

**National Sun Yat-Sen University**  
**Guidelines for Management of Retired and Resigned**  
**Teachers of the Department of Photonics**

Feb. 20, 2013    Approved at the 4<sup>th</sup> department affairs meeting in Academic Year 2012.

Mar. 13, 2013    Approved at the 5<sup>th</sup> department affairs meeting in Academic Year 2012.

Sep. 16, 2021    Approved at the 1<sup>st</sup> meeting of the Space Management Committee in  
Academic Year 2021.

Sep. 29, 2021    Approved at the 2<sup>nd</sup> department affairs meeting in Academic Year 2021.

- I.    In order to make the Department run smoothly, upon retirement or resignation of the teachers at the Department, all relevant spaces, instruments and equipment as well as the principles in advising students shall be handled in accordance with these Guidelines.
  
- II.   The teachers must return the spaces for personal use, instruments and equipment in their laboratories to the Department within three months from the date of retirement and resignation. The Space Management Committee and the Common Laboratory Management Committee will discuss the plans for the laboratories and submit them to the department affairs meeting for resolution according to the following Guidelines. If any postponed return is required, the teachers should submit an application to the Department two months before the effective date of their retirement. After the application is passed in the relevant meetings mentioned above, it will be submitted to the president for approval.
  1.   The teachers who are still honorary professors in the Department after retirement can apply for retaining the original research rooms. If they continue to instruct the students and needs to use the research spaces in order to carry out the projects of the National Science Council, then they may apply for retaining the original personal spaces used by them. Guidelines on use of spaces, scope of use, period of use, and management of spaces shall be established and submitted to the Space Management Committee and the department affairs meeting for resolution. After the Guidelines are passed in the relevant meeting mentioned above, they will be submitted to the president for approval.
  
  2.   The teachers may use the shared office of the Department.

3. Spaces for personal use include research room, laboratory and instruments and equipment therein.
- III. Points not covered in these Guidelines shall be handled in accordance to relevant Guidelines of this University and discussed in the department affairs meeting. The same shall apply when amendments are to be made.