

香港科技大学（广州）本科教学实验室学生行为与表现守则

HKUST(GZ) Undergraduate Laboratory Student Conduct and Performance Regulations

第一章 考勤规则

Chapter 1 Rules of Attendance

1. 迟到 10 分钟内：扣除本次实验成绩 2%。
Late within 10 minutes: A deduction of 2% from the total score of the current experiment.
2. 迟到 10 分钟至半小时：扣除本次实验成绩 5%。
Late over 10 minutes and less than 30 minutes: A deduction of 5% from the total score of the current experiment.
3. 迟到半小时以上：扣除本次实验成绩 10%。
Late over 30 minutes: A deduction of 10% from the total score of the current experiment.
4. 旷课：本次实验成绩计 0 分。如果主动提出补课，完成实验，最高按本次实验总分的 60% 计算。
Unauthorized absence: A score of 0 for the current experiment. If the student proactively requests a makeup session and completes the experiment, the maximum score will be calculated as 60% of the total score for the current experiment.

第二章 请假规则

Chapter 2 Rules of Leave Request

1. 提前 24 小时以上请假：提供有效证明后，视为有正当理由，不扣分。
Leave requested more than 24 hours in advance: If valid proof is provided, it will be considered a legitimate reason, and no points will be deducted.
2. 提前 24 小时以内请假：扣除本次实验成绩 5%。
Leave requested within 24 hours before the experiment: A deduction of 5% from the total score of the current experiment.
3. 课程开始后请假：提供有效请假条，扣除本次实验成绩 10%；无请假条，视为缺勤，实验成绩计 0 分。
Leave requested after the experiment has begun:
With a valid leave application document: A deduction of 10% from the total score of the current experiment.
Without a valid leave application document: Considered absent, resulting in a score of 0 for

the current experiment.

第三章 安全考试

Chapter 3 Safety Examination

1. 完全未参与（未观看视频且考试未通过）：扣除本次实验成绩 10%。
Enter into the lab without watching the safety training video "Undergraduate Laboratory Safety Orientation" and failure to pass the pre-class safety exam: A deduction of 10% from the total score of the current experiment.
2. 课前考试未通过，且第一次实验报告提交截止时仍未通过：扣除本次实验成绩 5%。
Finished watching safety training video, but failure to pass the pre-class safety exam: A deduction of 5% from the total score of the current experiment.
3. 课前考试未通过，但在第一次实验报告提交截止前考试通过：扣除本次实验成绩 3%。
Finished watching safety training video and failure to pass the exam before entering into the lab, while passing it before the first experiment report submission deadline: A deduction of 3% from the total score of the current experiment.

第四章 实验报告提交

Chapter 4 Lab Reports Submission

1. 迟交（超过指定时间）：扣除本次实验报告成绩 50%。
Late submission (after deadline): A deduction of 50% from the total score of the experiment report.
2. 未提交：本次实验报告成绩计 0 分。
Failure to submit: A score of 0 for the current experiment report.

第五章 实验表现

Chapter 5 Onsite Performance

1. 所有学生必须遵守本科教学实验室安全守则。任何违反规定的行为，如未按要求着装或佩戴个人防护装备、未按照操作规程使用仪器、实验结束后未按要求处理废液和废物，以及未清理实验台面等，将根据情节严重程度扣除本次实验成绩的 5%至 10%。
All students are required to comply with the "*Laboratory Safety Regulations*". Any violations, such as failing to wear proper attire or personal protective equipment, not using equipment according to the operating procedures, not disposing of waste liquids and materials appropriately after experiments, or not cleaning the lab bench, will result in a deduction of 5% to 10% from the current experiment's score, depending on the severity of the violation.