

國立中興大學生命科學系空間使用及管理要點
Space Usage and Management Guidelines in Department of Life Sciences at National
Chung Hsing University

90年9月24日系務會議通過
92年11月4日系務會議通過修定
96年10月9日系務會議通過修定
98年9月15日系務會議通過修定
104年9月16日系務會議通過修定
107年12月13日系務會議通過修定
109年6月10日系務會議通過修定
112年3月13日系務會議通過修定
114年2月18日系務會議通過修定
Approved by the Department Affairs Meeting on Sep. 24, 2001
Approved by the Department Affairs Meeting on Nov. 4, 2003
Approved by the Department Affairs Meeting on Oct. 9, 2007
Approved by the Department Affairs Meeting on Sept. 15, 2009
Approved by the Department Affairs Meeting on Sept. 16, 2015
Approved by the Department Affairs Meeting on Dec. 13, 2018
Approved by the Department Affairs Meeting on Jun. 10, 2020
Approved by the Department Affairs Meeting on Mar. 13, 2023
Amended by the Department Affairs Meeting on Feb. 18, 2025

一、學校分配至本系之空間，依其功能性空間定義分為：

I. The spaces allocated to this department by the university are classified according to their functional definitions as follows:

(一)行政使用空間

為執行本系系務使用之空間，由系管理。

i. Administrative Space

Spaces designated for the execution of departmental affairs, managed by the department.

(二)教師研究室空間

為提供本系教師學術研究之空間，由使用教師管理。

ii. Faculty Research Rooms

Spaces allocated for the academic research of department faculty, managed by the respective users.

(三)教學空間(含研討、會議室)

為教學上課、開會之空間，由系管理。

iii. Teaching Spaces (including Seminar and Meeting rooms)

Spaces designated for teaching and meetings, managed by the department.

(四)公用儀器空間

為系上提供本系教師放置儀器設備之空間，由推派之教師管理。

iv. Shared Equipment Spaces

Spaces allocated for faculty to house instruments and equipment, managed by designated faculty members.

(五)公共借用空間

凡不屬上述者為本系公共借用空間，由借用之教師管理，尚未分配之空間均由系管理。

v. Public Borrowing Space

Any space not covered above is considered a Public Borrowing Space for the

department, managed by the borrowing faculty member. Any unassigned space remains under the department's management.

本系之空間非經系務會議通過，不得改變其空間定義，個人亦不得佔用。

The designated use of spaces in this department may not be altered without approval from the Department Affairs meeting, and no individual may claim exclusive use of any space.

二、本系教師退離時(係指去職、退休、轉職至校內、外其他單位等)，應將使用研究室與借用之空間繳還；但退休教師因執行本校研究計畫或指導學生等特殊需要，且須符合校、院空間借用資格規定，得於退休生效日前三個月，依程序提案至本系空間與設備小組審核並經系務會議通過後，送生科院空間分配及管理小組審議，借用期限依申請理由核定，以一年為期為限。

II. When faculty members leave the department (including resignation, retirement, or transfer to other units within or outside the university), they must return any assigned research rooms and borrowed spaces. However, retired faculty members who require space for conducting research projects or supervising students must comply with the university and college's eligibility criteria for space borrowing. They may submit a proposal to the department's Space and Equipment Committee for review no later than three months before the effective date of retirement. The proposal must be approved by the Department Affairs Meeting and subsequently submitted to the College of Life Sciences' Space Allocation and Management Committee for further evaluation. The borrowing period is limited to one year, subject to approval based on the justification provided in the application.

如有特殊離職情事，依程序提案至本系空間與設備小組協調後，再送系務會議審議。

In cases of special circumstances regarding resignation, a proposal must first be coordinated with the Space and Equipment Committee before being submitted to the Departmental Affairs Meeting for review and approval.

三、退休教師得使用教師交誼廳，採不固定位置之開放空間，不置放私人物品。空間使用時間為上班日為主，使用前可至系辦借用鑰匙。

III. Retired faculty members may use the faculty lounge, which is an open space with no fixed seating, and personal belongings may not be stored there. Usage is primarily limited to working days, and keys can be borrowed from the department office in advance.

四、本系已聘任之客座/兼任教師，可於聘用期間內借用客座/兼任教師辦公室，並於聘期終止時返還空間。

IV. Visiting and Adjunct faculty members who may use the designated office space during their appointment period and must vacate the space upon the termination of their contract.

五、新聘、升等及改聘教師需經系務會議就現有空間調配。空間之分配以職級較高者優先，職級相同時以擔任該職級之年資較長者優先。

V. The space allocation for newly hired, promoted, or reassigned faculty members must be reviewed by the Department Affairs Meeting. Priority will be given to those with higher academic ranks, and in cases where ranks are the same, seniority within the rank will determine precedence.

六、本系使用校內各大樓空間，其管委會如採每年輪替制者，則由使用該空間管理人中各推舉一人擔任主任委員及管委會代表；各大樓空間如需收取管理維

護費，則依該空間管理人其使用空間比例為基準，統一由系上於各管理人之管理費中抵扣，撥交各大樓管理委員會。

- VI. For spaces in various campus buildings used by the department, if the management committee follows an annual rotational system, one representative will be elected from among the space managers to serve as chairperson and committee representative. If management fees are required, they will be proportionally deducted from each manager's allocated management fees based on their space usage and uniformly transferred to the respective building management committee.
- 七、教師個人因短期計畫研究需要使用系上公共借用空間，依程序提案至本系空間與設備小組審核，並經系務會議通過後，始得借用，借用期限以一年為限；需延長借期，亦需再提出申請。若公共借用空間已有管理人，得經空間與設備小組協調後，送系務會議。
- VII. Faculty members requiring the use of public borrowing space for short-term research projects must submit a proposal for review by the department's Space and Equipment Committee and obtain approval from the Department Affairs Meeting before use. The borrowing period is limited to one year; any extension requests must be formally resubmitted. If the public borrowing space already has an assigned manager, coordination with the Space and Equipment Committee is required before submission to the Department Affairs Meeting.
- 八、教師研究室空間及公共借用空間之維護費用，屬天災地變或人力不可抗拒所造成之結構性耗損修繕費用由系支應，非結構性修繕由管理人自行負擔。
- VIII. Maintenance costs for faculty research rooms and public borrowing spaces due to natural disasters or unavoidable structural damage will be covered by the department. Non-structural repairs shall be the responsibility of the assigned manager.
- 九、本系僅提供教學空間之外借，借用原則依本系場地使用辦法。
- IX. The department only allows borrowing for teaching spaces; the borrowing process follow the department's Regulations for Facilities Usage.
- 十、本系教師退離時，應於退離生效日起一個月內將管理之空間清理完畢並繳還本系；但經程序提案借用同意通過者，須於空間使用期限屆滿日歸還。
- X. When faculty members leave the department, they must vacate, clean, and return the managed space within one month from the effective date of departure. However, those who have submitted a proposal and obtained approval for borrowing must return the space upon the expiration of the approved borrowing period.
- 十一、本管理要點未盡事宜，悉依本校其他相關規定辦理。
- XI. Matters not specified in these management guidelines shall be handled in accordance with other relevant regulations of the university.
- 十二、本管理要點經系務會議通過後實施，修正時亦同。
- XII. These management guidelines shall take effect upon approval by the Department Affairs Meeting, and the same process shall apply to any amendments.

若中文版本與英文翻譯版本有任何差異，以中文版本為準。

In the event of any discrepancies between the Chinese version and its English translation, the Chinese version shall prevail.