

國立臺灣師範大學特殊教育學系暨復健諮商與高齡福祉研究所 系所博碩士班研究室管理原則

97 年 10 月 10 日九十七學年度第二次系務會議

104 年 9 月 15 日 104 學年度第一次系務會議

113.5.7 112 學年度第七次系務會議

- 一、為增進本特殊教育學系、復健諮商與高齡福祉研究所系所(以下簡稱本系所)研究生學習效果，並有效管理本系所博碩士班研究室(以下稱本研究室)之使用及環境之整齊與乾淨，特訂定本辦法。
- 二、本研究室為本系所之財產，本研究室之分配使用經本系所主管同意後，研究生得借用並負維護之責。
- 三、本研究室僅提供本系所博碩士班研究生使用。
- 四、座位分配原則：
 1. 二個座位保留供在職生共同使用。
 2. 全職生得每學期申請固定座位，碩士生以 2 學年(即 4 學期)為上限、博士生以 3 學年(即 6 學期)為上限，若座位不足，以低年級者優先。
- 五、置物櫃分配原則：
 - 博士班
一至三年級得優先分配(學期開學後 2 週內辦理完畢)，如有剩餘空間，由四年級以上依填表順序遞補。
 - 碩士班
無固定座位的在職生得優先申請，依填表順序核給使用權。
 - 申請方式：
 - 每次申請使用年限為一年。
 - 本系所博碩士班研究生皆具申請資格。
 - 研究生申請時，需填寫申請單始得領取置物櫃鑰匙，申請手續完備後方可使用。研究生歸還置物櫃時，需先將其清潔並歸還鑰匙。
 - 每位申請通過者皆有置物櫃鑰匙一把，於畢業或不續借時歸還，如有遺失需立即通報系所辦公室，並須負責門鎖更換及鑰匙重配之費用。
- 六、研究室使用之維護
 1. 每位研究生不需申請皆配有研究室門鑰匙一把，於畢業或不使用時歸還，如有遺失需立即通報系所辦公室，並須負責門鎖更換及鑰匙重配之費用。置物櫃鑰匙使用方式亦同。
 2. 研究生使用權限僅止於研究室，不得將個人物品放置於公共區域(包括走道)，及擅自更改研究室之內外觀及其設施，或任意更換門鎖。
 3. 本研究室不負責私人物品保管之責，借用者請自行妥善保管。
 4. 本研究室由博碩班研究生負責研究室內環境整潔及設備檢查，以維持正常運作。
 5. 最後離開本研究室者，應確認關閉本室各電器電源及緊閉門窗。
- 七、凡未依照本辦法申請之研究生，視同放棄本研究室使用權。凡未遵守本辦法者，經本系所主管裁決後，得取消其使用權。
- 八、本原則經九十七學年度第二次系務會議授權系所辦公室處理。

The Chinese version shall prevail in case of any discrepancies between the English and Chinese version.

中英文版本如有差異，以中文版本為準

特殊教育學系、復健諮商與高齡福祉研究所

碩士班博士班

研究室置物櫃申請單

申請日期： 年 月 日

借用期限：至 年 7 月 31 日 止

實際入學年度：

學號：

姓名：

是否為全職學生（未兼課及兼研究助理）？

是

否（請填寫詳細資料）

是否申請校內任何單位之研究室？

是（請填寫詳細資料）

否

申請者簽名：

★本人已確實了解研究室管理辦法，並同意繳納保證金 1000 元且遵守使用規定，遇有損壞或逾期未清理（一天扣 10 元）狀況者，將由保證金中扣除歸還費用。

以下由系所辦公室管理人員填寫

櫃號：

承辦人簽章：

收件編號：

**Department of Special Education / Graduate Institute of
Rehabilitation Counseling and Gerontological Wellbeing
National Taiwan Normal University
Management Policy of Research Rooms for the Graduate Students**

First announcement at the 2nd departmental meeting of Academic Year 2008/2009 on October 10, 2008

Revised at the 1st departmental meeting of Academic Year 2015/2016 on September 15, 2015

Revised at the 7th departmental meeting of Academic Year 2023/2024 on May 07, 2024

1. This policy has been established by the Department of Special Education and Graduate Institute of Rehabilitation Counseling and Gerontological Wellbeing (hereinafter referred to as the Department) to enhance the learning outcome of the graduate students, to efficiently manage the use of the Master's Program Research Rooms and the Ph.D. Research Rooms (hereinafter referred to collectively as the Graduate Research Rooms), and to ensure their tidiness and cleanliness.
2. The Graduate Research Rooms are the property of the Department. The graduate students may book the lockers and seats in the rooms for use. After the approval of the Head of Department, the students are allowed to allocate and use the Graduate Research Rooms and are responsible for the research room maintenance.
3. The Graduate Research Rooms are only to be applied and used by graduate students in the Ph.D. and Master's programs of the Department.
4. There are a total of lockers and seats in the research rooms. Their booking regulations are as follows.
5. Seat allocation:
 - I. Two seats (in each room) are reserved for sharing among part-time graduate students.
 - II. Full-time students who need a fixed seat are required to apply for one every semester. Master's students can apply for the same fixed seat up to a maximum of 2 academic years (i.e. 4 semesters), and Ph.D. students can apply for the same fixed seat up to a maximum of 3 academic years (i.e. 6 semesters). In the event that there are insufficient seats, priority will be given to newer enrolled students.
6. Locker allocation:
 - I. Ph.D. students

Priority is given to students in Years 1 to 3 (allocation to be completed within the first 2 weeks of the semester). If there are still lockers available after the first round of allocation, the remaining lockers will be allocated to students in Year 4 and beyond in the order of applications received.
 - II. M.A. students

Priority is given to full-time students who have yet to be allocated a fixed seat. Allocation will be made in the order of applications received.

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中英文版本如有差異，以中文版本為準

III. Application

- Each application is valid for 1 year.
- All graduate students in the Department are eligible to propose the application.
- When applying for a locker, graduate students are to fill in an application form (Appendix I) before obtaining the key to their assigned locker. Applicants can begin using their locker once the application process has been completed. Lockers are to be cleaned and emptied before being returned, and the key is to be handed back to the Department.
- Every successful applicant obtain btaine givenful applicant be handed back to the Department. their locker once the application proceIn the event that the key vent that the applicant should notify the Department Office is to be no and is responsible for the cost for the replacement of the lock and key.

7. Use and maintenance of the Graduate Research Rooms

- I. Every graduate student will be given a key to the Graduate Research Rooms without the need for an application. The key shall be returned upon graduation or when it is not in use. In the event that the key is lost, the students should notify the Department Office immediately and is responsible for the cost of the replacement of the lock and key. Similar rules and regulations apply to the management of locker keys.
 - II. Graduate students are only allowed to use the Graduate Research Rooms for studying and are not to place their personal belongings in public areas (including walkways). It is also forbidden for students to modify or change the interior, exterior, and amenities of the Graduate Research Rooms without prior approval; neither are they permitted to change the locks on the doors.
 - III. The management staff of the Graduate Research Rooms are not responsible for the storage of personal belongings. Users of the rooms are reminded to take care of their own belongings.
 - IV. Graduate students are responsible for the cleanliness and tidiness of the rooms (including the lockers and the seat area) and the maintenance of the amenities to ensure that the facilities in the rooms continue working normally.
 - V. The user who is the last to leave the rooms is to ensure that the electrical power supply is turned off and that all doors and windows are closed and locked.
8. Any student who fails to submit applications in accordance with this policy will be deemed to have given up the right to use the Graduate Research Rooms. Anyone who fails to abide by these measures may have their right to use the room revoked, subject to the decision of the Head of Department.
9. This policy has been approved for the Department Office's implementation in the 2nd departmental meeting of Academic Year 2006/2007.

**Department of Special Education / Graduate Institute of
Rehabilitation Counseling and Gerontological Wellbeing
National Taiwan Normal University**

M.A. Program

Ph.D. Program

Graduate Research Room Locker Application Form

Application Date: DDMMYYYY

Period of use: ____ to July 31

Year of admission:

Student ID:

Name:

Are you a full-time student (neither a part-time teaching staff nor a part-time research assistant)?

Yes

No (Please provide details)

Have you applied to use any other research room(s) in NTNU?

Yes (Please provide details)

No

Signature of applicant:

★ I confirm that I have understood the management policy of the Graduate Research Room and **agree to pay a deposit of NT\$1,000**. I also agree to comply with the regulations governing the locker's usage. In the event of damage to the locker, or if I were to be overdue in clearing the locker, NT10 shall be deducted from the deposit for each day exceeding the stipulated return date.

The following section shall be completed by the Department Office staff.

Locker number:		Signature of the officer-in-charge:	
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Receipt Number: