

115-1 博士班研究桌登記注意事項

一、開放登記

- 地點：霖澤館 6 樓辦公室場地組
- 時間：
 - 為確保各同學之權益，逾時即不再受理登記，請注意開放登記及截止之時間。
 - 考量各研究室尚有同學在使用中，故「不開放」欲登記之同學進入參觀。

二、查驗學生證

- 欲登記同學須攜帶「學生證正本」；代理他人辦理登記者，亦須攜帶欲申請者之「學生證正本」，方得辦理登記。
- 請確認該位同學是否在「禁抽名單」中。（本學期將出國交換、休學、參加司法官訓練或其他公職人員訓練逾四個月者，不得參與）

三、辦理登記

- 查驗學生證後，依同學「到場先後順序」辦理登記，請其挑選合意之研究室座位，並將其「學號、姓名」，填寫於「115-1 學年度法律學院研究桌博士班座位分配表」。
- 若登記自己原來使用之研究室，嗣後無須歸還鑰匙，並請註記在備註欄。
- 挑選後請場地組同仁在研究桌位置分配圖中塗黑。
- 請特別注意「1801L 為保留位」，不開放同學登記使用。

115-1 Doctoral Program Research Desk Registration Notice

1. Open Registration

- **Location:** Venue Team, 6th Floor, Linze Hall
- **Time:**
 - To ensure fairness for all students, registration will not be accepted after the deadline. Please note the open registration and closing times.
 - As some research rooms are still in use, students wishing to register are **not allowed** to enter and inspect the rooms.

2. Student ID Verification

- Students registering must bring their **original student ID**. Those registering on behalf of others must also bring the **original student ID** of the applicant to complete the registration.
- Please confirm whether the student is on the **restricted list**. (Students who will be on an exchange program abroad, on leave, participating in judicial officer training, or other public service training for more than four months this semester are not eligible to participate.)

3. Registration Process

- After verifying the student ID, registration will be processed based on the **order of arrival**. Students will select their preferred research desk and provide their **student ID number and name** to be recorded in the “115-1 Academic Year Law School Doctoral Research Desk Allocation Table.”
- If you register for the research room you currently occupy, you do not need to return the key afterward; please indicate this in the Remarks column.
- After selection, the Venue Team staff will mark the chosen desk as occupied on the research desk allocation chart.
- **Note: 1801L is the reserved desk**, which is not available for registration: