

基因體暨生物資訊學研究所空間使用及管理要點

Institute of Genomics and Bioinformatics, National Chung Hsing University Regulations for the Use and Management of Space

101 年 2 月 9 日所務會議訂定

Approved by the Institute Affairs Meeting on February 9, 2012

一、學校分配至本所之空間分為實驗研究空間及公共空間兩大部份。

The spaces allocated to the institute by the university are categorized into two main types: laboratory research spaces and public spaces.

二、實驗研究室、公用儀器室及電腦機房等由各實驗負責人自行管理，若辦理退休或離職者(含職缺轉移至校內其他單位)應於六個月內自動遷出；若情況特殊需延長時，由所務會議決定之。

Laboratory research rooms, shared equipment rooms, and computer rooms are managed independently by the respective laboratory supervisors. In the event of retirement or resignation (including cases where the position is transferred to another university unit), the supervisor must vacate the space within six months. Extensions due to special circumstances require approval by the Institute Affairs Meeting.

三、退休教師得申請生科院退休教師室。

Retired faculty members may apply to use the Retired Faculty Room in the College of Life Sciences.

四、新聘、升等及改聘教師需經所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。

New appointments, promotions, and reappointments of faculty members shall be accommodated through space reallocation, subject to approval by the Institute Affairs Meeting. Priority in space allocation is given to faculty members of higher rank. In cases of equal rank, priority is determined based on

seniority in the rank.

- 五、公共空間分成教室、走廊、露台等支援教學、研究及供學生活動之空間，及尚未分配之空間均由本所管理，非經所務會議通過，不得改變其用途，個人亦不得佔用。

Public spaces, including classrooms, hallways, and terraces, are designated for teaching, research, and student activities. Unallocated spaces also fall under the institute's management. Changes to the intended use of public spaces or personal occupation of such spaces are prohibited without approval from the Institute Affairs Meeting.

- 六、教師個人因計畫研究需要借用所上公用空間，應向所上提出申請，說明使用目的、空間位置及借用期限，但借期以一年為限，並經所務會議同意後，始得借用。若需延長借期，需再提出申請。

Faculty members requiring the temporary use of public spaces for research projects must submit an application to the institute, specifying the purpose, location, and duration of use. The borrowing period is limited to one year and must be approved by the Institute Affairs Meeting. Extensions require reapplication.

- 七、本所管理空間之外借，期限在一個月以上者須經所務會議通過，期限在一個月以內者，授權所長裁量。

External borrowing of institute-managed spaces for a period exceeding one month must be approved by the Institute Affairs Meeting. Borrowing for one month or less is subject to the director's discretion.

- 八、本辦法經所務會議通過後實施，修改時亦同。

These regulations shall take effect upon approval by the Institute Affairs Meeting. Amendments to these regulations shall follow the same procedure.