

Space and Equipment

I. Space

The Graduate Institute Office is located on the 3rd floor of Union Building II on Main Campus I (above the Taipei Normal University Post Office). Other spaces and facilities currently used exclusively by the Graduate Institute include:

- (I) Exclusive conference room next to the office
- (II) Full-time faculty research labs: located on the 3rd floor of Union Building II by the Graduate Institute Office and on Shida Road.
- (III) The Shida Road research lab is located at 1Fl., No. 3, Ln. 68, Shida Rd., Da'an Dist., Taipei City; the research lab is divided into the classroom, discussion, and computer areas.

II. Equipment

The Graduate Institute provides computers loaded with statistics software, laser printers, laptops for educational use, and projectors. Laptops loaded with statistics software may also be borrowed from the office.

III. Terms of Use

The research lab on Shida Road and the conference room next to the office are available for use by students in the Graduate Institute, who can make use of the equipment but must ensure that the space is clean and the equipment is operational. The following terms of use shall also be observed:

- (I) The access keycard to the research lab on Shida Road may not be handed over to individuals not associated with the Graduate Institute. The research lab may only be used for course-related teaching, research, and student discussion and self-study. The research lab may not be used for personal or commercial activities.
- (II) Please properly shut down all computers and peripheral devices not in use before leaving the lab.
- (III) Please keep the lab clean and pick up any personal belongings and trash before leaving the lab. Please also return the furniture and all peripheral devices to their original places after use.
- (IV) Please use care when using the facilities and equipment. Please report any malfunctions or problems to the office. Users are liable for property damages caused by personal negligence.
- (V) The last person to leave the lab and/or conference room shall check that all powered devices are shut down and lock the door and windows (note: If any of the high-power-consuming devices such as the air conditioning and projectors are found to have been left on after use, the last person to leave the lab according to the access log and monitoring system will be held responsible).

(VI) The lab custodian shall review the monitoring system regularly to ensure the security of the lab.

*Penalties: Upon verification, access shall be revoked for violators of Article 1 for six months. Additional penalties may be issued depending on the severity of the violation.

In principle, the use of the facilities and equipment within the public area of the Graduate Institute shall be prioritized for educational purposes. If needed, please book the facilities and/or equipment and kindly wait your turn. In addition to educational purposes, the exclusive conference room next to the office is primarily used for official meetings and the administrative affairs of the office. Students who wish to discuss schoolwork and/or study may use the research lab on Shida Road or other public spaces on campus (e.g., Wenhui Hall or the NTNU Library).