Rules for the Use of Student Research Rooms in the Taiwan Research Faculty In-Service Master's Program

1. Purpose: To enhance the learning environment for students and provide a space for discussions, the Taiwan Research Faculty In-Service Master's Program (referred to as "this program") establishes these rules for managing the use of Room C637 in the College of Social Sciences.

2. Eligibility and Application Procedure:
   1. All enrolled students may apply for room usage.
   2. To apply, visit the program's office, register, and submit a deposit of NT$300. The key must be returned and the deposit reclaimed before graduation. Failure to return the key on time will result in the forfeiture of the NT$300 deposit.
   3. For academic exchanges or administrative meetings that require reserving the room, please submit an application to the program office at least two weeks in advance. Usage is subject to approval by the program director. Special event reservations will be communicated via email, and during those times, the room will not be open for general use.

3. Rules for Users of Room C637:
   1. Users may use the computers and printers in the room. The program provides up to 5 sets of printer toner cartridges per semester free of charge.
   2. Upon leaving the room, please close doors and windows, turn off computers and air conditioning, maintain cleanliness, and do not leave any trash. Any damage to or theft of room equipment is strictly prohibited.
   3. Personal items left in the room must be self-monitored, as the program does not assume responsibility for their safekeeping.
   4. It is imperative to adhere to the above usage rules. In cases where students repeatedly violate these rules, the program director may, with approval, revoke room access and key privileges.

4. The program reserves the right to modify these rules for student research room usage. When rules are modified, they will be posted on the program's website and communicated via email.

[Note: The original text is translated into English while maintaining the same format and structure.]