

國立成功大學
全校共同教學教室借用要點
National Cheng Kung University
Guidelines for Using Shared Classrooms

Passed at the 659th Chief Executive Meeting, 07.16.2008
 Ratified and passed at the 686th Chief Executive Meeting, 03.03.2010
 Ratified and passed at the 694th Chief Executive Meeting, 09.15.2010
 Ratified and passed at the 1st Endowment Fund Management Committee, 10.8.2010

One

These guidelines are enacted according to the “Regulations on fees and management for using classroom facilities and equipment” to promote academic interchange and cooperation between industry and academia.

Two

These guidelines apply to the venues that are managed by the Office of Academic Affairs.

Three

Borrowing units should follow the procedures set out below and abide by these regulations, as well as follow the relevant instructions when using equipment.

1. Fill out the application form.
2. Pay the fee in advance.
3. Double check with the managing staff regarding the dates, times and any other things that need attention.
4. Follow the specific rules of each venue used.
5. If there is any damage caused by improper use, the borrowing unit should pay for this.
6. The borrower should pay attention to copyright law when borrowing a DVD player.

Four

The charges for each venue and related equipment (excluding the fee for using the internet) are as follows:

No	Venue	equipment	capacity	fee	service items
1	Ghe-Chi Hall	Multimedia room With ISDN telecommunication system and computer network system	150	Whole day NT\$10000 Half day NT\$6000 Without using the telecommunication system: Whole day NT\$8000 Half day NT\$4000	Teleconferences Distanced learning, Seminars, Academic lectures
2	Small lecture Room at Ghe-Chi Hall	Multimedia room No telecommunication system	178	Whole day NT\$8000 Half day NT\$4000	Seminars, Academic lectures
3	Big lecture Room at Ghe-Chi Hall	Multimedia room No telecommunication system	366	Whole day NT\$20000 Half day NT\$10000	Seminars, Academic lectures
4	Nigh-Chen Classrooms 5107, 5108 Multimedia room 5117, 5118,	Multimedia room Telecommunication system	5107 5108: 100 5117, 5127:	Whole day NT\$5000 Half day NT\$2500	Seminars Academic lectures

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- Remarks: 1. Whole day is from 8:00AM to 5:00 PM; half day is from 8:00AM to 12:00 PM or 1:00PM to 5:00PM or 5:00PM to 10:00 PM.
2. When applying for using the classrooms based on teaching needs or holding seminars or academic lectures, there will be no charge. However, if a seminar or conferences charge admission fee is required, then the charge is as listed above.
 3. The telecommunication service is charged according to the standard charge by Chun-Hua Telecom, and this needs to be paid by the unit that uses it.
 4. Internal units or clubs are prohibited from making excuses to borrow the venue for the use of external units or organizations to avoid paying the fee, or to use it for activities which violate rules and are different with the activities stated on the application form. If such offenses occur, penalties will be applied depending on how serious the situation is.

Five

The fees collected are used for maintenance and related expenditures.

Six

These guidelines and their revisions are in effect subject to the approval of the Chief Executives Meetings and Endowment Fund Management Committee.

*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.