**河北传媒学院**

**外 籍 专 家 协 议**

**Hebei Institute of Communications**

**Foreign Expert Agreement**

甲方： 河北传媒学院

Party A: Hebei Institute of Communications

乙方： （国籍）

Party B: (Nationality )

双方就以下事项达成协议：

Both parties reach an agreement as follows:

1. 甲方的权利与义务

甲方相关信息：

Party A:

单位名称：河北传媒学院

University：Hebei Institute of Communications

单位地点：石家庄市栾城区兴安大街109号, 邮编: 051430

Address: No.109 Xingan Street, Luancheng District, Shijiazhuang, Post Code: 051430

I. Rights and Obligations of Party A

 1.甲方负责与乙方沟通合作方向及合作项目，并提前审核乙方讲授内容是否符合中国法律法规的相关要求以及与我校教学、科研、学科建设需求的契合度。

 1.Party A is responsible for communicating with Party B about cooperation direction and projects, and verifying whether the contents taught by Party B meets relevant requirements of Chinese laws and regulations and meets the requirements of Party A’s teaching plans, researches and discipline constructions.

 2.甲方在乙方授课期间，负责对其授课内容及教学质量进行督导检查，并提出相应调整建议，对于不能满足甲方授课标准的外籍专家，甲方有权解除合同。

 2.Party A shall supervise and inspect the teaching contents and quality of Party B and make corresponding adjustment suggestions. Party A shall have the right to terminate the contract if Party B fails to meet the teaching standards of Party A.

 3.甲方负责乙方在我校开展教学科研或创作活动期间的接待及食宿等相关安排。

 3.Party A shall be responsible for party B's reception, accommodation and other relevant arrangements during Party B’s teaching, researches and creations in Party A’s campus.

 4.甲方负责在乙方完成约定教学任务后，通过银行汇款或现金等方式，将双方协商后的薪酬支付给乙方。

 4.After Party B completes the agreed teaching tasks, Party A shall pay the salary negotiated by both parties to Party B through bank remittance or cash.

1. 乙方的权利与义务

乙方相关信息:

Party B:

姓名: \_\_\_\_\_\_\_\_\_\_\_\_性别: \_\_\_\_出生年月日: \_\_\_\_\_\_\_\_\_出生地: \_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_Gender:\_\_\_\_Date of birth: \_\_\_\_\_\_\_\_\_Place of birth: \_\_\_\_\_\_\_\_\_\_\_\_

国籍: \_\_\_\_\_\_\_\_\_\_\_\_护照号码: \_\_\_\_\_\_\_\_\_\_\_\_有效期至: \_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_Passport No.: \_\_\_\_\_\_\_\_\_\_\_\_Validity of passport until: \_\_\_\_\_\_

现持有效签证种类: \_\_\_\_\_\_\_\_\_\_\_\_证件号码: \_\_\_\_\_\_\_\_\_\_\_\_有效期至: \_\_\_\_\_\_\_\_\_

Current visa category: \_\_\_\_\_\_\_\_\_\_\_\_Visa No.: \_\_\_\_\_\_\_\_\_\_Validity of visa until: \_\_\_\_\_\_工作内容: \_\_\_\_\_\_\_\_\_\_\_\_工作地点: \_\_\_\_\_\_\_\_\_\_\_\_薪酬: \_\_\_\_\_\_\_\_\_\_\_\_

Job description: \_\_\_\_\_\_\_\_\_\_\_\_Work place: \_\_\_\_\_\_\_\_\_\_\_\_Remuneration: \_\_\_\_\_\_\_\_\_\_\_来华工作时间: \_\_\_\_\_\_\_\_\_\_\_\_职位: \_\_\_\_\_\_\_\_\_\_\_\_

Work from (duration)\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_

II. Rights and Obligations of Party B

 1.乙方需至少提前1周将教学、科研和创作等活动材料(课件、教学大纲等)提供给甲方，相关内容必须符合中国法律法规的要求且不得涉及宗教、政治等敏感议题。

 1.Party B shall provide the materials of teaching, researches and creations (courseware, syllabus,art works, etc.) to Party A at least one week in advance, and the materials shall comply with the requirements of Chinese laws and regulations and shall not involve religions, politics and other sensitive issues.

 2.乙方应按约定的教学内容进行授课，并自觉接受甲方的教学质量过程督导。乙方如擅自更改教学内容或不能如期完成教学进度，需自行承担由此造成的一切后果。

 2.Party B shall give the agreed teaching contents and accept the supervision on teaching quality and process by Party A.  If Party B changes the teaching contents without authorization or fails to complete the teaching as scheduled, Party B shall bear all the consequences caused thereby.

 3.根据河北省外国专家局和石家庄市出入境管理支队的规定，乙方需按相关要求向甲方提供个人材料并申请办理入境签证。

 3.According to the regulations of Hebei Administration of Foreign Experts Affairs and Shijiazhuang Exit and Entry Administration Detachment, Party B shall provide party A with personal materials and apply for entry visa according to relevant requirements.

 4.乙方需向甲方提供个人的银行账户信息，确保汇款及时到账。

 4.Party B shall provide Party A with personal bank account information to ensure timely remittance.

三、生效

III. Agreement Enforcement

1. 此协议由中、英两种文字书就，两种文本具有同等法律效力。该协议自双方签字之日起生效，有效期为五年。此协议可在双方达成共识的情况下，进行修改或更新；若一方要在期限未满时终止协议，必须提前6个月书面通知另一方。

1. This agreement is made in Chinese and English, and both of which have the same legal effect. This agreement shall come into force on the date of signatures by both parties and remain valid for five years. And this agreement may be modified or updated by mutual agreements between the two parties. If one party intends to terminate this agreement before expiration, the other party must be notified in writing 6 months in advance.

2. 本合同一式两份，双方各执一份，具有相同法律效力。

2. This agreement is made in duplicate, with each party holding one copy and each copy having the same legal effect.

甲方：河北传媒学院 乙方：

Party A: Hebei Institute of Communications Party B:

签字: 签字:

Signature: Signature:

日期： 日期：

Date: Date: