# 河海大学博士后进站须知

Instructions for Doctoral Candidates of Hohai University

您好，欢迎您申请加入河海大学博士后科研流动站，在您申请进站及成功进站后会遇到以下问题，请您留意：

Hello, welcome to apply to join the post-doctoral research mobile station of Hohai University, you will encounter the following problems after your application and successful arrival, please pay attention to:

1. 具体进站流程及所需材料请浏览“河海大学博士后”网站“办事指南”板块，阅读《河海大学博士后进站指南》，按相应类别下载进站相关表格。

1. For the specific entry process and required materials, please visit the Handling Guide section of the Post-doctoral Program of Hohai University website, read the Post-doctoral Program Guide of Hohai University, and download the relevant forms according to the corresponding categories.

2、请按进站类别下载填写博士后研究人员聘用合同（工作协议），按要求签字盖章并交至博管办。

2. Please download and fill in the employment contract (work agreement) for postdoctoral researchers according to the type of entry, sign and seal it as required and hand it in to the Postdoctoral Management Office.

3、请您牢记进站时在“中国博士后网站上申请”的用户名与密码，在今后各类博士后事务办理过程中都会用到此信息。

3. Please remember the user name and password of Application on China Postdoctoral Website when you enter the station, which will be used in all kinds of postdoctoral affairs in the future.

4、进站后，到江苏博士后网注册信息http://ggfw.jshrss.gov.cn/PostDoctoral/pages/login.jsp,用于申请江苏省博士后基金。

4. After entering the station, Register at Jiangsu Post-doctoral Network HTTP://ggfw.jshrss.gov.cn/PostDoctoral/pages/login.jsp

5、进站后，请您及时加入“河海博士后”交流QQ群572855170，随时关注群内通知消息。

5. After entering the station, please join the Hohai postdoctoral exchange QQ group 572855170 in time and keep an eye on the notification news in the group.

6、请全职博士后在进站审批办理完毕一周之内到博管办办理进校手续。浏览“河海大学博士后”网站“办事指南”板块，阅读《河海大学全职博士后进校报到程序》。

6. Please go to the Postdoctoral Management Office for admission formalities within one week after the entry approval is completed. Browse the Handling Guide section of the Post-doctoral Website of Hohai University and read the Registration Procedure for Full-time Doctoral Students of Hohai University.

7、博士后正常在站时间为2~3年.如果您申请到国家重大项目或中国博士后科学基金特别资助，可根据项目种类、资助期限和承担的任务延长在站时间，在学校批复同意的前提下，最长在站时间不超过4年。超过上述年限，您将不能正常出站，请根据自己的实际情况完成博士后研究工作，避免滞站。对于滞站人员，中国博士后管委会将予以退站处理。

7. The normal period of stay is 2 to 3 years. If you apply for a major national program or a special grant from the China Postdoctoral Science Foundation, you may extend your stay according to the type of program, duration of grant and tasks undertaken, and the maximum period of stay shall not exceed 4 years with the approval of the school. More than the above years, you will not be normal out of the station, according to their own actual situation to complete postdoctoral research work, to avoid stagnation. For those who are stuck in the station, the China Postdoctoral Management Committee will withdraw from the station.

8、全职博士后在站工作期限一般为两年，学校为其发放两年薪酬待遇，全职博士后可提出延期申请，在学校批复同意的前提下延期，延期期间不享受学校的薪酬待遇。

8. Full-time postdocs generally work for two years, and the school pays them two years'salary and treatment. Full-time postdocs can apply for extension, which can be extended on the premise of the school's approval, and they do not enjoy the salary and treatment of the school during the extension period.

9、全职博士后在站时间超过三年的，出站时学校原则上不再受理其应聘本校教师岗位、参加副高级专业技术岗位评聘和领取出站考核奖励津贴的申请事项。

9. If a full-time postdoctoral student has been in the station for more than three years, the school will no longer accept his application for the post of teacher, the evaluation and employment of deputy senior professional and technical posts, and the application for the award allowance for outbound assessment in principle.

10、进站后，浏览“河海大学博士后”网站“办事指南”板块，仔细阅读《博士后各类基金项目申报简介》，了解申报时间节点。

10. After entering the station, browse the Handling Guidelines section of the Post-doctoral University of Hohai website, carefully read the Brief Introduction to Post-doctoral Fund Project Declaration to understand the declaration time node.

11、进站时未提交博士学位证书复印件的应届毕业生，须在进站后六个月内向博管办提交博士学位证书原件及1份复印件。国外取得博士学位需提供教育部学历学位认证书复印件1份。

11. Fresh graduates who fail to submit copies of doctoral degree certificates when entering the station shall submit the original and one copy of doctoral degree certificates to the Postdoctoral Management Office within six months after entering the station. A copy of the certificate of academic degree of the Ministry of Education is required to obtain a doctoral degree abroad.

12、若进站后本人电话、e-mail地址与申报材料不一致，及时将变动情况及时告知博管办。

12. If my telephone number and e-mail address are inconsistent with the declaration materials after entering the station, the Postdoctoral Management Office shall be informed of the changes in time.

13、进站满12个月，请配合流动站所在单位开展中期考核，及时上报《河海大学博士后研究人员中期考核表》。

13. After 12 months of arrival, please cooperate with the unit where the mobile station is located to carry out the mid-term assessment and report the mid-term assessment form for post-doctoral researchers of Hohai University in time.

14、博士后各类通知及信息可通过以下方式获取：(1)河海大学校内办公系统通知；(2)河海大学博士后官方网站主页；(3) “河海大学博士后”交流QQ群。

14. Postdoctoral notifications and information can be obtained by the following means: (1) Notifications from the office system of Hohai University; (2) Home page of the official post-doctoral website of Hohai University; (3) QQ group of post-doctoral exchanges in Hohai University.

15、在站期间须遵纪守法，严禁参加、围观非法集会、游行、示威等活动。

15. During the period of standing, they must abide by the law and discipline, and strictly prohibit participating in or watching illegal assemblies, processions, demonstrations and other activities.