

**國立成功大學核心設施中心儀器訓練課程暨儀器磁卡執行細則**  
**Enforcement Rules for Instrument Training Course and Instrument**  
**Magnetic Card of Core Facility Center, NCKU**

103.03.19 中心會議通過  
103.05.07 中心會議修訂  
103.10.08 中心會議修訂  
104.04.08 中心會議修訂  
106.09.13 中心會議修訂  
108.03.19 中心會議修訂  
110.03.11 幹部會議修訂

Approved through the center's meeting on March 19,  
2014 Amended in the center's meeting on May 7, 2014  
Amended in the center's meeting on October 8, 2014  
Amended in the center's meeting on April 8, 2015  
Amended in the center's meeting on September 13, 2017  
Amended in the center's meeting on March 19, 2019  
Amended in the center's caucus on March 11, 2021

- 一、為確保國立成功大學核心設施中心（以下稱本中心）儀器訓練課程所有流程及儀器磁卡使用之公平性，特訂定本細則。

These Enforcement Rules are established to ensure fairness in all procedures associated with instrument training courses and the use of instrument magnetic cards of Core Facility Center (the Center).

- 二、儀器訓練課程之報名依照本中心儀器訓練課程報名流程進行。

To sign up for instrument training courses, please follow the registration procedure for instrument training courses of the Center.

- 三、報名本中心儀器訓練課程者，均須參加並通過安全講習課程，始能有實驗室進出權限。

Everyone that has signed up for the instrument training courses of the Center shall attend and successfully complete the safety training in order to have access to the laboratory.

- 四、各項課程二人（含）以上報名才開課。若急於當月參加未開或人數不足之課程者，可自行湊足 4 人或是 1 至 3 人繳交該課程之 1.5 倍學費，始可加開或開課。

Each course will only be available with at least two people having signed up for it. If a course that is not available or has an insufficient number of attendees is urgently needed for the month, as long as there are 4 people or 1 to 3 people paying 1.5 times of the tuition for the said course, it will be added or made available.

- 五、申辦儀器磁卡須於本中心 e 化系統線上申辦，並於本中心網站「儀器訓練課程→訓練課程須知」下載、填寫國立成功大學核心設施中心共用實驗室公約（甲表）及使用個人資料表（乙表）。收到領卡通知後至本中心繳交甲、乙表及磁卡工本費 100 元、大頭照 1 張以領取磁卡。

The instrument magnetic card needs to be applied for online through the e-system of the Center. Go to the Center's website "Instrument Training Courses→ Information on Training Courses" to download and complete the Convention on Common Laboratories of Core Facility Center (Form A) and the User Profile (Form B). Upon receipt of the notification on picking up the card, go to the Center to submit Form A and Form B, pay the processing fees of NTD 100, and provide one profile photo for picking up the magnetic card.

- 六、儀器訓練課程之線上報名/取消報名期限為：1. 上課總時數 9 小時以下課程為首堂上課日期減 3（即 2 天前）；2. 上課總時數 10 小時以上課程為首堂上課日期減 8（即 7 天前）。無法出席未取消報名、上課當天退選及缺席者，本中心將酌收該課程學費原價之 1/2，並 Email

通知學員及其指導老師或主管。

The deadline for signing up for or canceling instrument training courses online is: 1. The first day of class minus 3 (2 days in advance) for a course with a total of 9 and fewer lecture hours or 2. The first day of class minus 8 (7 days in advance) for a course with a total of 10 and more lecture hours. For those unable to attend the course but having failed to cancel their registration status, dropping the course or absent on the first day of class, the Center will collect 1/2 of the total tuition for the course and email the student and his or her instructor or supervisor.

七、課程須以訓練→實作→認證之完整流程進行，並於開課當月完成整套課程，重新認證者除外；若學員對某儀器已具有一定之熟練度，可向授課人申請直接報名認證課程（無須參與訓練/實作課）。缺課者視同放棄該月該堂課之上課權益，並 Email 通知學員及其指導老師或主管。

The course shall be conducted following a complete procedure of training→ implementation →certification and shall be completed in the same month it is available except for those to be re-certified. If students are already familiar with a certain instrument to some extent, they can apply with the lecturer for signing up directly for certification (there is no need to attend the training or implementation section). Those who are absent for the course are considered as having given up their right to attend the specific class and an email will be sent to the student and his or her instructor or supervisor.

八、除人為不可避免之情形及課程日期異動外，皆不接受調課。

Except for artificial unavoidable situations and change of the class dates, no class may be rescheduled.

九、通過儀器認證後，即自動開啟該儀器預約及使用權限。

As soon as instrument certification is approved, user access to the instrument is automatically available.

十、進入共用實驗室，須事先預約儀器或「無塵室或實驗室進出」。儀器磁卡之使用，以「一人一卡」為原則，嚴禁：單卡多人進出、私借磁卡給他人使用或使用他人磁卡、無磁卡者進入共用實驗室。違規者依「國立成功大學核心設施中心微奈米科技組共用實驗室違規處罰條例」處理。

To access the common laboratory, one must reserve the instrument or “access to the cleanroom or laboratory” in advance. The use of the instrument magnetic card follows the “one person one card” principle. It is strictly prohibited to give access to multiple people with a single card, lend the magnetic card in private to someone else or use someone else’s magnetic card, or allow someone without a magnetic card to enter the shared laboratory. Violators will be handled according to the Penalty Ordinance for Violations in Common Laboratories Management and Penalty Act Micro/Nano Science and Technology Group, CFC, NCKU.

十一、為維持使用者對儀器操作之熟練度，本中心依照儀器操作難易度設定自動取消使用權限機制（各機台使用權限時限詳見本中心網頁「儀器設備介紹→全部儀器列表」）。如規定權限時限為三個月，則三個月內如未使用儀器，將取消該儀器之使用權（通過認證當天起算）；故課程結束後三個月內若不使用該儀器者，請勿報名課程。

In order to keep users familiar with instrument operation, the Center sets the automatic cancellation of user access mechanism depending on the complexity in instrument operation (for the user access timeframe for each unit, please refer to the Center’s website “Introduction to

Instruments and Equipment→List of All Instruments” for details). If the required user access timeframe is three months, if the user does not use the instrument within three months, his or her access to the instrument will be canceled (starting from the date certified); thus, those not planning to use the instrument within three months after completion of the course should not sign up for the course.

十二、儀器使用權限被取消後，若欲恢復儀器使用權，可於本中心 e 化系統報名認證課程，如認證通過，即可恢復儀器使用權限。

After the user access is canceled, to reinstate, one can sign up for the certification through the e-system of the Center. Once certified, the user access will be reinstated.

十三、本中心得視使用者之儀器操作熟悉度情形，暫停或取消其權限，並要求其重新認證或進行整套儀器訓練課程。

The Center may suspend or cancel a user's access according to the level of familiarity demonstrated by the user in instrument operation and ask him or her to get certified again or start the whole instrument training course all over again.

十四、磁卡遺失或毀損之補辦：須重新線上申辦磁卡，並再繳交大頭照 1 張及磁卡工本費 100 元以領取磁卡。

Replacement of a missing or damaged magnetic card: It is required to apply for the magnetic card again online and provide one profile photo and the processing fee of NTD100 in order to receive a replacement.

十五、本執行細則經本中心幹部會議通過後實施，修正時亦同。

The Enforcement Rules shall be approved by the center's caucus before taking effect. Any amendments shall be processed accordingly.