

國立政治大學國際事務學院 115 學年度研究生研究室借用申請表
NCCU CIA 2026 Academic Year Research Room Application Form

姓名 Name		學號 Student ID	
系所 Department		手機號碼 Phone Number	
年級 Grade		信箱 Email	

❖ **座位設備 Cubicle Furnishings**

- ❶ 書桌一張 — One desk ❷ 電腦椅一張 — One office chair ❸ 檯燈一座 — One desk lamp
 ❹ 置物櫃一個 — One mobile pedestal (for 271009, 271010, 271012) / One locker (for 271011)

❖ **使用規則與注意事項 Rules and Guidelines**

- ❶ 請勿隨意出借他人使用。Please do not lend your assigned seat to others.
- ❷ 交換位子經雙方同意後，請務必通知院辦承辦人更改登記。If you wish to exchange seats, both parties must agree in advance, and the change must be reported to the OCIA Office for registration.
- ❸ 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。The research rooms are semi-public spaces. Please keep your valuables secure. The OCIA is not responsible for any loss or theft of personal belongings.
- ❹ 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。Due to the limited number of seats available in the college research rooms, students who will be participating in an exchange program or who do not need a seat are kindly requested not to apply, so that the seats may be reserved for those who need them.
- ❺ 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 are unable to attend the seat drawing in person due to official duties, an internship, work commitments, or other valid reasons, please notify the OCIA Office by email in advance and provide supporting documents (e.g., an invitation letter, internship certificate, or flight itinerary). On the day of the drawing, your designated proxy must bring their student ID and this application form to complete the procedure on your behalf.
- ❻ 研究室除個人座位及置物櫃外，其餘皆屬公共空間。為維護整潔與共同使用權益，請勿於公共區域堆放個人物品。如未配合改善，將依本院研究生研究室管理辦法辦理，並影響次學年度研究室座位申請資格。Except for your assigned seat and locker, all other areas of the research room are shared spaces. To maintain a clean and comfortable environment for everyone, please do not leave personal belongings in the common areas. Failure to comply after notification may result in disciplinary action in accordance with the College's Regulations Governing Graduate Research Rooms and may affect your eligibility to apply for a research room seat in the following academic year.

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 :** _____

以下由各系所助教填寫 This section is reserved for the faculty (Department Office)		
是否已通過資格考／論文大綱？	是 ☐ 否 ☐	所屬系所助教核章
申請該學年是否出國交換？	是 ☐ 否 ☐	
以下由院辦公室助教填寫 This section is reserved for the faculty (College Office)		
應繳文件 Required Documents	☐ 在學證明 Certificate of Enrollment ☐ 研究室清潔費 Cleaning fee NT\$ 200 ☐ 租借鑰匙 Need a key? ☐ 鑰匙押金 Key deposit NT\$ 100	
選位結果 Room/Seat No.	研究室 Research Room: ☐ 271009 ☐ 271010 ☐ 271011 ☐ 271012 座位號碼 Seats No.: _____	
院辦公室助教核章	_____ 日期: _____	

115 年 7 月 2 日製表 (列印時請雙面列印 Please print double-sided.)