

【公告】國立臺灣大學法律學院 114 學年度第 2 學期研究生研究桌配用

依國立臺灣大學法律學院研究生研究桌分配及管理辦法規定，本學年度研究桌配用方式及相關作業流程如下：

一、閒置桌位

(一) 喪失使用資格原因與閒置桌位分配

於 114-1 學期獲分配研究桌之研究生，若「已畢業、休（退）學」或「於 114-2 學期將出國交換、參加司法官訓練、參加其他公職人員訓練逾四個月」而喪失研究桌使用資格，其桌位將視為閒置桌位，應於 114-2 學期重新進行分配。

(二) 確認喪失資格名單

院辦公室將於 **2/23 (一)** 取得本學期之「畢業、休學、退學、出國交換名單」（除出國交換名單外，皆自 myNTU「學生學籍資料線上查詢系統」取得，僅院辦助教有權限登入查詢），凡姓名有在該名單上之研究生，將喪失研究桌使用資格。院辦公室並將於當日公告該喪失研究桌使用資格名單，對名單有疑義者，請於 **2/25 (三) 至 3/4 (三) 下午 1 點前** 告知院辦公室。

二、資格要求(需全部符合)

- (一) 法律學系博士班、碩士班、科法所三年級以上在學學生
- (二) 未於 114-1 學期獲配研究桌
- (三) 本學期無出國交換、休學、參加司法官訓練或其他公職人員訓練等逾四個月之規劃。

三、研究桌補位流程

- 下學期不另舉行研究桌序號抽籤，請符合資格的同學依照下列時程，直接至院辦場地組登記座位
- 因上學期釋出座位有限，本次登記採取現場登記制，恕無法保證所有人均獲分配研究桌。
- 登記時不論本人或委託他人代理登記者，皆須出示「申請人」之學生證正本。
- 考量研究室目前皆有同學使用中，尚不開放進入參觀。

(一) 【博士生】

1. 博士生請於 **3/9 (一) 上午 10 點至 3/10 (二) 中午 12 點**，攜帶學生證正本至霖澤館六樓院辦公室場地組逕行登記桌位。
2. 為確保同學權益，將依申請先後順序辦理，逾時即不予受理。

(二) 【碩士生】

1. 碩士生請於 **3/11 (三) 中午 12 點至 3/12 (四) 中午 12 點**，攜帶學生證正本至霖澤館六樓院辦公室場地組逕行登記桌位。
2. 為確保同學權益，將依申請先後順序辦理，逾時即不予受理。

四、補位登記後注意事項

1. 結果公告：**3/13 (五)** 將公告本學期研究桌補位登記結果。
2. 全面開放研究室及鑰匙繳回與發放
 - (1) 鑰匙繳回

- A. 已畢業、休學、退學、出國交換或因參加司法官訓練、參加其他公職人員訓練逾四個月而喪失研究桌使用資格者，請至遲於 **3/16 (一) 下午 3 點前** 清空研究桌，並將鑰匙繳回院辦公室，以利後續鑰匙發放作業之進行。
- B. 遺失鑰匙者，應於上述期限前自行重打並繳回，或於期限內繳交 **50 元** 代辦費用。

(2) 鑰匙發放

- A. **3/18 (三) 上午 10 點起** 開始發放鑰匙，請同學攜帶學生證正本至院辦公室，於登記表上 **簽名** 並領取鑰匙，其後即可開始使用研究室。
- B. 不論本人或委託他人代理領取者，皆須出示「申請人」之學生證正本。

3. 剩餘空位處理

若上述補位流程結束後，仍有剩餘之研究室桌位，屆時將另行公告，再次開放同學至院辦公室登記，依到場先後順序進行分配至無空位為止。

法律學院辦公室 敬啟

[Announcement] Graduate Research Desk Allocation for the Second Semester of the 114th Academic Year at the College of Law, National Taiwan University

In accordance with the "Graduate Research Desk Allocation and Management Regulations" of the College of Law, National Taiwan University, the allocation process and related procedures for research desks this semester are as follows:

1. Idle Desks

- **Loss of Eligibility and Allocation of Idle Desks:** Graduate students who were allocated research desks in the 114-1 semester but lose their eligibility for desk use due to reasons such as "graduation, leave of absence, or withdrawal" or "going abroad for exchange, participating in judicial officer training, or participating in other civil servant training for more than four months in the 114-2 semester" will have their desks considered as idle. These desks will be reallocated in the 114-2 semester.
- **Verification of Loss of Eligibility:** The college office will obtain the list of students who have "graduated, taken leave, withdrawn, or gone abroad for exchange" for the current semester by 2/23 (Monday). (The list, except for exchange students, will be retrieved from the myNTU "Student Records Online Inquiry System," which only the assistant in the college office has access to.) Any graduate students whose names appear on this list will lose their research desk eligibility. The college office will post the list of those who have lost their eligibility on the same day. If you have any objections to this list, please inform the college office by 1:00 PM on 3/4 (Wednesday).

2. Eligibility Requirements (must meet all of the following conditions)

- Ph.D. and Master' s students of the Law Department, and third-year or above students in the Institute of Law and Technology
- Did not receive a research desk in the 114-1 semester
- No plans to go abroad for exchange, take a leave of absence, or participate in judicial officer or other civil servant training for more than four months in the current semester

3. Research Desk Supplementary Allocation Process

- There will be no new lottery for desk serial numbers next semester. Qualified students should directly register for desks according to the schedule below at the college office.
- Since there are limited available seats from the previous semester, this registration will be on a first-come, first-served basis. We cannot guarantee that every student will receive a research desk.

- Whether registering personally or through a proxy, the applicant's original student ID must be presented at the time of registration.
 - Due to the current usage of research rooms, visits for viewing the rooms will not be permitted at this time.
 - **(1) Ph.D. Students:**
 1. Ph.D. students should register for a desk from 10:00 AM on 3/9 (Monday) to 12:00 PM on 3/10 (Tuesday) by bringing their original student ID to the college office on the 6th floor of the Linze Building.
 2. To ensure fairness, registration will be handled in the order of arrival, and late submissions will not be accepted.
 - **(2) Master's Students:**
 1. Master's students should register for a desk from 12:00 PM on 3/11 (Wednesday) to 12:00 PM on 3/12 (Thursday) by bringing their original student ID to the college office on the 6th floor of the Linze Building.
 2. To ensure fairness, registration will be handled in the order of arrival, and late submissions will not be accepted.
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4. Post-registration Instructions

- **Results Announcement:**

The supplementary research desk allocation results will be announced on 3/13 (Friday).
 - **Research Room Access and Key Collection/Return:**
 - **Key Return:**
 - Students who have graduated, taken leave, withdrawn, gone abroad for exchange, or lost eligibility due to participation in judicial officer or other civil servant training for more than four months must clear their desk and return the keys to the college office by 3:00 PM on 3/16 (Monday) to facilitate the subsequent key distribution process.
 - If you have lost the key, you must either re-make the key and return it by the above deadline or pay a 50 NTD processing fee by the deadline.
 - **Key Distribution:**
 - Keys will be distributed from 10:00 AM on 3/18 (Wednesday). Students should bring their original student ID to the college office, sign the registration form, and collect their keys. You can start using the research desk afterward.
 - Whether collecting the key personally or through a proxy, the applicant's original student ID must be presented.
 - **Remaining Available Desks:**

If any desks remain after the supplementary allocation process, another announcement will be made, and students will be able to register for the remaining desks at the college office in the order of their arrival until all desks are allocated.
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Sincerely,

The College of Law Office, National Taiwan University