

General Rules for Project Assistant Office Space in the Department of English

Passed by the 2nd General Affairs Meeting, Fall 2022 (2022.01.05)

Passed by the 1st Department Meeting, Spring 2023 (2023.03.17)

1. The General Rules for Project Assistant Office Space in the Department of English are enacted to better utilize and manage current research and office space related to industry-academia collaboration (delegated or sponsored) project assistants in the Department of English.
2. Office space for project assistants in the Department of English can only be used by project assistants affiliated to the Department of English. There are 30 seats in total: 18 in the Periodical Room and 12 in the Yunhe Street Office. Each seat only provides space for one person.
3. Office space for project assistants in the Department of English can only be assigned to project assistants through registration. The applicant (the project director) must fill out the relevant application form (see attachment) and receive permission from the Committee of General Affairs before assigning any office space to an assistant.
4. The Department of English will accept applications for office space for the following year from Dec. 1st to Dec. 15th. The results of the application process and the proposed rearrangement of office space shall be announced before Dec. 31st. The term of use for office space is one year (From Jan. 1st to Dec. 31st of the following year). Each year, the department will assign 30 seats and reserve 2 seats for employees with special needs.
5. If granted office space, project assistants must move into the office by the first week of January. If the number of applications for project assistants does not meet the amount of office space available, the Chair or appointed authority (i.e., the Vice Chair) may hold a meeting to repurpose the use of the remaining office space. If the number of applications for project assistants exceeds the amount of office space available, an open draw shall be held. Applicants not awarded office space may not object to the result of this draw. Project Directors who have not applied for office space in the preceding 3 years may be prioritized regarding the assignment of office space.
6. Use of Project Assistant Office Space is limited to the original applicant. If a project ends during the year, the department may, depending on circumstances, announce the availability of office space and proceed with applications in accordance with Clause 4. If assigned office space is still needed after the end of the year, the project applicant (the project director) should reapply. Any violation of the rules may result in the department repossessing the office space.
7. The Department of English will provide each office space with a phone line and internet access in accordance with the situation on site. Equipment such as computers, telephones, lockers, other office equipment and daily necessities must be provided by the project itself. Such equipment must not block access to the office.
8. Project assistants granted office space must comply with the General Rules as stipulated below. Any project assistant who violates the General Rules will receive a violation point. Three violation points will result in the project assistant being disbarred from using the office space without objection.
 - a. Do not play, smoke, drink or cook in the office. Keep project items and the environment clean and tidy. Refrain from making undue noise and behaviour that may affect public safety,
 - b. Do not replicate access cards or keys without permission.
 - c. Do not transfer your office space to others without permission.
 - d. Use the space and equipment offered by the department properly and carefully. If any equipment breaks down, apply for its repair or maintenance as soon as possible. If equipment is broken due to improper use, the user shall pay for its procurement.
 - e. Follow the general rules concerning electronics when using refrigerators and other electronics.
 - f. Do not move, install or change public equipment in the office space without permission.

- g. The last project assistant leaving the office must ensure that the windows are closed and that the lights, air conditioners and other electronics are turned off before leaving.
 - h. Do not stay in the office space overnight alone or with others.
9. If a project assistant does not receive the right to use office space for the following year or their project has ended, the assistant has a month to vacate the office if no one is on the waiting list for office space. However, if other project assistants are on the waiting list, the original project assistant must move out within 5 days. In cases where equipment or cables belonging to the office space have been damaged, the project director must pay compensation. If a project assistant fails to move out of the office space or return the space in its original condition after the expiration date, the Committee of General Affairs of the Department of English may charge the project director 1000 NTD per day.
10. The general rules have been passed by the General Affairs and Space Planning Committee of the Department of English. They shall be revised and ratified as soon as they are passed by the departmental meeting.

Application Form for Office Space for Industry-Academia Collaboration Project Assistants in the Department of English at National Taiwan Normal University (Draft)

Project Director: _____

Accountant No.: _____

Issuing Institution:

- Ministry of Education
- Ministry of Science and Technology
- Others

Project Starting Date (i.e., 1070301): _____

Project Expiring Date (i.e., 1071231): _____

Project Name (Please make sure it is identical to the Project Name on Balance Form):

Number of Project Assistants as listed on the Approved Balance Form: _____
(Please attach the part of the balance form which includes personnel expenses.)

Project Contact Name: _____

Project Contact No.: _____

Project Contact Email: _____