

Guidelines on Laboratory Management of Department of Occupational Therapy at I-Shou University

Adopted on January 13, 2006 at the fifth meeting of the Departmental Affairs Council in the second semester of the academic year 2005

Amendments adopted on January 16, 2008 at the seventh meeting of the Departmental Affairs Council in the second semester of the academic year 2007

- I. The Guidelines on Laboratory Management of Department of Occupational Therapy at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the Department of Occupational Therapy (hereinafter referred to as “the Department”) with the aim of improving students’ learning of occupational therapy and the teaching of technology experiment, facilitating experiments (practices), and making the most of laboratories.
- II. The laboratories are established to provide faculty members and students with adequate and up-to-date equipment for the learning of occupational therapy and the teaching of technology experiment, in order to improve the learning of occupational therapy and the quality of technology teaching and to help students master the skills in occupational therapy and get prepared for future internships.
- III. Any learning activities taking place in the laboratories are subject to the Guidelines.
- IV. The laboratories shall be well maintained and kept clean at all times, and no eating or drinking is allowed in the laboratories.
- V. Users shall complete the borrowing process before using any of the laboratories. Users shall specify the name and quantity of the items they would like to borrow on an application form, and they shall check the borrowed items before and after use. Any loss or spare items found shall be reported immediately.
- VI. Assistive devices shall be replaced in their original place after use.
- VII. Users shall check whether the cable jacket is well-maintained before using any cables and plugs. Any damage found shall be reported and handled immediately.
- VIII. All equipment and devices shall be used with care. Any loss or damage shall be reported immediately and compensation made based on the severity of the situation.
 1. To maintain the completeness of the equipment and devices in the laboratories, a borrower shall be fully liable for compensation if the lost equipment or device has not

been found two weeks after being reported lost.

2. To maintain the completeness of the equipment and devices in the laboratories, a borrower shall be fully liable for compensation if any standardized assessment tools can no longer be used due to a lost or damaged component(s).
 - a. The lost component may be replaced by a spare part provided by the original vendor.
 - b. The lost component may be replaced by a similar spare part at the discretion of the faculty member-in-charge if the original vendor is unable to provide an identical spare part.
3. To maintain the completeness of the equipment and devices in the laboratories, a borrower shall be fully liable for repair costs if the damaged equipment or device can be repaired.
4. To maintain the completeness of the equipment and devices in the laboratories, a borrower shall be fully liable for compensation if the damaged equipment or device cannot be repaired.

IX. Users shall close doors and windows, switch off lights and the air conditioner, and recycle trashes properly before leaving the laboratories.

X. Borrowing:

1. Faculty members may file an application form to borrow teaching aids from any of the laboratories on the day of intended use. In principle, faculty members may borrow teaching aids for up to seven days on condition that normal class sessions are not affected. The borrowed teaching aids shall be cleaned and restored to the original condition before being returned. Faculty members will be held liable for repairing or compensation in case of any loss or damage.
2. Students shall submit an application form to borrow teaching aids from any of the laboratories at least two days prior to the day of intended use. If students would like to borrow teaching aids on the day of intended use, they are required to apply at least one hour prior to the time of intended use. Students may borrow teaching aids for up to two hours on condition that normal class sessions are not affected. Students may renew the borrowed teaching aids only once if the borrowed items are not booked by others. Students are required to leave their student ID card with the office to borrow teaching aids. The student ID card will be returned if the borrowed teaching aids are clean and restored to the original condition upon returning. Students will be held liable for repairing or compensation in case of any loss or damage.

XI. In addition to a compensation ad valorem, those who have been involved in a minor violation against Provision 4, 5, 6, Subparagraphs 1 to 4 of Provision 8, Provision 9, or Subparagraph 2 of Provision 10 will receive a minor demerit, which can be offset by 8-hour service education

at the Department office, pursuant to Subparagraph 3 of Article 8 of the Regulations for Student Rewards and Punishments at I-Shou University after being reported to the Chair of the Department for approval.

XII. In addition to a compensation ad valorem, those who have seriously violated Provision 4, 5, 6, Subparagraphs 1 to 4 of Provision 8, Provision 9, or Subparagraph 2 of Provision 10 will receive a major demerit, which can be offset by 24-hour service education at the Department office, pursuant to Subparagraph 1 of Article 9 of the Regulations for Student Rewards and Punishments at I-Shou University after being reported to the Chair of the Department for approval.

XIII. Any matter not mentioned herein may be amended at any time.

XIV. The Guidelines become effective after being adopted by the Departmental Affairs Council, and the same procedure applies to any amendment to the Guidelines.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.