

國立中山大學教育與人類發展研究全英語學位學程  
NATIONAL SUN YAT-SEN UNIVERSITY  
International Graduate Program of Education and Human Development  
博碩士生研究室管理辦法  
Regulations for Graduate and Postgraduate Laboratories

Approved by the 1st Institute General Meeting on 14 August 2008.

Approved by the 5th Institute General Meeting on 7 February 2012.

Approved by the 3th Institute General Meeting on 30 November 2017.

一、為增進本所研究生學習效果，並有效管理本所博碩士研究室(以下稱本研究室)之使用及環境之整齊與乾淨，特訂定本辦法。

**Article 1** The present regulations are established to improve the learning effectiveness of students in International Graduate Institute of Education and Human Development (hereafter referred to as “IGPEHD”) and to effectively manage the use and environment of the postgraduate laboratory (hereafter referred to as “the Laboratory”).

二、本研究室為本所之財產，本研究室之分配使用經本所主管同意後，研究生得借用並負維護之責。

**Article 2** The Laboratory is the property of IGPEHD. Allocation and usage of the Laboratory must be approved by IGPEHD Director. Students are required to borrow the Laboratories and are responsible for its maintenance.

三、本研究室分為「固定座位」及「機動座位」兩種：

1. 固定座位：本所研究生依據表一申請順序辦理申請作業。
2. 機動座位：本所研究生每日登記，並依據先後順序使用研究室座位。使用後請維持清潔並將個人物品帶離。

**Article 3** The desks in the laboratory are categorised into fixed desks and hot desks.

1. Fixed desks: applicants will be prioritised based on Table 1 (see below).
2. Hot desks: applicants need to book the desk on the daily basis on the principle of first come first service. Please clean up after use.

四、本研究室提供本所博碩士生(含碩專班)申請使用，其中保留3-5 個座位供在職生(含碩專班)申請。為讓研究室每個座位能充分使用，每週至少3 個工作日在校的研究生，方可提出申請。在職生(含碩專班)所保留之座位如未足額，將開放博碩士一般生申請。

**Article 4** The desks can only be booked by students who are on IGPEHD’s Doctoral and Master’s program (Professional Master’s Program included). Around 3 to 5 desks are reserved for students who have a full-time job or on Professional Master’s Program. Booking is available to part-time students who would stay on campus for at least 3 days per week for the purpose of optimising the usage of the laboratories. However, booking originally reserved for part-time students will be open to full-time students if desks are not fully booked.

表一：中山大學全人英教研究室固定座位申請順序

項目	博士班		碩士班	
	3 年級 以上	1-2 年級	2 年級 以上	1 年級
優先順序(數字愈小愈優先)	1	2	3	4

Table 1: IGPEHD’s booking priority

Item	Doctoral students		Master’s students	
	Year 3 or higher	Year 1 - 2	Year 2 or higher	Year 1
Priority (in descending order)	1	2	3	4

## 五、申請方式及注意事項：

### Article 5 Application and printing quota:

1. 本所博碩士生(含碩專班)，每週至少3 個工作日(平均數)在校的學生，皆具申請資格，須由本人親至所辦辦理，並繳交保證金500 元。
  1. Desks booking are open to full-time students on IGPEHD's Doctoral Program and Master's Program (Professional Master's Program included) if they stay on campus for at least 3 days per week. Applicants should give deposit NT\$ 500 to IGPEHD's Office.
2. 本研究室之申請與分配作業由所辦公室依法辦理。研究生申請時，需填寫申請單並繳交保證金始得領取研究室鑰匙，申請手續完備後方可進行使用。研究生歸還研究室時，需先將其清潔，並在歸還鑰匙後，始得退還保證金。
  2. IGPEHD is in charge of the desk booking. The applicants shall fill out the application form and give deposit before getting the keys. The desk will be ready to use upon the completion of application. The students should clean up the environment before returning the keys and they can get their deposit back afterwards.
3. 每位申請者皆配有教室門鑰匙一把、置物櫃鑰匙一把，於畢業或不續借時歸還，如有遺失需立即通報所辦，並須負責門鎖更換及鑰匙重配之費用。
  3. Applicants shall each receive one set of keys for the Laboratory 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 IGPEHD's Office immediately and are responsible for cost of lock and key replacements.
4. 每次申請使用年限為半年，半年後需要再重新申請。(學期開學後2 週內辦理完畢)
  4. The period of use per application is 6 months and application of extension is required afterwards (extension should to be applied within 2 weeks of a new semester).

5. 研究生所申請之研究室只限申請人本人單一使用，不得轉借他人或分享他人共同使用。違反者永遠取消申請資格，並沒收研究室保證金。

5. The desks can only be used by the applicant only and lending or sharing is prohibited. Students who violate such rules will lose their rights to book desks and the deposit will be withheld.

6. 研究室影印/列印額度：每位博士生有720 張、碩士生540 張、碩專班360 張。

6. Printing quota: 720 sheets per Doctoral student, 540 sheets per postgraduate student, and 360 sheets per part-time postgraduate student.

## 六、環境使用之維護

### Article 6 Environment maintenance:

1. 研究生使用權限僅止於個人研究間，不得將個人物品放置於公共區域(包括走廊)，及擅自更改研究室之內外觀及其設施，或任意更換門鎖。

1. The scope of use is limited to the student's area. Personal belongings may not be stored in communal areas (including hallways), the appearance and equipment in the laboratory may not be altered, and the lock may not be changed without permission.

2. 本研究室為方便研究生讀書研究之場所，嚴禁於室內嬉鬧、接待訪客、抽煙、炊事、飲食(可攜帶瓶裝白開水)及任何妨礙安全與安寧之情事。

2. The Laboratory is for students to conduct their research. Playing, smoking, cooking, eating (bottled water is permitted), receiving visitors, and other behaviours that may compromise the safety or peace of others are prohibited.

3. 本研究室不負責私人物品保管之責，借用者請自行妥善保管。

3. IGPEHD is not responsible for the safety of personal belongings. Users shall take care of their personal belongings with cautions.

4. 本研究室需每日安排一位值日生，由本研究室內所有申請學生輪流，負責研究室內環境整潔及設備檢查，以維持正常運作。

4. A helper shall be assigned among the students on daily basis to maintain the environment and to check if the equipment is in normal operations.
5. 最後離開本研究室者，應確認關閉本室各電器、冷氣電源及緊閉門窗。

5. The last to leave the Laboratory shall ensure that all appliances and air-conditioner are turned off and the windows are properly closed.
6. 為有效維護研究室之秩序、環境清潔，所辦有權隨時逕行檢查，未符規定者，得以書面隨時通知改善，並請於通知後一週內立即歸還鑰匙，逾期則凍結下一期研究室借用權並公佈姓名。

6. For the purpose of environment maintenance, IGPEHD staff reserves the right to conduct random inspections. A written notification will be sent to the violators and he or she shall return their keys within one week of notification; otherwise naming and shaming principle will be applied and his or her right to book a desk will be suspended for one semester.
7. 損壞本室設備時，借用者應於一個月內負責修復至原堪用狀態；不能修復時，應購置同型之新設備抵償。

7. Damages to laboratory equipment shall be repaired to full working condition within one month by the responsible student. For unrepairable damages, the responsible student shall purchase the same models as replacements.
8. 有惡意破壞、偷竊者，一經查出將移送學校，並依本校校規辦理。

8. Vandalism and theft shall be reported to the university and violators shall be handled in accordance with university regulations.

9. 凡未依照本辦法申請之研究生，視同放棄本研究室使用權。凡未遵守本辦法者，經本所主管裁決後，得取消其使用權。於研究室使用期滿時，不依程序辦理

歸還研究室者，本所得沒收其保證金，並按程序再分配予新的使用者。

9. Students who do not comply with the present regulations shall forfeit their use rights of the laboratory. Students who fail to maintain the present regulations shall forfeit their laboratory rights once approved by IGPEHD Chairperson. Students that fail to return the Laboratory keys to the IGPEHD's Office once their applications have expired shall forfeit their deposits, and the desk shall be allocated to a new user.

七、本辦法經所務會議通過後施行，修正時亦同。

**Article 7** The present regulations shall be implemented following approvals of IGPEHD's general meetings. The same procedure shall be carried out when amendments are to be made.