

生物物理核心設施訓練課程實施辦法

申請使用 BCF 設施及課程之使用者，即同意遵守設施課程(生物物理核心設施訓練課程實施辦法)或儀器使用者規則。對於不遵守課程或儀器使用規則者，得以限制使用或停權處置。情節嚴重者，由使用者委員會決議後，得拒絕受理其日後案件申請。

為維護生物物理核心設施(BCF)之優良儀器狀態及提供一個公平的使用環境，使用 BCF 儀器請先參加訓練課程、繳交規則同意書、通過考核、繳交 Training Checklist 後，即可申請儀器使用權。除部分課程不提供實際操作訓練外，BCF 訓練課程皆包括兩部份：講解和實際操作。講解部份為儀器簡介，以及理論、應用、實驗設計和軟體操作。在實際操作部分會指導使用者如何正確操作儀器：啟動、樣品處理、關機和基本儀器維護保養等。請於上課後三個月內申請上機考核，否則必須再申請一次訓練課程後，才能申請上機考核。

每 3 至 4 個月，BCF 會針對每個儀器舉辦訓練課程，課程時間表可參考下列 BCF google calendar！欲參加訓練課程者，必須於課程開始日起算三天前註冊完畢，註冊完成者將收到“**Registration confirmed.**”的 e-mail 通知。舉例來說，如果一個訓練課程定於 1 月 15 日，BCF 必須在 1 月 12 日上午 10 時前，收到您的報名表。為維護上課品質及報名者的權利，BCF 無法受理過期的申請，也不提供現場註冊。請注意，**如果您的直屬老師沒有經由線上預約系統批准，BCF 不會收到您的註冊報名表，這樣就不能算是註冊完成。**另外，如果您為中央研究院人員，申請時，請用含有中研院網域“.sinica”之電子郵件地址為申請帳號，以適用中央研究院之特價。院外學術單位的認定，同樣也是根據您申請帳號時之電子郵件地址為依據。其他非中研院或非學術單位的帳號將被視為公司行號，適用公司價格。請勿使用 gmail 或 yahoo 等無法辨識所屬單位之電子郵件地址為預約帳號。參加訓練課程，使用者認證及儀器每日使用費率可洽 BCF。如果您只想參加講解的部份，以了解 BCF 的儀器，可以只註冊這部份，**講解的部份是免費的**，BCF 歡迎大家多多地了解我們的儀器，也希望老朋友回來，溫故知新。

如果您註冊了訓練課程，但未出席，BCF 會通知您的老師，報名費將不退還，未繳納報名費者仍需補繳。請注意，課程開始後 10 分鐘，遲到者將無法進入教室，因此會以缺席處理。若要取消註冊，應於開課 **3 日前發 e-mail 告知饒博士**。若報名人數少於 5 人，BCF 可能將課程延後一個月，並發 e-mail 通知註冊成功者。基於安全理由，上課請帶附照片證件以供查驗。

為了節省設施的資源，我們希望大家能盡量參加我們安排好的訓練課程。如果在前後一月以上的時間內沒有安排課程的話，中央研究院人員可以要求額外的訓練課程，費用一般為新台幣 3000 元，Biacore T200 為 6,000 元。

本課程辦法經生物物理核心設施使用者委員會通過公佈實施。本辦法得隨時修正，修正後公佈於 BCF 網站，不另行通知。本次更新日期為 2020 年 7 月 1 日。

BCF Course Policy

By applying for reservation of BCF instruments or registration to attend BCF classes, you agree to follow the regulations of this BCF Training Course Policy and User's Guideline of the instrument. Failing to comply with rules will result in limited or denied accessibility. Serious violations will be sent to the User Committee to determine if all future applications will be denied.

A BCF training course includes a lecture section and a hands-on section. The lecture gives an overall introduction of the instrument, as well as theory, application, experimental design and the operation software. The hands-on section coaches users to properly operate the instrument, from start-up, sample loading to shut-down and basic instrument maintenance. **Attending only the lecture sections is free.** BCF welcomes everyone to learn more about our instruments and hopes old users come back and refresh their memories. Although it is free, registration is required for lecture sections.

Training courses are scheduled approximately every 3 to 4 months for each instrument. Course schedule is updated periodically. Please refer to the Google calendar above for course schedules! [Registration](#) is required prior to course attendance. **Registration deadline** is 3 days prior to course date and there will be **NO on-site registration**. For example, if a training course is scheduled on January 15th, BCF must receive your registration form with PI approval through reservation system before 10:00AM, January 12th. BCF cannot process your registration without your advisor's approval through BCF reservation system. Please do not show up to the class if you do not receive a "registration confirmed" message. **For security and identification reasons, please bring a photo ID with you to the class.**

Please note that there are charges associated with every training course, operator certification and instrument usage. The charges are listed [here](#)! For Sinica special prices, Sinica users need to use an e-mail address with "sinica" domain to register for training courses. Public email domains such as Yahoo, Gmail or Hotmail should be avoid at all times. **If one registered for a course and does not show up or left early, his/her PI will be informed and the entire course fee will be forfeited. In addition, no entrance will be allowed more than 10 minutes after class starts so being late is regarded as being absent.** Cancellation should be made 3 working days prior to the course by sending e-mail to Dr. Chris Jao. After completing the course, follow the link in the notification e-mail to confirm. Please note that the **case will be forced to close automatically** after one week.

One should take operation certification test within 3 months after participating BCF training courses. Otherwise, BCF will not process the application for operator certification.

To save instrument resources, we suggest users to participate whenever there are training courses. However, Sinica users may request an extra training course if the training course is not available within one month (before or after) of the time requested. The cost is NT\$6,000 for Biacore T200 and NT\$3,000 for other instruments.

BCF training course policy may be revised periodically without further notice. This policy is effective since March, 2007. The last modified date was July 1st, 2020.