

國立成功大學所屬空間提供學術機構設立會址處理原則

NCKU Principles for Providing Affiliated Spaces for Academic Institutions to Set up a Presence

106 年 9 月 20 日本校第 186 次行政會議通過

Approved in the 186th Administrative Meeting on September 20, 2017

一、國立成功大學（以下簡稱本校）為使與本校校務相關之學術性質基金會、學會或協會等團體（下稱機構），得申請設立機構會址於本校，有助於校務推動及學術研究發展，特訂定本原則。

1. National Cheng Kung University (the University) specifically prepares these Principles in order for academic foundations, associations, or societies, among other organizations relevant to the nature of the University affairs, to apply for setting up their presence at the University to help promote the University's affairs and facilitate academic research.

二、機構申請於本校設立會址，須符合下列條件：

2. Any institution applying to set up a presence at the University must fulfill the following criteria:

（一）機構與本校院系所之學術發展或校務推動相關。

(1) The institution is relevant to the academic development of the departments and graduate institutes of the University or the University's affairs in general.

（二）機構之代表人或負責人，以該相關院系所專任教師為限。但情形特殊者，經各院系所專案簽請校長同意，不在此限。

(2) The representative or the person in charge of the institution is limited to a full-time teacher at the said relevant department or graduate institute. Under special circumstances, however, such limit does not apply with prior approval from the President of the University as an exception upon request by the said department or graduate institute.

（三）申請設立期限，以機構代表人或負責人任期為限。

(3) The duration of the presence involved in the application shall be no longer than the tenure of the representative or person in charge of the institution.

三、機構申請設立會址於本校，若有使用本校經管校舍空間，應與本校訂定房地租賃契約，繳交使用租金，其租用面積範圍計算如下：

3. To apply for setting up a presence at the University, if the University's affiliated space is used, the institution shall sign a lease with the University and pay the rent. The area involved in the lease is calculated as follows:

（一）作為機構會務辦公空間之用者，其範圍依實際使用面積計算。

- (1) For institutional office space, the area actually used shall be included in the calculation.
- (二) 僅作為置放文書、檔案及通訊等行政業務用途者，租用面積以 10 平方公尺計算為原則。
- (2) For purposes such as the storage of documentation, files, communication, among other administrative operations only, the area leased is to be calculated at 10 square meters in principle.

四、申請程序：

4. Application procedure:

- (一) 機構應以書面向業務相關院系所提出，並檢附立案證明書、代表人或負責人當選證明書、決議設址於本校之會議紀錄等相關文件。
- (1) The institution shall apply with the relevant department and graduate institute in writing, with enclosure of the registration certificate, the certificate of election of the representative or person in charge, and the meeting minutes for the decision to set up a presence at the University, among other relevant documents.
- (二) 業務相關院系所先進行審查，以確認其與學術發展或校務推動相關後，簽請校長同意。
- (2) Review will be performed first by the relevant department or graduate institute to confirm the relevance to its academic development or the promotion of the University's affairs prior to submission to the President of the University for approval.
- (三) 院系所應先提出擬出租地點、面積等資料予總務處資產管理組，俾憑配合進行租金試算及提供土地地號、建物建號等相關資料。
- (3) The department or graduate institute shall submit materials such as the intended site and area to be leased to the Property Management Division, Office of General Affairs first in order to facilitate the calculation of the rent and the provision of any related information, such as the lot number of the land and building number.
- (四) 經核准後，如有使用本校校舍空間，應與本校簽訂房地租賃契約並辦理公證。
- (4) Once approved, if the University's affiliated space is used, a lease shall be signed with the University and be notarized.

五、機構經同意設立會址，不得作違反法令或約定用途之使用，違反者，本校得廢止其許可。

5. The institution with approval to set up a presence may not violate any laws or regulations, or the terms and conditions of use. Any violation will be subject to the revocation of its permit by the University.

六、本校同意機構會址設立之期限屆至時，機構應自行變更或更正會址，並不得以本校地址為機構會址。如有違反，經本校通知後，仍未改善，必要時本校得為一切法律行為請求損害賠償。

6. Upon the expiration of the deadline by which the institution may set up its presence as approved by the University, the institution shall change or correct its address and may no longer use the address of the University as its institutional address. Any violation, upon notification from the University, without signs of improvement, may be subject to any legal action taken by the University to claim damages.

七、本校因校務發展之需要或其他特殊事由時，得逕予廢止其許可，並於 30 天前以書面通知申請機構。

7. To meet the need to develop the University's affairs or for any other special cause, the University may abolish the permit unilaterally with a 30-day written notice to the said institution.

八、本原則經行政會議審議通過後實施，修正時亦同。

8. These Principles are to be enforced following approval through the administrative meeting. The same shall apply to their revisions.