

# 文藻外語大學英/外語能力診斷輔導中心 設備資源管理要點

民國 110 年 6 月 1 日行政會議通過

- 一、為有效管理本中心各類設備資源之使用，特訂定本要點。
- 二、本要點所稱之設備資源，包括文藻外語學習專車 E-car、自學軟體、及本中心提供的其他服務項目。
- 三、申請使用各類設備資源以不影響本中心執行業務及舉辦教學活動為原則。
- 四、校內/校外各單位申請使用本中心各類設備資源收費標準：
  - (一) 各類設備資源收費標準如附表一。
  - (二) 所收取費用之百分之五十由學校統籌使用，另百分之五十由本中心統籌使用。
  - (三) 校級招生單位（如教務處招生組與進修部教務組）申請使用免收費。
  - (四) 校內單位申請使用、或校內單位與校外單位因合作而申請使用，依收費標準之八折收費，工讀生費用另計。
  - (五) 校外單位申請使用，依收費標準收費。
  - (六) 校外單位負責人若為本校校友，且經校友聯絡中心查核屬實，依收費標準之八折收費，工讀生費用另計。
  - (七) 其他特殊原因或長期借用得由雙方議定收費標準，陳請業務所屬副校長核定後辦理。
- 五、申請手續：
  - (一) 校內單位：各單位至本中心網頁下載並填寫「文藻外語大學英/外語診斷輔導中心設備資源使用申請表」，須於使用日期兩週前提出申請。若使用日期與本中心教學活動衝突，則不受理申請；若使用日期與其他單位申請之使用日期衝突，則以簽請核准日期先後順序為處理依據。
  - (二) 校內外合辦：由校內主辦單位依校內申請程序辦理。
  - (三) 校外單位：應於兩個月前正式備函並載明使用內容向本中心辦理申請借用手續。
- 六、凡使用申請經本中心同意後，最遲應於同意後五個工作天內完成繳費。如未依時繳費，將自動解除申請，該時段本中心得另接受其他單位之申請。
- 七、本中心如因臨時特殊需求必須取消申請時，應立即並不遲於使用日期的七個工作天前通知申請單位，若無法改期而放棄申請使用時，無息退還原繳之費用，申請單位不得異議。因天災或不可抗力之因素，本校宣佈停班停課時，即停止使用本中心各類設備資源，申請單位不得異議。
- 八、申請單位如因故停止申請使用，應於使用日期七個工作天前來函或電話敘明理由通知本中心，否則所繳之費用概不退還。惟因天災或不可抗力之因素，屆時無法使用時，可於事前或事後向本中心洽還原繳之費用。
- 九、申請單位應負責維護文藻外語學習專車 E-car 之整潔及安全，車內之器材與設備等未經許可不得擅自搬動或架設，如因需要必須搬動，應事先徵得本中心之同意，若有損壞，應照價賠償或負責修復。對於特殊用途或有損壞之虞之借用，除原收費金額之外，得另外加收原收費金額三倍之保證金，於使用日期後七個工作天內無息退還此保證金。
- 十、申請單位如逕自轉借他人、使用事實與申請登記內容不符或違背政令及本校相關規定者，本中心有權要求立即停止使用，所繳之費用概不退還，申請單位不得異議。

# Wenzao Ursuline University of Languages

## Guidelines for Using the LDCC Facilities

Approved at the Executive Committee Meeting on June 1, 2021

- I. The guidelines are established to enhance the efficiency of using the LDCC facilities.
- II. Wenzao E-Car, self-learning software and other learning resources provided by LDCC are referred to as the LDCC facilities.
- III. Any applications for the abovementioned facilities should not interfere with the implementation of the administrative duties at LDCC and the activities initiated by LDCC.
- IV. There are certain fees and charges when an on-/off-campus unit requests to use the LDCC facilities.
  - (1) The list of fees and charges is provided in Attachment 1.
  - (2) 50% of the fees and charges will be coordinated by Wenzao Ursuline University of Languages and the other half by LDCC.
  - (3) With the official document issued by the institution-level, enrollment-related units of Wenzao Ursuline University of Languages (e.g. Enrolment Section at Office of Academic Affairs, Academic Section of Division of Continuing Education), the application to use the LDCC facilities may be free of charge.
  - (4) A 20% discount is applicable to an application made by an on-campus unit or jointly made by an on-campus unit and an off-campus unit. The fees and charges for part-time student assistants will be charged without any discount.
  - (5) Any off-campus units will be charged according to the attached list of fees and charges.
  - (6) A 20% discount is applicable to an application made by an alumnus whose identity has been confirmed by Alumni Center of Wenzao Ursuline University of Languages. The fees and charges for part-time student assistants will be charged without any discount.
  - (7) Under the circumstances of any particular reasons or a long-term loan of the LDCC facilities the application should be approved by the vice president of Wenzao Ursuline University of Languages.
- V. Process of applications:
  - (1) On-campus units: please download the online application form, fill it out and submit it to LDCC at least two weeks before the date of use. The priority of using the LDCC facilities is reserved for LDCC if it needs to use the same facilities on the same date. If the date of use clashes with each other, the applications will be screened based the sequence of their submissions.
  - (2) On-campus units cooperating with off-campus units: The on-campus unit should follow the process of application stated above for on-campus units.
  - (3) Off-campus units: Please provide the LDCC with the official document issued by the institution of the off-campus unit and submit the completed application form to LDCC two months before the date of use.
- VI. Once the application has been approved, the payment of the fees and charges should be completed within five working days. Otherwise, the application will be deemed invalid, and the time slot will be available for other applications.
- VII. If LDCC must cancel an approved application due to any unexpected reasons, it should inform the applicant of the cancellation immediately, not later than seven working days before the date of use. If the application cannot be rescheduled and has to be abandoned, the fees and charges will be refunded without interest, and the applicant should not object. Once Wenzao Ursuline University of Languages has announced school and class closures due to natural disasters or force majeure factors, LDCC will stop providing its facilities, and the applicant shall not object.
- VIII. The applicant should inform LDCC via e-mail or phone of any postponed or cancelled application before seven working days of the date of use. Otherwise, the payment will not be refunded. The money will be refunded only when the approved application has to be cancelled

due to natural disasters or force majeure factors.

- IX. The applicant for the use of Wenzao E-car should be responsible for safekeeping of the car. None of the equipment in the car can be removed without LDCC's permission. The applicant should repair any damage or compensate for LDCC's loss if any of the equipment is damaged on the date of use. If LDCC has any concern of the application, it can charge an extra security deposit (i.e. triple set-up fees) which will be refunded without interest within seven working days after the date of use.
- X. If the applicant lends the LDCC facilities to other people without LDCC's permission, the actual use of the LDCC facilities is inconsistent with the application, or the applicant violates the decree or the relevant regulations of Wenzao Ursuline University of Languages, LDCC has the right to request the applicant not to use the facilities immediately. The money will not be refunded., and the applicant shall not object.