

國立中興大學學士後醫學系空間管理辦法

National Chung Hsing University Post-Baccalaureate Medical Program Space 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
Approved at the 2nd Departmental Affairs Meeting of the 1st Semester of the 112th Academic Year
on October 5, 2023

一、為落實本系空間管理，特訂定「國立中興大學學士後醫學系空間管理辦法」
(以下簡稱本辦法)。

Article 1

To implement effective space management within the Department, the "National Chung Hsing University Post-Baccalaureate Medical Program Space Management Regulations" (hereinafter referred to as "these Regulations") are established.

二、本系管理空間，限本系教師、學生及職員得申請進出權限。本系辦公室負有
保管、維護本系所管理空間之責。

Article 2

The spaces managed by the Department are restricted to Department faculty, students, and staff who may apply for access. The Department office is responsible for the safekeeping and maintenance of the spaces under its management.

三、本系空間限於無排課或其他公務時，始得開放借用。借用者應詳實告知借用
事由，於借用前1個上班日攜帶證件申請借用，學生須質押2張證件、教職員
須質押1張證件，並經系辦公室審查借用事由是否具公益性質，始得借用。

Article 3

The use of the department's space is only allowed when there are no scheduled classes or other official duties. Those wishing to borrow the space must clearly explain the purpose of the usage and apply for permission one business day in advance by presenting their identification. Students are required to pledge two forms of identification, while faculty and staff must pledge one. The department office will review whether the purpose of the borrowing serves the public interest before granting approval.

四、如需借用空間達5日(含)以上者，須於借用日前1個月填寫申請單，經本系系
務會議審查通過始得借用。

Article 4

For space reservations of 5 days or more, an application form must be submitted one month in advance. The reservation will only be approved after review and approval by the departmental meeting.

五、借用者於借用期間應負責維護空間之整潔，應物歸原處，並清除垃圾。

Article 5

During the reservation period, the borrower is responsible for maintaining the cleanliness of the space, returning items to their original positions, and disposing of trash.

六、借用者應按本系規範時間歸還鑰匙或門禁卡，若延遲歸還，將停止借用者借用權1個月。

Article 6

Borrowers must return the keys or access cards within the specified time according to departmental regulations. Failure to return them on time will result in a suspension of borrowing privileges for one month.

七、借用者不得擅自複製鑰匙及門禁卡，且不得自行更換鎖或加鎖。如有相關情事，將停止借用者之借用權並照價賠償。

Article 7

Borrowers are prohibited from duplicating keys or access cards without authorization and from changing or adding locks. Violations will result in the suspension of borrowing privileges and compensation for the incurred costs.

八、歸還時須經本系辦公室檢查，如發現借用空間所屬物品損壞，應由借用者照價賠償，並停止借用者借用權3個月。

Article 8

Upon return, the space and its items must be inspected by the department office. If any items belonging to the space are found damaged, the borrower must compensate for the damages and will have their borrowing privileges suspended for three months.

九、如因畢業、職位異動、離職，借用者應親自將鑰匙及門禁卡交回本系辦公室。

Article 9

In the event of graduation, job transfer, or resignation, the borrower must personally return the keys and access cards to the department office.

十、本辦法未盡事宜，悉依本校相關法令規定辦理。

Article 10

Matters not covered in these regulations shall be handled in accordance with the relevant laws and regulations of the university.

十一、 本辦法經系務會議通過後實施，修正時亦同。

Article 11

These regulations shall take effect upon approval by the departmental meeting. Amendments shall follow the same procedure.

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Approved at the 2nd Departmental Affairs Meeting of the 1st Semester of the 112th Academic Year on October 5, 2023

1. Purpose

To implement effective space management within the Department, the "National Chung Hsing University Post-Baccalaureate Medical Program Space Management Regulations" (hereinafter referred to as "these Regulations") are established.

2. Space Management

The spaces managed by the Department are restricted to Department faculty, students, and staff who may apply for access. The Department office is responsible for the safekeeping and maintenance of the spaces under its management.

3. Space Borrowing Regulations

The use of the department's space is only allowed when there are no scheduled classes or other official duties. Those wishing to borrow the space must clearly explain the purpose of the usage and apply for permission one business day in advance by presenting their identification. Students are required to pledge two forms of identification, while faculty and staff must pledge one. The department office will review whether the purpose of the borrowing serves the public interest before granting approval.

4. For space reservations of 5 days or more, an application form must be submitted one month in advance. The reservation will only be approved after review and approval by the departmental meeting.
5. During the reservation period, the borrower is responsible for maintaining the cleanliness of the space, returning items to their original positions, and disposing of trash.
6. Borrowers must return the keys or access cards within the specified time according to departmental regulations. Failure to return them on time will result in a suspension of borrowing privileges for one month.
7. Borrowers are prohibited from duplicating keys or access cards without authorization and from changing or adding locks. Violations will result in the suspension of borrowing privileges and compensation for the incurred costs.
8. Upon return, the space and its items must be inspected by the department office. If any items belonging to the space are found damaged, the borrower must compensate for the damages and will have their borrowing privileges suspended for three months.
9. In the event of graduation, job transfer, or resignation, the borrower must personally return the keys and access cards to the department office.
10. Matters not covered in these regulations shall be handled in accordance with the relevant laws and regulations of the university.

11. These regulations shall take effect upon approval by the departmental meeting. Amendments shall follow the same procedure.