

Regulations of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Joining Domestic/International Organizations

To standardize the application of scientific research personnel of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT) to join domestic/international organizations, according to the standards of major domestic/international organizations and the actual situation of the SIAT, these Regulations hereby are formulated.

1. These Regulations are applicable to scientific research personnel who apply for membership in domestic/international organizations (ACM/IEEE/IET, etc.) due to scientific research needs, excluding applying for other non-scientific research associations due to individual reasons.
2. In principle, the relevant expenses are borne by the scientific research funds of the research unit or the research group of the applicant, which cannot be reimbursed until the Department of Science & Technology Development makes review and approval.
3. The number of scientific research personnel joining international organizations should not exceed 3/year.
4. In case of joining a long-term international/domestic organization (i.e., a lump sum payment for more than one year), the number of organizations applied for during this period should be included in the annual statistics, i.e. the cumulative number cannot exceed 3/year; a one-time paid lifetime membership is not included in the number of annual statistics.
5. Membership in the name of the unit does not fall within the scope of such review and approval.

6. The applicant must submit the application for reimbursing international organization expense through the AOP office system, and attach the acceptance letter of the international organization to be joined and the description of related expense. The expenses cannot be reimbursed until the application is signed and approved by the center, the unit, the Department of Science & Technology Development (see the Schedule).
7. These Regulations are applicable to all employees, faculty and students in the SIAT.
8. These Regulations are interpreted by the Department of Science & Technology Development and come into effect as of the date of approval by the Institute Administrative Affairs Meeting.

Schedule:

International Organization Expense Reimbursement Approval Form				
Applicant		Discipline		Title
International organization name (both in Chinese and English)				
Application category		Expense (yuan)/year		
Membership of international organizations				
Reasons for application				
Opinion of supervisor				
Opinions form Center				
Opinion of unit				
Opinion of the Department of Science & Technology Development				