



Appendix D - 11 Documents of Experimental Teaching Management System



National Demonstration Center for Experimental Teaching in Civil Engineering Administrative Measures for Vertical Scientific Research Experiments

In order to improve and enhance the comprehensive management level of the laboratory, make effective use of the existing instruments, equipment and experimental sites in the laboratory, increase the utilization efficiency, give full play to the basic functions of the laboratory in serving teaching and scientific research, and provide everyone with a relatively satisfactory experimental environment and experimental conditions, the following administrative measures are specially formulated:

1. Application and Approval Arrangements for Experimental Sites

Before applying for an experiment, a scientific research project should have an overall plan for its experiment, including a detailed experimental plan, experimental scheme, and schedule. When applying for the experiment, it is necessary to submit an experiment application form, a detailed experimental scheme (including component design, number of components, measuring point layout, loading device, loading conditions, equipment required from the laboratory, safety measures, etc.), and the expected time arrangement. The Experimental Center will comprehensively consider factors such as the type of experiment and the number of components, and approve and determine the specific time and site for the experimental arrangement.

2. Payment of Indoor Experiment Deposit

Before each scientific research project team starts the experiment in the laboratory, depending on the scale of the experiment and the number of specimens, a test deposit ranging from 1000 yuan to 10000 yuan should be paid. This deposit mainly serves as a guarantee for the hygiene of the experimental site, the cleaning of



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components, and the fixing of equipment. After completing the deposit procedures, the laboratory will arrange the relevant experiments. After the experiment, the waste models or components should be cleaned up in a timely manner. After the site is cleared, the above - mentioned deposit will be refunded in full. Depending on the actual situation, for students and research project teams that do not clean up the waste components in a timely manner or do not follow the laboratory's work arrangements, penalties such as postponing the arrangement of future experimental projects of this research project team will be imposed.

3. Approval from the Experimental Center is Required for Cast - in - place and Processing of Model Specimens in the Laboratory

To ensure the normal use of large - scale precision instruments, it is prohibited to cast concrete specimens, cut and process various building materials within the experimental area. There should be practical dust - removal measures for grinding concrete. If there are special reasons for casting concrete specimens in the laboratory, approval from the experimental sub - room is required, and the operation should be carried out in the designated area.

4. Deposit Payment for Borrowing Instruments and Equipment

For teachers in the college who borrow instruments and equipment from the laboratory for scientific research experiments, they need to pay the deposit for borrowing instruments and equipment in accordance with the "Interim Measures for the Use and Management of Instruments and Equipment in the Civil Engineering Experimental Center" before borrowing the instruments and equipment. They can handle the borrowing procedures of the instruments and equipment from the relevant teachers with the payment receipt. For those who return the instruments and equipment on time and are found to be in good condition after inspection, the full deposit will be refunded immediately. For those who delay the return date without justifiable reasons or occupy the equipment for a long time without returning it, part or all of the deposit will be deducted depending on the specific situation. At the same time, the research project team will be dealt with by not being allowed to borrow



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instruments and equipment, postponing or even not arranging experimental projects. For instruments and equipment that are partially or completely damaged, the borrower needs to compensate partially or in full, or fully bear the relevant costs of repairing the damaged instruments and equipment.

5. Regulations on the Use of Laboratory Equipment

All types of personnel entering the laboratory (including teachers, students, temporary workers, etc.) must strictly abide by the regulations and operating procedures for the use of various instruments and equipment in the laboratory. Without the permission of the experimental sub - room, they are not allowed to use and modify the experimental equipment and related devices without authorization. Those who damage public property shall compensate at the original price.

Special reminder: Except for professional operators in the laboratory, other personnel are not allowed to start special equipment such as cranes in the laboratory without permission!

The collection and refund of deposits are uniformly managed by the Experimental Center.

The above regulations apply to all experimental projects and personnel entering the laboratory, including scientific research experiments, student innovation experiments, open - ended experiments, etc.

These regulations come into effect as of the date of promulgation. Everyone is welcome to supervise.

Experimental Teaching Center of Civil Engineering, Hunan City University

March 25th, 2019



Application Form for Experiments at the National Demonstration Center for Experimental Teaching in Civil Engineering

Experimental site: Structural Laboratory Application time:

Name of the experimental project			
Project Attribute	<input type="checkbox"/> Off - campus scientific research projects <input type="checkbox"/> On - campus scientific research projects <input type="checkbox"/> Student Innovation Project <input type="checkbox"/> Other		
Entrusting unit			
Members of the project team's teaching staff		Contact number	
Mainly participating students		Type of experiment	
Number of specimens		Experimental funds	
Test Date			
Main instruments, equipment and sites required for the experiment			
Key points of the experimental technical			



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plan			
Signature of the project - responsible teacher		Opinions of the laboratory director	
Preliminary review opinions of the Experimental Center			
Opinions of the Director of the Experimental Center			
Collection of experimental deposit by the Experimental Center			

Note: This form is in duplicate. One copy is to be retained by the project - responsible teacher, and the other is to be archived by the experimental sub - laboratory. It shall come into effect after being signed level by level.