

NATIONAL SUN YAT-SEN UNIVERSITY
College of Social Sciences Application Form for Use of Research Rooms by
Faculty Members

Date of Application: (yyyy/mm/dd)

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| Chinese Name: | English Name: |
| Unit: | Title: |
| Contact No.: | Special Needs: |
| Put a check in the appropriate <input type="checkbox"/> : 1. User status: <input type="checkbox"/> Full-time <input type="checkbox"/> Guest professor, chair professor <input type="checkbox"/> Others _____ 2. Duration of use: from (yyyy/mm/dd) _____ to (yyyy/mm/dd) _____ (not required for full-time faculty members) 3. Documents submitted: <input type="checkbox"/> Photocopy of faculty appointment certificate from the university <input type="checkbox"/> Meeting minutes with indication of approval obtained in a related meeting <input type="checkbox"/> Others _____ | |
| Signature of Applicant or Agent | Comments of the dean and the Joint Committee on Facility Arrangement |
| Supervisor of Department/Institute (Center) | |
| Dean | |
| ● Room no. of the research room allocated: _____ Key given to (signature): _____ Date: (yyyy/mm/dd) _____ ● Key returned to (signature): _____ Date: (yyyy/mm/dd) _____ Reason: <input type="checkbox"/> Resignation/termination of appointment <input type="checkbox"/> Retirement <input type="checkbox"/> Others _____ | |

Notes:

1. Applications for use of research rooms by faculty members shall be processed according to the “Regulations for Allocation of Research Rooms” of the College of Social Science.
2. Users of research rooms shall return the research rooms to the department/institute (center) according to the procedure of the college when their qualifications for using research rooms cease to exist. The college, department, or institute office shall provide assistance with their removals. All objects originally provided in the research rooms shall be cleared out and returned to the college to be reallocated.
3. Application procedure: After the department chair or the institute director and the dean give their approvals, the applications shall be forwarded to the Joint Committee on Facility Arrangement for review and approval.