

國立陽明交通大學教室管理借用辦法

National Yang Ming Chiao Tung University Regulations for Managing and Borrowing Classrooms

111 年 07 月 20 日 本校 110 學年度第 1 次臨時行政會議通過
Approved at the 1st Interim Administrative Affairs Meeting of the 110th Academic Year on July 20, 2022

第一條 為統合本校教學資源，充份運用教室效能，特訂定本辦法。

Article 1. These regulations are formulated to integrate the school's teaching resources and make full use of its classrooms.

第二條 本辦法所稱之教室：

一、教務處管理之教室(包含陽明校區音樂教室及演講廳)。

二、隸屬各教學單位管理之教室。

以上係指可供安排一般課程使用之教室，不含實驗室、電腦教室、語言教室、會議室及交大校區音樂教室與演講廳等。

Article 2. In the regulations, classrooms as referred to as:

1. Classrooms managed by the Office of Academic Affairs (including music classrooms and lecture halls on the Yangming Campus).

2. Classrooms belonging to each teaching unit.

The above refers to classrooms that can be used for general courses, exclusive of laboratories, computer classrooms, language classrooms, conference rooms, as well as music classrooms and lecture halls on the Chiaotung Campus.

第三條 本校各教室優先提供校內教學及課程安排使用。各教學單位安排課程教室，於其管理之教室排定後，空餘時段應支援提供其他單位課程需求使用。

Article 3. Classrooms should be first used for on-campus teaching sessions and courses. Each teaching unit is required to schedule the use of course classrooms, and the classrooms remaining idle can be used to satisfy the needs of other units.

第四條 各借用單位及授課教師應遵守教室管理單位之管理規則，借用單位於借用前應會知教室管理單位。

教室設備之添置及維護由教室管理單位依實際需要，於該單位預算項下自行添購及維護。如有更換座椅或教室類別，應通知課務組變更教室基本資料。

Article 4. Units and teachers that want to borrow classrooms should abide by the management rules of the unit(s) managing them, and the former should inform the latter in advance.

The purchase and maintenance of the classroom equipment should be made by the management unit on its budget to meet its actual needs. In case of the change of seats or altered classroom categories, the management unit should notify the Division of Curriculum to update the classroom's basic information.

第五條 除教學排課用途外，因其他事由借用教室須提出申請並繳付費用，其相關借用程序與收費標準，由各校區依實際需要自訂施行細則，據以辦理。

Article 5. Except for teaching purposes and scheduling courses, those borrowing classrooms for other purposes should submit an application and pay a fee. The relevant borrowing procedures and charging standards should be implemented by each Campus according to its actual needs.

第六條 各教室設備管理之收入收支作業，依國立陽明交通大學場地設備收入收支管理要點辦理。

Article 6. The expenses and income of managing each classroom's equipment should be handled in accordance with National Yang Ming Chiao Tung University Directions for Managing the Expenses and Income of Its Venues and Equipment.

第七條 使用教室應遵守借用時間，以免影響其他課程或他人權益。借用單位不得逕自將場地轉予他人使用或變更活動內容。

Article 7. Those borrowing a classroom should stick to the time slot without affecting other courses or the rights of others. Likewise, the unit lending the classroom is not allowed to transfer the venue to others or change the content of the activity.

第八條 使用教室須愛護公物，保持清潔，不得過夜、煮食。使用完畢後，應復原課桌椅、關閉電燈冷氣及門窗等以盡復原之責，若因不當使用致使公物損壞或遺失應負賠償或修復之責。

Article 8. Those borrowing a classroom should properly use its equipment and keep it clean. No overnight stay or cooking is allowed. After use, they should restore the desks and chairs, turn off the lights and air conditioners, and close the doors and windows. If the public property is damaged or lost due to improper use, they should be responsible for making a compensation or repairing the damaged property.

第九條 借用單位如有違背上列相關規定，得隨時中止教室借用，於一年內停止受理該單位之教室借用申請，學生社團並提報學務處（課外活動組、生活輔導組）做為社團評鑑之參考及懲處。

Article 9. If the borrowing unit violates the above regulations, it should be deprived of its rights of using the classroom at any time and of making applications for borrowing classrooms within one year. If the violating unit is a student's club, a report will be sent to the Office of Student Affairs (Divisions of Extracurricular Activities and Life Guidance) for evaluation and punishment reference.

第十條 各教室空間不得隨意變更使用用途，倘欲變更教務處管理之教室空間為其他用途者，應敘明事由，會辦教務處評估該教室教學排課使用狀況後，送空間專案會議及校長核定後方可變更。

Article 10. Classrooms should be used according to their intended purposes. Those who want to change the way a borrowed classroom managed by the Office of Academic Affairs is employed should state their reasons. After the Office of Academic Affairs assesses the

classroom's teaching schedule and submit its evaluation to the Project Meeting for Space Use and (Office of) the President for approval, the use of the classroom can be altered.

第十一條 本辦法經行政會議通過後實施，修正時亦同。

Article 11. The regulations and their amendments will be approved by the Administrative Meeting before they are implemented.