

# Regulations for Borrowing and Return of Spaces of the Department of Photonics, National Sun Yat-sen University

July 21, 2015 Discussed the draft regulations at the meeting of Space Management Committee.

Aug. 26, 2015 Amended and approved at the meeting of Space Management Committee.

Sep. 2, 2015 Approved at the department affairs meeting.

- Article 1 The Department of Photonics, National Sun Yat-sen University (hereinafter referred to as the Department) established these regulations in order to utilize the spaces of the Department flexibly and bring the resources into full play.
- Article 2 These Regulations apply to additional spaces rent by teachers apart from those have allocated to teachers.
- Article 3 When the full-time teachers of this Department need to use spaces of the Department, they may apply to the Department for borrowing the spaces and use the spaces after the application is reviewed by the Space Management Committee and approved by the department affairs meeting. The borrowing period is one year, and the applicants need to sign an "Affidavit for Borrowing and Return of Spaces".
- Article 4 The cost of borrowing spaces shall be charged according to the space charging regulations of this Department.
- Article 5 After the expiration of the borrowing period, the applicants may file their applications again within 6 months before the expiration if it is need to renew the borrowing period.
- Article 6 In principle, over-decoration and installation of permanent hardware or heavy instruments or equipment should be avoided during the borrowing period. Upon expiration of the borrowing period, the applicants must take full responsibility for restoring the spaces to their original status.
- Article 7 These Regulations shall be implemented after they have been approved by the Space Management Committee and the Departmental Affairs Conference. The same procedures shall apply when amendments are made.