

NATIONAL SUN YAT-SEN UNIVERSITY

Institute of Education Management Regulations for Graduate and Postgraduate Laboratories

Approved by the 1st Institute General Meeting on August 14, 2008, School Year 97.
Approved by the 5th Institute General Meeting on February 7, 2012, School Year 100.

- I. The present regulations are established to improve the learning effectiveness of students in the Institute of Education (hereafter referred to as “the Institute”) and effectively manage the use and environment cleanliness of the postgraduate laboratories (hereafter referred to as “the Laboratories”).
- II. The Laboratories are the property of the Institute. Allocation and usage of the Laboratories must be approved by institute heads. Students are required to borrow the Laboratories and are responsible for relevant maintenance.
- III. The Laboratories are only available to full-time postgraduate students studying in the Institute. Full-time doctoral students have priority over the Laboratories. Full-time master’s students may in turns apply for unused laboratories by submitting an application form. The eligibility criteria are as follows:

| Item | Doctoral students | | Master’s students | | |
|--|-------------------|---------|-------------------|---------------|------------------|
| | Seniors | Juniors | <u>Year 2</u> | <u>Year 1</u> | <u>Years 3-4</u> |
| Priority (in descending order of priority) | 1 | 2 | <u>3</u> | <u>4</u> | <u>5</u> |

IV. Application method:

- A. All full-time postgraduate students in the Institute are eligible for application. Students are required to personally submit their applications to the Institute Affairs Office and **provide a NT\$500 deposit**.
- B. The application and allocation of the Laboratories are handled by the Institute Affairs Office. During application process, students are required to complete and submit application forms. Students shall receive the keys to the laboratories once they have paid the deposits. The Laboratories may be used once all application procedures are completed. Students shall clean the laboratories before returning the keys to the Institute Affairs Office after use to collect their deposits.
- C. Applicants shall each receive one set of keys for the Laboratories and one set for the storage cabinets. These keys must be returned prior to graduation or end-of-use. Students shall report lost keys to the Institute Affairs Office immediately and are responsible for cost of lock and key replacements.
- D. The period of use per application is six months, and a re-application is required following completion of the six months’ period (to be completed within two weeks following university commencement).
- E. The Laboratories may only be used by the applicant. Borrowing or sharing of laboratory spaces is prohibited. Violators shall forfeit their eligibility and their deposits shall be confiscated.

V. Environment maintenance:

- A. The usage rights of students are limited to personal research. Personal belongings may not be stored in communal areas (including hallways), the appearance and equipment in the Laboratories may not be altered, and the lock may not be changed without permission.

- B. The Laboratories is designated for students to conduct their research. Playing, smoking, cooking, eating (bottled water is permitted), receiving visitors, and other behaviors that may compromise the safety or peace of others are prohibited in the Laboratories.
 - C. The Laboratories are not responsible for personal belongings. Users shall take care of their personal belongings with cautions.
 - D. An invigilator shall be assigned each day to the Laboratories, which is rotated among users of the Laboratories. The invigilator is responsible for environment cleanliness and equipment inspections, ensuring normal operations.
 - E. The last to leave the Laboratories shall ensure that all appliances and air-conditioners are turned off and the windows are closed.
 - F. For maintaining order and environment cleanliness in the Laboratories, the Institute Affairs Office reserves the right to conduct random inspections. Violations shall be sent in writing to the applicant for improvement. Applicants must return their keys within one week of notification; otherwise, they shall be suspended from further use for a semester and their names shall be announced.
 - G. Damages to laboratory equipment shall be repaired to full working order within one month by applicants. For unrepairable damages, applicants shall purchase the same models as replacements.
 - H. Vandalism and theft shall be reported to the university and violators shall be handled in accordance with university regulations.
 - I. Students that do not apply for the Laboratories in accordance with the present regulations shall forfeit their laboratory rights. Students that fail to maintain the present regulations shall forfeit their laboratory rights once approved by the institute director. Students that fail to return the Laboratories to the Institute Affairs Office once their applications have expired shall forfeit their deposits, and the laboratory spaces shall be allocated to new users.
- VI. The present regulations shall be implemented following approvals of institute general meetings. The same procedure shall be carried out when amendments are to be made.