

國立成功大學核心設施中心微奈米科技組使用者違規裁罰準則

Guidelines Governing Users' Violation Penalties of Micro/Nano Science and Technology Group, Core Facility Center, NCKU

108.06.05 幹部會議通過

110.03.11 幹部會議修正

110.09.23 幹部會議修正

Approved through the center's caucus on June 5, 2019

Amended in the center's caucus on March 11, 2021

Amended in the center's caucus on September 11, 2021

- 一、因應使用者違反國立成功大學核心設施中心（以下稱本中心）微奈米科技組（以下稱本組）共同實驗室及儀器使用相關規定，致使本組儀器或相關設備與環境受損，經評估後認定為人為因素者，其連帶責任之裁罰依據，特訂定國立成功大學核心設施中心微奈米科技組使用者違規裁罰準則（以下稱本準則）。

The Guidelines Governing Users' Violation Penalties of Micro/Nano Science and Technology Group (Hereinafter referred to as the "Group"), Core Facility Center (Hereinafter referred to as the "Center"), National Cheng Kung University (Hereinafter referred to as the "Guidelines") are established to serve as the basis for penalties of joint and several liability to be borne by users who are held violating the Group's regulations for common laboratories (the Cleanroom and the Nano Inspection Laboratory) and rules for instrument operation due to personal factors and thereby causing damage to the instruments and environment of the Group.

- 二、裁罰經本組確認權責後，依不同違規性質規範以下懲處方式。

Upon verifying the relevant liabilities and responsibilities, the Group hereby renders the following penalties:

- (一) 定義：違反本組無塵室規範及實驗室規範，可能影響本組正常營運，但無毀損儀器，且不涉及工安者。

處罰：1. 未影響本組營運：違規者予以書面或口頭警告。

2. 影響本組營運：違規者得停權一至四週，並全額負擔造成之營運損失。

Definitions: Violation of the Group's regulations governing the common laboratories, possibly affecting normal operation of the Group, but without damaging the instruments and no industrial safety issue involved.

Penalties: 1. Operation of the Group is not affected: The violators will be warned verbally or in writing.

2. Operation of the Group is affected: The violators shall be debarred for one to four weeks and also bear the operating loss.

- (二) 定義：違反本組無塵室規範及實驗室規範，且涉及工安，但無毀損儀器者。

處罰：違規者依情節停權兩週至兩個月，並重新進行安全講習。違規者應負相關法律責任。

Definitions: Violation of the Group's regulations governing the common laboratories, industrial safety issue involved, but without damaging the instruments.

Penalties: The violators shall be debarred for two weeks to two months and attend the safety training. The violators shall bear relevant legal responsibilities.

- (三) 定義：造成儀器輕微毀損或無法開放使用，且維修時間少於兩週內，或毀損維修及損

壞賠償金額低於 5 萬元者。

處罰：違規者停權一至二個月，並須負擔維修費用及營運損失。

Definitions: Causing minor damage to the instruments or making public access to the instruments unavailable, under which the maintenance and repair of the instruments require at least two weeks, and the compensation for the maintenance and damage is less than NT\$50,000.

Penalties: The violators shall be debarred for one to two month and also bear the expenses incurred for maintenance and repair and operating loss.

(四) 定義：造成儀器嚴重毀損或無法開放使用，且維修復機時間大於兩週以上，或毀損維修及損壞賠償金額高於 5 萬元者。

處罰：違規者停權兩個月以上，並須負擔維修費用及營運損失。嚴重者，得以取消使用者資格。

Definitions: Causing severe damage to the instruments or making public access to the instruments unavailable, under which the maintenance and repair of the instruments require more than two weeks, and the compensation for the maintenance and damage is more than NT\$50,000.

Penalties: The violators shall be debarred for more than two months and also bear the expenses incurred for maintenance and operating loss. If the situation is deemed serious, the access of operating the instruments will be terminated.

三、本準則除附件三所列儀器外，適用於本組所有儀器與場域。

The Guidelines are applicable to all instruments and field areas of the Group, other than the instruments referred to in Appendix 3 hereto.

四、同違規再犯者，得以加重處分。

Re-violators shall be imposed with aggravated punishments.

五、使用者違規而造成毀損時，除須負擔違規懲處外，若判定為蓄意毀損者，得追究刑責。

Users who violate the rules and thereby cause damage shall bear the relevant penalties and the criminal liability if they are held causing the damage intentionally.

六、使用他人儀器使用權限（含進出本組共同實驗室）者，除須被即刻驅離本組共同實驗室外，提供自己權限予他人使用者亦會被停權，並依本準則進行裁罰。

Any user who uses another user's access to the instruments (including entering the Group's common laboratories) will be immediately sent away from the Group's common laboratories. Meanwhile, the one who provides his or her own access to another user shall be debarred accordingly and punished according to the Guidelines.

七、無儀器使用權限者觀摩實驗時，不得操作儀器，違反者除須被即刻驅離本組共同實驗室外，並依本準則進行裁罰。

Any person without the access to the instruments shall not operate the instruments when observing any experiment. Violators will be immediately sent away from the Group's common laboratories, and the demonstrator shall bear the penalties according to the Guidelines.

八、裁罰討論期間，違規者不得使用本組儀器設備。

Violators are not allowed to access the Group's instruments when the penalties are under discussion.

九、裁罰結果於決定日起生效。

The penalties shall become effective as of the date when the penalties are decided.

十、違規事項與裁罰結果（附件一）將以電子郵件寄送至違規人員及其主管或老師。

Details about violations and penalties thereof (Appendix 1) will be sent to the violators and their directors or supervisors via email.

十一、被停權者須再參加並通過安全講習，並負擔相關費用始能復權。被停權一個月以上者，除前述安全講習外，須再參加並通過儀器認證，並負擔相關費用始能復權。

Those who are debarred shall attend and pass safety training, and bear all related expenses to resume their access. Those who are debarred for more than one month, in addition to said safety training, shall attend and pass the instruments certification program and bear all related expenses to resume their access.

十二、對裁罰結果有疑義者，須於收到電子郵件七日內，向該儀器管理工程師提出書面申訴（附件二），未於上述申訴時間內申訴者，視同放棄申訴權利。

Any person who has a dispute over the penalties may file an appeal in writing with the management engineer of the relevant instruments (Appendix 2) within 7 days upon receipt of the email. That person's failure to file the appeal within said-noted time limit shall constitute his/her waiver to file the appeal.

十三、本準則未盡事宜，悉依本組相關規定或本組會議之決議辦理。

Any matters that are not regulated in the Guidelines shall be administered according to the rules in the Group's relevant regulations or the resolution rendered by the Micro/Nano Science and Technology Group meeting.

十四、本準則經本中心幹部會議通過後實施，修正時亦同。

The Guidelines are to be enforced following approval through the Center's caucus; the same shall apply to their revisions.

附件一

Appendix 1

國立成功大學微奈米科技研究中心違規裁罰公告

Public Notice for Violation Penalties by the Center for Micro/Nano Science and Technology, NCKU

違規人員 Violator	
違規日期 Date of Violation	
違規事項說明 Description of the Violation	
違規等級 Degree	
處罰 Penalties	
備註 Remarks	若有任何異議，請於七天內提出。 Any dispute against the decision shall be raised within 7 days.

儀器管理工程師：

Facilities Management Engineer:

共同實驗組組長：

Common Lab Division Director:

附件二

Appendix 2

國立成功大學微奈米科技研究中心裁罰申訴（復權）申請書

Application Form for Appeal Against Penalties or Resumption of Authority by the Center for Micro/Nano Science and Technology, NCKU

申請日期：

Date of Application:

姓名 Name		單位（系所） Unit (Department/Institute)	
主管或指導教授姓名 Name of Director or Advisor		聯絡電話 Telephone Number	
停權原因： Cause of Debarment:			
申請復權說明： Notes to Application for Resumption of Authority:			
計畫主持人（簽名）： Principal Investigator (With Signature):			
審查結果： Review Result:			
儀器管理工程師 Facilities Management Engineer:		共同實驗組組長 Director of Common Lab Division:	
審查日期 Date of Review:	民國 年 月 日 MM/DD/YY		

附件三

Appendix 3

儀器管理工程師特例違規停權事項列表

List of Special Violations and Debarment of Facilities Management Engineers:

儀器名稱：

Name of Facility:

特例違規停權事項：

Special Violations and Debarment: