

# 南方科技大学文件

南科大〔2020〕61号

---

## 关于印发《南方科技大学十周年校庆工作方案》 的通知

全校各单位：

为切实做好学校十周年校庆相关工作，经学校研究决定，印发实施《南方科技大学十周年校庆工作方案》。请各单位遵照执行，并结合工作实际，制定本单位校庆工作具体方案。

特此通知。



# 南方科技大学十周年校庆工作方案

2020 年是深圳经济特区建立 40 周年，是建设粤港澳大湾区和深圳建设中国特色社会主义先行示范区全面铺开、纵深推进的关键之年。城市培育大学，大学服务引领城市。2020 年也是南科大建校 10 周年，是学校“十三五”规划的收官之年。十周年校庆作为学校发展史上的重要里程碑，是展示学校形象、提升学校社会影响力的良好契机，也是凝聚动员全校师生和校友力量、汇集各方资源的重大机遇。

为全面统筹、扎实推进各项校庆工作，现参照国内外高校校庆活动方案，结合我校实际情况，制定本方案。

## 一、实现一个目标

学校十周年校庆活动，遵循“隆重热烈、勤俭务实”的原则，朴素中见隆重、总结中见反思、交流中整合资源，为学校早日实现“扎根中国大地，建设世界一流研究型大学”的宏伟目标明确方向、凝聚人心、积蓄力量。

### （一）提升文化凝聚力，为学校发展注入生机与活力

校庆活动作为文化建构与传承的重要载体，承载着丰富的教育资源，发挥着重要的育人作用。学校要抓住校庆契机，打造南科大品牌文化，增强全校师生及校友的认同感、归属感与凝聚力，为学校发展注入新的生机与活力。

### （二）全面总结办学成果，推动学校下一阶段内涵式发展

校庆活动作为学校最重大的庆典活动，具有参与度高、覆盖

面广、影响力大的特点，是全面总结学校阶段性办学成果的重要机遇。学校要广泛动员全校师生、校友和业内专家学者等参与学校十年发展总结与反思的研究、参与新时代南科大精神的讨论等，为学校下一阶段内涵式发展建言献策。

## 二、组建一个工作专班

十周年校庆活动是面向学校全体师生员工和广大校友的一次盛会。为做好相关工作，学校成立校庆筹备领导小组、下设领导小组办公室并设立顾问委员会，形成明晰的工作组织架构、分工安排和内外部支持体系。

### （一）成立南方科技大学十周年校庆筹备领导小组

组 长：郭雨蓉、陈十一

常务副组长：李凤亮

副 组 长：鲁春、张东晓、赵予生、方复全、顾东风、叶秦、王苏生、陈思奇、张凌、陈志锋、郑春苗、王鹏飞、邢明照

成 员：

1. 教学系统单位负责人。工学院、理学院、医学院、商学院、人文社会科学学院、创新创业学院、电子与电气工程系、材料科学与工程系、环境科学与工程学院、海洋科学与工程系、力学与航空航天工程系、机械与能源工程系、计算机科学与工程系、生物医学工程系、系统设计与智能制造学院、深港微电子学院、物理系、化学系、生物系、数学系、地球与空间科学系、统计与数据科学系、金融系、信息系统与管理工程系、人文科学中心、社会科学中心、高等教育研究中心、语言中心、艺术中心、思想政治教育与研究、体育中心等单位负责人。



2. 公共平台单位负责人。公共分析测试中心、实验动物中心、科学与工程计算中心等单位负责人。

3. 科研平台单位负责人。南科大工程技术创新中心（北京）、前沿与交叉科学研究院、先进技术研究院、南方科技大学-北京大学植物与食品联合研究所、未来网络研究院、量子科学与工程研究院、空天动力研究院、深圳格拉布斯研究院、深圳国际数学中心（杰曼诺夫数学中心）（筹）、风险分析预测与管控研究院、复杂流动及软物质研究中心（筹）等单位负责人。

4. 管理服务系统单位负责人。党政办公室、宣传与公共关系部、人力资源部（组织统战部）、纪检监察室（审计法务室）、教学工作部、中共南方科技大学委员会党校、学生工作部（校团委）、致仁书院、树仁书院、致诚书院、树德书院、致新书院、树礼书院、研究生院、招生办公室、科研部、规划发展部、重大项目办公室、实验室与设备管理部、财务部、招标办公室、国际合作部、总务与空间办公室、校园服务办公室、设施设备维护办公室、安全、健康与环境办公室、基建办公室、校园建设规划委员会办公室、网络信息中心、图书馆、技术转移中心、资产管理有限公司、教育基金会、校友会、南方科技大学附属教育集团、南方科技大学附属医院建设办公室、教务长办公室、教育培训中心等单位负责人。

**工作职责：**全面统筹学校十周年校庆筹备工作；审核确定校庆工作方案。

**（二）** 下设南方科技大学十周年校庆筹备领导小组办公室（以下简称“校庆办”）



主 任：陈思奇

副主任：张凌、赵红军、薛铮、杨双华、毕宝仪、沈红、涂蓉辉、李兴华、程军祥、叶飞、王亚武、李旭、陈游宇、耿琚、刘粤宁、陆奇、田正阳、马东梅

成 员：从相关单位抽调全职工作人员。其中，第一、第二阶段（3—8月）抽调2—3名工作人员；第三、第四阶段（9—12月）在各专项工作小组每组指定1名工作人员的基础上，另从其他单位抽调2—3名工作人员。抽调人员集中办公，原则上不承担原单位工作任务。

工作职责：办公室内设综合协调组、宣传策划组、校庆大会组、校庆晚会组、学生及校友活动组、学术交流组、国际合作组、发展成果与校史档案组、捐赠筹资组、后勤保障组、场馆建设组等11个工作小组。每个工作小组设置组长、副组长和专项联络员。具体工作职责如下。

1. 综合协调组（组长：陈思奇，牵头单位：党政办公室）负责协调校庆活动的总体策划和筹备工作的推进落实，具体包括起草学校校庆工作总体方案、组织学校校庆专项工作会议、督察督办各单位工作完成情况等；统筹国内各级领导与重要嘉宾的邀请、接待工作等。

2. 宣传策划组（组长：张凌，牵头单位：宣传与公共关系部）负责校庆宣传相关工作，具体包括：（1）建立标识系统，征集校庆标志、口号，制作校庆系列宣传片、校庆宣传册；（2）开展校内媒体宣传，统筹校庆网站、官方微信公众号、官方微博等新媒体宣传工作；（3）开展校外媒体宣传，起草并刊发校庆公

告，邀请主流新闻媒体参加校庆活动、提高宣传报道力度；（4）组织主题活动，开展校史影像展、文化创意设计大赛等。

3. 校庆大会组[组长：田正阳，牵头单位：党政办公室，协助单位：人力资源部（组织统战部）、宣传与公共关系部]负责校庆大会的总体策划、筹备和协调落实；统一规划、综合协调、全面落实校庆期间各类行政会议活动。

4. 校庆晚会组[组长：毕宝仪，牵头单位：艺术中心，协助单位：学生工作部（校团委）]负责校庆晚会的总体策划、筹备和协调落实。

5. 学生及校友活动组[组长：薛铮，牵头单位：学生工作部（校团委）、校友会，协助单位：艺术中心、各院系]负责校庆志愿者的选拔、培训工作；统筹组织社团展演、话剧演出、交响音乐会、诗歌朗诵会、体育比赛等文体活动；以及联络校友、收集校友信息、编制校友录，组织“优秀校友”“杰出校友”评选工作，举办优秀校友故事展览和专题分享会，做好校友返校组织工作等。

6. 学术交流组（组长：王亚武，牵头单位：科研部，协助单位：教学工作部、研究生院、各院系）负责统一规划、综合协调、全面落实校庆期间各类学术活动，包括统筹举办学校发展论坛、学术会议、社科讲座、创新创业座谈会等。

7. 国际合作组（组长：李旭，牵头单位：国际合作部）负责国际咨询顾问委员会(IAC)会议总体策划、筹备和协调落实；统一规划、综合协调、全面落实校庆期间各类国际会议活动；负责组织统筹国（境）外嘉宾的邀请、接待工作；负责校庆活动国际



影响力相关工作；处理其他涉外事务等。

8. 发展成果与校史档案组[组长：刘粤宁，牵头单位：党政办公室（综合档案室）、规划发展部，协助单位：高等教育研究中心、宣传与公共关系部]负责总结学校发展经验提出未来 5 至 10 年学校发展规划，组织人员申报课题、发布研究报告；以及做好发展成果展相关工作，开展史料收集工作（文献史料、实物史料和口述史料等），着手编制学校年鉴及编写校史丛书，牵头开展校史文化研究工作。

9. 捐赠筹资组（组长：涂蓉辉，牵头单位：教育基金会，协助单位：校友会、各院系）负责组织捐赠活动、推介捐赠项目、募集校庆资金等。

10. 后勤保障组（组长：李兴华，牵头单位：总务与空间办公室，协助单位：校园服务办公室、安全、健康与环境办公室、网络信息中心）负责校园环境绿化和美化提升工程；保障校庆期间场地、水电、饮食、网络信息服务正常供应；保障校园交通、安全秩序等。

11. 场馆建设组（组长：程军祥，牵头单位：基建办公室，协助单位：宣传与公共关系部、党政办公室）负责发展成果展展厅及下一步学校校史档案馆建设工程。

### （三）设立南方科技大学十周年校庆顾问委员会

成员包括兄弟院校领导、教授代表、南科大理事代表、上级主管部门代表、社会校友等，作为校庆筹备工作的外部智囊团，提供人力、物力、财力等补充支持。



### 三、建立一个分阶段工作机制

（一）第一阶段：启动阶段。时间为 2020 年 3 月至 5 月。成立校庆筹备领导小组，下设领导小组办公室；确定校庆主题和口号，印发学校校庆工作总体方案；召开校庆工作专题动员会；开设媒体平台校庆专题，设计 VI 标识等一整套视觉产品。

（二）第二阶段：推进深化阶段。时间为 2020 年 6 月至 8 月。各专项工作小组认真落实职责分工，积极组织调研学习，进一步完善专项工作方案，完成重大活动的前期筹备工作；各相关院系部门组织开展校庆主题活动。

（三）第三阶段：全面实施阶段。时间为 2020 年 9 月至 11 月。校庆办集中办公，工作人员全职到岗；对照既定工作方案全面推进、查漏补缺；制定突发事件应急处理预案；加大校庆宣传力度，扩大校庆影响力，营造浓厚的校庆氛围。

（四）第四阶段：冲刺阶段。时间为 2020 年 12 月。重点做好校庆大会、校庆晚会、发展成果展、学校发展论坛、校友返校活动等重大庆典活动相关工作。

### 四、确定一个主题、一个口号，设计一个 LOGO、一个网站、一整套视觉产品

（一）确定校庆主题和口号。启动相关征集工作，校庆主题和口号应立意高远、内涵丰富、特色鲜明、高度凝练。

（二）发布十周年 VI 标识。组织专家力量并发动师生及校友群体，在南科大 VI 标识基础上设计十周年专属标识、专属 PPT 模板等。

（三）开设媒体平台校庆专题。在官网、官微等融媒体平台

开设校庆专题，策划“南科大十年”新闻专题系列，用生动鲜活的报道折射南科大十年筚路蓝缕的创校历程。

（四）制作相关视频产品。拍摄微电影《蝶变》，作为南科大建校 10 年来首部有故事剧情的宣传片。策划其他十周年宣传片、形象片，制作“一分钟带你走进南科大”H5 等一批视频产品，创新表达方式，传播南科大理念。

## 五、举办一场大会、一场晚会、一场展览、一系列活动

校庆活动按照“校庆日、校庆月、校庆季、校庆年”的安排，分别从学校和院系两个层面举办以学术与交流、文化与纪念、校友与发展等为主要内容的系列庆祝活动。

校庆活动应突出亮点和特色，各单位要充分发挥主观能动性，力争推出一批具有创新性、冲击力和影响力的活动。

按时间维度划分：

### （一）“校庆日”活动（2020 年 12 月 20 日）

“校庆日”活动主要包括“南方科技大学建校十周年纪念大会”（以下简称“校庆大会”）、“南方科技大学建校十周年庆祝晚会”（以下简称“校庆晚会”）和“南方科技大学十周年发展成果展”（以下简称“发展成果展”）开展仪式。

### （二）“校庆月”活动（2020 年 12 月）

“校庆月”活动主要包括校友返校主题活动、学校发展论坛暨校庆交流会；校庆主题系列文艺活动，如话剧演出、交响音乐会、诗歌朗诵会等。

### （三）“校庆季”活动（2020 年 9 月—11 月）

“校庆季”活动主要包括系列新生入学教育活动，如开学第



一课、“现代科技与家国情怀”特色思政课等；系列校园文化活动，如主题摄影展、文化创意设计大赛、校园公共艺术节等。

#### （四）“校庆年”活动（2020 年）

“校庆年”活动依托院系、书院，充分发挥各单位自主性、创新性，举办学术会议、社科讲座、国际论坛、创新创业座谈会等学术活动；组织社团文化节、校园美食节等系列活动；组织校庆接力跑步活动、羽毛球联谊赛等体育活动；举办学校捐赠筹资相关活动，对外征集祝贺南科大建校十周年的展览品、举办专题展览等。

按活动内容划分：

##### （一）学术研究类

学术研究类主要包括：一是高校发展研究活动，如学校专题战略研讨会、国际咨询顾问委员会(IAC)会议、世界一流研究型大学论坛、中外大学校长论坛等；二是专题学术交流活动，如创新创业大讲堂、全球工学院院长论坛暨战略发展高端论坛、理学院特别邀请系列学术报告、医学院系列高端学术讲座、大湾区数字经济与发展高端论坛、“理工类院校新文科建设的理念与实践”会议、联培高校学术交流活动、深圳 40 年的发展历程与“双区”建设主题报告等；三是学校发展总结活动，如“南科大研究”会议、出版“南科大研究”系列报告集等；四是特色创新课程，如《改革创新与先行示范》特色思政课（15 讲）、《现代科技与家国情怀》特色思政课第二期（15 讲）等。

##### （二）文体活动类

文体活动类主要包括：一是校园文化创作活动，如《校友之



歌》创作活动、首届文化创意设计大赛、南科大校园公共艺术节、“一带一路”项目画展、雕塑制作展示行动、“寻找民族脊梁—身边的英雄”主题征文活动、主题摄影征集活动、首届公益文化周、各书院主题活动；二是文艺演出活动，如校庆晚会、校园戏剧社年终大戏、SUSTech Reader 散文朗诵大赛、各院系庆祝建校10周年暨2021新年联欢会、各书院演出活动；三是体育竞技活动，如“回顾十年”校园定向友谊赛、各书院趣味运动会等；四是其他学生文体活动，如国际学生跨文化交流系列活动、“校庆·回家”第二届学生组织发展论坛等。

### （三）捐赠活动类

捐赠活动类主要包括：一是校级捐赠活动，如2020南方科技大学红荔筹资会、2020南方科技大学教育基金会年终答谢会、十年校庆校友微捐线上活动、艺术公益筹资活动、2020南方科技大学合作与发展高端论坛、人文社科学院大楼新建筑冠名捐赠仪式等；二是院系级捐赠活动，如商学院学科发展基金成立仪式等。

### （四）发展成果类

发展成果类主要包括：一是整体发展成果展览，如发展成果展、十周年校史影像展等；二是专题发展成果展览，如研究生教育5年成果展、工学院5周年成果展、理学院3周年学术教学成果展、全国高校基建论坛暨校园基本建设成果展等。

### （五）建校史料类

建校史料类主要包括：一是史料征集活动，向全社会广泛征集学校发展历程中具有代表性以及陈列价值的校史档案资料与实物，征集方式包括接受捐赠、代管或复制、文字或口头提供等；

二是《南方科技大学创建发展访谈录》项目，访谈学校创建和发展历程中的核心参与者，以南科大为样本总结中国高等教育改革发展规律，形成系列访谈录、影像库，拍摄制作纪录片，举办图片展；三是“我与南科大”主题征文活动，面向所有热爱南科大、关心南科大的人士广泛征集稿件，包括但不限于全校教职员工、在校生、校友、社会各界人士以及曾到访南科大的专家学者等群体，以自由投稿的形式讲述与南科大的故事，适时结集出版十周年系列纪念丛书，包括发行校友期刊《南科人》十年校庆专刊、出版《我与南科大》丛书、发布南科大自然笔记等。

#### （六）其他活动类

其他活动类主要包括：一是校园形象展示活动，如“校园开放日”参观活动、十周年新闻发布会和邀请中央和省市主流媒体走进校园系列活动等；二是专题纪念表彰活动，如教师节表彰大会、南科大 10 年教学奖表彰大会等。

### 六、制定一个工作方案

为加强统筹协调，压实工作责任，学校出台并印发校庆工作总体方案。各单位严格执行，并结合工作实际，制定本单位校庆工作实施方案，具体内容主要包括以下方面。

（一）明确一把手责任。各单位要有一名主要负责同志对本单位校庆工作负总责，统筹落实本单位校庆各项工作。

（二）设置专门联络员。各单位要专设一名联络员负责与校庆办及相关工作小组的沟通联系。学校组织形成校庆工作联络员团队，强化工作协调联动。

（三）制定校庆活动时间表及活动方案。各单位要梳理 2020

年度各类活动计划开展情况，按照学术研究类、文体活动类、捐赠活动类、发展成果类、建校史料类、其他活动类等 6 个分类统筹制定本单位校庆活动时间表及活动方案。

- 附件：1. 校庆办工作小组职责分工表  
2. 十周年校庆重大专项活动分工表



附件 1

## 校庆办工作小组职责分工表

小组名称	牵头单位	协助单位	工作职责
综合协调组	党政办公室		1. 负责协调校庆活动的总体策划和筹备工作的推进落实；2. 统筹各级领导与重要嘉宾的邀请、接待工作等。
宣传策划组	宣传与公共关系部		负责校庆宣传相关工作，具体包括：1. 建立标识系统，征集校庆标志、口号，制作校庆系列宣传片、校庆宣传册；2. 开展校内媒体宣传，统筹校庆网站、官方微信公众号、官方微博等新媒体宣传工作；3. 开展校外媒体宣传，起草并刊发校庆公告，邀请主流新闻媒体参加校庆活动、提高宣传报道力度；4. 组织主题活动，开展校史影像展、文化创意设计大赛等。
校庆大会组	党政办公室	人力资源部（组织统战部）、宣传与公共关系部等	1. 负责校庆大会的总体策划、筹备和协调落实；2. 统筹校庆期间各类行政会议活动。

校庆晚会组	艺术中心	学生工作部（校团委）等	负责校庆晚会的总体策划、筹备和协调落实。
学生及校友活动组	学生工作部（校团委）、 校友会	艺术中心、各院系等	1. 负责校庆志愿者的选拔、培训工作；2. 统筹组织社团展演、话剧演出、交响音乐会、诗歌朗诵会、体育比赛等文体活动；3. 负责联络校友、收集校友信息、编制校友录；4. 组织“优秀校友”“杰出校友”评选工作；5. 举办优秀校友故事展览和专题分享会；6. 做好校友返校组织工作。
学术交流组	科研部	教学工作部、 研究生院、各院系等	统筹校庆期间各类学术活动，包括举办学校发展论坛、学术会议、社科讲座、创新创业座谈会等。
国际合作组	国际合作部		1. 负责国际咨询顾问委员会(IAC)会议总体策划、筹备和协调落实；2. 统筹校庆期间各类国际会议活动；3. 负责组织统筹国（境）外嘉宾的邀请、接待工作；4. 负责校庆国际影响力相关工作；5. 处理其他涉外事务等。

发展成果与 校史档案组	党政办公室（综合档案室）、规划发展部	高等教育研究中心、 宣传与公共关系部等	1. 负责总结学校发展经验提出未来 5-10 年学校发展规划；2. 组织人员申报课题、发布研究报告；3. 做好发展成果展相关工作；4. 开展史料收集工作（文献史料、实物史料和口述史料等）；5. 着手编制学校年鉴及编写校史丛书；6. 牵头开展校史文化研究工作。
捐赠筹资组	教育基金会	校友会、各院系等	负责组织捐赠活动、推介捐赠项目、募集校庆资金等。
后勤保障组	总务与空间办公室	校园服务办公室、 安全、健康与环境办公室、 网络信息中心等	1. 负责校园环境绿化和美化提升工程；2. 保障校庆期间场地、水电、饮食、网络信息服务正常供应；3. 保障校园交通、安全秩序等。
场馆建设组	基建办公室	宣传与公共关系部、 党政办公室等	负责发展成果展展厅及学校校史档案馆建设工程等。



附件 2

## 十周年校庆重大专项活动分工表

活动名称	牵头单位	主要协助单位
南方科技大学建校十周年 纪念大会	党政办公室	人力资源部（组织统战部）、 宣传与公共关系部等
南方科技大学建校十周年 庆祝晚会	艺术中心	学生工作部（校团委）、 宣传与公共关系部等
南方科技大学十周年 发展成果展	宣传与公共关系部	党政办公室（综合档案室）、 规划发展部、人力资源部（组织统战部）、 科研部、技术转移中心、高等教育研究中心、 人文社会科学学院等
学校发展论坛	科研部、国际合作部	高等教育研究中心、宣传与公共关系部等
捐赠筹资活动	教育基金会	校友会、各院系等
校友返校主题活动	校友会	学生工作部、国际合作部、 宣传与公共关系部等



No.61 of SUSTech [2020]

**Notice on Issuing the "Work Plan for Celebrating the 10th Anniversary of  
Southern University of Science and Technology"**

April 22, 2020

All Departments and Offices of SUSTech ,

Please be informed that the "Work Plan for Celebrating the 10th Anniversary of Southern University of Science and Technology" has been approved by the university and is hereby issued for your implementation. Please prepare the detailed work plan of your office or department according to the actual needs.

Thank you for your attention.

Southern University of Science and Technology



## **Work Plan for Celebrating the 10th Anniversary of Southern University of Science and Technology**

The year 2020 marks the 10th anniversary of Southern University of Science and Technology (SUSTech) and the end of the 13th Five-Year Plan of the university. It is also the 40th anniversary of the founding of the Shenzhen Special Economic Zone and a key year for the development of Guangdong-Hong Kong-Macau Greater Bay Area and the establishment of Shenzhen as the pilot demonstration area of socialism with Chinese characteristics. SUSTech and Shenzhen, the city where it locates in, enjoy synergistic development. The celebration of the 10th anniversary of SUSTech serves as an excellent opportunity for the university to promote its image, enhance its social influence, unit its faculty, students, and alumni, and integrate resources from all parties.

To ensure the best results of the celebration, this work plan is formulated based on the situation of SUSTech, with the celebration plans of universities at home and abroad as reference.

### **1. Realization of the ultimate goal**

The celebration is expected to be both grand and practical. During the celebration, we are supposed to look back to learn from the past, and integrate resources through communication, so as to contribute to the development goal of our university: to establish a world-class research-oriented university with Chinese characteristics.

#### **1.1. Enhance cultural cohesion and give impetus to the development of SUSTech**

The celebration of SUSTech's 10th anniversary is an important opportunity to

establish our cultural heritage and gather abundant resources in education. We should seize the opportunity to increase our cultural influence, enhance the sense of belongings of our faculty, students, and alumni, and give impetus to the development of our university.

## **1.2. Review the academic achievements of SUSTech and unleash the full potential for development in the next stage**

As the most important celebration of SUSTech, the 10<sup>th</sup> anniversary celebration of SUSTech has the characteristics of high participation rate, wide coverage and significant influence. It is also a good opportunity to review our academic achievements. We should encourage our faculty, students, alumni as well as the experts and scholars of the educational sector to participate in the reflection of our development over the past decade, to discuss how to foster the spirit of SUSTech in the new era and share their insights on how to bring out the full potential for development in the next stage.

## **2. Dedicated Work Teams**

To ensure the best results of the celebration as a grand event for all our faculty, students, staff, and alumni, we have set up a dedicated work team that is well structured in the division of responsibility and supported in an all-round manner. A work team for the Preparation of the 10th Anniversary Celebration of SUSTech has been set up, under which are Office of the Work Team for the Preparation of the 10th Anniversary Celebration of SUSTech and the Advisory Committee.

### **2.1. Work Team for the Preparation of the 10th Anniversary Celebration of SUSTech**

**Team Leaders:** Guo Yurong, Chen Shiyi

**Executive Vice Team Leader:** Li Fengliang

**Vice Team Leaders:** Lu Chun, Zhang Dongxiao, Zhao Yusheng, Fang Fushuan, Gu Dongfeng, Ye Qin, Wang Susheng, Chen Siqi, Zhang Ling, Chen Zhifeng,



Zheng Chunmiao, Wang Pengfei, Xing Mingzhao

**Members:**

**2.1.1** Heads of departments and colleges: Heads of College of Engineering, College of Science, School of Medicine, School of Business, School of Humanities and Social Sciences, School of Innovation and Entrepreneurship, Department of Electrical and Electronic Engineering, Department of Materials Science and Engineering, School of Environmental Science and Engineering, Department of Ocean Science and Engineering, Department of Mechanics and Aerospace Engineering, Department of Mechanical and Energy Engineering, Department of Computer Science and Engineering, Department of Biomedical Engineering, School of System Design and Intelligent Manufacturing, SUSTech Institute of Microelectronics (National Exemplary Microelectronics), Department of Physics, Department of Chemistry, Department of Biology, Department of Mathematics, Department of Earth and Space Sciences, Department of Statistics and Data Science, Department of Finance, Department of Information System and Management Engineering, Humanities Center, Center for Social Sciences, Center for Higher Education Research, Center for Language Education, Arts Center, Political Education and Research Center, Center for Physical Education, etc.

**2.1.2** Heads of public platforms and facilities: Heads of SUSTech Core Research Facilities (SCRF), Laboratory Animal Research Center, Center for Computational Science and Engineering, etc.

**2.1.3** Heads of research institutes and centers: Heads of SUSTech Engineering and Technology Innovation Center (Beijing), Academy for Advanced Interdisciplinary Studies, Institute of Advanced Technology, SUSTech-PKU Institute for Plant and Food Science, Institute of Future Networks Technology, Institute for Quantum Science and Engineering, Aerospace Propulsion Institute, Shenzhen Grubbs Institute, SUSTech International Center for Mathematics,



Institute of Risk Analysis Prediction and Management, Center for Complex Fluid and Soft Matter Research, etc.

**2.1.4** Heads of administrative departments and offices: Heads Office of Party Affairs and Administration, Office of Communications & Public Relations, Office of Human Resources, Office of Discipline Inspection & Supervision, Office of Teaching Affairs, Party School of the SUSTech University Council, Office of Students Affairs, Zhiren Residential College, Shuren Residential College, Zhicheng Residential College, Shude Residential College, Zhixin Residential College, Shuli Residential College, Graduate School, Office of Admissions, Office of Research, Office of Strategic Planning, Office of Major Programs, Office of Laboratory & Equipment Management, Office of Finance, Office of Bidding, Office of Global Engagement, Office of Administration and Space Management, Office of Campus Services, Office of Facilities Maintenance, Office of Health, Safety and Environment, Office of Campus Development, Office of Campus Development and Planning Committee, Office of Information Technology Services, Library, Technology Transfer Center, Asset Management Company Limited, SUSTech Education Foundation, Alumni Association, SUSTech Affiliated Education Group, Preparatory Office of Affiliated Hospital, Office of the Provost, Education and Training Center, etc.

**Responsibilities:** coordinate the preparations for the 10th anniversary celebration; review and approve work plans for the celebration.

## **2.2. Office of the Work Team for the Preparation of the 10th Anniversary Celebration of SUSTech (hereinafter referred to as Office of the Work Team)**

**Director:** Chen Siqi

**Vice Directors:** Zhang Ling, Zhao Hongjun, Xue Zheng, Yang Shuanghua, Bi Baoyi, Shen Hong, Tu Ronghui, Li Xinghua, Cheng Junxiang, Ye Fei, Wang Yawu, Li Xu, Chen Youyu, Geng Jun, Liu Yuening, Lu Qi, Tian Zhengyang, Ma Dongmei

**Members:** Full-time staff members from relevant departments and offices. Phase I and Phase II (March-August): transfer 2 or 3 staff members from other departments and offices; Phase III and Phase IV (September-December): designate 1 staff member from each special work team and transfer 2-3 staff members from other departments or offices. The transferred members should work together in the same office and are not supposed to engage in the work of their own departments or offices while preparing for the celebration.

**Responsibilities:** Office of the Work Team will set up 11 work groups under it: Coordination Group, Publicity Group, Anniversary Ceremony Group, Anniversary Ceremony Group, Student and Alumni Group, Academic Exchange Group, Global Engagement Group, Achievements and SUSTech History Archives Group, Donation and Financing Group, Campus Services Group, Venue Construction Group. Each group should have a group leader, a vice group leader, and a dedicated liaison. Responsibilities of each group are as follows:

**1. Coordination Group** (Group leader: Chen Siqu; department and office taking the lead: Office of Party Affairs and Administration) Major responsibility is coordinating the overall planning and preparatory work of the celebration, including drafting the work plan, organizing special work meetings for the celebration, monitoring the work progress of all departments and offices, and coordinating the invitation and reception of domestic leaders of different levels and VIPs.

**2. Publicity Group** (Group leader: Zhang Ling; department and office taking



the lead: Office of Communications & Public Relations) Major responsibilities include the publicity of the celebration, including (1) establishment of signage system: collecting logos and slogans for the celebration and producing a series of publicity videos and brochures for the anniversary; (2) publicity via campus media: coordinating the publicity on the university website, WeChat official account, Weibo, and other new media; (3) publicity via external media: preparing and publishing notices on the anniversary celebration, inviting mainstream news media to participate in the celebration to increase the exposure of the event; (4) organization of themed activities: organizing SUSTech history photo exhibition, creative design competition, etc.

**3. Anniversary Ceremony Group** (Group leader: Tian Zhengyang; department and office taking the lead: Office of Party Affairs and Administration; supporting office and department: Office of Human Resources, Office of Communications & Public Relations) Major responsibilities include planning, preparing, coordinating and convening the Commemorative Conference and all administrative meetings related to the celebration.

**4. Celebration Party Group** (Group leader: Bi Baoyi; department and office taking the lead: Arts Center; supporting office and department: Office of Students Affairs) Major responsibilities include planning, preparing, coordinating and convening the anniversary ceremony.

**5. Student and Alumni Group** (Group leader: Xue Zheng; department and office taking the lead: Office of Students Affairs and Alumni Association; supporting office and department: Arts Center, all colleges and departments) Major responsibilities include recruiting and training volunteers for the celebration, organizing club performances, drama, symphonic concerts, poetry readings, sports competitions, etc., liaison with the alumni and collecting their information to produce an alumni directory, organizing the selection of



"outstanding alumni", holding exhibition about stories of outstanding alumni and themed sharing sections, and organizing corresponding receptions.

**6. Academic Exchange Group** (Group leader: Wang Yawu; department and office taking the lead: Office of Research; supporting office and department: Office of Teaching Affairs, Graduate School, all colleges and departments) Major responsibilities include organizing all kinds of academic activities during the celebration, including the SUSTech development forums, academic conferences, social science lectures, symposiums on innovation and entrepreneurship.

**7. Global Engagement Group** (Group leader: Li Xu; department and office taking the lead: Global Engagement Office) Major responsibilities include planning, preparing, coordinating and convening the meetings of International Advisory Committee (IAC) and other international meetings during the celebration, inviting and receiving guests from abroad, expanding the international influence of the event, and dealing with other work concerning foreign affairs.

**8. Achievements and SUSTech History Archives Group** (Group leader: Liu Yuening; department and office taking the lead: Office of Party Affairs and Administration, Office of Strategic Planning; supporting office and department: Center for Higher Education Research, Office of Communications & Public Relations) Major responsibilities include reviewing the development of SUSTech and putting forward a development plan for the next 5 to 10 years, organizing the application of research programs, releasing research reports; organizing the development achievement exhibition, collecting historical materials (literature, concrete objects, oral materials, etc.), formulating the university yearbook and books on SUSTech history, taking the lead in the research of SUSTech history and culture.

**9. Donation and Financing Group** (Group leader: Tu Ronghui; department and office taking the lead: SUSTech Education Foundation; supporting office and department: Alumni Association, all colleges and departments) Major responsibilities include organizing donation activities, promoting donation projects, raising funds for the celebration, etc.

**10. Campus Services Group** (Group leader: Li Xinghua; department and office taking the lead: Office of Administration and Space Management; supporting office and department: Office of Campus Services, Office of Health, Safety and Environment, Office of Information Technology Services) Major responsibilities include improving the campus environment, ensuring normal supply of venues, water, electricity, catering, and IT services during the celebration, ensuring safety and order of the campus.

**11. Venue Development Group** (Group leader: Cheng Junxiang; department and office taking the lead: Office of Campus Development; supporting office and department: Office of Communications & Public Relations, Office of Party Affairs and Administration) Major responsibilities include construction of the exhibition hall of development achievements and SUSTech history museum.

### **2.3. Advisory Committee for SUSTech's 10th Anniversary Celebration**

The members of the Committee, as an external think tank to provide additional support for the celebration, include leaders and professors from partner universities, representatives of SUSTech university council and the superior departments of SUSTech, and alumni representatives.

## **3. Timetable**

### **3.1. Phase I: Kick-off**

Time: March to May 2020

Establish the Work Team for the Preparation of the 10th Anniversary Celebration of SUSTech and the Office of the Work Team; fix the theme and slogan and issue the overall work plan for the celebration; organize a mobilization meeting; create a feature column for the anniversary on media platforms and design a set of visual products such as VI logos.

### **3.2. Phase II: Advancing the preparatory work**

Time: June to August 2020

The dedicated working groups should fulfill their responsibilities, conduct research studies, improve the work plans, and complete the preparatory work for major activities. All relevant colleges and departments should carry out themed activities.

### **3.3. Phase III: Full implementation**

Time: September to November 2020

Office of the Work Team should work together in the same office, press ahead the preparatory work according to the work plans, formulate emergency response schemes, strengthen the publicity, expand the influence of the event to create a strong atmosphere of celebration.

### **3.4. Phase IV: Climax of the preparatory work**

Time: December 2020

This phase focuses on major activities, such as anniversary ceremony, celebration party, development achievement exhibition, campus development forums, homecoming activity.

## **4. Fix a Theme and a Slogan and Design a LOGO, a Website, and a Whole Set of Visual Products**

### **4.1. Fix the theme and the slogan for the celebration**

Collect themes and slogans and choose one that is visionary, expressive,



distinctive, and concise.

#### **4.2. Design a VI logo for the 10th anniversary**

Encourage relevant experts, faculty, students, and alumni to design a logo and exclusive PPT templates for the 10th anniversary based on the VI logo of SUSTech.

#### **4.3. Create a feature column for the anniversary on the media platforms**

Create a feature column for the anniversary on the official website, Weibo, and other media and plan a news series themed "Ten Years of Improvement of SUSTech" to present the development stories of SUSTech.

#### **4.4. Produce films and videos**

Produce a short film named "The Metamorphosis" as the first promotional video telling the stories of SUSTech since its inception. Make other promotional videos for the 10th anniversary, such as "One-minute View of SUSTech" H5, to promote the concept of SUSTech in an innovative way.

### **5. Hold a meeting, a party, an exhibition, and a series of activities**

The celebration events will be organized under the themes of "Anniversary Day, Anniversary Month, Anniversary Season, and Anniversary Year" at the university and department levels featuring academics and exchange, culture and reminiscence, alumni and development, etc.

All relevant departments and offices should take the initiative to launch a series of innovative, distinctive, and influential activities.

#### **5.1. Events by timeline:**

##### **5.1.1. Anniversary Day (December 20, 2020)**

"Anniversary Ceremony for the 10th Anniversary of SUSTech" (hereinafter

referred to as the "Anniversary Ceremony"), "Celebration Party for the 10th Anniversary of SUSTech" (hereinafter referred to as the "Celebration Party"), and the opening ceremony of the "Development Achievement Exhibition for the 10th Anniversary of SUSTech" (hereinafter referred to as the "Development Achievement Exhibition")

#### **5.1.2. Anniversary Month (December 2020)**

Homecoming activities, SUSTech development forum, art activities such as drama performances, symphonic concert, and poetry readings.

#### **5.1.3. Anniversary Season (September-November 2020)**

Freshman orientation: the "First Class of New Semester" and "Modern Technology and Love for Family and Motherland"; campus cultural activities: themed photography exhibition, creative design competition, and art festival.

#### **5.1.4. Anniversary Year (2020)**

"Anniversary Year" activities are independently held by all colleges, departments and residential colleges, including academic conferences, social science lectures, international forums, symposiums on innovation and entrepreneurship; cultural festivals for campus clubs, food festivals; sports competitions such as relay race and badminton competition; donation and fund-raising, collection of exhibits off campus that are attributed to anniversary, themed exhibitions, etc.

### **5.2. Events by contents:**

#### **5.2.1. Academic research**

**(1) Research activities on SUSTech development:** the Symposium on SUSTech Strategies, International Advisory Committee (IAC) Meeting, Forum for World-class Research Universities, Forum for Presidents of Domestic and Overseas Universities, etc.; **(2) Academic exchange activities:** the Innovation

and Entrepreneurship Lectures, International Forum on Strategic Development for Deans of School of Engineering, Science Lectures of College of Science, High-end Academic Lectures of the School of Medicine, Forum on Digital Economy and Development in the Greater Bay Area, Concepts and Practice of New Liberal Arts Education in University of Science and Technology, Academic Exchange with Partner Universities with Joint Training Programs, Special Reports on the 40 Years of Development of Shenzhen and the Development of Guangdong-Hong Kong-Macau Greater Bay Area as well as the Establishment of Shenzhen as the Pilot Demonstration Area of Socialism with Chinese Characteristics; **(3) Review of the development of SUSTech:** conference of "SUSTech Research" and the publication of reports on "SUSTech Research"; **(4) Innovation courses with SUSTech features:** the feature course, "Reform, Innovation, and Pilot Demonstration" (15 lectures), the second round of feature courses, "Modern Science and Technology and Love for Family and Motherland" (15 lectures)

### **5.2.2. Arts and sports activities**

**(1) Creative activities on campus culture:** the creation of "Song of Alumni", the first Cultural Innovation and Design Festival, SUSTech Campus Art Festival, "Belt and Road Initiative" Painting Exhibition, Sculpture Making Display, the essay competition themed "The Backbone of the Nation -- Heroes Around You", Themed Photography Collection, the 1<sup>st</sup> Culture Festival for Public Welfare, themed activities of all residential colleges; **(2) Arts activities:** the Celebration Party, year-end drama performance from the drama club, "SUSTech Reader" Prose Reading Competition, celebration parties for the 10th anniversary of SUSTech and 2021 New Year Party of all colleges and departments; performances of residential colleges; **(3) Sports activities:** "Review of the 10-Year Development" campus orienteering friendly match, sports fun of residential colleges; **(4) Other activities for students:** cross-cultural activities for international students, "SUSTech Anniversary,



Homecoming”, i.e. the 2nd Development Forum organized by students, etc.

### **5.2.3. Donation events**

**(1) Donation events at university level:** 2020 SUSTech Hongli Fund-raising Meeting, 2020 SUSTech Education Foundation Gala Dinner, Online Small-amount Donation by Alumni for the 10th Anniversary of SUSTech, Art Fund-raising Events for Public Welfare, 2020 Appreciation Ceremony of SUSTech, Forum on Cooperation and Development, Donation Ceremony for the Naming Rights of New Building of the School of Humanities and Social Sciences; **(2) Donation events at college and department level:** opening ceremony of the Discipline Development Foundation of the School of Business, etc.

### **5.2.4 Activities on development achievements**

**(1) Exhibitions on overall development achievements:** Development Achievement Exhibition, SUSTech History Photo Exhibition for the 10th Anniversary; **(2) Themed Achievement Exhibitions:** Achievement Exhibition for the 5th Anniversary of the Graduate School, Achievement Exhibition for the 5th Anniversary of the College of Engineering, Academic and Teaching Achievement Exhibition for the 3rd Anniversary of the College of Science, Campus Development Exhibition, etc.

### **5.2.5. Activities on university history**

**(1) Historical materials collection:** collect representative materials and objects about SUSTech history that are worth a display from the whole society, including donations, escrow or copies, written or oral materials; **(2) "Interview on the Founding and Development of SUSTech" Project:** interview the core participants in the founding and development of the school, summarize the law of the reform and development of China's higher education with SUSTech as an example, register the interviews, create a photo library, make documentaries,

and hold a photo exhibition; **(3) "SUSTech and Me" themed essay collection:** this activity is for all the people who love SUSTech, including but not limited to all faculty and staff, students, alumni, members of the general public, and experts and scholars who have visited SUSTech. The participants may write their stories with SUSTech and contribute the articles to the special issues of *SUSTech Alumni* for the 10th anniversary, *SUSTech and Me* book series, and *Notes of Landscape in SUSTech*, etc.

#### **5.2.6. Other activities**

**(1) University image display:** “SUSTech Opening Day” for visitors, press conference for the 10th anniversary of SUSTech, visits to SUSTech by national, provincial and municipal mainstream media; **(2) Themed commemoration and commendation activities:** awards ceremony for the Teachers' Day, Teaching Awards Ceremony for the 10th Anniversary of SUSTech, etc.

### **6. Develop a work plan**

The work plan for the anniversary celebration is issued to all departments and offices to enhance coordination and clarify corresponding responsibilities. As per this document and their actual needs, all departments and offices should prepare their own work plans with the below details.

#### **6.1. Clarify the responsibilities of the team leaders**

Departments and office should have a leader responsible for overseeing and coordinating the preparatory work for the celebration.

#### **6.2. Staff the team with a dedicated liaison**

All departments and offices should have a liaison to communicate with Office of the Work Team and work groups. The university will build a liaison team to enhance the coordination work for the celebration.

#### **6.3. Make timetables and activity plans**

All departments and offices should sort out the activities to be held in 2020 and put them under 6 categories including academic research, arts and sports, donation events, development achievements, SUSTech history, and other activities and make corresponding timetables and activity plans.

Attachments:

1. Action Plan of Office of the Work Team for the Preparation of the 10th Anniversary Celebration of SUSTech
2. Action Plan for the Key Special Activities of the 10th Anniversary Celebration of SUSTech



Attachment 1

**Action Plan of Office of the Work Team for the Preparation of  
the 10th Anniversary Celebration of SUSTech**

<b>Group name</b>	<b>Leading departments and offices</b>	<b>Supporting departments and offices</b>	<b>Responsibilities</b>
<b>Coordination Group</b>	Office of Party Affairs and Administration		Responsible for coordinating 1. the overall planning and preparatory work of the celebration and 2. the invitation and reception of leaders of various levels and VIPs.
<b>Publicity Group</b>	Office of Communications & Public Relations		Responsible for 1. Establishment of signage system: collecting logos and slogans for the celebration and producing promotional videos and brochures for the anniversary; 2. Publicity via campus media: coordinating the publicity on the university website, WeChat official account, Weibo, and other new media; 3. Publicity via external media: preparing and publishing notices on the anniversary celebration, inviting

			mainstream news media to participate in the celebration to increase the exposure of the event; 4. Organization of themed activities: organizing SUSTech history photo exhibition, creative design competition, etc.
<b>Anniversary Ceremony Group</b>	Office of Party Affairs and Administration	Office of Human Resources, Office of Communications & Public Relations, etc.	Responsible for planning, preparing and coordinating 1. Anniversary Ceremony and 2. other administrative meetings related to the celebration
<b>Celebration Party Group</b>	Arts Center	Office of Students Affairs, etc.	Responsible for planning, preparing and coordinating the party for the 10th Anniversary of SUSTech.
<b>Student and Alumni Group</b>	Office of Students Affairs, Alumni Association	Arts Center, colleges and departments	Responsible for 1. recruiting and training volunteers for the celebration, 2. organizing club performances, drama, symphonic concert, poetry readings, sports competitions, etc., 3. Liaison with the alumni and make a yearbook, 4. organizing the selection of "outstanding alumni", 5. holding exhibition about stories of outstanding alumni and themed

			story-sharing meetings, and 6. organizing corresponding reception.
<b>Academic Exchange Group</b>	Office of Research	Office of Teaching Affairs, Graduate School, colleges and departments, etc.	Responsible for organizing all kinds of academic activities during the celebration, including SUSTech development forums, academic conferences, social science lectures, symposiums on innovation and entrepreneurship.
<b>Global Engagement Group</b>	SUSTech Global		Responsible for organizing 1. the meeting of International Advisory Committee (IAC); 2. other international meetings during the celebration; 3. the invitation and reception of guests from abroad; 4. expand the international influence of the event; and 5. other work concerning foreign affairs.



<b>Achievements and SUSTech History Archives Group</b>	Office of Party Affairs and Administration, Office of Strategic Planning	Center for Higher Education Research, Office of Communications & Public Relations, etc.	Responsible for 1. Summarizing experience on SUSTech development and putting forward a development plan for the next 5-10 years; 2. organizing the application of research programs and releasing research reports; 3. organizing the development achievement exhibition; 4. collecting historical materials (literature, concrete objects, oral materials, etc.); 5. formulating SUSTech yearbook and books on the SUSTech history; 6. Taking the lead on the research on SUSTech history and culture.
<b>Donation and Financing Group</b>	SUSTech Education Foundation	Alumni Association, colleges / departments	Responsible for organizing donation events, promoting donation projects, raising funds for the celebration, etc.
<b>Campus Services Group</b>	Office of Administration and Space Management	Office of Campus Services, Office of Health, Safety and Environment, Office of Information Technology Services, etc.	Responsible for 1. Improving the greenery and environment of the campus; 2. ensuring normal supply of venues, water, electricity, catering, and IT services during the celebration; 3. ensuring safety and order of the campus.
<b>Venue</b>	Office of Campus	Office of Communications &	Responsible for the construction of the

<b>Development Group</b>	Development	Public Relations Office of Party Affairs and Administration, etc.	development achievement exhibition hall and SUSTech history museum.
------------------------------	-------------	-------------------------------------------------------------------------	------------------------------------------------------------------------

Attachment 2

**Action Plan for the Key Special Activities of the 10th Anniversary Celebration of SUSTech**

<b>Activity name</b>	<b>Leading department</b>	<b>Key supporting departments and offices</b>
<b>Anniversary Ceremony for the 10th Anniversary of SUSTech</b>	Office of Party Affairs and Administration	Office of Human Resources, Office of Communications & Public Relations
<b>Celebration Party for the 10th Anniversary of SUSTech</b>	Arts Center	Office of Students Affairs, Office of Communications & Public Relations, etc.
<b>Development Achievement Exhibition for the 10th Anniversary of SUSTech</b>	Office of Communications & Public Relations	Office of Party Affairs and Administration, Office of Strategic Planning, Office of Human Resources, Office of Research, Technology Transfer Center, Center for Higher Education Research, School of Humanities and Social Sciences, etc.
<b>Campus Development Forum</b>	Office of Research,	Center for Higher Education Research, Office



	SUSTech Global	of Communications & Public Relations, etc.
<b>Donation and fund-raising events</b>	SUSTech Education Foundation	Alumni Association, colleges and departments
<b>Homecoming activities</b>	Alumni Association	Office of Students Affairs, SUSTech Global, Office of Communications & Public Relations, etc.