

National Chengchi University Computer Center Directions for Borrowing Computer Classrooms

- Article 1 The Computer Center (hereinafter referred to as the “Center”) of National Chengchi University (NCCU) established these Directions to effectively manage computer classrooms and equipment.
- Article 2 The computer classrooms available to be borrowed from the Center refer to PC Classroom 2, PC Classroom 3, and PC Classroom 5.
The computer classrooms in the preceding paragraph are mainly provided for faculty members, staff, and students to use for classes or to use the computers freely. Borrowers of computer classrooms for purposes other than those listed above must pay computer equipment use fees and necessary overtime pay and operating costs.
- Article 3 The computer classrooms may be borrowed between Monday and Friday (excluding national holidays) for the following periods of time:
I. Full day: 8:00 a.m. to 5:00 p.m.
II. Half day: 8:00 a.m. to 12:00 p.m. or 1:00 p.m. to 5:00 p.m.
III. Applications for other periods may be made on a case-by-case basis, but only PC Classroom 5 may be borrowed. The space and equipment that may be borrowed is limited to the current condition of the computer classrooms.
- Article 4 The borrower must submit an application no later than 14 days before the borrowing date, and pay the computer equipment use fee within one week after approval.
The fee standards for computer equipment use fees are as follows:
I. The fee for borrowing PC Classroom 2 and PC Classroom 3 is NT\$2,000 per hour, NT\$6,000 for a half day, and NT\$10,000 for a full day.
II. The fee for borrowing PC Classroom 5 is NT\$3,000 per hour, NT\$9,000 for a half day, and NT\$16,000 for a full day.
III. A 50% discount on computer equipment use fees is provided for NCCU units that borrow computer classrooms for purposes other than that specified in Paragraph 2 of Article 2.
- Article 5 If the borrower cancels a borrowed computer classroom for any reason, the refund standards are as follows:
I. The full amount will be refunded if it is canceled 30 days before the event date (excluding the event date).
II. Half of the amount will be refunded if it is canceled within 30 days of the event date (excluding the event date).
III. No refund if canceled less than 7 days before the event date (excluding the event date).
IV. The full amount will be refunded if the event is canceled due to force majeure (such as typhoons, earthquakes, and other natural disasters).
- Article 6 The Center’s computer classrooms must be used with the assistance of the Center’s personnel or assistants. When a borrower submits an application to borrow a computer classroom during other time periods, it must pay necessary overtime pay and operating costs.
- Article 7 The borrower and their users must comply with the usage regulations for the Center's computer classrooms.
- Article 8 Classes of NCCU are given priority to use computer classrooms of the Center. Computer classrooms may not be double-booked.
- Article 9 These Directions shall be implemented after being approved by the Computer Promotion Committee. The same shall apply to any subsequent amendments.