

國立成功大學文學院外語中心語言視聽教室管理辦法

Regulations Governing the Management of Audio-Visual Labs of the Foreign Language Center, National Cheng Kung University

105.01.12 外語中心月會通過

105.04.06 文學院院務會議通過

Adopted by the Center's Monthly Meeting, Jan. 12, 2016

Adopted by the College Faculty Meeting, April 6, 2016

第一條 國立成功大學(以下簡稱本校)外語中心(以下簡稱本中心)為適當管理語言視聽教室(以下簡稱視聽教室)，特訂定本辦法。

Article 1 The Foreign Language Center of National Cheng Kung University (hereafter, 'Center') established the Regulations to properly manage the audio-visual language labs (hereafter, 'labs').

第二條 視聽教室以本校正式開設之語言教學課程、測驗及本中心各項推廣教育課程使用為主。

Article 2 The labs are primarily used for conducting the University's official language courses, language proficiency tests, and the Center's continuing education programs.

第三條 符合第二條規定之視聽教室使用均免收費用，開放使用時間如下：
一、學期間與寒暑假期間星期一至星期五：8時至12時及13時至17時。
二、例假日、國定假日及本校停課/停班期間不開放。

Article 3 Using the labs is free of charge for the above mentioned course. The labs are available from 8 AM to 12 AM and from 1 PM to 5 PM, Monday through Friday. The labs are closed on national holidays and whenever the University class/office hours are suspended.

第四條 視聽教室排課以本中心開設之全學期語言課程為第一優先，其他單位開設之全學期語言課程時段及教室相同者，依「先登記先使用」之原則辦理。

Article 4 The labs are primarily scheduled for the full-semester language courses offered by the Center. Other full-semester language curriculum offered by other academic units that have the same schedules will be processed on a "first-come, first-serve" basis.

第五條 全學期使用視聽教室之科目，須在公告期限內，至本中心填具借用教室申請表，並經系所主管簽字同意後，送本中心審核。

Article 5 Academic units intending to check out any lab for a full semester are required to fill up the application form within the announced deadline. The application form shall be signed by the unit's chair and be submitted to the Center for further approval.

第六條 教師臨時借用視聽教室，每科目每學期以不超過八時為原則，本中心於開學後開放登記；或由教師於擬借用時段一週前至本中心填具借用教室申請表，並經系所主管簽字同意後，送本中心審核。

Article 6 Temporary borrowing for one course cannot exceed 8 hours per semester. Registration is open at the beginning of every new semester. The instructor of the course shall submit the application with the signature of the unit's chair to the Center one week prior to the using date.

第七條 申請借用教室後，若因故無法上課，借用人應於三天前通知本中心；3次未通知，則取消本學期使用資格。

Article 7 Borrowers who intend to cancel the approved application shall inform the Center three days prior to the using date. For those who fail to notify the Center three times in one semester will be suspended from using the labs in that semester.

第八條 在不影響本校課程正常教學活動下，視聽教室得提供校內外單位辦理學術、文化、公益或語言測驗等相關活動使用，借用單位須支付場地使用費，分上午（8:00-12:00）、下午（13:00-17:00）、晚上（18:00-22:00）三時段收費，標準如下：

- 一、語言視聽教室、超媒體學習室、多媒體視聽演講室、多媒體會議室：各時段每間/次均為 NT\$3000。
- 二、一般教室：各時段每間/次均為 NT\$750。
- 三、平日晚上時段及週末假日全時段借用時，酌收管理人員加班費，每小時 300 元。如需支援額外人員，其酬勞由雙方共同訂定之。
- 四、由本中心協辦之活動，其場地費由雙方協議後另訂之。
- 五、設備使用費以現金或即期支票支付，於使用日前或當日繳交，收據將於一週內開立交付。

Article 8 Without influencing the University's teaching activities, any unit within or outside the University can rent the labs for academic, cultural, or charitable events, or for language proficiency test venues. Rents are charged by periods: 8 AM-12 AM, 1 PM-5 PM, and 6 PM-10 PM. The rental fees are as below:
1. 3,000 NTD/per period for any of the audio-visual labs, hypermedia language learning lab, auditorium room, multimedia conference room.

2. 750 NTD/per period for any of the general classrooms.
3. Additional 300 NTD/per hour of working staff expense is charged during the nighttime on weekdays and whole day on the weekends. Additional manpower and expenses should be discussed by the Center and the borrowers in advance.
4. The rental fees and expenses for activities co-organized by the Center is negotiable with the co-organizing party.
5. Rental fees and all expenses are paid by cash or demand draft. Payment shall be made prior to or on the using date. The receipts will be issued within one week after the payment.

第九條 任課教師或其教學助理應親自到場，全程督導上課情況。

Article 9 The instructors or their teaching assistants are required to come to the classes in person to supervise the usage of the lab.

第十條 調課、補課時間應配合本中心之教室開放時間。

Article 10 Times for rescheduling or making-up classes shall meet the open hours of the Center.

第十一條 視聽教室之各項設備，如因使用不當或其他人為因素而致損壞時，使用單位或教師應負賠償責任。

Article 11 The units or instructors using the labs are held responsible for damage to any facilities in the charge.

第十二條 視聽教室及設備使用規則，由本中心另訂之。

Article 12 Rules for using the labs and facilities are made separately by the Center.

第十三條 本辦法經本中心會議、院務會議通過後發布施行，修正時亦同。

Article 13 The Regulations are adopted and implemented by the Center's monthly meeting and the College Faculty Meeting, as shall amendments when they are made.