

# **Department of Chemistry, National Sun Yat-sen University**

## **Regulations for Managing Space Applications by Full-Time Faculty**

Approved at the 2<sup>nd</sup> department affairs meeting for Academic Year 2020 on 10/06/2020

### Article 1

The Department of Chemistry's Regulations for Managing Space Applications by Full-Time Faculty (hereinafter referred to as the Regulations) are established to set rules and procedures for applying for the space owned by the Department of Chemistry (hereinafter referred to as the Department).

### Article 2

An average space of 32 pings (equivalent to 106 square meters) (including a personal laboratory and personal office) is assigned to each full-time faculty member at the Department. When a faculty member whose personal space is less than 32 pings applies for the Department's space, they may first deduct the shortage from the size of the space applied for and then pay an excess fee for the remainder. In the event that their personal space is larger than 32 pings, they are required to pay an excess fee. However, it is unlikely to make any change to the space owned by the College of Science due to the original design; for this reason, faculty members who have been assigned a space larger than 32 pings are not subject to this restriction.

### Article 3

If a faculty member wishes to apply to the Department for extra space for needs such as research, experiment, and services, they shall first complete the Space Application Form and submit the same to the Department's Space, Instruments, and Equipment Committee. After a review is conducted by the Committee, their application shall be proposed at a department affairs meeting for deliberation.

### Article 4

Space shall be provided on the premise that such provision will not affect the learning of our students in classes as well as departmental development. The Department may, based on the consideration of overall spatial use, suspend space applications. For each application, space may be used for a maximum period of two years. If it is necessary to extend the period, faculty members shall submit another application three months before the period expires. When a faculty member returns any space, a handover process shall be carried out by the chairman of the Department together with the faculty member using the space. The faculty member using the space shall restore the space to its original state, and shall dispose of or remove all instruments or equipment placed in the space. If the faculty member fails to restore the space, the Department may carry out the work on its own, and the faculty member shall bear all expenses incurred.

### Article 5

Under the user-pays principle, use of extra space shall be charged annually at the rate of NT\$3000 per ping. Each full-time faculty member may apply for a space of no more than eight pings, and only the applicant is allowed to use the space. Use of precision instruments shall be charged at 5% of the turnover. Said use fees are charged for the purposes of maintaining facilities and venues of the Department as well as facilitating departmental development. The base day for calculating the fees payable for the space provided or returned is the first day of August every year. Should any faculty member fail to pay use fees as scheduled, they must, within three months from the base day, return the excessive space

without objection. Fees for using any facilities or venues may be paid by using project funds or surpluses through authorization. Please go to the department office to inquire about the status of the Department's space.

#### Article 6

The Regulations shall be promulgated and become effective after being approved at a department affairs meeting. The same procedure shall also apply to any amendments.

Department of Chemistry, National Sun Yat-sen University Space Application Form			
Applicant		Extension	
Date of application		Status	<input type="checkbox"/> New application <input type="checkbox"/> Renewal
Reason for application			
Facility or venue applied for	<input type="checkbox"/> Chemistry Building:  <input type="checkbox"/> College of Science:		
Period of use	From _____ to _____		
Review results and matters requiring attention	Review results:  <input type="checkbox"/> Approved [Please go to the department office during the morning/afternoon office hours on <u>(date)</u> to borrow the key.] <input type="checkbox"/> Rejected Reason: _____		
	<u>Matters requiring attention:</u> 1. Relevant rules shall be established in accordance with the Department of Chemistry's Regulations for Managing Space Applications by Full-Time Faculty. 2. Please go to the department office to inquire about the status of the space before submitting an application.		
Applicant (Signature/ Seal)	Date:	Chairman (Signature/ Seal)	Date: