying reporting beyond the university's stipulated deadline.
- 6) Traveling abroad without prior approval, or failing to return on time after an approved overseas trip.
- 7) Other actions explicitly defined by the university as absenteeism if an employee is absent from work for over 15 consecutive working days or accumulates over 30 working days of absence within a year, the University reserves the right to terminate their employment contract or labor agreement. For dispatched personnel, the University is entitled to return them to the dispatching organization.

## **9.2. Professorial Sabbatical/Academic Leave**

Professorial Sabbatical/Academic Leave is a focused period for professors who engage in extensive teaching and research duties. During this time, professors can pursue activities related to academic research, such as further education, academic visits, summarizing research outcomes and teaching experiences, writing papers, compiling textbooks, and authoring books.

- 1) Professors may pursue various academic leave formats, including visits to prestigious universities or focused research and writing.
- 2) Academic leave is typically 6 months every 4 years for full-time professors with satisfactory teaching and research performance, who have not previously taken academic leave in the last 4 years or spent over 6 months abroad (excluding conferences and short-term visits).
- 3) Professors must submit an application and approval form, endorsed by the college's joint party-administration meeting and the Human Resources Department. College leadership must seek approval from University executives. Applications are due at least one semester in advance.
- 4) Salaries, benefits, and allowances remain unchanged during academic leave

## 10. Disciplinary Actions and Appeals

Upholding strong academic ethics and exemplary character is essential for faculty and staff to achieve their professional aspirations. Every Zhejiang University employee is expected to abide by regulations and fulfill their responsibilities. To regulate conduct and maintain order in the University, disciplinary regulations for faculty and staff have been established in accordance with relevant laws and regulations. Disciplinary actions are administered based on principles of fairness, impartiality, and a balance of education and punishment.

### 10.1. Types of Disciplinary Actions and Duration

*Table 10.1. Types of Disciplinary Actions and Duration*

No.	Disciplinary actions	Duration (months)
1	Warning	6
2	Record Demerit	12
3	Demotion (Reduction in Position Level)	24
4	Dismissal/Termination	-

### 10.2. Associated Measures to Misconduct

#### 10.2.1. Salary and Allowances

- 1) During the disciplinary period, adjustments and payments of basic salaries will be implemented according to the national and provincial regulations.
- 2) On campus performance-based allowances provided within the University will be reduced or suspended as follows:
  - Following a warning, the performance allowance will be paid at 50%.
  - For Record Demerit or higher misconduct, allowance will be suspended.
- 3) During suspension for investigation, salary adjustments because of national policies are temporarily deferred until the conclusion of the investigation. If no disciplinary action is ultimately imposed, retroactive adjustments and payments will be made in accordance with regulations.
- 4) After a disciplinary action is lifted, salary and benefits are determined based on the newly assigned job position and grade. If it is confirmed that no

disciplinary action should have been taken, the original salary and benefits will be fully restored after the disciplinary action is revoked.

#### 10.2.2. Annual Appraisals and Promotions

- 1) Staff under warning cannot be promoted to a position higher than their current job grade during the disciplinary period, and their annual assessment cannot be categorized as “Excellent.”
- 2) Staff under Record Demerit cannot be promoted or appointed to a higher job position during the disciplinary period, and their annual appraisal will not be graded.
- 3) Staff under Demotion (Reduction in Position Level) are assigned to a lower job grade starting from the effective date of the decision.
  - From the effective date of the disciplinary decision, the individual’s job position level will be reduced by at least one rank.
  - During the disciplinary period, they cannot be appointed to a position higher than their new job level following the disciplinary action.
  - Their annual assessments for both the current and the following year will not be categorized.
- 4) Staff under dismissal will have all salary and allowances terminated from the month of the disciplinary decision, and their employment relationship with the university will be automatically terminated from the effective date of the decision.

#### 10.3. Appeals for Disciplinary Actions

- 1) Faculty and staff who object to a disciplinary decision may file a written appeal to the University's Human Resources Department within 30 days of realizing the decision. If dissatisfied with the review result, they may further appeal within 30 days of receiving the review decision, following the national regulations for appeals by employees of public institutions.
- 2) Review decisions must be made within 30 days of receiving the appeal. The disciplinary decision remains in effect during the review or appeal process. Submitting an appeal or request for review will not cause heightened disciplinary measures.

#### **10.4. Removal of Disciplinary Actions**

- 1) Upon the completion of the disciplinary period, if the individual has shown signs of remorse during the disciplinary period and has committed no further violations of rules, discipline, or laws, the disciplinary action will be automatically lifted.
- 2) After the disciplinary action is lifted, matters related to performance evaluation, job promotion, employee rank, title, and salary will be governed by national regulations and the original disciplinary action exerts no further influence. However, for individuals who received a disciplinary action that resulted in a lowered job rank, their original rank, title, and salary will not be reinstated. Where there is no higher rank, title, or job level to which the salary could be adjusted, the salary grade will not be restored after the disciplinary action is lifted.

## 11. General Services

This chapter provides information on handling various routine procedures, including official and personal travel abroad, issuance of employment certificates, common financial reimbursements, and tax matters.

### 11.1. Official Travel Outside Mainland China (including Hong Kong, Macao, and Taiwan Destinations)

Short-term official travel internationally, and to Hong Kong, Macau and Taiwan refers to attending official engagements for less than 180 days. Details of relevant regulations can be found in “Zhejiang University Short-term Official Travel internationally and to Hong Kong, Macau and Taiwan Management Measures (ZJU Document [2020] No. 53), Implementation Opinions on Strengthening and Improving Management of Teaching and Research Personnel’s Short-term Official Travel internationally and to Hong Kong, Macau and Taiwan (ZJU Party Committee Document [2016] No. 53), and Zhejiang University Official Passport Management Implementation Rules (Trial) (ZJU Document [2019] No. 41).

Foreign faculty and staff can log into the service center and submit an application according to the destination of the visit via “Z2029: Application for Short-term Outbound Official Travel for internationally and to Hong Kong and Macau” or “Z1778: Application for Short-term Official Travel to Taiwan”. Submit invitation letters and other documents to complete the approval process, and obtain the travel permit before traveling.

After returning, within one month, the faculty or staff shall log into the service center and submit their return application via “Z1775: Post-travel Review for Short-term Official Travel for internationally and to Hong Kong and Macau.” This requires uploading documents such as the entry and exit records, the post-trip report, etc. The post-travel review will be processed by the faculty or staff’s department or college, the Office of Global Engagement, and the Finance Office.

For online international conferences, faculty shall complete an approval process before the event. Applications can be submitted with the service center via “Z1957: Application for internationally, and to Hong Kong, and Macau-based Online Conferences.

Contact telephone No.: 88981261.

## 11.2. Issuance of (Personnel) Certificates

Faculty, staff, and postdoctoral fellows can request employment-related certificates through the Administrative Service Hall (Human Resources Department counter) or the Zhejiang University Service Platform. Certificates include employment verification and proof of income are issued based on the specific purpose of the request.

### 11.2.1. Employment and Income Verification

#### For Personal Use (Self-Service)

- 1) Faculty requiring certificates for personal matters (e.g., bank loans, children's study abroad), faculty members can:

Visit the Human Resources Department counter at the Administrative Services Hall with a campus card or other identification documents to process the request.

Alternatively, apply online through the Zhejiang University Service Platform using: Employment Verification with item No. Z1902 (<https://service.zju.edu.cn/Z1902> or Income Verification with item No. Z1899 via <https://service.zju.edu.cn/Z1899>). Documents can be retrieved via self-service machines or delivered by mail (postage costs borne by the applicant).

#### 2) For Personal Use (via Authorized delegates)

**Offline:** The authorized person must bring an authorization letter, along with the campus cards or identification documents of both the applicant and themselves, to the Human Resources Department counter.

**Online:** Applications can also be delegated through Item No. Z1902 or Z1899 on the service platform, with the same processing options as self-applications.

#### 3) For Specific Scenarios

For faculty and staff requesting a proof of Employment and Income Certificate for private overseas travel, the following process applies: Submit an online application via ZJU Ding Talk or Zhejiang University Service Platform at Z1990. Once the application is approved, present a screenshot of the approval to the Human Resources department window at the Administrative Service Hall to obtain the certificate.

**Offline Application:** Provide a contact letter issued by the Research Institute or Social Science Institute (obtained from their counters in the Administrative Services Hall) at the Human Resources counter in the Administrative Services Hall.

**Online Application:** Use Item No. Z1902 on the Zhejiang University Service Platform. Select either "Science, Engineering, Agriculture, and Medicine Purposes" or "Humanities and Social Sciences Projects." The application will be processed by the Research or Social Science Institute counter and then forwarded to the Human Resources counter for approval. Once approved, you may print the document at a self-service machine.

*Employment Verification for Talent Project Applications (Expert Evaluations):*

**Offline Application:** Submit a contact letter issued by your department or school at the Human Resources counter in the Administrative Services Hall.

**Online Application:** Use Item No. Z1902 on the Zhejiang University Service Platform. Clearly state the specific purpose of the document and upload the contact letter from your department or school. Once approved by the Human Resources counter, you may print the document using a self-service machine.

*Employment Verification Travel to Taiwan:*

For processing employment verification required for obtaining an entry/exit permit to Taiwan: Provide a contact letter issued by the Office of Global Engagement to the Human Resources counter in the Administrative Service Hall.

### 11.2.2. Old-age Insurance Certificate

For faculty and staff requesting proof of an Old-age Insurance Certificate, Use Item No. Z0073 (via the Zhejiang University Service Platform). Clearly state the specific purpose of the document and upload the contact letter from your department or school. Once approved by Human Resources Department, you may download the document from the Service Platform. For adjunct/part-time faculty requesting proof of an Old-age Insurance Certificate, you need to go to Zhejiang Provincial Social Insurance Center with passport or permanent resident ID card.

Contact 88981917 for relevant issues. Refer to relevant procedures and requirements via <https://hr.zju.edu.cn/cn/28765/list.htm>.

### 11.2.3. Other Certificates





For employment verification requests not covered under the standard categories:

- Contact the Human Resources counter at the Administrative Services Hall via 88981600 or 88981643 to confirm whether the specific type of verification can be issued.
- Prepare a contact letter issued by your department or unit, or a letter from another functional department specifying the purpose of the verification.
- Submit the required documents at the Human Resources counter in the Administrative Services Hall. For matters requiring additional approval, consult with the relevant office in the Human Resources Department.
- Refer to the detailed procedures and requirements on the Zhejiang University Service Platform (<https://service.zju.edu.cn>).

### 11.3. Reimbursement Procedures

The commonly used financial reimbursement processes include:

- Appointment-based reimbursement
- Routine business reimbursements
- Conference and training expenses
- Honorarium and labor payment
- Equipment purchases
- Publication fees
- Research grant allocations

For detailed instructions, visit the Finance Office website: <http://cw.zju.edu.cn>.

### 11.4. Tax Payment

Under tax treaties signed between the Chinese government and various foreign governments to avoid double taxation, foreign faculty members may be exempt from paying personal income tax on teaching and research earnings obtained in China, for a specified number of years. Eligibility is subject to filing with the tax bureau. For details on the applicable duration and terms, refer to the relevant teacher and researcher provisions in the tax treaties:

<http://www.chinatax.gov.cn/n810341/n810770/index.html>.

Required Documents for filing:

- 1) Taxpayer Information and Revenue Reporting Form (Two copies).

- 2) Certificate issued by the tax authority of the treaty country, dated after the start of the calendar year in which tax filing or withholding occurs.
- 3) Valid work-related documents (e.g., foreign expert certificate, work permit).
- 4) Passport (original and copy).
- 5) Employment contract or agreement (copy).

*Application Process:*

*Offline:* Bring all required documents to Room 105-2, East 6 Building, Zijingang Campus.

*Online:* Send scanned copies of the required materials to wangweidi@zju.edu.cn

*Contact person:* Ms. Wang, Tel: 88206917.

## **11.5. Management of Talent Dispatch Personnel**

### **20.5.1 Management Regulations**

Personnel hired under labor dispatch contracts outside of the University's regular staffing quota are an important supplement to the University's workforce. Departments in need of such staff must follow the “Opinions on Diversifying Employment Mechanisms to Support High-Quality Development” (Doc. No. 24 [2022]) and the “Interim Provisions on Regulating Labor Dispatch Work” (Doc. No. 31 [2015]).

#### **1) Position Setup**

*Position Types:* Labor dispatch positions may be created for temporary, auxiliary, or substitute roles in teaching, research, administration, or service areas. They are categorized as administrative assistants, research assistants, continuing education/training staff, and other technical support staff (e.g., finance, library). 1) Administrative positions require HR approval, 2) Continuing education positions are planned and approved by the Continuing Education Office, 3) Research assistants are proposed by project PIs and approved by the faculty and Other technical roles are based on departmental needs.

*Job Posting:* Once approved, departments submit job requirements to Jiangnan Talent Co., Ltd. for public recruitment. The HR Office reviews postings before publishing on the university HR system and talent platforms. The employing unit can determine the employment personnel in various forms.



## *2) Strict Hiring Criteria and Procedures*

### *Eligibility Conditions*

- 1) Good political and moral standing, compliance with laws and university regulations.
- 2) Strong work ethic and professional integrity.
- 3) Aged 18+, generally under 45 for males and under 40 for females; physically and mentally fit.
- 4) Minimum associate degree; research assistants typically require a bachelor's degree.
- 5) Proficiency in a foreign language is generally required.
- 6) Meets specific job requirements (e.g., major, skills).
- 7) Immediate family members of project leaders may not be hired.

### *Hiring Process*

- 1) Units requiring dispatched personnel may submit an application upon approval. Such personnel shall, in principle, be managed by their respective school, office, or department.
- 2) Hiring units may select candidates through appropriate channels. To post a job opening, the unit must obtain approval from the designated HR personnel of their college/school/department before proceeding.
- 3) Upon selecting a candidate and verifying their eligibility, the hiring unit shall complete the necessary onboarding procedures in accordance with regulations.

### *Funding Confirmation*

- 4) Funding must comply with national and University regulations, verified by the Budget Office.
- 5) Full project-based payment is preferred to ensure timely salary and insurance payments (refer to the Talent Dispatch Cost Reference Table).
- 6) Compensation, insurance, and housing fund standards must align with regulations and are paid monthly by the dispatching agency.

## 11.5.2 Daily Management of Dispatch Personnel

### *Management Framework*

Zhejiang University has signed a labor dispatch agreement with Jiangnan Talent Co., Ltd. A tripartite relationship exists between the employee, dispatch company, and university department. To enhance this collaboration, the Jiangnan Talent – ZJU Service Center was established in 2018 to provide on-site support, streamline services, and promote standardized, efficient management. Please refer updated information from the Zhejiang University HR website regarding Labor Dispatch section.

## 12. Appendix

### 12.1. Brief overview of ZJU Campuses (*refer to the campus map attached*)

#### 1) Zijingang Campus

Zijingang Campus, the main campus of ZJU, is located in northwest Hangzhou, close to Xixi Wetland Park. Launched in 2009, it spans 5,369 acres and hosts 22 colleges, all administrative offices, and several affiliated units, accommodating over 30,000 full-time students. In 2022, 10 additional science and engineering colleges and institutes moved to Zijingang. Guided by a vision of "higher quality, greater excellence, more respect, and deeper ambition," the campus focuses on moral integrity, national priorities, and balanced development. It enhances five key dimensions and integrates its colleges and departments to create a comprehensive experience. Zijingang aims to be a "safe, beautiful, healthy, civilized, smart, and harmonious campus," supporting the University's goal of becoming a world-class institution with Chinese characteristics.

#### 2) Yuquan Campus

Perched on the northwest fringe of West Lake, Yuquan Campus is cradled by the gentle slopes of Laoheshan and is near the lush Hangzhou Botanical Garden, covering an area over 1,200 acres. As the original site of Zhejiang University, it features comprehensive educational facilities and infrastructure. The campus accommodates over 11,000 students, with top-notch facilities including the Shaw Science Hall, Shaw Sports Hall, and Ouyang Chunmei Science Building. It hosts the Secretariat of the Academic Committee, the School of Engineering, the School of Information, library, University hospital, Advanced Technology Institute, College of Energy Engineering, College of Electrical Engineering, and College of Computer Science and Technology.

#### 3) Xixi Campus

Xixi campus is located in Xixi Sub-district near the scenic West Lake and within the Huanglong business hub, covering over 500 acres. It hosts the School of Art and Archaeology, University Archives, Zhejiang University Press Co., Zhejiang University Architectural Design & Research Institute Co., and the Innovation and

Entrepreneurship Research Institute. Offices for the Safety and Security Department, General Affairs Department, and Retiree Affairs Department, along with continuing education units like Zhejiang University Kindergarten (Xixi Branch), are on this historic and vibrant campus.

#### 4) Huajiachi Campus

Huajiachi Campus is the university's oldest existing site with significant historical and cultural importance. In 1934, the College of Agriculture moved to Huajiachi, and during World War II, the university relocated but returned in 1946. In 1952, the College of Agriculture became Zhejiang Agricultural College, later evolving into Zhejiang Agricultural University in 1960. By the 1990s, it was a leading agricultural institution in China. In 1998, it merged with Zhejiang University, Hangzhou University, and Zhejiang Medical University, forming the new Zhejiang University. The campus, covers 805 acres including 110 acres of lake surface. During the 14th Five-Year Plan, it was identified as a hub for the high-end training center. Now it is home to over 3,000 full-time students, primarily in clinical/medicine and translational medicine. It also hosts the Continuing Education College and the National Cadre Education Training Base, welcoming over 150,000 trainees annually.

#### 5) Zhijiang Campus

Zhijiang Campus, located on the banks of the Qiantang River near the Liuhe Pagoda and surrounded by Yuèlún Mountain, covers over 650 acres with year-round greenery and harmonious architecture. It was established in 1911 as the site of Zhijiang University, Hangchow Christian College, a Christian University founded in 1897, initially focused on humanities and later expanding into sciences. In 1952, Zhijiang University was split, and its departments were integrated into several universities. The campus served as Zhejiang Normal College and the Zhejiang Provincial Party School in the 1950s, becoming part of Zhejiang University in 1961. It later served as the Basic Education Division in 2002. Since 2007, it has been the center of the Guanghai Law School and, since 2015, it has been home to the Institute for Advanced Study in Humanities and Social Sciences. Currently, it is home to around 1,000 faculty and students. In 2006, the site was designated as a National Key Cultural Heritage Protection Unit, preserving its historical significance.

## 6) Zhoushan Campus

Zhoushan campus is situated between Lincheng New District and Dinghai District in Zhoushan Island. The campus forms part of a significant educational strategy and serves as a hub for marine-related disciplines for Zhejiang University. It is the University's first campus outside Hangzhou. Established in 2003 as the Marine Science and Engineering Research Center, it has evolved into a research-oriented college since September 2015. The Zhoushan Campus covers 480 acres with a 200,000 m<sup>2</sup> building area. The college focuses on marine science, ocean engineering, and marine information, with nine research institutes. The campus is home to approximately 200 staff and 1600 students. Its architectural design blends with its natural landscape, highlighting the synergy between mountain and water elements and underscoring its “marine” identity.

## 7) Haining (International) Campus

Haining International Campus is the fruit of a collaborative endeavor between Zhejiang University and the Haining Municipal Government. The International Campus is located in the city of Haining, which is conveniently situated between Shanghai and Hangzhou. It covers 200 acres and is bordered by an ecological wetland to the north and by the scenic Juanhu Lake to the south. The overall architectural style of the campus is an organic blend of traditional European and Chinese elements. It began its inaugural student enrollment in 2016 and was completed in 2017. The ZJU International Campus has adopted a model of creating Joint Institutes with partner universities, and Joint Institutes have already been successfully established with the University of Edinburgh and the University of Illinois at Urbana-Champaign (ZJU-UoE and ZJU-UIUC Institutes). In addition, the Institute of China Studies offers Masters programs in China Studies to a rapidly growing cohort of international students.

## Zijingang Campus and Facilities

(Refer detail of ZJU campuses: <https://www.zju.edu.cn/english/74911/main.psp>)

**Dining Halls:** Zijingang Campus offers a variety of dining options to cater to the diverse tastes and preferences of its students and faculty. Each dining hall is uniquely designed to provide a comfortable and enjoyable dining experience. Below is a list of



the main dining halls along with their locations as shown on the Zijingang Campus 3D map:



- 1) *Food and Beverage Options:* MySweet Cafe is a famous and affordable coffee/tea drink bar, available in many colleges and departmental buildings on Zijingang Campus. Other brands such as Starbucks, Luckin Coffee, KFC, Teabydo, Chaboshi Tea House, Qindu Coffee, and North Street Coffee are also available.
- 2) *University Hospitals:* With each campus equipped with a hospital or infirmary, the University provides a comprehensive out-patient service for the faculty, staff and students.

*Table 11.1. On campus hospitals*

Hospitals	Contact	Emergency contact	Emergency help
Zhejiang University Zijingang Campus Hospital	0571-88206397	0571-88981120	Emergency services are available on Sundays and at night.
Zhejiang University Yuquan Campus Hospital	0571-87951433	0571-87953120	Emergency services are available on Sundays and at night.

*Off-campus hospitals:* Sir Run Run Shaw Hospital: The Sir Run Run Shaw Hospital is an affiliated hospital to the School of Medicine, ZJU. It has English-speaking nurses, medical doctors, and specialized doctors.

*Add:* 3 East Qingchun Road, Tel: +86-571-86090073 (switchboard); 86006016 (VIP Clinic reception and appointments) *Website:* [www.srrsh.com](http://www.srrsh.com)

Second Affiliated Hospital, Zhejiang University School of Medicine: Regarded as one of the best hospitals for various disease treatment.

*Address:* 88 Jiefang Road, Telephone: +86-571-87783777

*Website:* <http://www.z2hospital.com/>

In addition, First Affiliated Hospital of College of Medicine, Zhejiang University, the second affiliated Hospital of the College of Medicine, Zhejiang University, Hangzhou Aima Maternity Hospital, North American International Hospital, etc., have good reputations.

- 3) Supermarket, grocery and shopping centers: Several on-campus grocery stores/supermarkets are available in the residential areas. Big shopping centers are also found within a very close distance to the campus. These shopping malls centers are: Century Mart @ Wuzhou International (世纪联华五洲国际店) Address: Floor B1, 799 Yuhangtang Road, Hangzhou Walmart @ Incity (沃尔玛古墩路印象城店) Address: Floor 3-4, 588 Gudun Road, Hangzhou. Fresh Hippo in the Paradise walk building in the west area, Jiangcun Station, metro line 5, exit D. Yintai at Zijingang campus station, metro line 5, exit A. These provide various facilities of shopping facilities.

#### 4) Arts and Museum

- The University History Museum (on the second floor of the Crescent Building, History Museum of Zhejiang University) holds a precious collection of ZJU's memories and archives in specimens and manuscripts by some distinguished ZJUers. You can discover stories of the University to renew your understanding of the Qishi Spirit). Location: 1st Floor, Crescent Building, Zijingang Campus
- The Museum of Art and Archaeology (Zhejiang University Museum of Art and Archaeology) is not a cultural relics exhibition hall in the ordinary sense, but a

museum with the infusion of words and vision, of different disciplines, and of human experience. It is a new-style museum where everyone in and outside the University can appreciate the works of art, exchange their ideas on human civilization, and reflect on new directions of civilizational development.

*Location:* West part of Zijingang Campus

- The Library of Ancient Books (Officially opened to the public on the occasion of the 124th anniversary of Zhejiang University, the Library has a collection of over 180,000 volumes of books from the Song Dynasty (AD 960-1279) to the Republic of China (AD 1912-1949), including over 20,000 volumes of rare classics. 100 types of rare books are exclusively held here. The Library has 175 rare books catalogued into the National Rare Ancient Book Directory, ranking second among all libraries in Chinese universities.

## 5) Banks and ATMs

*Table 11.2. On campus banks and ATM services*

Bank	Address	Working hour
Bank of China (ATM)	Zijingang Theater	ATM (24h)
	Dining Hall	ATM (24h)
China Construction bank	Zijingang Theater	ATM (24h)
	Residential Hall	ATM (24h)
	Residential Hall (Baisha)	ATM (24h)
Industrial and Commercial Bank of China	Near the East Dining Hall	ATM (24h)
China Citic Bank	Near the East Dining Hall	ATM (24h)
Agricultural Bank of China	The Residential Hall (Baisha) first Floor	Monday-Saturday 9:30-16:00, Tel: 86-571-88209005
	The Residential Hall (Danyang) First Floor	
	The Residential Hall (Bifeng)	ATM
Postal Saving Bank of China	The Residential Hall (Baisha) First Floor	

**Table 11.3. Off campus, banks and ATM services**

<b>Bank</b>	<b>Address</b>	<b>Working hours</b>
Bank of China (ATM)	798 Shenhua Road	Monday-Saturday 9:00-17:00 Tel:86-571-87814191
Industrial and Commercial Bank of China	366 Shenhua Road	Monday-Friday 9:00-17:00 Tel:86-865990436
Bank of Hangzhou	823 Yuhangtang Road	Monday-Saturday 9:00-17:00 Tel:86-571-88333037

**Table 11.4. Hotels**

<b>Hotels</b>	<b>Address</b>	<b>Tel</b>
Zijingang International Hotel	No. 796 Shenhua Rd. (it is close to the east gate of Zijingang campus)	86-571-89710000
Yuanzheng Qizhen Hotel	No. 866 Yuhangtang Rd. (it is on campus, near the campus hospital)	86-571-888982888
Zijingang Hotel	No. 798 Shenhua Rd.  It is close to the east gate of Zijingang campus.	86-571-88969999

## 6) Transportation

Inside the campus, various transportation options are available, including school buses, electric scooters, and bicycles. These options are convenient for getting around. Campus shuttle buses provide service between different campuses. Different shuttles have different routes, so please ensure you are taking the correct one when traveling across campus. The timetable is subject to change during summer/winter vacations and holidays. To explore Hangzhou, Hangzhou has a comprehensive city bus system. Bus tickets accepts several online payment options including Alipay, and the price is displayed on the digital coin slot when you board the bus. Taxi: The starting price for a taxi is 14 RMB for the first 3 kilometers. The fare is 2.5 RMB per kilometer between 3 and 10 kilometers, and 3.75 RMB per kilometer after 10

kilometers. Taxis also charge 2.5 RMB for every 4 minutes when the car is stopped.

**Shared Bicycle:** Renting a bicycles through an app is a great alternative for exploring the city, especially on nice days. Commonly seen brands include Mobike, Hello Bike, and eBike. These bikes are easily discernible and available throughout the campus.

## 7) National Holidays and Festivals

Please pay attention to related notices since the exact dates of national holidays and festivals vary each year according to the lunar calendar.

*Table 11.4. Holidays and festivals*

Holidays and Festivals	Dates	Numbers of Days off
New Year's Day	1st of January	3
Spring Festival	Late January to mid-February (during winter holidays)	7
Tomb-Sweeping Day (Qingming Festival)	early April	3
International Workers' Day	1st May	3
Dragon Boat Festival	Mid-June	3
Mid-Autumn	Mid-September	3
National Day	1st October	7

## 8) Weather and Climate in Hangzhou

The average annual temperature in Hangzhou is around 17 ° C (63 ° F). Hangzhou has a subtropical monsoon climate with four distinct seasons. Summers are hot and humid, with average temperatures ranging from 24° C to 34° C (75° F to 93° F), while winters are cold but not severe, with average temperatures between 1° C and 8° C (34° F to 46° F).

## 9) Sports Facilities

### *Indoor facilities*

Indoor and outdoor facilities (Swimming Pool, Gym, Fengyu playground, Tennis court, Badminton court, Volleyball court, Ping-pong court, and fitness centers) are available in the university campuses. Please, refer to the working time, specific to the campus center.

**Table 11.5. Fitness Centers**

<b>Campus</b>	<b>Facilities</b>	<b>Open</b>
Zijingang Campus	1st floor in the Natatorium	9:30-21:30
Yuquan Campus	Basement Level 1 in the Shaw Sports Complex	10:00-21:00
Zijingang Campus	1st floor of the Gym	15:00-21:00

## 12.2. Notice on Matters Related to Religious Activities

*Requirements of Relevant Chinese Laws, Regulations and Policies :* In accordance with relevant laws and regulations such as the Constitution of the People's Republic of China, the Education Law of the People's Republic of China, the Higher Education Law of the People's Republic of China, Measures for the Administration of Internet Religious Information Services, Provisions for the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China, the People's Republic of China respects the freedom of religious belief of aliens within Chinese territory and protects friendly contacts and cultural and academic exchanges of aliens with Chinese religious circles in respect of religion. Meanwhile, aliens who conduct religious activities within Chinese territory shall abide by Chinese laws and regulations.

China adheres to the principle of separating education from religion, and no organizations or individuals may use religion to engage in activities that hinder the national education system. The University serves as a hub for the pursuit of knowledge and the advancement of academic excellence, and plays a central role in promoting cultural enrichment, driving innovation, and fostering international exchange and collaboration. Zhejiang University fully respects the freedom of religious belief of all international faculty, who may participate in religious activities at Buddhist monasteries, Taoist temples, mosques, or churches lawfully registered within Chinese territory according to their own religious belief. However, it is essential to note that religious activities are not permitted to be conducted on campus.

*Islam: Hangzhou Mosque.*

**Christianity:** Chongyi Church, Gulou Church, Jianqiao Church, Sicheng Church, Tianshui Church, Chengbei Church;



**Catholicism:** Hangzhou Cathedral of the Immaculate Conception.

**Buddhism:** Xiangji Temple, Faxi Temple, Lingyin Temple, Fajing Temple, Jingci Temple, Fajing Nunnery, Taoguang Temple, Lingshun Temple, Yongfu Temple.

*Specific Requirements*

- 1) No one shall use religion to engage in activities that disrupt public order, impair the health of citizens or interfere with the state's education system (*refer to Article 36 of the Constitution of the People's Republic of China*)
- 2) Any organization or individual may not employ religion to obstruct the activities of the state education system (*refer to Article 8 of the Education Law of the People's Republic of China*)
- 3) When conducting religious activities within Chinese territory, one shall abide by Chinese laws and regulations (*refer to Article 16 of the Rules for the Implementation of the Provisions on the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China*)
- 4) The University respects the freedom of religious belief of all international faculty and students, but does not provide venues for religious activities. No religious activities are allowed within the University premises (*refer to Article 29 of the Administrative Measures for Recruiting and Cultivating International Students, Decree No. 42*)
- 5) International faculty and their families may participate in religious activities at Buddhist monasteries, Taoist temples, mosques, churches and other sites for religious activities within Chinese territory (*refer to Article 3 of the Provisions on the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China*).
- 6) International faculty shall not establish religious organizations, set up religious offices, sites for religious activities or run religious institutions within Chinese territory. (*refer to Article 8 of the Provisions on the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China*).
- 7) International faculty may not develop religious followers among Chinese citizens, appoint religious personnel or engage in other missionary activities (*refer to Article 8 of the Provisions on the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China*).



- 8) International faculty may not produce, sell, distribute or disseminate religious books and journals, religious audio-visual products, religious electronic goods or other religious articles as well as content related to religious activities (*refer to Article 17 of Rules for the Implementation of the Provisions on the Administration of Religious Activities of Aliens within the Territory, and Article 17 of Measures for the Administration of Internet Religious Information Services*).

### 12.3. International Faculty Personal Safety Tips

Hangzhou is generally considered a very safe city by both domestic and international standards. The city has low crime rate and polices are efficient. The public transportation system, including buses and the metro, is considered safe and reliable. Taxi services are also trustworthy. Many areas in Hangzhou are pedestrian-friendly, with well-lit streets and sidewalks, making it safe for walking. While traffic can be busy, road safety standards are generally good, especially compared to some other rapidly developing cities.

As an institution known for its excellence and attention to detail, Zhejiang University has implemented strict safety regulations to further ensure the well-being of its faculty and staff. It is important for international faculty and staff to familiarize themselves with these regulations and remain vigilant of potential risks during their time at the University or when traveling to other major cities in China. In general, here are some essential safety tips to consider:

#### 1) General Personal Safety

Be Aware of Your Surroundings:

- Stay alert and report any suspicious activity or unsafe situations to campus security.
- Keep personal and University property secured to avoid loss or theft.
- Save the University's emergency contact numbers and your country's embassy contact information on your phone.

Cultural and Legal Compliance:



- Adhere to local safety laws and University policies. Avoid engaging in prohibited activities like unauthorized use of electrical appliances or tampering with safety equipment.
- Exercise caution at night, use official bank services for currency exchange, avoid conflicts with others, and share contact details with colleagues while traveling or relocating.

## 2) Fire Safety Rules and Incident Handling Procedure

### Fire Safety

- Familiarize yourself with the University's fire safety protocols and regulations.
- Participate in fire drills organized by the University to stay prepared for emergencies.
- Immediately notify the relevant campus authority if you spot any fire risks, such as damaged fire equipment or unsafe electrical setups.
- Locate and understand how to use fire extinguishers, alarms, and emergency exits in your building.

### Crisis Management

- In case of fire or sudden crisis-evacuate immediately using designated exits; avoid elevators. Assist others if safe to do so, but prioritize your own safety. Follow instructions from campus security or emergency responders. Use fire blankets or extinguishers only if trained and it's safe.
- Assemble at the designated safe area and do not re-enter the building until officially cleared. Account for all individuals in your team or group, and report missing persons to responders.

### Training and Awareness

- Attend safety training sessions and workshops offered by your school/department/research unit. Workshops covers emergency response and guidelines to be considered during fire or sudden explosion incident at work place (conducted each semester).
- Based on the cause of the fire and the responsible individual, a range of penalties can be imposed following verification. These penalties may include:  
1. Compensation for losses. 2. Written warning. 3. Public censure. 4. Cancellation of all awards and honors. 5. Administrative sanctions. 6.

Dismissal. Fines ranging from 5,000 to 20,000 or higher may also be applied, depending on the severity of the incident and its consequences.

### 3) Laboratory Safety Management Tips

Zhejiang University integrates safety into development plans and provides resources for safety management. Adequate resources are allocated to ensure robust safety management systems, prioritizing hazard elimination and accident prevention across all operations. Please refer responsibilities tips on Specialized Safety protocols while working in laboratory, including chemical safety, biological safety, radiation safety, equipment safety and regular maintenance protocols. In addition, it is mandatory for international faculty and staff to register for and receive special training arranged by the University or individual colleges.

### 4) Campus Incident Handling Procedures

#### Criminal and Public Security Cases

- Immediately call the campus security office hotline (each campus has its own call center) or directly report to the police (110).
- Preserve the scene to avoid evidence contamination. Assist in ensuring personal safety and preventing further harm.
- Wait for the police to arrive and cooperate with their investigation. Provide witness testimony or relevant clues to both the campus security and police.
- The university will coordinate with the police to provide necessary support.

#### Traffic Accidents:

- Traffic in some areas can be chaotic, pedestrians do not always have the right of way, and drivers may not adhere to traffic signals. Always use pedestrian crossings and be vigilant when crossing the street. Consider using public transportation, which is generally safe and reliable. For traffic accident call (122).
- After the Accident: Ensure personal safety and immediately call emergency services (120) and the police (110). If on campus, notify the campus security office.

- On-Site Handling: Preserve the accident scene and avoid moving vehicles unless there's a risk of secondary harm. For minor accidents, follow traffic police instructions for quick resolution and responsibility determination.
- Reporting and Follow-Up: Submit an accident report to the relevant department. The university will assist with insurance claims and medical expense reimbursements.

#### Disputing Incidents

- Discovery of Incident: Report the situation through the campus hotline or directly contact the security office for intervention. The staff may not be fluent in speaking English. We recommend you to contact other Chinese faculty you are familiar with and report to your School or Department for further help.
- Initial Handling: Campus security will dispatch personnel to mediate on-site and prevent escalation. If legal issues are involved, the police will take over the case.
- Follow-Up Mediation: The university will organize relevant departments to mediate and monitor the situation. Psychological counseling or legal assistance will be provided if necessary.

#### Assistance Requests

- Request for Help: Call the campus 24-hour assistance hotline. Seek help from nearby faculty members or security personnel.
- Response Measures: The campus security office will respond quickly based on the nature of the request or notify relevant departments. In cases involving health issues, immediate medical or psychological support will be arranged.
- Follow-Up Services: The university will offer ongoing support, such as counseling and assistance with daily needs.

#### 5) Other Safety Measures

- Understanding Local Laws and Regulations: China has strict laws and regulations that may differ significantly from many other countries. It's crucial to familiarize yourself with these laws to avoid any legal issues. For instance, drug offenses, are severely punished, with penalties ranging from long prison

sentences to the death penalty. Gambling, excessive drinking, physical assault and any other behavior that disrupts the order of the University's educational, research and social life are strictly prohibited.

- **Avoiding Scams and Tourist Traps:** Tourist areas can be hotspots for scams. Be cautious of overly friendly locals offering unsolicited help or deals that seem too good to be true. Common scams include fake taxis, overpriced souvenirs, and fraudulent tour guides. Always use reputable services and verify prices beforehand. Always carry a copy of your passport and visa, as police may conduct random checks.
- **Protecting Your Belongings:** While violent crime is rare, petty theft can occur, especially in crowded places. Keep your valuables secure and avoid displaying expensive items. Use anti-theft bags and be mindful of your surroundings. In hotels, use the safe to store important documents and valuables.
- **Health and Medical Safety:** When you look for a medical checkup, you can find international hospitals with English-speaking staff (e.g., Sir Run Run Shaw Hospital, First Affiliated Hospital of College of Medicine, Zhejiang University, the second affiliated Hospital of Zhejiang University (International Medical Clinic of ZJU Zijingang Campus), Zhejiang University, Hangzhou Aima Maternity Hospital, North American International Hospital, ...) or get assistance from Chinese colleges when you visit public hospitals. Also, be cautious about food and water safety to avoid gastrointestinal issues when travel.
- **Cultural Sensitivity and Respect:** Understanding and respecting local customs and traditions can go a long way in ensuring your safety and making your stay enjoyable. Avoid discussing sensitive political topics and be mindful of local etiquette.
- **Using Technology Wisely:** China has a robust digital infrastructure, but internet access is heavily regulated. Be cautious about sharing personal information online and use secure passwords for your accounts.
- **Staying Informed:** Stay updated on local news regarding weather conditions, change in policies and similar issues. Join social platforms and forums to

share experiences and get advice from fellow foreigners including WeChat or Ding Talk. Apps like WeChat and Alipay can provide real-time updates on local events and safety alerts.

*Table 11.6. Contact call center during emergency*

No.	Service center	Contact number
1	Police Emergency	110
2	Firefighter	119
3	Medical Emergency, Health Center/Ambulance	120
4	<b>Campus Security Office</b>	
	Zijingang campus	88206110
	Yuquan campus	87951110
	Xixi campus	88273110
	Huajiachi campus	86971110
	Zhijiang campus	86592777
5	Psychological Assistance Hotline (Mental Health Centre of School of Medicine of Zhejiang University)	0571-85029595

#### 12.4. Contact Information of the HR Department

ZJU is organized into seven faculties, encompassing a total of 40 schools, colleges, and departments. At the institutional level, HR personnel within these academic units operate under the framework and policies established by ZJU HR Department. Their role involves managing a broad spectrum of HR functions tailored to their specific unit, ensuring alignment with the university's strategic goals. Key responsibilities mainly include:

- 1) Faculty recruitment and appointment as requirements, and policies related to hiring and appointing faculty members.
- 2) Conduct performance evaluation for faculty performance assessments.
- 3) Guidelines and policies for faculty promotion and tenure decisions.
- 4) Manage and provide Information on salary structures, allowances, and other benefits.

- 5) Responsible for professional development, training, workshops, and career advancement.
- 6) Responsible for leave policies and regulations regarding sick leave, maternity leave, sabbaticals, etc.
- 7) Handle retirement and resignation
- 8) Ensuring adherence to University and national regulations.

Therefore, if you have questions or need clarification on any of these topics as outlined in the handbook, you can directly contact the HR department of ZJU or representative Personnel at your unit for assistance.

### **HR department recruitment and management office**

*Tel* : 0571-88981959

*E-mail* : rsk@zju.edu.cn

*Address*: Room 103-7, East Building 3, Zijingang Campus, Zhejiang University.

### **Office of Talent Management**

Office 0571-88206400、0571-88981390

*E-mail* : tr@zju.edu.cn

*Address*: Room 117, East Building 3, Zijingang Campus, Zhejiang University.

### **Human Resources Department Personnel Service Center**

Office 0571-88206400 (Talent Dispatch) , 0571-88981390 (Visiting Scholar)

*E-mail* : zdxq@zju.edu.cn

*Address*: Room 103-4 East Building 3, Zijingang Campus, Zhejiang University.

### **Personnel service center**

*Office Phone*: 18758957662

*E-mail*: zdrs@zju.edu.cn



Mini-apps and websites recommended to navigate daily life, access information, and smooth integration of foreign experts to the local community are suggested below.

**ZJU Resources:**

1. WeChat Mini-Program or ZJU website
  2. ZJU Life (浙大生活) ~ WeChat Official Account.
  3. ZJU WeChat account ~ Follow for news, academic updates, and cultural events.
- 
- 1) **Online Shopping & Payments:** Alipay (支付宝), WeChat (微信), Taobao (淘宝), JD.com (京东), Meituan (美团)
  - 2) **Chinese Language Learning:** Pleco, HelloTalk, Duolingo, HSK online, Skitter, The Chairman's Bao, Du Chinese, Chinese Pod, etc.,
  - 3) **Social Life & Networking:** Rong HX, echinacities.com, Solutions Consulting, Expat Communities, Hangzhou Feel, Sixth Tone

**Contact information for the schools/departments**

单位 Colleges/Department	联系人 Contact person	联系方式 Telephone and Email
文学院 School of Literature	陈老师 Ms. Chen	Tel: 571-88273192 E-mail: zdchenye@zju.edu.cn
历史学院 School of History	陈老师 Ms. Chen	Tel: 571- 88273295 E-mail: anqi33@zju.edu.cn
哲学学院 School of Philosophy	马老师 Ms. Ma	Tel: 571- 88273525 E-mail: maliping@zju.edu.cn
艺术与考古学院 School of Art and Archaeology	李老师 Ms. Li	Tel: 571-88273633 E-mail: chli@zju.edu.cn
外国语学院 School of International Studies	傅老师 Ms. Fu 王老师 Ms. Wang	Tel: 571-88206176 E-mail: flq@zju.edu.cn、 wangjiayue@zju.edu.cn
College of Media and International Culture 传媒与国际文化学院	徐老师 Mr. Xu	Tel: 571-87075138 E-mail: scxu@zju.edu.cn
经济学院 School of Economics	沈老师 Mr. Shen 吕老师 Ms. Lu	Tel: 571-88981691 mail: jjxy@zju.edu.cn Tel: 0571-88982089 Email: lyufanghui@zju.edu.cn
光华法学院 Guanghua Law School	冯老师 Ms. Feng	Tel: 571-86592725 E-mail: relax@zju.edu.cn
教育学院 College of Education	周老师 Ms. Zhou	Tel: 571-88273140 E-mail: zdzju@zju.edu.cn
管理学院 School of Management	裘老师 Ms. Qiu	Tel: 571-88206858 E-mail: qiuting@zju.edu.cn
公共管理学院 School of Public Affairs	朱老师 Ms. Zhu	Tel: 571-56662071 E-mail:

		zjhorsezhu@zju.edu.cn
社会学系 Department of Sociology	王老师 Ms. Wang	Tel: 571-88208662 E-mail: shxx@zju.edu.cn
马克思主义学院 School of Marxism	杨老师 Ms. Yang	Tel: 571-87078920 E-mail: 0017512@zju.edu.cn
数学科学学院 School of Mathematical Sciences	陈老师 Ms. Chen	Tel: 571-87953947 E-mail: chenli07@zju.edu.cn
物理学院 School of Physics	郑老师 Ms. Zheng	Tel: 571-87953118 E-mail: phyac@zju.edu.cn
化学系 Department of Chemistry	夏老师 Ms. Xia	Tel: 571-87951895 E-mail: qxia@zju.edu.cn
地球科学学院 School of Earth Sciences	谢老师 Ms. Xie 方老师 Ms. Fang	Tel: 571-87953269, 571-87951336 E-mail: jiaxie@zju.edu.cn  dilith@zju.edu.cn
心理与行为科学系 Department of Psychology and Behavioral Sciences	刘老师 Ms. Liu	Tel: 571-88273022 E-mail: Lss644@zju.edu.cn
机械工程学院 School of Mechanical Engineering	陈老师 Mr. Chen	Tel: 571-87951181 E-mail: sme_hr@zju.edu.cn
材料科学与工程学院 School of Materials Science and Engineering	倪老师 Mr. Ni	Tel: 571-87951400 E-mail: niml@zju.edu.cn
能源工程学院 College of Energy Engineering	张老师 Ms. Zhang	Tel: 571-87952382 E-mail: sid@zju.edu.cn
电气工程学院 College of Electrical Engineering	周老师 Ms. Zhou	Tel: 571-87951538 E-mail: lianazhou@zju.edu.cn

建筑工程学院 College of Civil Engineering and Architecture	朱老师 Ms. Zhu	Tel: 571-88208677 E-mail: rzhu@zju.edu.cn
化学工程与生物工程学院 College of Chemical and Biological Engineering	黄老师 Ms. Huang	Tel: 571-87951490 E-mail: zjuhgy@zju.edu.cn
海洋学院 Ocean College	钟老师 Ms. Zhong	Tel: 0580-2092 528 E-mail: xhzhong@zju.edu.cn
航空航天学院 School of Aeronautics and Astronautics	徐老师 Mr. Xu	Tel: 571-87952897 E-mail: xu@zju.edu.cn
高分子科学与工程学系 Department of Polymer Science and Engineering	刘老师 Ms. Liu	Tel: 571-87951308 E-mail: ciciliu33@zju.edu.cn
光电科学与工程学院 College of Optical Science and Engineering	姚老师 Ms. Shen	Tel: 571-87953023 E-mail: yile@zju.edu.cn
信息与电子工程学院 College of Information Science & Electronic Engineering	王老师 Mr. Wang	Tel: 87953027 E-mail: wangjunxia@zju.edu.cn
集成电路学院 College of Integrated Circuits	赵老师 Mr. Chao	Tel: 571-82990603 E-mail: rongrong@zju.edu.cn
控制科学与工程学院 College of Control Science and Engineering	李老师 Ms. Li	Tel: 571-87951135 E-mail: lixuhua@zju.edu.cn
计算机科学与技术学院 College of Computer Science and Technology	陈老师 Mr. Chen	Tel: 571-87952886 E-mail : chhy@zju.edu.cn
软件学院 School of Software Technology	翟老师 Mr. Zhai	Tel: 574-88229325 E-mail: yxzhai@zju.edu.cn

<p>生物医学工程与仪器科学学院 College of Biomedical Engineering and Instrument Science</p>	<p>汤老师 Mr. Tang</p>	<p>Tel: 571-87951086 E-mail: tangqin88@zju.edu.cn</p>
<p>生命科学学院 College of Life Sciences</p>	<p>丁老师 Mr. Ding</p>	<p>Tel: 571-88206483 E-mail: lsckyk@zju.edu.cn</p>
<p>生物系统工程与食品科学学院 College of Biosystems Engineering and Food Science</p>	<p>卢老师 Ms. Lu</p>	<p>Tel: 571-88982559 E-mail: luhuangping@zju.edu.cn</p>
<p>环境与资源学院 College of Environmental and Resource Sciences</p>	<p>何老师 Ms. He</p>	<p>Tel: 571-88982963 E-mail: hzrs@zju.edu.cn</p>
<p>农业与生物技术学院 College of Agriculture and Biotechnology</p>	<p>陈老师 Ms. Chen</p>	<p>Tel: 571-88982537 E-mail: kyk.cab@zju.edu.cn</p>
<p>动物科学学院 College of Animal Sciences</p>	<p>王老师 Ms. Wang</p>	<p>Tel: 571-88982603 E-mail: zrwang@zju.edu.cn</p>
<p>医学院 School of Medicine</p>	<p>李老师 Ms. Li</p>	<p>Tel : 571-88208027 E-mail:yinyinlee@zju.edu.cn</p>
<p>药学院 College of Pharmaceutical Sciences</p>	<p>卢老师 Ms. Lu</p>	<p>Tel: 571-88208416 E-mail: lujunyan2017@zju.edu.cn</p>
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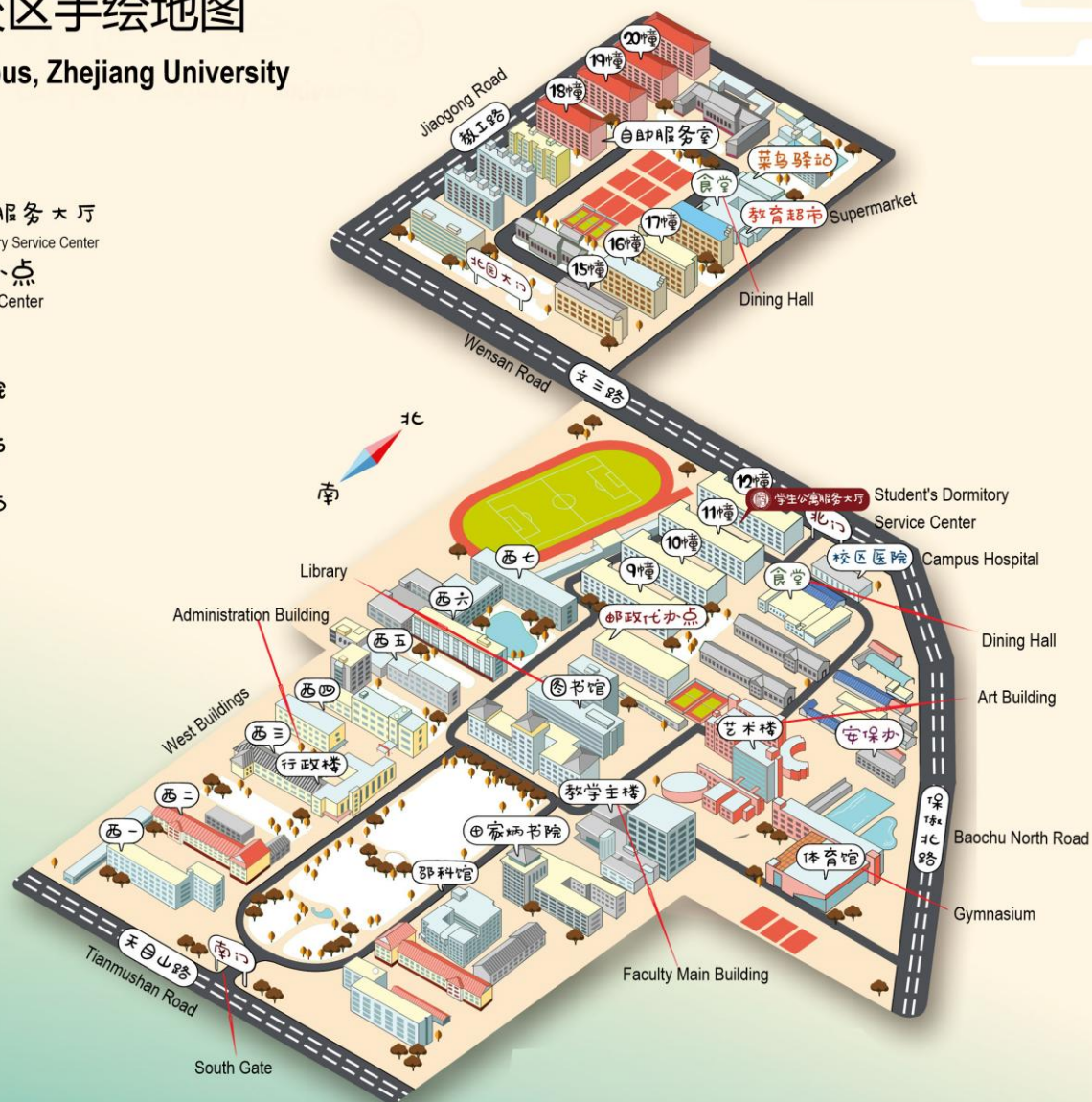




## 浙江大学西溪校区手绘地图

### Hand Drawn Map of Xixi campus, Zhejiang University

- 学生公寓服务大厅  
Student's Dormitory Service Center
- 邮政代办点  
Postal Service Center
- 食堂  
Dining Hall
- 校区医院  
Campus Hospital
- 教育超市  
Supermarket
- 菜鸟驿站  
Supermarket



## 浙江大学华家池校区手绘地图

### Hand Drawn Map of Haujiachi campus, Zhejiang University

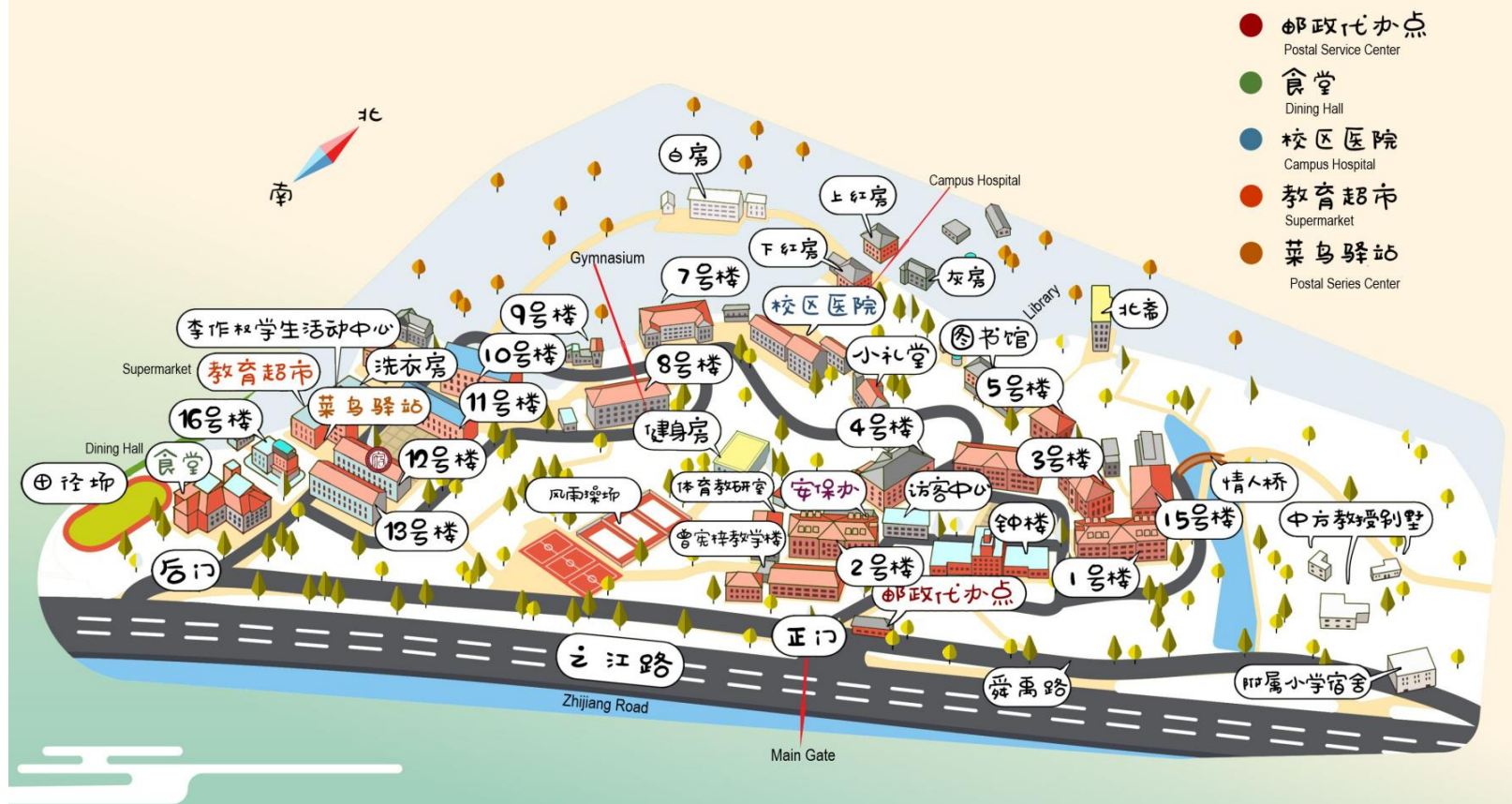






## 浙江大学之江校区手绘地图

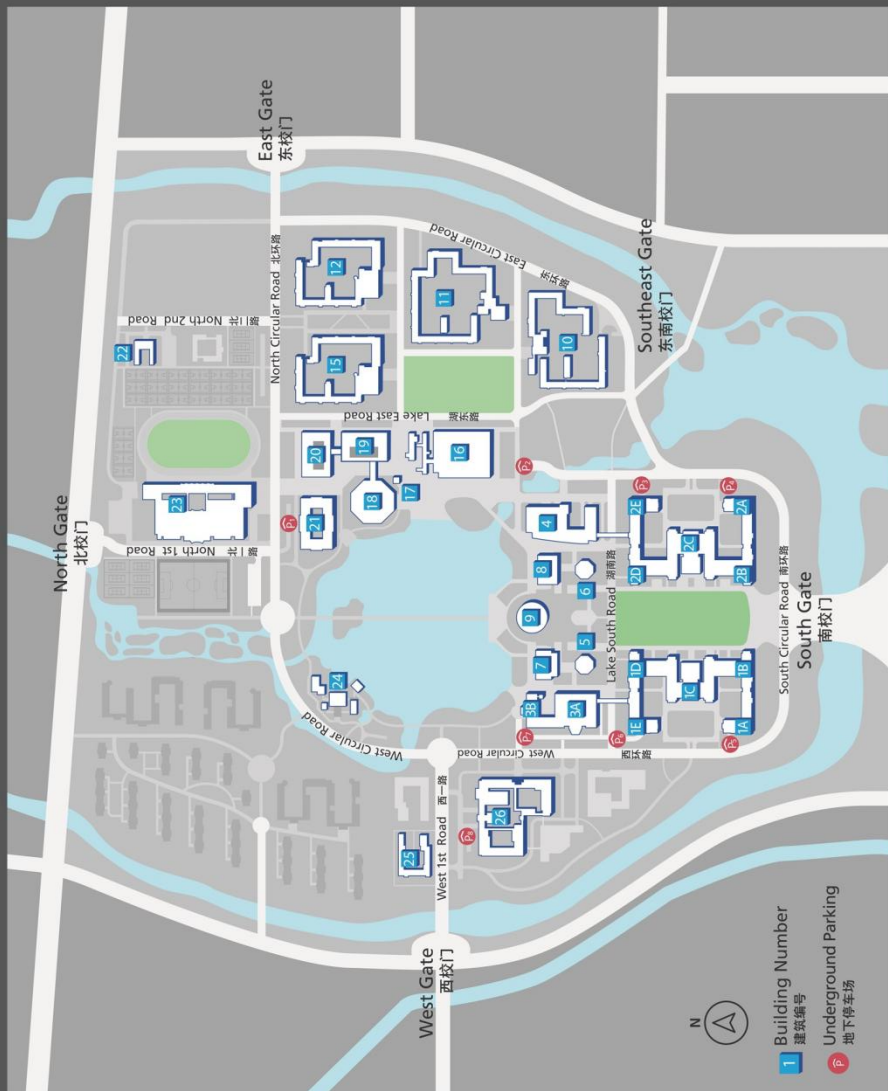
### Hand Drawn Map of Zhijiang Campus, Zhejiang University





# 浙江大学海宁校区地图

International Campus Map, Zhejiang University



- |   |  |   |   |
|---|--|---|---|
| <b>1C</b> ZJU-UJUC Institute<br>浙江大学伊利诺伊大学<br>厄巴纳香槟校区联合学院     | <b>6</b> Lecture Theatre East<br>东讲堂       | <b>15</b> Weixue College<br>惟学书院                              | <b>22</b> Hospital<br>校医院                       |
| <b>2A</b> ZJU-UoE Institute<br>浙江大学爱丁堡大学联合学院                  | <b>7</b> Multifunctional Hall<br>多功能厅      | <b>16</b> Student Center<br>学生中心                              | <b>23</b> Gymnasium<br>体育馆                      |
| <b>2E</b> Laboratory Building<br>教学实验楼                        | <b>8</b> No.8 Building<br>8号楼              | <b>17</b> Bell Tower<br>钟楼                                    | <b>24</b> Faculty Club<br>教工俱乐部                 |
| <b>3A</b> ZJU International<br>Business School<br>浙江大学国际联合商学院 | <b>9</b> Auditorium<br>学术大讲堂               | <b>18</b> Library<br>图书馆                                      | <b>25</b> Serviced Apartment<br>教师公寓            |
| <b>3B</b> Administration Building<br>行政楼                      | <b>10</b> No.4 Residential College<br>4号书院 | <b>19</b> Learning and Teaching<br>Building North B<br>北教学楼B楼 | <b>26</b> Academic Exchange<br>Center<br>学术交流中心 |
| <b>4</b> Learning and Teaching<br>Building South<br>南教学楼      | <b>11</b> Guantong College<br>观通书院         | <b>20</b> Learning and Teaching<br>Building North A<br>北教学楼A楼 |   |
| <b>5</b> Lecture Theatre West<br>西讲堂                          | <b>12</b> Laitong College<br>莱同书院          | <b>21</b> Arts and Science<br>Building<br>文理楼                 |   |