

國立政治大學國際事務學院 _____ 學年度第 _____ 學期研究生研究室借用申請表
 NCCU CIA _____ Year _____ Semester Research Room Application Form

姓名 Name		學號 Student No.	
系所 Department		手機 Mobile	
年級 Grade		Email	
座位設備 Cubicle Furnishing: 1. 書桌一張 one desk 2. 電腦椅一張 one office chair 3. 檯燈一座 one desk lamp 4. 置物櫃一個 one wheeled drawer(for 271009, 271010, 271012) / one locker (for 271011)			
使用規則與注意事項 Rules and Precautions : 1. 請勿隨意出借他人使用。Please do not lend your seat to others. 2. 交換位子經雙方同意後，請務必通知院辦承辦人更改登記。Exchange seats with consent of both parts and report to OCIA for registration. 3. 研究室為半開放空間，請自行保管好貴重物品，國務院不負保管責任。Research rooms are semi-public space, so please keep your valuables safe. OCIA is not responsible for theft or loss. 4. 院研究室空間有限，出國交換同學或不需要使用的同學，請勿申請，把位子留給需要的人。Considering the limited number of seats in our college's research rooms, for those who will go abroad for exchange study or will not use it, please do not apply for seats and be kind to save seats for people who need it. 5. 若是因公務/實習/工作等原因而不便本人前來辦理，煩請事前Email通知並提供證明文件(邀請函/實習證明/機票等)，於抽籤當日請受託人攜帶學生證與此申請表，至院辦公室辦理。If you cannot attend the first drawing because of duties/internship/work, please email in advance with proofs (e.g. invitation/certificate of internship/e-ticket) and the name of your proxy. Your proxy need to bring his/her student ID to attend the first drawing on behalf of you.			
本人保證遵行相關借用規定，如有違反情事將自負全責，概無異議。I hereby certify that I will comply with the regulations of CIA research room management during the period of my rental. If there is any violation of regulations or damage to the furnishings, I will take full responsibility of consequences and have no objection.			
申請人簽章 Applicant's Signature : _____		日期 Date : _____	
以下由行政人員填寫 This section is reserved for the faculty			
是否已通過資格考/論文大綱?	是 <input type="checkbox"/> 否 <input type="checkbox"/>	所屬系所	
申請該學年是否出國交換?	是 <input type="checkbox"/> 否 <input type="checkbox"/>	助教核章	
<input type="checkbox"/> 在學證明 Certificate of Enrollment <input type="checkbox"/> 研究室清潔費 Cleaning fee NT\$ 200 <input type="checkbox"/> 租借鑰匙 Need a key? <input type="checkbox"/> 鑰匙押金 Key deposit NT\$ 100			
選位結果 Room/Seat No.	教室 Room: 271009 271010 271011 271012 座位號碼 Seats No.: _____		
國務院承辦人核章	日期：_____		

