

**國立臺灣大學土木工程學系國家地震工程研究中心大樓  
增建空間管理辦法**

**Regulations for Managing the Spaces in the NCREE Building Extension of  
Department of Civil Engineering, National Taiwan University**

民國 108 年 12 月 5 日第 3 次學術委員會會議通過

民國 109 年 4 月 23 日第 12 次系務會議通過

Passed on the 3<sup>th</sup> Academic Committee Meeting on 12/5/2019

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第一條 為建立國立臺灣大學土木工程學系（以下簡稱本系）國家地震工程研究中心大樓增建空間之申請、分配及使用管理，特訂定本辦法。

Article 1 These regulations are established to manage the application, allocation and usage of the spaces in the NCREE building extension of the Department of Civil Engineering, National Taiwan University (hereinafter referred to as the department).

第二條 本辦法所指空間為增建樓層 11-13 樓的辦公空間，主要供本系設立研究中心及本系教師執行大型計畫需要設立計畫辦公室時申請使用。

Article 2 The space mentioned in these regulations are the office spaces of 11th-13th floors in the NCREE building extension, which serves mainly as departmental research centers and project offices needed by the department's faculty for execution of large department projects.

第三條 空間之申請應提使用計畫書，說明空間用途、使用需求（含空間大小與期程）等，由本系學術委員會審查。

Article 3 A proposal is required to apply for space usage. The proposal should describe the purpose, demands (including space size and duration), etc., and be reviewed by the academic committee of the department.

第四條 申請空間資格為經本系立案之研究中心，或經由本系執行的大型科研、教育與產學合作計畫，年度總經費五百萬元以上為原則，且聘有至少兩位專任人員者。

Article 4 Qualifications for space usage application are research centers registered in the department or the department's research, education and industry-academia collaboration projects that have annual fund of more than NT\$5,000,000 and hire at least two full-time staffs.

第五條 空間使用之優先分配次序為：  
一、系級研究中心。  
二、大型計畫所需之計畫辦公室。  
三、其他經審核通過者。  
上述各款並以多年期計畫優先考量。

Article 5 The priorities of space allocation are:  
1. Department level research centers.  
2. Project offices of large projects.  
3. Others approved by the academic committee.  
Multi-year projects are considered in priority in the above.

第六條 空間使用付費標準

由學術委員會另定之或依個案議定之。

Article 6 The payment standard for space usage shall be set by the academic committee separately or discussed separately for each case.

第七條 空間歸還

- 一、空間使用需與申請通過計畫內容相符，且不得轉租（借）或作其他營利用途，如未經系方同意擅自變更或違反前述規定者，除收回使用空間外，使用者不得再申請本系空間。
- 二、使用者應於申請使用期限到期時交還空間，並應將使用空間及一切附屬設備（含家具）恢復原狀並清理乾淨後，逐項點交。
- 三、使用者未依前條規定辦理，逕自遷出者，其使用財產保管責任，不得視為解除，其使用財產如有毀損或短少，使用人應負全部賠償責任。

Article 7 Return of the space

1. The space usage should match the plan in the proposal approved. No sublease or other profit-making usage is allowed. If the purpose of space usage is changed without the department's approval or the aforementioned rule is violated, the right of space usage will be revoked, and the user will not be allowed to apply for space usage again.
2. The user should return the space no later than the expiry date. The space and its affiliated equipment should be restored and cleaned before all items are handed over one by one.
3. The user not following the aforementioned regulations and moving out on one's own shall still bear the responsibility of property custody. If any properties the user has used are damaged or missing, the user shall bear full liability.

第八條 本辦法若有未盡事宜，悉依本系及本校相關規定辦理。

Article 8 The affairs not covered in these regulations shall be processed according to the related regulations in the department and the university.

第九條 本辦法經學術委員會議通過後，自發布日施行，修正時亦同。

Article 9 These Regulations shall, after approved by the academic committee, take place on the date of issue. Their amendment follows the same rule..