

## 南京工业大学外籍专家因公出国（境）纪律须知

一、凡我校外籍专家因公赴中国境外出访，团组出访任务、时间和地点均以《南京工业大学出国出境任务报批表》审核内容为准，不得擅自更改。其中，在外天数是指从中国离境日期至返程入境日期之间的实际天数。

二、确因不可抗力因素造成滞留中国境外的情况，团组负责人需向海外事务部提交正式书面说明及相关佐证材料，经校外事领导小组审核认定后，可免于追究。凡出访团组出现违规滞留现象，由海外事务部负责对违规情况进行全校通报批评，不予报销该次出访费用，取消违规者自该次出访返校日起一年内的因公出访资格，并按规定追究相关学院（部门）责任。

三、严禁出入赌博场所，不得使用任何形式的资金参与赌博活动，不准以任务借口自行或接受接待单位安排前往赌博场所，严禁进行网络赌博。

四、严禁出入色情场所和观看色情表演，不得参加涉及低级趣味的娱乐游览项目。

五、不得借出访之机谋取私利、不得违规收送礼品。

六、不得使用公款大吃大喝，聚众酗酒；不得使用公款购买高档消费品、礼品或参加高消费娱乐活动。

七、增强安全保密意识，未经批准，不得携带涉密载体(包括纸质文件和电磁介质等)；妥善保管内部材料，未经批准，不得对外提供内部文件和资料。

八、不得从事反华敌对行为，避免与可疑人员接触，拒收任何可疑信函和物品。

九、增强防盗、防抢、防诈骗的自我保护意识，遇到重大事项应及时与相关机构取得联系。

本团成员已经仔细阅读以上须知并保证严格按照规定执行因公出访任务。

## **Nanjing Tech University Regulations on Official Overseas Visit**

### **For Foreign Experts**

1. Foreign Experts ought to strictly follow the schedule according to the *Nanjing Tech University Official Overseas Visit Application Form* during the official visit. No alternation is allowed without written permission. The *number of days outside* on the application form refers to the actual number of days between exit and entry of China.

2. If detained overseas because of force majeure, the head of the visiting group should submit a written explanation with other supporting materials to the Office of Global Engagement of Nanjing Tech University. Liability could be exempt only after the verification by the University Panel of Foreign Affairs. Otherwise, violation will be released on university website, reimbursement will be canceled and new visits will be suspended for the subsequent one-year period. The schools or departments to which foreign experts are affiliated will be investigated according to relevant regulations.
3. Any form of gambling activity is forbidden.
4. Visiting pornographic venues is forbidden.
5. Embezzling university funds of any kind for personal interests is strictly prohibited. Accepting or giving gifts which is against the university regulations is also not permitted.
6. Foreign Experts are expected to enhance security and secrecy awareness. Any form of confidential information (including hardcopy documents and data storage carriers) should be carefully handled and should not be provided to other people or institutions.
7. Foreign Experts are not allowed to participate in any anti-China activities and are expected to avoid contacting suspicious people and receiving suspicious envelopes or parcels.
8. In case of theft and robbery, immediately contact relevant authorities for help.

I have read carefully the Regulations and promise to comply with all the requirements mentioned.

Signature :

Date :