

TKU Regulations for Compensating the Damage or Loss of Equipment

Secretariat Regulation No. 1010000001 (01/05/2012)

Article 1

In order to insure that the instruments, apparatuses, materials, commodities, etc. that each office of Tamkang University (hereafter abbreviated TKU) has purchased or installed are appropriately cared for and used, and moreover to prevent because of damage or loss the causation of any impairment, this set of regulations has been especially enacted.

Article 2

The apparatuses and commodities these regulations apply to are listed below:

1. Machines, instruments and apparatuses: these refer to all fixed, semi-fixed or movable machines, instruments, and apparatuses of each TKU office that can be used for instruction, research, experimentation, or office work.
2. Meters: this refers to all fixed, semi-fixed or movable appliances that can be used for reading, measuring, recording including valuable glass measuring appliances and so forth.
3. Tools: this refers to non-immediate consumption appliances that can be used to manufacture, repair, weld, cut, measure, etc.
4. Glassware: this refers to all appliances manufactured of glass and ceramics.
5. Non-glassware: this refers to all commodities and appliances of metal, non-metal, tape recordings, videos, phonograph records, disks, diskettes, etc.
6. Specimens: this refers to all organic, nonorganic and mineral specimens.
7. Models: this refers to all items that are physical and nonphysical constructions that may be magnified or reduced in size.
8. Graphics: this refers to all articles that can be hung or attached such as maps, non-map tables, various spectrograms, drawings, paintings, etc.

【8-2】

9. Books and periodicals: these refer to all specialized books, technical academic periodical and non-periodical journals, proceedings used for experiments, practice and research and the instruction manuals of the instruments in each laboratory. However the collections of the library are not included in this delimitation.

10. Other appliances of TKU that are not included in the preceding paragraphs.

Article 3

These regulations apply to the TKU instructors, staff members, students and related custodians who use the appliances.

Article 4

All those who use or take care of the various items of each paragraph in Article 2 who because of a mistake or not following the regulations of each office that leads to damage or loss shall make compensation based on the current price for items in paragraph 3 to paragraph 9. Items of the other paragraphs shall make compensation based upon calculating the current price at the time of loss and the degree of depreciation.

Article 5

If a user or a custodian of the various appliances that are regulated in the paragraphs of Article 2 intentionally or willfully damages or uses the appliances without authorized approval and that leads to damage, then in addition to the compensation of the item(s) at the current price for a new replacement at the time of damage and as the circumstances are serious enough, any students will be disciplined according to the TKU Regulations on Student Rewards and Sanctions, and any personnel in charge of the items will be reported to and disciplined by his or her immediate supervisor.

Article 6

If a user of the various appliances that are regulated in the paragraphs of Article 2 is a student, who because of carelessness causes damage, then he or she must present compensation at one half the amount as approved in the Article 4 calculation after the report of his or her class advisor and the administrative staff member is sent to the head of the department, institute or college and to the Office of General Affairs who investigate the veracity of the case.

Article 7

【8-2】

If a user or a custodian of the various appliances that are regulated in the paragraphs of Article 2 because of the reason of force majeure or because of natural decay or impairment due to aging and if he or she is a student, then he or she should immediately make a verbal report to his or her class advisor and the administrative staff member for validation and afterwards make out a written report signed by his or her class advisor or administrative staff member to be approved by the head of the department, institute or college and validated by the Office of General Affairs, whereupon an application should be made to the university president for approval of exemption from compensation. If the user is a custodian or instructor, he or she should immediately report the case to his or her immediate supervisor for validation and then afterwards a written report should be filled out to be sent up through channels for approval of exemption from compensation.

The items undergoing exemption from compensation are still subject to the regulations handling procedures for reimbursement of property.

Article 8

A user or a custodian of the various appliances that are regulated in the paragraphs of Article 2 should on the day of discovering the damage or loss promptly report it to the administrative personnel. Moreover he or she should submit a written report and which after receiving approval he or she should within one week clear all compensation procedures.

If one starts to transact the case after the time limit has transpired or it has been discovered, the result will be heavier appraisal of compensation or discipline.

Article 9

The appraisal of the compensation amount concerns the current market price of the article(s) and the degree of depreciation; the cost of general articles will be determined by the Office of General Affairs, and the cost of special articles will be determined by the original office and then after being okayed by the Office of Finance will be posted. When the various offices have difficulty in agreeing upon the estimate of the compensation amount or are unable to reach an estimate, then after consultative assessment the amount will be posted.

Article 10

When transacting the case of appraised compensation, except for paying cash to the Cashier's Section of the Office of General Affairs according to the stipulated amount, the elimination of liability to pay compensation is lifted only when the appraised

【8-2】

compensation of the original article meets the standard of the related offices and the article has completed procedures for being entered into the account books.

Article 11

The various appliances that are regulated in the paragraphs of Article 2 are solely limited to use on campus. Private use or removal from campus is strictly forbidden; if such is discovered, strict discipline will ensue. Also the custodian of the article is liable for any associated culpability. When one needs to use an article for official business or off-campus training, he or she must get the approval of the property user and the head of the office in charge of the property. After completing the procedures for borrowing the article and registering it with the article's custodian and after obtaining proof, one can take the article off-campus. However, one must return the article according to the scheduled time limit so as to avoid damage or loss.

Article 12

This set of regulations will take effect on the date of its publication after being passed in an Office of Finance affairs meeting and approved by the TKU President. The same applies to any later amendments made.