# Application for equipment self-use

<table>
<tr><td>Name</td><td colspan="2"></td><td rowspan="4">Photo</td></tr>
<tr><td>Contact Number</td><td colspan="2">Cell # :<br>Lab # :</td></tr>
<tr><td>Student Number</td><td colspan="2"></td></tr>
<tr><td>Department</td><td colspan="2"></td></tr>
<tr><td>Advisor Prof.</td><td></td><td>Position</td><td>Bachelor( ) master( )<br>Doctor( ) others( )</td></tr>
<tr><td>Equipment</td><td colspan="3"></td></tr>
<tr><td>Training date (YYYY-MM-DD)</td><td colspan="3">( - - )</td></tr>
<tr><td>Grade</td><td colspan="3">daytime ( ) day and night ( )</td></tr>
<tr><td rowspan="5">Collection and use of personal information</td><td>1. Collected personal information</td><td colspan="2">Name, Contact no. student no, department, Professor, photo, Position, CCTV recorded video</td></tr>
<tr><td>2. Purpose of collection personal information</td><td colspan="2">Day and night time center access, equipment use</td></tr>
<tr><td>3. Period of retention</td><td colspan="2">Delete on request/3 years since last login</td></tr>
<tr><td>4. Disadvantage in case of refusal</td><td colspan="2">You have the right to refuse agreement to collect and use of personal information. However if you refuse agreement, you cannot request training and equipment self use.</td></tr>
<tr><td colspan="3">※ Collected personal information is not used for other purposes in addition to the above content. Basis of 'South Korea's personal information protection law' and other relevant laws, voluntarily agree to the above personal information collections and use.<br>I Agree ☐ I disagree ☐</td></tr>
</table>

In using joint research equipment directly, be aware of the training content and usage to avoid failure, and promise to comply with direct use operation rules and laboratory safety rules.

20 . . .

Name : (signature)

Professor Name : (signature)

## Center for Research Facilities

# Agreement for equipment self-use

We would like to obtain your agreement with following rules for management of our research facilities. If you do not follow below rules, you will be disqualified from using the equipment. Please read it carefully before filling out the form.

### A. Consent to equipment self-use

1. Follow the established experiment method.
2. Do not use other instruments and tools except those have been trained. Clean equipment and table, turn off the light and closed door after the experiment.
3. If any problems occur while using the equipment, you must notify the manager
4. If you use the research facilities without self-use training, you will be disqualified from using all equipment at the center for research facilities permanently. Before self-use, please be trained from the equipment manager.

| ▸ Do you agree on how to use the above research equipment? | Agree | ☐ | disagree | ☐ |
|---|---|---|---|---|

### B. Reservation related consent

1. Do not use the equipment except your reserved time.
2. Reservation must be made by the person who will use the equipment. If It doesn't, person who reserved and used will be disqualified from using all equipment at the center for research facilities permanently.

| ▸ Do you agree to the above reservation rules? | Agree | ☐ | disagree | ☐ |
|---|---|---|---|---|

### C. Consent to FE-SEM self-use (Other equipment users do not need to fill out)

1. If you use Pt coater without choosing an option, you will be charged double.
2. Reservation cancellation policy
   1) Non-charge cancellation is possible up to D-2(23:59:59) using the equipment.
   2) Including reservation for FE-SEM and FE-SEM-2, you can cancel without charge twice a month up to D-1(23:59:59) using the equipment. From the 3rd time, it will be charged the same as the usage case.

| ▸ Do you agree with the above? | Agree | ☐ | disagree | ☐ |
|---|---|---|---|---|

### D. Completion of violence prevention education (sexual violence, domestic violence)

Through sexual harassment, prostitution, sexual violence, and domestic violence prevention education, violence prevention education should be completed to improve the sense of gender equality among school members and to create a more equal and mutually respectful human rights campus, and all equipment at the joint equipment center will be permanently suspended if it violates the content of education.

| ▸ Do you agree with the above? | Agree | ☐ | disagree | ☐ |
|---|---|---|---|---|

| **DATE**(YYYY-MM-DD) (_____-_____-_____) | **Name** | **(signature)** |
|---|---|---|