**哲学系新入职外籍教员欢迎活动**

**暨入职培训日程安排**

1. **参会人员：**哲学系新入职外籍教员、学校相关职能部门领

导、哲学系领导及相关老师

1. **时间：**2019年12月12日（周四）14:00—17:00
2. **地点：**李兆基人文学苑三号院109
3. **议程**

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| 时间 | 内容 | 主讲人 |
| 14:00—14:10 | 哲学系系史及发展宗旨 | 仰海峰（哲学系系主任） |
| 14:10—14:15 | 师德师风 | 束鸿俊（哲学系党委书记） |
| 14:15—14:35 | 外籍教师相关法律法规 | 国际合作部 |
| 14:35—14:55 | 人事相关规章制度 | 人事部 |
| 15:00—15:20 | 科研项目申请及经费管理 | 社会科学部 |
| 15:20—15:35 | 茶歇与合影 | 全部参会人员 |
| 15:35—15:55 | 教师职责与学术伦理 | 王彦晶（哲学系副主任） |
| 15:55—16:15 | 报课及课程安排 | 吴天岳（西方哲学教研室主任） |
| 16:15—16:30 | 教务教学 | 谢红梅（教务室主任） |
| 16:30—17:00 | 交流 |  |

1. **主持人：**刘 哲（哲学系副主任）

**Schedule of Welcome Event and Orientation for International Faculty at the Department of Philosophy**

**I Participants:**

International and local faculty of Department of Philosophy and Religious Studies

PKU Office of International Relations

PKU Human Resources Office

PKU Office of Humanities and Social Science

**II Time:** December 12, Thursday 14:00-17:00

**III Location:** Lee Shau Kee Humanities Buildings 3, Room 109

**IV Program：**

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| **Time** | **Topic** | **Speaker** |
| 14:00—14:10 | A brief history and mission of the Department | YANG Haifeng (Chair of the Department) |
| 14:10—14:15 | Code of Conduct | SHU Hongjun (Department Committee Chair) |
| 14:15—14:35 | Laws and Regulations for International Faculty | PKU Office of International Relations |
| 14:35—14:55 | Human Resources Regulations | PKU Human Resources Office |
| 15:00—15:20 | Research Program Application and Funding Management | PKU Office of Humanities and Social Science |
| 15:20—15:35 | Break and Group Photo | All Participants |
| 15:35—15:55 | Becoming a professor: Responsibilities and Academic Ethics | WANG Yanjing (Vice Chair of the Department) |
| 15:55—16:15 | Course Information Collecting and Arrangement | WU Tianyue (Director of the Section of Foreign Philosophy ) |
| 16:15—16:30 | Educational Administration and Teaching | XIE Hongmei (Director of the Educational Administration of the Department) |
| 16:30—17:00 | Q & A |  |

**V Moderator:** LIU Zhe (Vice Chair of the Department)