

National Chung Hsing University Guidelines for the Use and Financial Management of the Photography Studio and Multimedia Workshop in the Teaching Complex Building

Approved by the President on Aug. 8th,2019(official letter no. 1080200484)

- I. To provide faculty instructors with a well-equipped environment for recording digital teaching materials, these Guidelines, formally titled the "National Chung Hsing University Guidelines for the Use and Financial Management of the Photography Studio and Multimedia Workshop in the Teaching Complex Building" (hereinafter referred to as "these Guidelines"), are established in accordance with Article 3 of the "NCHU Regulations on Site & Facility Management, Use, and Rates."
- II. The terms "Photography Studio" (Room 507, TCB) and "Multimedia Workshop" (Room 508, TCB), as referred to in these Guidelines, are facilities established under the jurisdiction of the Office of Academic Affairs and managed by the Curriculum Division.
- III. Priority for use shall be given to faculty instructors implementing digital teaching projects under the Office of Academic Affairs.
- IV. The facilities are open during the University's operating hours, which are primarily Monday through Friday. The morning time slots are from 09:00 to 12:00, and the afternoon time slots are from 13:30 to 16:30.
- V. Applicants must fill in the "National Chung Hsing University Photography Studio and Multimedia Workshop in the Teaching Complex Building Usage Application Form" and submit it to the Curriculum Division at least 14 days prior to the intended usage date. The Curriculum Division reserves the right to approve or deny usage applications for classrooms based on purpose and availability.
- VI. Each time slot will be counted as a single unit of use, and a usage fee for the equipment will be charged accordingly. External units will be charged NT\$20,000 per time slot. NCHU units that are not engaged in digital teaching projects under the Office of Academic Affairs will be charged NT\$4,000 per time slot.
- VII. The collected fees shall be utilized for the following purposes:
 - (I) Replacement of equipment and maintenance of related professional equipment.
 - (II) Compensation and related expenses for personnel.
 - (III) Expenses for other consumables used in the photography studio.

(IV) Other expenses associated with promoting and maintaining digital teaching initiatives.

- VIII. Users shall handle all equipment and facilities in the Photography Studio and Multimedia Workshop with care. In the event of any damage, the user shall be responsible for compensation at the full replacement cost.
- IX. These Guidelines and any amendments hereto shall be passed in the Office of Academic Affairs Meetings and approved by the President before taking effect.