

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：扣除本次实验满分的 2%。
Late within 10 minutes: A deduction of 2% from the full score of the current experiment.
2. 迟到 10 分钟以上至半小时：扣除本次实验满分的 5%。
Late over 10 minutes and within 30 minutes: A deduction of 5% from the full score of the current experiment.
3. 迟到半小时以上至 1 小时：扣除本次实验满分的 10%。
Late over 30 minutes and within 1 hour: A deduction of 10% from the full score of the current experiment.
4. 迟到 1 小时以上视为旷课：本次实验成绩计 0 分。如果主动提出补课，完成实验，按本次个人实验得分的 80% 计算。
Late over 1 hour or unauthorized absence: A score of 0 for the current experiment. If the student proactively requests a makeup session and completes the experiment, the final score will be calculated as 80% of the individual's 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：扣除本次实验满分的 5%。
Leave requested within 24 hours before the experiment: A deduction of 5% from the full score of the current experiment.
3. 课程开始后请假：一周内提供有效请假条，扣除本次实验满分的 10%；一周内未提供有效请假条，视为缺勤，实验成绩计 0 分。
Leave requested after the experiment has begun:
With a valid leave application document within 1 week: A deduction of 10% from the full score of the current experiment.

Without a valid leave application document within 1 week: Considered absent, resulting in a score of 0 for the current experiment.

第三章 安全考试

Chapter 3 Safety Examination

1. 未观看“本科实验室安全引入培训”视频且未通过“General Laboratory Safety”安全考试，禁止进入实验室做实验。

Entry forbidden for conducting experiments unless the "Undergraduate Laboratory Safety Orientation" video has been watched and the "General Laboratory Safety" exam has been passed.

第四章 实验报告提交

Chapter 4 Lab Reports Submission

2. 迟交（超过指定时间）：扣除本次实验报告个人得分的 50%。

Late submission (after deadline): A deduction of 50% from the individual's score of the experiment report.

3. 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满分的 5%至 10%。

All students are required to comply with the "Laboratory Safety Regulations". Any violations, such as failing to wear proper clothing 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 full score, depending on the severity of the violation.