

國立中山大學醫學院 生物醫學科技學系/護理學系
聯合教學與研究共用空間使用規則
Guidelines on the Use of Shared Teaching and Research
Facilities in the Department of Biomedical Science and
Technology and Department of Nursing

114.03.18 生物醫學科技學系 113 學年度第 1 次系務會議新訂
114.05.09 護理學系第五次籌備委員會修正通過
114.10.21 醫學院 114 學年度第 1 次院務會議審議通過
Approved at the 1st College Council meeting on October 21, 2025

1. 因應醫學院生物醫學科技學系(下稱:醫科系)與護理學系(下稱:護理系)之教學研究空間規劃屬共同運作形式，為有效管理空間使用之公平原則，特訂定本空間使用規則。
 - I. These guidelines are formulated to ensure the fair and effective use and management of shared space in response to the shared operation of teaching and research facilities of the Department of Biomedical Science and Technology and the Department of Nursing.
 2. 醫科系與護理系教師研究室共規劃有 7 間，採 2 名教師共用 1 室。初期教師數未達 7 位時，得 1 名教師單獨使用 1 室；超過 7 名教師時，原辦公室教師無特殊原因，並經系務會議通過允許下，不得拒絕第二位教師進駐。
 - II. A total of seven faculty offices are designated for shared use by the faculty of the two departments, with two faculty members assigned to each office. When the total number of faculty members is fewer than seven, a faculty member may use an office individually; once the total number of faculty members exceeds seven, the faculty member currently using the office shall not refuse the assignment of another faculty member to the same office, unless there is special justification and approval from the respective Department Council.
 3. 醫科系與護理系採聯合辦公室之空間規劃，兩系行政人員共同管理聯合系辦公室，並共同維護該空間之安全與整潔。
 - III. An administrative office shall be shared by the two departments, where the staff from both departments shall jointly manage and maintain the space safety and cleanliness.
 4. 醫科系與護理系共同使用多功能技能教室，由兩系共同負責管理。該空間以大學部從事實驗課程與實習課程優先使用。使用前各使用單位自行布置室內教具，於課程完成後應將桌、櫃、床、教具等器材歸位，恢復多功能技能教室空間狀態以利後續使用。
 - IV. The multifunctional skills laboratory shall be jointly used and managed by the two departments. Priority for use of the facility shall be given to undergraduate

laboratory courses and practicum courses. Teaching equipment shall be arranged by the using unit before classes; after classes, the equipment (e.g., desks, cabinets, beds, and teaching aids) shall be returned to the designated locations and restored to the original condition to facilitate subsequent use.

5. 醫科系與護理系教師共同使用聯合研究室從事個人研究，由兩系共同負責管理。該空間共計有 14 米長之雙邊實驗桌，進駐教師可選擇所需之實驗桌空間。原則以每一教師可分配 2 米長單邊之個人實驗操作空間，若有教師不須使用該共同實驗空間，該空間可釋出予其他教師使用。
- V. The shared research laboratory shall be jointly managed by the two departments, and faculty of both departments shall jointly use it for individual research. The laboratory is equipped with a double-sided bench with a total length of 14 meters; a two-meter section of the bench shall be allocated to a faculty member for individual experiment, and shall be available for use by other faculty members when not in use.
6. 醫科系與護理系共同維護 7 間教學教室之安全與清潔，教室安排以兩系正規課程、臨床考試及技能練習為優先使用。相關教學使用之設施採購與維修及耗材採兩系平均共同支應為原則，借用辦法及管理參閱生物醫學科技學系及護理學系場地收費及管理要點，收取借用單位之租金以支應相關費用之支出。
- VI. Seven classrooms shall be jointly maintained by the two departments to ensure the space safety and cleanliness. Priority for use of classrooms shall be given to regular courses, clinical examinations, and skills-training sessions conducted by either department. Expenses related to the procurement, maintenance, and replacement of consumables of teaching facilities shall be shared equally by the two departments. Space rental and management shall be handled in accordance with *Guidelines on Charging Standards and Management of Space Usage at the Department of Biomedical Science and Technology and the Department of Nursing*, with rental fees being collected to cover relevant expenses.
7. 本辦法經醫科系與護理系系務會議通過後，送院務會議核備後實施。
- VII. These guidelines are approved by the Department Councils of the two respective departments and the College Council before implementation. Amendments to these guidelines shall follow the same procedure.