

國立東華大學經濟學系碩、博士生研究室使用規則

111年10月5日系務會議通過

- 一、國立東華大學經濟學系(以下簡稱本系)為充份發揮研究空間使用效益，提供學生優良的研究環境，特設立碩、博士學生研究室，並制定本系研究室管理辦法(以下簡稱本辦法)以為規範。
- 二、本系碩、博士學生研究室共有三間，研究生研究室I共有8個座位供碩一學生可借用，研究生研究室II共有16個座位供碩二學生可借用，博士班研究室共有12個座位供博士學生可借用。凡具本系學籍研究生均可依本規則登記申請研究室。
- 三、碩士班若申請人數超過座位數量時，將抽籤決定使用權；博士班若申請人數超過座位數量時，低年級有優先使用權，同年級將抽籤決定使用權。
- 四、申請方式：
 1. 申請人親自至系辦公室登記，並給付押金，簽收鑰匙。
 2. 碩一升碩二生，須於開學一週內歸還研究生研究室I鑰匙，另外領取簽收研究生研究室II鑰匙。
- 五、使用規定：
 1. 借用人限本人使用並妥善保管鑰匙，為維護研究室與內部設備之安全，嚴禁私自複製研究室鑰匙，若經查發現者，懲處清掃研究室一次，並沒收其複製鑰匙，系辦不負賠償複製鑰匙之費用。
 2. 借用人貴重物品不得留置研究室，遺失本系概不負責。
 3. 進入研究室應保持安靜，請勿追逐、喧嘩或嬉戲。
 4. 使用公用電腦設備，如有損壞，除因正常使用或天災及不可抗拒之事由者，應依公物損毀賠償辦法處理。
 5. 遵守保護智慧財產權相關法令規定，公用電腦不得下載及安裝任何不合法之套裝軟體至電腦硬碟，且於研究室使用校園網路，應遵守本校及教育部校園網路使用規範，如違反相關規定由使用者自行負責。
 6. 研究室內勿黏貼永久性物品。
 7. 離開研究室前，應確實關閉電腦設備、冷氣、電燈電源，並將個人垃圾帶走。
 8. 借用人應在本系規定內使用研究室，室內不得從事與研究無關活動，如有下列行為得取消使用權，並停止其借用權（繳回鑰匙）二個月：
 - I. 將鑰匙借給非登記使用研究室之他人或非研究、課業問題帶他人進入研究室。
 - II. 個人物品放置於無人使用之座位。
 - III. 未攜走自己製造之垃圾。
 - IV. 下載非法軟體。
 - V. 大聲喧嘩或玩電玩，影響他人。
 - VI. 長時間（二小時以上）離開研究室未確實關閉冷氣、電燈電源（若空間無人使用狀態，冷氣卻持續開放，將暫停空間使用冷氣一個月）。
 - VII. 其他影響公眾之個人行為或經本系認定（例：在室內吸菸、飲酒）有喪失使用權之行為。
 9. 研究室內應保持整潔，每學期系辦依登記使用人排定每週打掃研究室空間值班表，打掃完畢須至系辦簽名，如無確實打掃，將停權使用（繳回鑰匙）一個月。
- 六、學生若違反本辦法之規定，經勸導無效，系辦助理得停止其使用研究室之權利。
- 七、空間借用人於學籍結束辦理離校時即須歸還研究空間，歸還鑰匙前須將使用座位清理完畢，複檢完退還押金。
- 八、本辦法經系務會議通過後實施，修正時亦同。

National Dong Hwa University

Department of Economics Rules for the Use of the Graduate Student Study Rooms

Approved at the Department Affairs Meeting on October 5, 2022

1. The Department of Economics, National Dong Hwa University (hereinafter “the Department” and “the University”), in order to fully utilize the study spaces and provide an excellent research environment for students, establishes Study Rooms for master's and doctoral students and stipulates the Department Management Rules for the Study Rooms (hereinafter “the Rules”).
2. There are three (3) Study Rooms for master's and doctoral students in the Department. Eight (8) seats in the Graduate Student Study Room I are for first-year master's students, sixteen (16) seats in the Graduate Student Study Room II, for second-year master's students, and twelve (12) seats in the Doctoral Student Study Room, for doctoral students. A graduate student with a valid academic status of the Department may apply for the Study Rooms in accordance with the Rules.
3. If the number of the master's student applicants exceeds the number of the seats available, lots will be drawn to determine the right to use. If the number of the doctoral student applicants exceeds the number of the seats available, doctoral students in lower study years will have priority right to use, while lots will be drawn to determine the right to use for students in the same study years.
4. Application Procedures
 - (1) An applicant should register in person at the Department office, pay a deposit, and sign for the key.
 - (2) A master's student who has completed their first-year studies must return the key to the Graduate Student Study Room I within one week since the start of their second-year studies and sign for the key to the Graduate Student Study Room II.
5. Rules of Use
 - (1) The right to use a seat in the Study Rooms is only limited to its borrower. In order to maintain the safety and manage the equipment in the Study Rooms, it is strictly forbidden to duplicate the keys to the Study Rooms. If found, the borrower will be punished by cleaning the Study Room for once and the duplicate key will be confiscated. The Department office is not liable to compensate for the cost of key duplication.
 - (2) Do not leave personal valuables unattended. The Department is not liable for the loss of personal valuables in the Study Rooms.
 - (3) Please keep quiet and do not chase, make noise, or play in the Study Rooms.
 - (4) Except for normal use or natural disasters and irresistible reasons, any damage caused to the public computers and equipment in the Study Rooms should be handled in accordance with the public property damage compensation regulations.
 - (5) To comply with the laws and regulations related to the protection of intellectual property rights, downloading or installing any illegal software to the public computers is not allowed. In addition, the use of the University network in the Study Rooms should comply with the University and the Ministry of Education regulations and rules for using campus network. The users shall be solely responsible for violating related regulations and rules.
 - (6) Do not stick permanent items in the Study Rooms.
 - (7) Please turn off the computer equipment, air conditioners, and lights and take out personal trash before leaving the Study Rooms.
 - (8) The borrowers should use the Study Rooms in accordance with the Department's regulations; activities unrelated to academic or study purposes in the Study Rooms are not allowed. Any of the following behaviors may lead to the cancellation of a borrower's right to use the Study Rooms as well as the suspension from borrowing the Study

Rooms (whose keys should be returned) for two (2) months:

- i. Lend the Study Room keys to someone who has not registered to use the Study Rooms or bring someone into the Study Room in a non-academic or study-related context.
- ii. Leave personal belongings in an unoccupied seat.
- iii. Fail to take out personal trash in the Study Rooms.
- iv. Download illegal software.
- v. Disturb other people by making noise, talking loudly, or playing video games.
- vi. Fail to turn off the air-conditioners and lights when leaving the Study Rooms for a long time (two [2] hours or above). (Keeping an air-conditioner running when no one is in the Study Rooms will lead to the suspension from using the air-conditioners for one [1] month.)
- vii. Other personal behaviors that affect other people or those accounted sufficient for the deprivation of the right to use the Study Rooms by the Department (such as indoor smoking and alcohol drinking).

(9) The Study Rooms should be kept clean all the time. Every semester, the Department office will draw up a weekly cleaning duty roster based on the Study Room borrowers. After completing a cleaning duty, the borrower who does the cleaning needs to sign off in the Department office. If the cleaning is not done properly, the borrower's right to use the Study Rooms will be suspended (and the keys should be returned) for one (1) month.

6. If a student violates the Rules and refuses to follow the advice given, assistants of the Department office may cancel the student's right to use the Study Rooms.
7. The loan period of the Study Rooms expires as soon as a borrower completes their study and the University-Leaving Procedures. Before returning the key to the Study Rooms, the seat used must be cleaned up. The deposit will be refunded after the inspection by the Department office.
8. The Rules shall be implemented upon approval by the Department Affairs Meeting. Any amendments shall be processed accordingly.