

General Rules on the Management and Usage of Laboratories in the Department of English

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1. The term laboratories (a.k.a labs) is hereafter defined as the laboratorial spaces the Department of English offers for education or academic purposes. This includes the Neurolinguistic Lab (Cheng-701C), the Phonetics Lab (Yun-103) and the Eye Tracking Lab (Yun-104).
2. All equipment in the labs is considered to be the property of the Department of English, and can only be used for academic research or classes offered by the department. Activities or applications that are unrelated to the aforementioned purposes are invalid.
3. The Chair may assign a professor of a related field to each lab as the lab supervisor. Each assigned professor is in charge of the maintenance and operation of all equipment and the management of the research personnel who use the lab. If no professor is assigned to supervise a lab, the supervisor(s) of the students who are using the lab shall supervise the operation and maintenance of the laboratorial equipment.
4. The supervisor of a lab may assign a person to act as the lab administrator. Administrators should be familiar with the operation of the lab's equipment. Lab administrators have the following responsibilities:
 - a. The maintenance of laboratory equipment
 - b. The procurement and management of consumables
 - c. Enforcing the General Rules on the Management and Usage of Laboratories
5. Any researcher who wishes to use a laboratory has to provide the following documents to validate their application:
 - a. Provide a research plan, certificate of course enrollment or other documents that help to demonstrate a need to use the lab's facilities.
 - b. Provide proof that they are qualified to operate the laboratory equipment.
 - c. Provide proof of related laboratory training.
6. Regarding applications for the use of laboratories, applications for class usage shall be considered first. Regarding applications for academic research purposes, the following list of priorities, from high to low, shall be used:
 - a. Research project use
 - b. Doctoral dissertation use. Dissertations that have been approved (including oral defense) shall be given a higher priority

- c. Ph.D. candidacy exam
 - d. Master's thesis use
 - e. Graduate individual study
 - f. Undergraduate individual study
 - g. Other uses that have been applied for through a lab supervisor and the department, and have been approved by the General Affairs Committee
7. Experimenters who are applying to use a lab for the first time must download, print and complete an application form from the Department's website. The form shall be submitted to department staff. The department staff may help set up a meeting between the experimenter and experimenter's academic supervisor, supervisor, or administrator of the lab, and help to schedule laboratory training or assess and ensure that the experimenter meets the minimum standards necessary to operate the equipment.

Only applications signed by the experimenter's academic supervisor or the lab supervisor will be accepted. Experimenters who have previously applied may hand in an application form once it has been sign by his/her academic supervisor or the lab supervisor.

8. Users of the lab must hand in an application form and book a time slot on the Department website. If more than two individuals are using the lab at any one time, a time record for signing in and out must be provided to the Department. In the case of cancellations, please kindly inform the staff in the department office beforehand.
9. General Procedures Regarding Applications for Laboratory Use:
- a. Fill out an application form (Attachment 1) and an experiment description form (Attachment 2) → Hand both forms to department staff → Receive approval and obtain the signature of the lab supervisor or the academic supervisor of the experimenter.
 - b. Bring your Student Card, ID card or Health Insurance Card and other application documents to the administrator of the lab to book a time slot. You should receive a key, lab checklist and apply for authorization to use the door lock (only for labs on Yunhe Street).
 - c. When using the labs, please safeguard the keys and key ID cards that grant you access and follow the lab rules. In addition, please confirm that the condition of the lab remains in accordance with the lab checklist. Report any issues to the administrator, lab supervisor or your academic supervisor.
 - d. Please post your experiment description when conducting research in the lab.
 - e. After you finish using a lab, please return the key and lab checklist to the administrator of the lab and the department, and retrieve your ID.
 - f. Equipment that belongs to the lab must be only used inside the lab.

10. Use of eye trackers may be extended in accordance with the needs of the experiment. The application procedure is as follows:
 - a. Submit a laboratory equipment application form (attachment 7) to the appropriate lab supervisor or academic supervisor. The supervisor may sign the form once they have established that the experimenter is qualified.
 - b. Submit personal ID, for instance a student card, ID card or Health Insurance Card, and the aforementioned application form to the administrator to check the operational status of the equipment.
 - c. Once the experiment is finished, all equipment must be returned to its original state. The experimenter may only retrieve his/her personal ID after the department has examined the application form. If the experimenter fails to return equipment to its original state, the experimenter or his/her supervisor must pay the costs of recalibration or other related maintenance.

11. Software related to eye trackers can be used for research purposes for up to a year. If no other experimenter applies for its use, an application for continued use may then be submitted. The application procedure is as follows:
 - a. Submit a laboratory software application form (attachment 8) to the appropriate lab supervisor or academic supervisor. The supervisor may sign the form once they have established that the experimenter is qualified.
 - b. Submit personal ID, for instance a student card, ID card or Health Insurance Card, and the aforementioned application form to the administrator for the software key.
 - c. Once the experiment is finished, please return the key to the administrator, inform the department of the completion of the experiment and retrieve your personal ID.

12. All software (including operating hardware, as listed in Attachment 9) and related equipment (EEG, electrode cap and other equipment) in the Neurolinguistic Lab must stay in the lab and may only be operated in the lab. The application procedure is as follows:
 - a. The experimenter must take a class on how to operate the equipment unless they have actual operational experience or have been involved in operation courses.
 - b. If the experimenter does not have previous experience of operating the equipment, to gain experience they may sign up for other experiments in the Neurolinguistic lab after completing a class on how to operate the equipment.
 - c. If the experimenter meets the aforementioned condition, he/she may complete an application form for the use of laboratory equipment and software (Attachment 9), and submit it to the laboratory supervisor or their academic supervisor. Before signing the form, the laboratory supervisor or academic supervisor must establish that the experimenter is qualified.

- d. Submit personal ID, for instance a student card, ID card or Health Insurance Card, and the aforementioned application form to the lab when using the lab equipment.
 - e. Return all equipment when the experiment is finished.
13. The recording equipment and related experiment software of the Phonetic Lab (as listed in Attachment 10) must not leave the lab. The experimenter may only use lab equipment and software in the lab. The application procedure is as follows:
- a. The experimenter must take a class on how to operate the equipment unless they have actual operational experience or have been involved in operation courses.
 - b. After finishing a class on how to operate the equipment, experimenters who do not have experience of operating the equipment may sign up for other experiments in the Phonetic Lab to gain experience .
 - c. If the experimenter meets the aforementioned condition, he/she may complete an application form for the use of laboratory equipment and software (Attachment 10), and submit it to the laboratory supervisor or their academic supervisor. Before signing the form, the laboratory supervisor or academic supervisor must establish that the experimenter is qualified.
 - d. Submit personal ID, for instance a student card, ID card or Health Insurance Card, and the aforementioned application form to the lab when using the lab equipment.
 - e. Return all equipment when the experiment is finished.
14. If there is any reason why the experimenter cannot comply with the rules, the experimenter must submit a written note to the lab supervisor or their academic supervisor and the Chair to gain permission beforehand.
15. If the experimenter causes any damage to the equipment due to improper use, the experimenter or his academic advisor shall pay for the loss of the equipment. The experimenter may only use the equipment again after his/her qualification to do so has been reassessed.
16. Anyone who operates the equipment without permission from either the lab supervisor, academic supervisor or the lab administrator will receive a one-year suspension from the lab. If he/she causes any damage to any equipment in the lab, the case shall proceed in accordance with Rule 14.
17. Any of the following instances of misconduct will be marked as one violation of the rules:
- a. Absence during a booked time
 - b. Cancellation without following the general procedures
 - c. Applications in the name of other people

- d. Failure to fill out the lab checklist
 - e. Removing lab equipment from the lab or failure to return equipment on time
 - f. Failure to return the lab to its original state after an experiment
18. Any experimenter who violates Rule 17 a second time will receive a one-month suspension from the lab; if the experimenter violates the rules a third time, he/she will receive a one-year suspension from the lab, and his/her academic advisor shall be informed.
19. The General Rules on the Management and Usage of Laboratories were drafted by the Committee of General Affairs and shall be implemented once passed or revised by a Departmental Faculty Meeting.