



## 研究生室申請表

### Application for a Graduate Student Research Room

日期 Date : \_\_\_\_\_ (dd/mm/yyyy)

姓名 Name		學號 Student ID No.	
學位別 Program	<input type="checkbox"/> 學士 Bachelor <input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctoral	年級 Year	分類 Divide <input type="checkbox"/> 理論 Theoretical <input type="checkbox"/> 實驗 Experimental
申請桌位的優先次序 Priority of seats for application (請填寫順位) (Please fill in the priority)		<input type="checkbox"/> A201 <input type="checkbox"/> S 棟研究大樓 Research Building S	
申請結果： Application result			
本表之個人資料僅供作必要系務資料管理之用，本系將遵守個人資料保護法之相關規定謹慎處理。Personal information in this form are for departmental data management use only. All personal data shall be dealt with discretion by the department in accordance with the Personal Protection Information Act and relevant regulations. <input type="checkbox"/> 我同意以上之內容。I have read, understood, and agreed with the above statements.			
申請人(簽章) Applicant Signature			
大學部家長(簽章) Parent of an undergraduate thesis student Signature	本空間為24小時刷卡進出，請留意貴子弟路程安全。	指導教授(簽章) Advisor Signature	

備註Remarks：

由研究生委員會就申請資格順位審核，並依優先順序分配。The Graduate Student Committee reviews the applicant qualification and priority sequence in allocating the seats.

#### 申請注意事項 Attention !

一、申請方式與使用期限Application procedure and valid period：

- 1、研究生於每年7月1日至7月20日（新生則延長至8月31日）填寫申請表並請指導教授簽名後，由本系研究生委員會統一分配研究生室。Graduate students complete the application form yearly during July 1 to July 20 (extended to August 31 for new students) and have their advisor sign on the form. The departmental Graduate Student Committee will allocate the graduate student research room upon reviewing all applications.
- 2、座位使用期限為一學年，自8月1日起至次年7月31日止。屆時若欲繼續使用，可向研究生委員會提出申請，將依其過去一年使用情況核定。另每年7月至12月使用天數低於20天者擬停權1學期。該學年度，使用者因畢業或離校等因素而出缺座位時，依下列優先順序遞補。The seat usage period is valid for one academic year, from August 1 to July 31 of the following year. Those who wish to continue using the seat after this period must submit an application to the Graduate Student Committee. Approval will be based on the user's seat usage over the past year. In addition, **users whose total usage days between July and December fall below 20 may be suspended for one semester.** During the academic year, if a seat becomes vacant due to graduation, withdrawal, or other reasons, it will be reassigned according to the following order of priority.

二、桌位分配的優先次序Priority list of seat allocation：

- 1、高年級理論博士班研究生為第一優先。（不含留職留薪進修者）First priority: Senior theoretical doctoral (excluding nontraditional students on a leave with pay).
- 2、高年級實驗博士班研究生、低年級理論博士班研究生為第二優先。（不含留職留薪進修者）Second priority: Senior experimental doctoral students and theoretical doctoral students in lower (excluding nontraditional students on a leave with pay).
- 3、高年級理論碩士班研究生為第三優先。Third priority: Senior theoretical graduate students of the master's program.
- 4、若仍有空位則以高年級實驗碩士班研究生、低年級理論碩士班研究生優先。If seats are still available after reviewing the above students' applications, senior experimental graduate students of the master's program and their theoretical counterparts in lower grades may have priority.