

國立中興大學生命科學系退離教師儀器設備及化學品處理辦法
Guidelines for the Disposal of Equipment and Chemicals by Retiring or Departing
Faculty in the Department of Life Sciences at National Chung Hsing University

90年11月19日聯合系務會議通過訂定
92年11月4日系務會議通過修定
93年2月17日系務會議通過修定
93年12月16日系務會議通過修定
94年9月22日系務會議通過修定
97年3月25日系務會議通過修定
100年3月17日系務會議通過修定
107年9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 Joint Department Affairs Meeting on Nov. 19, 2001
Amended by the Department Affairs Meeting on Nov. 4, 2003
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Amended by the Department Affairs Meeting on Feb. 18, 2025

- 一、 本辦法所稱退離職係指去職、退休及轉職至校內、外其他單位等。
 - I. In these guidelines, "resignation or departure" refers to resignation, retirement, or transfer to other units within or outside the university.
- 二、 本辦法所稱之儀器設備及化學品，係指將退離教師接受本校、院、系補助之經費及向有關單位申請研究經費所購得者；儀器設備之經費來源，部份由個人計畫支付，部份由校內經費補助，視同校內經費購得。
 - II. In these guidelines, "instruments, equipment, and chemicals" refer to those purchased using funds provided by the university, college, or department for the departing faculty member, as well as those acquired through research grants from relevant institutions. If the funding for instruments and equipment is partially covered by the faculty member's research project and partially subsidized by internal university funds, the equipment shall be regarded as acquired through internal university funding.
- 三、 教師(包括客座教師) 退離時，其所保管之儀器、設備及化學品應依下列原則處理：
 - III. When a faculty member (including visiting faculty) departs, the instruments, equipment, and chemicals under their custody shall be handled in accordance with the following principles:
 - (一) 教師個人研究計畫所購得者，教師可自行轉移給系內其他教師，但亦應於退離手續辦理完畢前，完成儀器設備及化學品轉移手續。
 - i. Instruments, equipment, and chemicals purchased with personal research funds may be transferred to other faculty members within the department, but the transfer procedures must be completed before the faculty member finalizes their departure process.

若教師本人轉職校內其他單位時，得將其個人研究計畫所購得儀器設備及化學品轉移至該單位，但不得轉移至校外。

If a faculty member transfers to another unit within the university, they may transfer instruments, equipment, and chemicals purchased with personal research funds to that unit, but such transfers to external organizations are not permitted.

若教師轉職校外其他機關任職，則其個人研究計畫所購儀器設備及化學品之轉移程序，依本校相關規定辦理。

If a faculty member transfers to an external institution, the transfer of the instruments, equipment, and chemicals purchased with personal research funds shall be conducted in accordance with the relevant university regulations.

(二)由校內經費所購得，或由教師個人研究計畫經費所購得、但退離教師不處理或未能於離退前處理完畢之儀器設備，全數由系公告供本系教師申請。

- ii. Instruments and equipment purchased with internal university funding, or those acquired through a faculty member's personal research project funds but left unprocessed or not transferred before their departure, shall be publicly announced and made available for application by other faculty members within the department.

其承接之優先順序如下：

The priority for allocation shall be as follows:

- 1.教學實習有迫切需要者。
1. Those with urgent teaching or internship needs.
- 2.系上同仁有共同需求者(需達全系老師二分之一以上)。
2. Faculty members with a shared need (supported by at least half of the department's faculty).
- 3.共同研究、合購、或共同指導學生者。
3. Faculty engaged in joint research, co-purchasing, or co-supervision of students.
- 4.助理教授(含)以上老師提出需求目的者。新聘五年內(含)教師有優先權。
4. Assistant professors (or above) with specific needs. Newly hired faculty within five years (inclusive) shall have priority.
- 5.助教、講師有特殊需求者。
5. Teaching assistants or lecturers with special needs.

以上第一及第二項，由系列為公用儀器；第三、四、及五項，由各承接教師為保管人。

The first and second categories shall be designated as common-use equipment; the third, fourth, and fifth categories shall be managed by the accepting faculty as custodians.

若該設備僅由一位教師提出申請個人使用時，則由該教師承接；若有二位教師以上提出申請個人使用時，則由申請者在公佈後七日內自行協調承接人，若協調未果，則以抽籤決定。

If only one faculty member applies for personal use of the equipment, they shall assume custodianship; if two or more faculty members apply for personal use, they must coordinate the assignment within seven days after the announcement. If

coordination fails, the custodian shall be determined by lottery.

(三) 無人承接之儀器設備，經公告二次提供老師個人登記後，若仍無人承接，則公告提供其它系所使用；若無其他系所承接，未達使用年限或仍堪用者，由系保管；已達使用年限且不堪使用者，則辦理報廢。

iii. If no faculty members take custody of the instruments and equipment after two rounds of public announcements and registration, they shall be offered to other departments. If no other departments accept them, and those that are still functional or within their service life shall be retained by the department. Equipment that has reached the end of its service life and is no longer functional shall be decommissioned and disposed of accordingly.

(四) 儀器設備及化學品應於退離日前三個月內辦理完畢。

iv. The transfer of instruments, equipment, and chemicals shall be completed no later than three months before the departure date.

四、 本辦法經系務會議通過後實施，修改時亦同。

IV. 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.