

Policy on Labour Fee Payments to Seminar Speakers School of Mathematics and Physics

1. Purpose and Scope

This policy governs labour fee payments for research seminars hosted at the School of Mathematics and Physics (SMP) at XJTLU.

The policy applies only to labour fee payments from the departmental budget and from the school budget. For payments from internal research grants and external research grants, applications will be evaluated following the normal university process.

The policy applies only to labour fee payments for research seminars. If a labour fee is proposed for activities other than research seminars, applications will be evaluated following the normal university process.

The term *departmental seminar coordinator* refers to the administrative role assigned to member of the department. The term *host* refers to the academic staff who invites and hosts the seminar speaker.

2. Labour Fee Standards

The standard labour fee for a one-hour seminar is 2,000 RMB (after tax). Labour fees up to 2,500 RMB (after tax) may be provided to full professors. When the proposed labour fee exceeds 2,500 RMB (after tax), prior approval must be obtained from the school dean.

3. Requirements and Restrictions

The following conditions apply when the departmental budget or school budget is used to cover the labour fee of a research seminar speaker:

- a) The seminar must be advertised to, and open to, the entire school before the event.
- b) The guidelines for labour fee payment can be found in Appendix A. Throughout these guidelines, the research seminar speaker is referred to with the term *Guest Lecturer*.
- c) The labour fee can under normal circumstances not be increased if a seminar speaker speaks more than one hour, or gives multiple seminars during a single visit.
- d) Labour fees are normally not paid for research seminars that are part of the recruitment process.
- e) Labour fees cannot be paid to XJTLU employees or XJTLU students.

4. Procedure

- a) The host requests approval from the budget owner.
- b) The host initiates the pre-invitation and identity verification procedure (see Appendix A).
- c) The departmental seminar coordinator organizes the seminar (seminar room booking, announcement of the seminar, etc).
- d) The host initiates the post-lecture procedures (see Appendix A).

APPROVAL AND REVISION LOG

Date	Approval	Description
05 Feb 2026	SMP-SSMT	Policy created
25 Mar 2026	SMP-SSMT	Added clarification that the values of the labour fee standards are after tax has been deducted.