

**National Taiwan University Graduate Institute of Environmental Engineering  
Ph.D./Master's Research Office Application & Regulations**

Name :  Ph.D.  Master's Year  
in School:  
Student ID : Phone :

- I. For proper management of the Master's and Doctoral graduate research offices (herein referred to as research offices) of the Graduate Institute of Environmental Engineering (GIEE), the following regulations have been devised per Article 3.3 of the "Space Management Regulations of GIEE".
- II. The graduate research offices referenced in this document are for graduate student personal study and research, and include 3 Master's student offices (R105 and R305 in the Nano Env. Bldg. (NEB) and R408 in the Env. Research Bldg. (ERB) and 2 Ph.D. student offices (NEB R313 and ERB R308).
- III. Seat Assignment
- (1) NEB R105 is given for use by 1st year Master's students, whilst NEB R305 and ERB R408 are given for use by 2nd year Master's students. If there is remaining available space in ERB R408, it may then be allocated to 1st year Master's students. Seats/Desks in NEB R105 are to be shared amongst all 1st year students, while seats in NEB R313 and ERB R308 are chosen by lottery.
- (2) **Seats** in the Ph.D. research offices are assigned per the following stipulations:
- 1、 **Full-time** students are prioritized for seat allocation. Seats will not be assigned to part-time students.
  - 2、 **Seats** are prioritized for 1st-4th year Ph.D. students. Should there be any leftover available seats, they will be subsequently assigned for students who are 5th year and above.
  - 3、 **Seat assignments are by lottery system.**
  - 4、 Seat assignment lot drawing method: 1st priority students are full-time 1st-4th year students, 2nd priority are full-time 5th year and above students, 3rd priority are 1st-4th year part-time students, and last priority are part-time 5th year and above students. The above are given first to lower grade levels, and seats are assigned according to student ID.
- (3) **All interested** GIEE Ph.D. and Master's students should fill out and submit the "GIEE Graduate Student Office Seating Application & Regulations" form before July 15 in order to be eligible for the graduate student office seating lottery. If an application is not submitted before then, the student forfeits the opportunity to apply for seating for the year.
- IV. Graduate student office usage is limited to those who have obtained the right to use them per Article 3. If students want to share their desks with others, they must submit an application in advance explaining why, and desk-sharing is only allowed after departmental approval. In case of illegal desk-sharing without prior approval, GIEE will investigate, and both parties will be banned from graduate student office usage and asked to move immediately. The space will subsequently be allocated to other students.
- V. Research room seating should be in use at least 2/3 of weekdays. If upon checking, the seat is used less than 2/3 of the weekdays, the desk assignee shall be removed immediately and the seat will, in turn be assigned to another student.
- VI. Precautions for graduate student office space users :
- (1) Before August 1 or each year, students should remove all personal belongings and return the key to the GIEE office, ensuring nothing is left. All items remaining after the deadline is deemed to be abandoned. New students cannot begin moving their things into the space until after August 20.
  - (2) Tables, chairs, cabinets, and other public equipment or belongings should not be moved or discarded at will. If any property is found to be damaged, the student shall provide

compensation.

- (3) To avoid attracting mosquitoes, flies, and cockroaches, GIEE prohibits storing food or drinks in the research offices. If it is found that someone has been storing food or drinks, that student's research office privileges shall be permanently cancelled, and the stored food or drinks can be removed without notice.
- (4) Keep quiet and do not make noise, or cause other disturbances that may hinder others from doing work.
- (5) Use of electric hotplates, electric cookers, electric heaters, or other high-energy consuming devices is prohibited, as to prevent fires.
- (6) Please conserve energy and remember to turn off the air conditioner and lights before leaving.
- (7) Please take good care of the space, and refrain from leaving it idle for long periods of time or using it simply as a storage space.

If there are any violations of the aforementioned regulations, depending on the seriousness of the violation, the department may hold an assessment meeting and handle the violation according to the regulations.

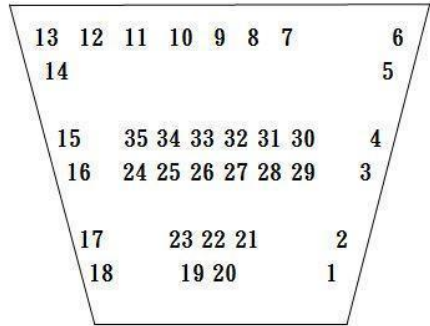
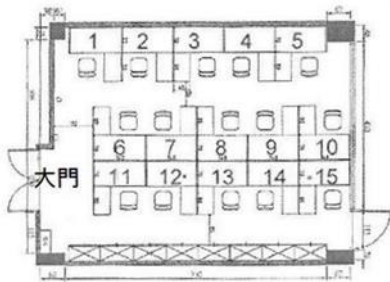
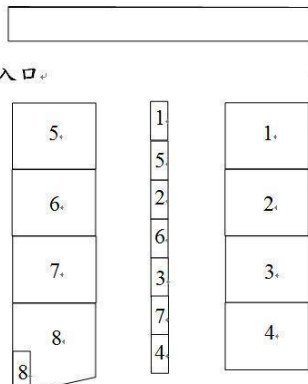
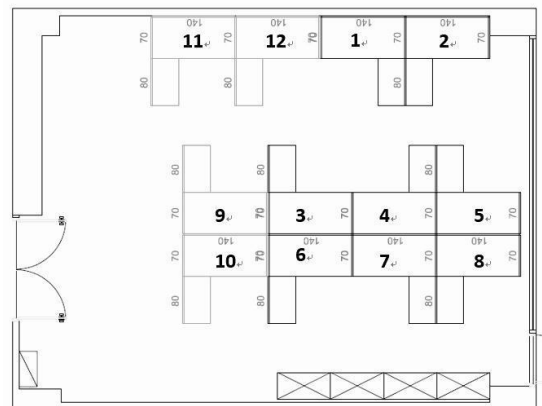
VII. Anyone who violates the regulations and refuses to correct the behavior may lose their office space privileges. Any property left behind is subject to disposal by GIEE without prior question.

VIII. If any items need repair in the research offices, please inform Miss Hsieh in NEB R207.

IX. The regulation will take effect after being approved or modified by the departmental meeting.

I declare that the above information is true, and that I have read this document in detail. I am willing to abide by the rules for use of the Ph.D. and Master's student research offices. If there is any violation, I agree to the proceedings per the rules without objection.

**Applicant Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D

<b>Please check:</b>	 <p>NEB R305 2nd Year Master's Seating Chart</p>	 <p>ERB R408 2nd Year Master's Seating Chart</p>
<b>Please check:</b>	 <p>NEB R313 Ph.D. Seating Chart</p>	 <p>ERB R308 Ph.D. and Postdoctoral Fellow Seating Chart</p>