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| 國立中興大學獸醫學院空間使用申請表申請單位：申請日期： 年 月 日 |
| 申請使用原因 | 使用時間 |
| □退離教師符合本校退休或離職教師與研究人員繳還使用空間與設備作業準則□新進人員需求□現有空間調整 | * + 長期使用
	+ 短期使用

（自民國 年 月 日 至 年 月 日止） |
| 申請單位核章 | 需用空間說明 |
| 申請人：直屬主管： | （請詳細說明空間現況並填寫申請空間所屬校區、樓別、樓層及空間編號）提案方式，請勾選：□院長交議者□經系所務會議或附屬單位院務或中心會議通過（請檢附會議紀錄） |
| 會辦單位（依據個案需要加會） |  |
| 本院空間分配及管理委員會意見 | □同意(詳列核撥空間 )□同意離退教師 借用(詳列核撥空 間 ) ，需再經院務會議審議通過，依程序簽請校 長核定後使用，但應以一年為限。□不同意本案經學院 次各建築及空間管理委員會審查  召集人簽章： |

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| 英文譯本僅供參考，文義如與中文版有歧異，概以中文版為準。 The English version is provided for reference only. In case of any discrepancies between the English and Chinese versions, the Chinese version shall prevail. |

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| NATIONAL CHUNG HSING UNIVERSITYCOLLEGE OF VETERINARY MEDICINESpace Usage Application FormApplicant Unit:Application Date: Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_ |
| Reason for Application | Duration of Use |
| □ Retiring/Departing faculty members in accordance with the University's Operational Guidelines for Returning Spaces and Equipment by Retiring or Departing Faculty Members and Researchers□ New personnel requirements□ Adjustment of existing space | ○ Long-term use○ Short-term use (From \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_) |
| **Applicant Unit Seal** | **Description of the Space Required** |
| **Applicant:****Direct Supervisor:** | (Please provide a detailed description of the current space and fill in the campus, building, floor, and space number of the requested area)**Proposal Method (Please select one):**□ Submitted by the Dean□ Approved by the respective department meeting or affiliated unit’s faculty meeting or center meeting (Please attach the meeting minutes) |
| **Coordinating Unit****(Add as needed based on the case)** |  |
| **Opinions of the College of Veterinary Medicine Building and Space Management Committee** | □ Approved (Please list the allocated space \_\_\_\_\_\_\_\_)□ Approved for borrowing by retiring faculty (Please list the allocated space \_\_\_\_\_\_\_\_), subject to approval by the College Affairs Meeting, and after the President’s final approval, with a maximum usage period of one year.□ Not approvedThis application has been reviewed by the College of Veterinary Medicine Building and Space Management Committee at its th, meeting, semester, the Academic Year .Convener’s Signature: |

(updated 2024/12/13)