

NATIONAL SUN YAT-SEN UNIVERSITY

Department of Biological Sciences Regulations for the Handling of Assets, Drugs, and Spaces of Resigned Faculty Members

Approved by the 7th Department General Meeting on June 11, 2013, School Year 101.

- I. Prior to resignation, faculty members may freely transfer the custody of research instruments. The original and new custodians must complete the transfer process at the Department's Property Management Office. Instruments may not be transferred externally without approvals of the Department's Instruments Committee.
- II. Education instruments may not be transferred to other custodians without approvals of the Department's Instruments Committee.
- III. The conversion of research instruments into education instruments must be announced in the Department Affairs Meeting.
- IV. Prior to resignation, assets under the faculty member's custody that are purchased using research funds (where research funds compose half or more of the expenditure) must be approved and issued by the university and relevant parties (amounts to be determined by the university).
- V. Following resignation, assets under the faculty member's custody shall be publicly marketed for sale in the department (assets that have not yet reached expiry shall be marked at 90% discount; assets that have reached expiry shall be marked at 95% discount; assets for education use shall be marked as free of charge). After two sessions, the assets shall be marketed for free (where a ballot is used for multiple registrations). Air conditioners, fixed cabinets, and tables/chairs shall remain in original laboratories for new researchers.
- VI. Medications and wastes shall be handled independently (disposed through qualified vendors or transferred to other laboratories).
- VII. Besides the retention of assets, spaces shall be restored to clean and vacant conditions.
- VIII. Following resignation, faculty members are permitted to negotiate the rental of department spaces for research, education, or consultation purposes without affecting the rights and interests of newly commissioned faculty members.
- IX. The present regulations shall be implemented following approvals of department general meetings. The same procedure shall be carried out when amendments are to be made.