

## **Regulations Governing the Research Room of the International PhD Program in Taiwan and Transcultural Studies**

Article 1. These regulations have been established to provide an appropriate, sanitary, and safe research environment for the students enrolled in the International PhD Program in Taiwan and Transcultural Studies (hereinafter “the Program”).

Article 2. Application eligibility for room use:

- (1) Only students enrolled in the Program can apply.
- (2) To apply for use of the room, students shall complete and submit the application form to the Program Office before the end of the initial course selection round in each semester. After the application has been approved, students can obtain a key and use the room (application form attached).
- (3) Full-time students in grades 1 to 4 are prioritized, with full-time students in grade 5 considered next. If space is still available, part-time students in grades 1 to 4 are considered, and then those in grade 5.

Article 3. The number of workspaces seat in the research room are set by the Program. If the number of applicants exceeds the number of workspaces, students must share their workspace with two (or more) students.

Article 4. Personal belongings can only be placed in a student’s own workspace; please do not leave them in other parts of the room.

Article 5. Students are not permitted to copy the room key or lend it to others.

Article 6. The books and other items placed in this research room by the Program are program property and should not be removed at will. Students shall compensate the Program for any loss or damage to property.

Article 7. Students shall keep the room tidy and pay attention to health and safety requirements. The equipment (such as tables, chairs, and cabinets) should not be moved. Students must turn off the lights and ensure that the windows and doors are locked when they leave.

Article 8. Students can only conduct work and activities related to their research in the room, and for safety, high-energy-consuming electrical appliances are not allowed.

Article 9. Students shall take valuables with them when they leave the room; they should not be left in the room. Students are responsible for any loss of personal property.

Article 10. Students must obey the regulations. In the case of any violations, the right to use the room can be revoked and the key returned to the Program Office.

Article 11. These regulations and any amendments must be approved by a meeting of the Program Affairs Committee.