

義守大學企業管理學系企業經營模擬研究室儀器設備管理暨使用要點

100 年 9 月 1 日校長准予核備公布新增全文

101 年 3 月 16 日校長准予備查公布修正全文

- 一、義守大學企業管理學系（以下簡稱本系）為使本系之企業經營與模擬研究室（以下簡稱本系研究室）之空間及儀器設備能充分發揮功能，以支援教學及研究之用，加強管理以提高可用率，且開放使用避免重覆投資，特訂定本要點。
- 二、本系研究室由專責教師擔任負責人與財產保管人，指派專人（研究生或大學部學生）為管理員。各管理員應協助負責人辦理本系研究室之規劃、採購、盤點、維護、安全、衛生等事項。
- 三、本系教師配合教學、研究與服務均可透過協調或申請手續使用本系研究室空間及儀器設備。學生進行專題研究應先徵得指導教師同意後由指導教師代為提出申請。
- 四、本系師生使用本系研究室之使用範疇，以配合教學、專題製作、論文製作、論文研究或經由學校正式簽約之專案為主，不得利用從事其他有商業營利性質之工作。
- 五、使用人或借用人得依本系研究室負責人要求，以協商方式或填具申請表（如附件一）於事前提出，負責人得視本系研究室使用狀況安排使用時間。如需借出儀器設備，申請人應填具借出申請單，經負責人同意並簽章後始得攜出（如附件二）。
- 六、使用人或借用人應確實遵守下列規定：
 - (一)未經過本系研究室負責人或管理員同意，不得帶領申請表未列之人員進出本系研究室。
 - (二)使用儀器設備應事先熟悉儀器設備使用說明並不得擅自調整或更改儀器設備之原始設定。
 - (三)儀器設備損壞應立即通知本系研究室負責人或管理員。
 - (四)本系研究室儀器設備使用後，應依規定整理並恢復原狀。
 - (五)未經申請核准不得擅自攜出實驗儀器設備，或蓄意破壞儀器設備。
 - (六)不得攜帶任何飲料及食物入室飲用，並嚴禁吸煙。
 - (七)未經同意不得任意拷貝本系研究室之任何套裝軟體，非法軟體嚴禁

攜入使用，並禁止玩遊戲軟體、上網聊天及瀏覽色情網站，違反規定者，則取消當學期使用本系研究室任何資訊設備之權利。

(八)本系研究室提供印列服務，請自備 A4 紙，並至系辦購買影印卡。

(九)因違規造成儀器設備損害時，應負賠償責任。

七、本校其他單位如擬使用或借用本系研究室或儀器設備，應依本要點各項規定辦理。

八、本系研究室平日為提供教學用，並開放課餘時間供本系學生上機練習或其他單位之借用，開放時間以本系每學期網路公告時間為原則。國定例假日不開放。

九、若欲於未開放時間使用，請於使用日期二日前填具申請表申請。審核情況視本系研究室負責人及管理人員之意見為依據，需經同意後，申請人始得使用或借用。

十、本要點經系務會議通過，陳請校長備查後自公告日實施。

Guidelines on Management and Utilization of Facilities and Equipment at Business Simulation Lab of Department of Business Administration at I-Shou University

Amendments ratified and promulgated on September 1,
2011 by the President

The Guidelines ratified and promulgated on March 16,
2012 by the President

- I. The Department of Business Administration (hereinafter referred to as the “Department”) stipulates the Guidelines on Management and Utilization of Facilities and Equipment at Business Simulation Lab of Department of Business Administration at I-Shou University (hereinafter referred to as the “Guidelines”) to maximize the availability of the Business Simulation Lab (hereinafter referred to as the “Lab”) through enhanced management in order to avoid repeated investing on equipment and facilities.
- II. The faculty members in charge of research facilities of the Department shall be the property custodians and assign a lab administrator (undergraduates or postgraduate students). Each administrator shall assist their custodians in planning, procurement, inventory checking, maintenance, safety and hygiene concerning research facilities.
- III. 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.
- IV. 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.
- V. Applicants shall apply for the Lab in advance to use through either coordination or filling out an application form (Attachment 1) based on the custodians’ requirement. 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 (Attachment 2).
- VI. Users shall follow the regulations of the research facilities and the requirements from the property custodians.
 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 original setting is not allowed.
 3. Users shall report to either property custodians or administrator immediately once noticing any damage on equipment.
 4. Equipment in research facilities shall be restituted after used.
 5. Equipment is not allowed to be taken out of the research facilities without permission, or be vandalized.
 6. No drinks and food are permitted in the Lab, and no smoking.
 7. Any software used in the Lab shall not be copied by users without prior permission; it is prohibited to use illegal software in the Lab. Playing game software, chatting online and browsing pornographic websites are all forbidden in the Lab. Any violator shall be deprived of the right of using the IT equipment in the Lab.
 8. A printing service is available in the Lab. Users shall prepare their own A4 size paper for the service, and the photocopying card can be purchased in the office of the Department.
 9. Users shall be liable for any damage made to equipment due to violation of any rules.
- VII. Any other units that intend to use the Lab or equipment shall follow the provisions of the Guidelines.
- VIII. The Lab is used for the purpose of teaching during weekdays, and it shall be open for students of the Department to practice when no instructor requires the Lab. The hours of opening shall be announced on the Department website. The Lab is not open on national holidays and weekends.
- IX. Anyone who intends to use the Lab outside of the announced opening hours shall submit an application form two days prior to the date of using the Lab. After the applications have been approved by the custodians of the Lab, the applicants may use the Lab or borrow equipment.
- X. The Guidelines become effective on the third day of promulgation after being adopted by the Departmental Affairs Council and ratified by the President.

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.

義守大學企業管理學系企業經營模擬研究室使用申請表

申請人資料（由申請人填寫）

(1)姓名：

(2)職／學號：

(3)單位：

(4)職稱：

(5)分機（電話）：

(6)欲使用機台號碼：_____

(7)用途：

申請日期： 年 月 日（星期_____）

使用時間：自_____時_____分 ~ _____時_____分

申請人簽章：

負責人／管理人簽章：

審核情況（由負責人或管理人員填寫）

管理者：

☐ 同意隨同管理

☐ 對不起，無法配合（原因：_____）

審核者（負責人）：

☐ 准予使用

☐ 對不起，無法開放（原因：_____）

審核日期： 年 月 日

審核者簽章：

※請於使用日期二日前提出申請

(附件二)



義守大學 企業管理學系企業經營模擬研究室

儀器設備外借登錄表（含軟體）

負責人：_____ 管理員：_____

日期	儀器/軟體名稱	財產編號	借用人 簽 名	預計歸還 日期	用途	日期	歸還人 簽 名	保管人 簽 名	備 註

（系所章戳）