

# 國立成功大學微奈米科技研究中心使用者違規裁罰準則

## Guidelines Governing Users' Violation Penalties of Center for Micro/Nano Science and Technology, NCKU

108.06.05 幹部會議通過

Approved through the center's caucus on June 5, 2019

一、因應使用者違反國立成功大學微奈米科技研究中心（以下稱本中心）共同實驗室及儀器使用相關規定，致使本中心儀器或相關設備與環境受損，經評估後認定為人為因素者，其連帶責任之裁罰依據，特訂定國立成功大學微奈米科技研究中心使用者違規裁罰準則（以下稱本準則）。

The Guidelines Governing Users' Violation Penalties of Center for Micro/Nano Science and Technology (the Guidelines) are established by the Center for Micro/Nano Science and Technology of National Cheng Kung University (the Center) to serve as the basis for penalties of joint and several liability to be borne by users who are held violating the regulations of the Center for common laboratories and rules for instrument operation due to personal factors and thereby causing damage to the instruments and environment of the Center.

二、裁罰經本中心確認權責後，依不同程度處以下列級別之懲處。

Upon verifying the relevant liabilities and responsibilities, the Center hereby renders the following penalties:

初級：違規者予以書面與口頭警告。

定義：違反本中心無塵室規範及實驗室規範但無毀損儀器、不影響儀器正常使用，且不涉及公安者。

Primary Degree: The violators will be warned verbally and in writing.

Definitions: Violation of the Center's regulations governing the common laboratories without damaging the instruments or affecting normal operation of the instruments, and no public security issue involved.

二級：違規者停權二週。

定義：違反本中心無塵室規範及實驗室規範，或影響儀器正常使用，或有涉及公安，但無毀損儀器者。

Second Degree: The violators shall be debarred for two weeks.

Definitions: Violation of the Center's regulations governing the common laboratories, affecting normal operation of the instruments, or public security issue involved, but without damaging the instruments.

三級：違規者停權一個月並須負擔維修費用。

定義：造成儀器輕微毀損或無法開放使用，且維修復機時間少於兩週內，或毀損維修及損壞賠償金額低於5萬元者。

Third Degree: The violators shall be debarred for one month and also bear the expenses incurred for maintenance and repair.

Definitions: Causing minor damage to the instruments or making public access to the instruments unavailable, under which the maintenance and repair of the instruments require at least

two weeks, and the compensation for the maintenance and damage is less than NT\$50,000.

四級：違規者停權兩個月以上，並須負擔維修費用及營業損失。

定義：造成儀器嚴重毀損或無法開放使用，且維修復機時間大於兩週以上，或毀損維修及損壞賠償金額高於5萬元者。

Fourth Degree: The violators shall be debarred for more than two months and also bear the expenses incurred for maintenance and operating loss.

Definitions: Causing severe damage to the instruments or making public access to the instruments unavailable, under which the maintenance and repair of the instruments require more than two weeks, and the compensation for the maintenance and damage is more than NT\$50,000.

三、本準則除附件三所列儀器外，適用於本中心所有儀器與場域。

The Guidelines are applicable to all instruments and field areas of the Center, other than the instruments referred to in Appendix 3 hereto.

四、同違規再犯者，得以原處分之下一級懲處之。

Re-violators shall be imposed with the penalties under the degree following that of the penalties imposed by the original decision.

五、使用者違規而造成毀損時，除須負擔違規懲處外，若判定為蓄意毀損者，得追究刑責。

Users who violate the rules and thereby cause damage shall bear the relevant penalties and the criminal liability if they are held causing the damage intentionally.

六、使用他人儀器使用權限（含進出本中心共同實驗室）者，除須被即刻驅離本中心共同實驗室外，提供自己權限予他人使用者亦會被停權，並得處以二級違規以上之懲處。

Any user who uses another user's access to the instruments (including entering the Center's common laboratories) will be immediately sent away from the Center's common laboratories. Meanwhile, the one who provides his or her own access to another user shall be debarred accordingly. Given this, the penalties under the second degree violation or above shall be imposed.

七、無儀器使用權限者觀摩實驗時，不得操作儀器，違反者除須被即刻驅離本中心共同實驗室外，示範操作者當負二級違規以上之懲處。

Any person without the access to the instruments shall not operate the instruments when observing any experiment. Violators will be immediately sent away from the Center's common laboratories, and the demonstrator shall bear the penalties under the second degree violation or above.

八、裁罰討論期間，違規者不得使用本中心儀器設備。

Violators are not allowed to access the Center's instruments when the penalties are under discussion.

九、裁罰結果於決定日起生效。

The penalties shall become effective as of the date when the penalties are decided.

十、違規事項與裁罰結果（附件一）將以電子郵件寄送至違規人員及其主管或老師。

Details about violations and penalties thereof (Appendix 1) will be sent to the violators and their directors or supervisors via email.

十一、被停權者須再參加並通過安全講習，並負擔相關費用始能復權。被停權一個月以上者，除前述安全講習外，須再參加並通過儀器認證，並負擔相關費用始能復權。

Those who are debarred shall attend and pass safety training, and bear all related expenses to resume their access. Those who are debarred for more than one month, in addition to said safety training, shall

attend and pass the instruments certification program and bear all related expenses to resume their access.

十二、 對裁罰結果有疑義者，須於收到電子郵件七日內，向該儀器管理工程師提出書面申訴（附件二），未於上述申訴時間內申訴者，視同放棄申訴權利。

Any person who has a dispute over the penalties may file an appeal in writing with the management engineer of the relevant instruments (Appendix 2) within 7 days upon receipt of the email. That person's failure to file the appeal within said-noted time limit shall constitute his/her waiver to file the appeal.

十三、 本準則未盡事宜，悉依本中心相關規定或共同實驗室組會議之決議辦理。

Any matters that are not regulated in the Guidelines shall be administered according to the rules in the Center's relevant regulations or the resolution rendered by the Common Lab Division meeting.

十四、 本準則經本中心幹部會議通過後實施，修正時亦同。

The Guidelines shall be approved by the center's caucus before taking effect. Any amendments shall be processed accordingly.

附件一

Appendix 1

國立成功大學微奈米科技研究中心違規裁罰公告

Public Notice for Violation Penalties by the Center for Micro/Nano Science and Technology, NCKU

<b>違規人員</b> <b>Violator</b>	
<b>違規日期</b> <b>Date of Violation</b>	
<b>違規事項說明</b> <b>Description of the Violation</b>	
<b>違規等級</b> <b>Degree</b>	
<b>處罰</b> <b>Penalties</b>	
<b>備註</b> <b>Remarks</b>	若有任何異議，請於七天內提出。 Any dispute against the decision shall be raised within 7 days.

儀器管理工程師：

Facilities Management Engineer:

共同實驗組組長：

Common Lab Division Director:

附件二

Appendix 2

國立成功大學微奈米科技研究中心裁罰申訴（復權）申請書

Application Form for Appeal Against Penalties or Resumption of Authority by the Center for Micro/Nano Science and Technology, NCKU

申請日期：

Date of Application:

姓名 Name		單位（系所） Unit (Department/Institute)	
主管或指導教授姓名 Name of Director or Advisor		聯絡電話 Telephone Number	
停權原因： Cause of Debarment:			
申請復權說明： Notes to Application for Resumption of Authority:			
計畫主持人（簽名）： Principal Investigator (With Signature):			
審查結果： Review Result:			
儀器管理工程師 Facilities Management Engineer:		共同實驗組組長 Director of Common Lab Division:	
審查日期 Date of Review:	民國 年 月 日 MM/DD/YY		

附件三

Appendix 3

儀器管理工程師特例違規停權事項列表

List of Special Violations and Debarment of Facilities Management Engineers:

儀器名稱：

Name of Facility:

特例違規停權事項：

Special Violations and Debarment: