

Guidelines on Management and Utilization of Facilities and Equipment at Laboratories of Department of Industrial Management at I-Shou University

Approved by the Departmental Affairs Council on July 24, 2006

Approved by the Departmental Affairs Council on February 17, 2012

- I. The Department of Industrial Management (hereinafter referred to as the “Department”) stipulates the Guidelines on Management and Utilization of Facilities and Equipment at Laboratories of Department of Industrial Management at I-Shou University (hereinafter referred to as the “Guidelines”) to maximize the availability through enhanced management in order to avoid repeated investing on equipment and facilities.
- II. Research facilities mentioned herein include all professional classrooms and research rooms.
- III. All research facilities and equipment within the Department are subject to the Guidelines except those donated for specified purposes or purchased individually by faculty members for research purposes.
- IV. The faculty members in charge of research facilities of the Department shall be the property custodians and assign a lab administrator (postgraduate students). Each administrator shall assist their custodians in planning, procurement, inventory checking, maintenance, safety and hygiene concerning research facilities.
- V. Faculty members may use research facilities and equipment for the purposes of teaching, research and service through application and arrangement. Students who would like to use research facilities for research projects are required to have prior approval from their supervisors. A student’s application shall be submitted by his/her supervisor.
- VI. Research facilities and equipment can be used only for the purposes of teaching, project preparation, thesis preparation and research, or other official contracted projects of the University. Any utilization of research facilities and equipment for commercial purposes is not allowed.
- VII. Applicants shall apply for research facilities and equipment in advance through either coordination or filling out an application form (Attachment 1) based on the custodians’ requirements. The custodians will take the availability into consideration to arrange hours of use. To take any equipment out of research facilities, applicants shall submit an application form to the custodians for approval.
- VIII. Property custodians may draw up rules for special equipment to define the qualifications of users as well as the commissioned testing.

- IX. Users shall follow the rules of the research facilities and the requirements from property custodians. Users shall be liable for any damage made to equipment due to violation of any of the rules.
1. Applicants are not allowed to take anyone who is not listed on the application form into the research facilities without the permission from the property custodians.
 2. Before using the equipment, users shall read the user's manual thoroughly to be familiar with the operation. Any adjustment or change to the original setting is not allowed.
 3. Users are not allowed to bring their own equipment into the research facilities without permission.
 4. Users shall report to either property custodians or administrators immediately once noticing any damage to the equipment.
 5. Equipment in research facilities shall be restituted after used.
 6. Equipment is not allowed to be taken out of the research facilities without permission, or be vandalized.
- Those who violate Item 6 shall be subject to claims to replace damaged equipment based on the original price of the equipment, and further disciplinary action shall be considered by the University.
- X. Any other units that intend to use the research facilities or equipment shall follow the provisions of the Guidelines.
- XI. The Guidelines become effective after being adopted by the Departmental Affairs Council. The same procedure applies to any amendment to the Guidelines.

Note : In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.

(Attachment 1)

I-Shou University

Department of Industrial Management

User Registration of Research Facilities

Notice: It is not allowed to use the computers and equipment in the research facilities without permission. Please retribute chairs and desks before leaving the room as well as turn off the power and close windows and doors of the room.

Class	Name	Name of the Research Facility	Applicant	Purpose	Date of Use

(Attachment 2)



Department of Industrial Management, I-Shou University

User Registration of Equipment for Loan from Research Facilities (Including Software)

Name of Research Facility : _____ Property Custodian : _____ Administrator : _____

Date	Name of the Equipment	Property No.	Applicant's Signature	Date of Return	Purpose	Date	Signature of the person who return the equipment	Signature of Property Custodian	Remarks

(Stamped by the Department/Institute)

Note : In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these forms, the Chinese language version shall prevail.