

# Regulations for the Use and Management of Study Rooms in the Master's Program and the Master's In-Service Program of the Department of Law, National Chung Hsing University

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## **Article 1 - General Principles**

To safeguard the rights and interests of graduate students in the Department of Law, National Chung Hsing University (hereafter referred to as "this Department") using the graduate research room (hereafter referred to as "this room") and to properly manage its equipment, these "National Chung Hsing University Department of Law Graduate Research Room Usage and Management Regulations" (hereafter referred to as "these Regulations") are formulated.

## **Article 2 - Eligibility**

Current graduate students enrolled in the Master's Program and the Master's In-Service Program of the Department.

## **Article 3 - Equipment Provided**

Each individual is provided with a research desk, a chair, and a storage locker as basic equipment in this room. Additional equipment shall be arranged uniformly by the Department Office based on necessity and circumstances.

## **Article 4 - Usage Duration**

The usage period of this room shall, in principle, be from mid-August of each year to mid-August of the following year.

## **Article 5 - Registration Period**

The use of seats in this room requires an application to the Department Office, and seat allocation shall be determined by a lottery. The application timeline shall be announced by the Department Office.

If a user takes a leave of absence, withdraws, or graduates during the semester, they must clear their seat and storage locker and notify the Department Office. Vacated seats shall be reassigned to waitlisted individuals in sequential order. Specific timelines shall be announced separately by the Department Office.

Students returning to study must reapply for seat allocation.

## **Article 6 - Seat Allocation**

This room comprises a total of 48 seats, including 36 fixed seats, 6 reserved seats, and 6 open seats. Seat allocation is distributed by year as follows:

1. First-year Master's Program students may draw for 12 fixed seats (including storage lockers).
2. Second-year Master's Program students may draw for 12 fixed seats (including storage lockers).
3. Third-year (and above) Master's Program students may draw for 12 fixed seats (including storage lockers).
4. Master's In-Service Program users may register to use 6 reserved seats (excluding storage lockers).
5. Registered users of both the Master's Program and the Master's In-Service Program may use 6 open seats (excluding storage lockers).

If any fixed seats remain vacant, they shall be reassigned sequentially within each year group. Any remaining vacancies shall be reassigned in descending order of seniority.

#### **Article 7 - Usage Regulations**

Users of this room must observe the following rules:

1. The room is for personal use only. Lending a student ID to unauthorized individuals for entry or use of equipment is prohibited.
2. Unauthorized individuals are not allowed to enter or use the equipment without prior approval from the Department office. If users need to change their seat, they must inform the Department office for a record update.
3. Users are responsible for safeguarding their personal valuable items. The room only provides research space and is not responsible for safekeeping.
4. Users must maintain cleanliness in both public and personal areas. Hallways should be kept clear of items.
5. Users must maintain the overall cleanliness of the research room.
6. Quiet should be maintained at all times; no loud conversations or other disturbances that may interfere with others.
7. Unauthorized use of high-energy electrical appliances, such as rice cookers, induction cookers, or electric heaters, is prohibited. Personal bedding (e.g., pillows, blankets, recliners) is not allowed.
8. Users must take care of the room's property and may not dispose of, damage, deface, modify, or add equipment without permission.
9. To conserve energy, users should turn off air conditioning, electrical equipment, and close doors and windows when leaving.
10. Users must clear their seats and lockers by the designated date before the

expiration of their use period. Failure to do so will be considered abandonment of the items.

### **Article 8 - Violations, Suspension of Rights, and Appeals**

Graduate students allocated the use of this room who violate the provisions of the preceding article in a serious manner shall have their usage rights suspended upon discovery. The Department Office shall issue a notice of suspension, and the user must clear their seat and locker within one week of the notification date. Items not removed within the specified period shall be deemed abandoned. Users whose rights are suspended shall be ineligible to apply for seat allocation in the following academic year.

Users who disagree with the suspension notice may submit a written appeal to the Department Office within 30 days of the notification date. The appeal shall be reviewed and adjudicated by the Department Affairs Meeting.

### **Article 9 - Compensation**

Any individual who fails to use the space or property of this room in accordance with regulations, or who causes damage, loss, or destruction due to their own fault, shall be responsible for covering the costs of restoration and repair, and shall be liable for compensation in accordance with the law. Such individuals shall be ineligible to apply for seat allocation in the following academic year.

### **Article 10 - Others**

These regulations shall be implemented after being passed by the Department Affairs Meeting, and the same procedure shall apply to any amendments.

In case of any dispute, the explanation should be based on the Chinese version.