

國立中興大學學士後醫學系儀器設備管理辦法

National Chung Hsing University Post-Baccalaureate Medical Program Equipment Management Regulations

112 年 10 月 5 日 112 學年度第 1 學期第 2 次系務會議訂定

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一、為增進本系儀器設備之使用效益並有效管理使用，特訂國立中興大學學士後醫學系(以下簡稱本系)設備管理辦法(以下簡稱本辦法)。

Article 1

These regulations are established to enhance the effective use of equipment and ensure proper management in the Post-Baccalaureate Medical Program at National Chung Hsing University (hereinafter referred to as "the Department").

二、本辦法所指之儀器設備為本系所購置之設備，於採購驗收後所指定之「財產管理人」為管理該設備之負責人。

Article 2

The equipment referred to in these regulations includes all items purchased by the Department. After the equipment is acquired and accepted, the designated "property manager" will be responsible for managing the equipment.

三、財產管理人應負責事項：

Article 3 Responsibilities of the Property Manager

(一)財產管理人應負責財產保管責任，並依資產經營組規範每年盤點財產及張貼財產標籤。

(1) The property manager is responsible for the safekeeping of the equipment and must conduct an annual inventory check and label the equipment according to the guidelines set by the Asset Management Group.

(二)應負責儀器設備之保養維護，並作保養狀況之檢查及維修紀錄。

(2) The property manager is also responsible for the maintenance and upkeep of the equipment, including conducting inspections and keeping records of maintenance and repairs.

四、儀器設備借用規範：

Article 4 Equipment Borrowing Regulations

(一)須經財產管理人同意方可借用。

(1) Equipment may only be borrowed with the approval of the property manager.

(二)借用人須經財產管理人認可具備操作該儀器設備能力後方可獨立操作。

(2) Borrowers must be certified by the property manager as having the necessary skills to operate the equipment before they are allowed to use it independently.

(三)因不當操作造成儀器設備損壞者，須負責損害賠償。

(3) If damage occurs due to improper use, the borrower is responsible for compensation for the damages.

五、發生下列情事者，財產管理人得禁止其繼續使用該儀器並依相關辦法懲處：

Article 5 In the event of the following incidents, the property manager may prohibit further use of the equipment and impose penalties according to relevant regulations:

(一)未經認證合格擅自使用該儀器。

(1) Unauthorized use of the equipment without certification.

(二)未經核准即私自開機使用該儀器。

(2) Using the equipment without prior approval.

(三)私自仿製教具室鑰匙者。

(3) Unauthorized duplication of the key to the teaching materials room.

(四)未依規定使用者。

(4) Failure to follow the established usage rules.

六、本系財產單價逾 50 萬元整之設備，財產管理人應於每學期結束前一個月繳交設備使用表，詳實紀錄設備使用狀況。

Article 6 For equipment with a unit price exceeding 500,000 NTD, the property manager must submit a usage report at least one month before the end of each semester. The report should include detailed records of the equipment's usage.

七、本辦法其他未盡事宜，悉依本校相關法令規定辦理。

Article 7 Any matters not covered by these regulations will be handled in accordance with the relevant laws and regulations of the university.

八、本辦法經系務會議審議通過後實施，修正時亦同。

Article 8 These regulations will be implemented after being reviewed and approved by the Departmental Affairs Meeting, and any amendments will follow the same procedure.