

# 國立臺灣大學國際學院 生技大樓學生研究室使用切結書

本人同意遵守下列條款，若有違反下面規定之情事發生，經學院辦公室(下稱院辦)查證屬實，均不得再參與研究桌之分配使用，並應立即搬離，由備位者依次遞補。

1. 學生使用範圍:學生研究室**不包括**外圍教師辦公室，嚴禁使用教師辦公桌、冷氣、咖啡機、冰箱、微波爐等電器與其他器具。
2. 本院研究室位置/置物櫃經院辦分配後，僅供申請人本人使用，並且不得轉借他人。
3. 使用期限以一學年計算，自申請核准後起至該學年結束日為止，申請期間為每一學年度開學後兩週開放向院辦申請。
4. 獲分配座位後因故無法辦理後續事宜者，需於公告信件寄出的兩週內先知會院辦，否則將取消座位分配及日後申請資格。
5. 第一學年申請通過者，若第二學年要繼續使用，需於學年結束前兩週再次遞交申請表格。若沒有要繼續，則需於學年結束前兩週歸還鑰匙，於系所辦確認後方可歸還押金。
6. **使用時請確實保持安靜以及維持空間整潔。**
7. 研究室僅供本院研究生研究與討論之用，不得作為住宿使用，不得霸佔其他使用者或未經分配之座位或整間研究室，亦不得排斥其他使用者合法使用。
8. 禁止複製研究室及書桌等鑰匙，並不得交由他人使用。
9. **畢業時須清理個人物件並交還鑰匙，並經院辦點交，始退還押金並辦理離校手續。**
10. 使用研究室應注意：
  - (1). 注意節約能源，隨手關閉冷氣、電燈；
  - (2). 研究室內外應保持整潔，自行處理垃圾，確保公共衛生；
  - (3). 愛護研究室內公物，不得擅自棄置、毀損或塗污；如有損壞或遺失，應照價賠償或恢復原狀。
  - (4). 院辦會不定期進行使用設備之盤點，並清查各項之使用情況與使用者；
  - (5). 善用研究室，勿長期間置或僅用以堆放物品；
  - (6). 每位使用本研究室之研究生皆須接受安排擔任值班生。班表由辦公室排定，將與分配結果一同公告。值日生須負責整間研究室之清潔（含掃地、拖地與垃圾清理等）、設備維護，若有設備需要維修請立即通知院辦。若是因個人因素需要請人代/換班，請通知院辦。

如有違反前項規定之情事發生，經院辦查證屬實，將沒收押金並不得再使用研究室，且應立即搬離，由備位者依次遞補。若未於時限內搬離，將由院辦代行處分所有物品，並不得提出異議和要求任何賠償。

切結人(簽章):

申請日期:  
(YYYY/MM/DD)

# National Taiwan University International College

## Biotechnology Building Student Study Room Usage Declaration

I, the undersigned, agree to abide by the following terms. In the event of any violation of the stipulated regulations verified by the International College Office (hereinafter referred to as the "IC office"), I will be disqualified from further participation in the allocation and use of the study room. I must promptly vacate, and the next eligible candidate will fill the vacancy.

**1. Student Usage Scope:** Student research laboratories do not include peripheral faculty offices. Faculty desks, air conditioning, coffee machines, refrigerators, microwaves, and other electrical appliances and equipment are strictly prohibited.

**2. Assignment of the Room/Lockers:** Once assigned by the IC office, room spaces and lockers are for the exclusive use of the applicant and cannot be lent to others.

**3. Usage Period:** The usage period is calculated annually, from the approval date until the end of the academic year. Applications will start after the first two weeks of each academic year.

**4. Failure to Proceed with Assigned Seat:** Individuals who have been allocated seating/lockers but are unable to proceed with further arrangements due to unforeseen circumstances are required to notify the administrative office within two weeks of the mailing date. Failure to do so will result in the cancellation of the seat/locker allocation and may affect future application eligibility.

**5. Continuation for the second year:** Those approved in the first academic year must re-submit the application form two weeks before the end of the academic year if they wish to continue using it in the second academic year. If not continuing, the keys must be returned two weeks before the end of the academic year, and the deposit can only be refunded after confirmation by the department.

**6. Maintain Order and Cleanliness:** When not in use, be sure to be quiet and maintain a clean space.

**7. Study Room Use Restrictions:** The Study Room is solely for the research and discussion of the International College's graduate students. It must not be used for accommodation purposes, occupy seats or entire laboratories not allocated, or exclude other legitimate users.

**8. Key Copying Prohibition:** Copying keys for the study room and desks is strictly prohibited, and keys must not be handed over to others.

**9. Clearance at Graduation:** Upon graduation, personal items must be cleared, keys returned, and handover verified by the IC office for the return of the deposit and completion of school departure procedures.

**10. Study Room Usage Guidelines:**

- (1) Turn off air conditioning and lights when not in use.
- (2) Maintain cleanliness inside and outside the study room and ensure public hygiene.
- (3) Treat space property with care; do not discard, damage, or deface items. Any damages or losses must be compensated or restored to their original condition.
- (4) The IC office will periodically inventory equipment usage and check the condition of users.
- (5) Use the room efficiently; do not leave it idle for extended periods or use it only for storage.
- (6) Each student using this study room must take turns serving as a duty student. The IC office will determine the schedule and announce it, along with the allocation results. Duty students are responsible for the overall cleanliness of the study room (including sweeping, mopping, and garbage disposal), equipment maintenance, and immediate notification to the IC office of any equipment in need of repair. If a substitute is needed for personal reasons, please inform the IC office.

Any verified violation of the above provisions will result in the forfeiture of the deposit and disqualification from further study room use. Immediate leave is required, and the next eligible candidate will fill the vacancy. Failure to vacate within the specified timeframe will result in the IC office disposing of all items, and no objections or claims for compensation will be entertained.

Signature:

Apply Date:  
(YYYY/MM/DD)