

Regulations for the Use of Conference Rooms of the Department of Political Science, National Taiwan University

Amended and approved by the First Meeting of the Department Affairs Planning Committee of the spring semester of the 2021–2022 academic year on March 11, 2022

Approved for record by the Third Department Affairs Meeting of the spring semester of the 2021–2022 academic year on June 7, 2022

- Article 1 The regulations for the use of conference rooms (“the Regulations”) are established to manage the conference rooms belonging to the Department of Political Science (“the Department”).
- Article 2 The conference rooms referred to in the Regulations are conference rooms 320 and 631 of the College of Social Sciences Building, as well as other indoor public spaces under the management of the Department.
- Reasons for reserving conference rooms include: academic lectures, conferences, seminars and exchanges co-organized by the Department, activities of the Department of Political Science Alumni Association, and other academic activities approved by the Department.
- Article 3 Conference rooms are available for reservation by full-time faculty members of the Department. However, research centers affiliated with the Department, visiting professors, visiting scholars, and students authorized by the Student Association of the Department may reserve conference rooms with the guarantee of a full-time faculty member of the Department or the agreement of a student’s thesis adviser.
- Article 4 Individuals wishing to reserve a conference room should complete the online application form and notify the Department via email, providing relevant attachments. The reservation procedures are complete following approval from the Department.
- For applications with the same purpose, the number of days that can be reserved is limited to two days over one month starting from the registration date.
- Article 5 The Department has priority use of the conference rooms for activities such as official meetings, hosted events, and examinations. The Department may cancel reservations to use conference rooms for other reasons to accommodate the aforementioned activities, and the borrower shall not raise any objections or request compensation.
- Article 6 If the borrower of the conference room engages in any of the following situations, the Department may immediately cancel the lending of the conference room, and if the activity is in progress, the Department may immediately end the use of the conference room and handle the situation according to the law: Violations of laws or relevant regulations of the University, discrepancies between the actual use and the content of the application, damage to the conference room or equipment during the activity, activities that affect public health or public order, or the unauthorized transfer of the usage rights of the conference room to other individuals or groups.

- Article 7 The borrower shall make proper use of the conference room. If any damage is caused by improper use, the borrower shall be liable for compensation.
- Article 8 These Regulations are effective from the date of promulgation after being approved by the Department Affairs Planning Committee and are reported to the Department Affairs Meeting for record. The same procedure applies to future amendments.