

# NATIONAL SUN YAT-SEN UNIVERSITY

## Department of Chemistry Regulations for Borrowing Offices by Retired Faculty Members

Proposed by the Safety and Space Committee on June 6, 2012.

Issued by the 7<sup>th</sup> Department General Meeting on June 13, 2012, School Year 101.

Amended and approved by the 1<sup>st</sup> Department General Meeting on September 18, 2013, School Year 102.

- I. The present "Department of Chemistry Regulations for Borrowing Offices by Retired Faculty Members" is specifically issued in accordance with the resolutions of the Fifth Department General Meeting on May 9, 2012, School Year 100.
- II. Retired faculty members of the department may apply for borrowing offices within 3 years after retirement. The application time is in February or July of each year. In general, the borrowing duration is one year starting from the day of approval. Applications for continuous borrowing are allowed when necessary.
- III. The department will organize and arrange available office spaces at the time of application.
- IV. Office spaces and keys shall be returned within one month if borrowing offices are not continued.
- V. In cases of urgent demands, the borrowed spaces without efficient utilization shall be returned.
- VI. This set of regulations shall be implemented following approvals of department general meetings. The same procedure shall be carried out when amendments are to be made.