

# Regulations for the Use and Management of Shared Instruments

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Article 1 To effectively manage the shared instruments and equipment within the school and to implement the objective of resource sharing among colleges and universities, the "Regulations for the Use and Management of Shared Instruments" are hereby established, hereinafter referred to as "the Regulations."

Article 2 In the Regulations, the term "units" refers to various academic departments and institutes, research centers, and the Division of Research Resources of the Office of Research and Development (hereinafter "the Division of Research Resources").

Article 3 For the purposes of the Regulations, "shared instruments" refers to instruments and equipment purchased by various units through the school's capital expenditure budget, with an amount exceeding New Taiwan Dollars one million (NTD 1,000,000), and intended for teaching or research purposes. Instruments and equipment purchased through personal funds or research projects are not included in this scope. However, if the purchaser of the equipment is willing to designate it as shared equipment, it may be managed in accordance with the Regulations.

Article 4 Shared instruments should be managed by designated faculty members responsible for the instruments and equipment administrators from each unit. The faculty members in charge, who must be full-time faculty of KMU, are tasked with providing services such as experimental design and problem consultation. Equipment administrators can be appointed from teaching assistants, graduate and doctoral students, full-time research assistants, or full-time technical staff of KMU, and are responsible for instructional operation, maintenance, and management.

Article 5 Shared instruments must be placed in open laboratories or spaces (such as a common instrument room) of each unit and be equipped with a usage logbook for registration by the faculty, staff, and students of the school. Each unit is required to compile and publicly announce a list of instruments and equipment on their respective web pages for review.

Article 6: The regulations for the use of shared instruments are as follows:

1. Users wishing to apply for the use of instruments must participate in the instrument training organized by each unit and obtain approval from the managing unit of the instrument before they can register for use.
2. Applications for use by graduate students and research assistants must be approved and signed by their supervising professors or project leaders, who are also jointly responsible for their use.
3. Users must provide their own consumables required for the experiments.
4. Users must accurately register in the usage logbook before and after use and operate

according to standard procedures. If an instrument damage or malfunction occurs due to failure to follow the procedures, the user and the unit he/she belongs to are responsible for the repairs.

Article 7 The principle for apportioning the cost of common consumables (such as carbon dioxide, pure water cartridges, etc.) and maintenance expenses for shared instruments is based on the attached usage rate data. After evaluation in meetings of each unit, these costs shall be covered by the regular expenses of the departments or colleges. However, in case of insufficiency, the costs must be equally shared among the laboratories using the equipment, following a negotiated proportion based on the number of teachers or frequency of use.

Article 8 Before formulating their annual budgets, each unit must submit a statistical table of instrument usage rates for the past three years to the Precious Instrument Management Committee. This submission is used to assess the effectiveness of instrument usage and as a reference for future procurement of shared instruments. If the annual usage rate is less than 35%, the procurement of expensive instruments proposed by that unit may be postponed. If the unit in charge of an instrument transfers its management to the Division of Research Resources, the unit must share 50% of the maintenance and upkeep costs to facilitate the operation of the instrument.

Article 9 Disputes arising from matters not specified in the Regulations shall be resolved through joint meetings and deliberations involving the property custodian, the faculty member responsible for the instrument, the user, the college representative, and the Division of Research Resources.

Article 10 After being reviewed and approved by the Administrative Meeting, the Regulations shall be implemented from the date of announcement, and the same applies to amendments.

**” English version is for reference only, Chinese version the shall prevail.”**