

# National Sun Yat-sen University

## Regulations Governing Use and Management of the Multifunction Classroom for Department of Photonics

Sep. 21, 2018    Approved at the 2<sup>nd</sup> meeting of the Space Management Committee in Academic Year 2018.  
Sep. 26, 2018    Approved at the 1<sup>st</sup> department affairs meeting in Academic Year 2018.  
Mar. 18, 2020    Approved at the 2<sup>nd</sup> meeting of the Space Management Committee in Academic Year 2019.  
Apr. 01, 2020    Approved at the 9<sup>th</sup> department affairs meeting in Academic Year 2019.

1. In order to effectively utilize and properly maintain the multifunction classroom of the Department (hereinafter referred to as the Multifunction Classroom), the Department of Photonics, National Sun Yat-sen University (hereinafter referred to as the Department) hereby establishes the “Regulations Governing Use and Management of the Multifunction Classroom” (hereinafter referred to as the Regulations).
2. The Multifunction Classroom is mainly used for the innovative courses administered by this Department. In addition, the Department or the administrative and teaching units and clubs of the University may apply for use of the classroom for any course offered and activities sponsored by the Department or the University according to the Regulations.
3. Regulations related to application for use of the multifunction classrooms are as follows:
  - (1) Teachers and students of the Department should make a reservation online in advance if they would like to use the classroom. In the event that other units of the university would like to use the classroom, they must fill out an “Application Form for Use of Classroom” in advance, and submit it to the Department for review and approval. The classroom can be used only after the Department has approved the application.
  - (2) After the application is approved, the applicant should not change the intended use of the classroom or use it for any other purposes. If it is necessary to cancel the application or reschedule the use of the classroom, please inform the Department in advance.
  - (3) Without the consent of the Department, the classroom can’t be lent to others or other units for use.
  - (4) The Department may arrange the period of use of the classroom according on the order of

application and the importance of the courses and activities.

4. Multifunction classroom shall be charged in accordance with the “Venue Charging Standards” of the Department.
5. Notices for use of the Multifunction Classroom:
  - (1) The classroom available time is from 8 a.m. to 9 p.m.
  - (2) The users should take care of their personal belongings.
  - (3) The users must restore all facilities to their original state, clean the site, turn off all electrical equipment and the power supply (including the lights and air-conditioners) and lock the door before leaving. Also, the user should return the key within the specified period.
  - (4) If any abnormality or damage to any equipment is noted during use, the users should notify the Department immediately.
  - (5) During the use of the Multifunction Classroom, the users or the using units shall be liable for compensation for any malicious damage to any device or equipment.
6. Anyone who violates the Regulations shall not apply for use of the classroom in the future unless the corrective measures have been taken immediately.
7. The Regulations will be implemented after being approved by the Space Management Committee and the departmental affairs meeting, and the same shall apply to their amendments.