

Department of Computer Science and Engineering, Yuan Ze  
University  
Regulations for Loans and Management of Instruments and  
Equipment

January 27, 2015 Passed by the 6th Department Affairs Meeting, Academic Year 2014-15

- Article 1     These regulations are formulated to strengthen the management of instruments and equipment possessed by the Department, improve the efficiency of use, and maintain normal operation thereof.
- Article 2     The Department's instruments and equipment shall only be loaned to the University's faculty and the Department's students, subject to the limitation of on-campus use.
- Article 3     The instruments and equipment shall be used for teaching, research or official purposes and not for private purposes. Users shall register and complete the "Department of Computer Science and Engineering, Yuan Ze University Instruments and Equipment Loan Form" at the Department Office in advance, and be allowed to borrow upon confirmation by the Department Office's staff or on-duty work-study students.
- Article 4     The expected return time of the loaned instruments and equipment shall be indicated on the loan form. The maximum loan period is one month from the date of registration. If the loan is not returned at the return time and there is no evidence related to special circumstances, the user's right to borrow shall be suspended for two weeks per each day overdue, which will be accumulated accordingly.
- Article 5     Anyone who takes away instruments and equipment without completing the registration procedure shall be given a warning depending on the severity of the case, and their right to borrow shall be suspended for one month.
- Article 6     Instruments and equipment for teaching purpose shall be operated and used in accordance with prescribed procedures, and maintained and kept in a proper manner. If any damage is caused due to improper use, the

borrower shall be responsible for repair at his or her own expense. If the loan cannot be repaired or is lost, the borrower shall make compensation at the amount of the price. The aforementioned repair or compensation shall be made within one month from the date of return.

Article 7 If any malfunction occurs, the borrower shall report to the Department Office's staff immediately, and not be allowed to disassemble and repair the loaned item without approval.

Article 8 These Regulations have been approved by the Department Affairs Meeting before implementation. The same procedure applies when making amendments.