

# 國立中山大學海洋科學學院院屬空間借用與歸還辦法

NATIONAL SUN YAT-SEN UNIVERSITY  
College of Marine Sciences

## Regulations for College Space Rental and Return

2008.1.16 院主管會議討論通過

Approved by the College Heads Meeting on January 16, 2008

2008.3.11 院務會議通過

Approved by the College General Meeting on March 11, 2008

2023.12.25 112-2 院務會議通過

Approved by the College General Meeting on December 25, 2023

- 第一條 國立中山大學海洋科學學院（以下簡稱本院）為靈活運用院屬空間，充分發揮資源，訂定本辦法。
- I. The present regulations have been established by the College of Marine Sciences (hereafter referred to as “the College”) in order to use college space flexibly and make full use of resources.
- 第二條 本院教師若有空間需求時，得向法院提出申請借用，並經院務會議通過後借用。借用以一年為原則，並簽署「借用與歸還切結書」。
- II. Faculty in the College may apply for space rental if there is a need. It is under the approval of the College General Meeting should the application be valid. The rental period is one year in principle, and the “Affidavit of Rental and Return” shall be signed.
- 第三條 借用期滿後，若有需求，得再次提出申請，惟借用最長以三年為原則。
- III. After the rental period expired, faculty may reapply if necessary. However, the maximum for total rental period is three years.
- 第四條 借用期間應避免過度裝潢或永設性硬體建置，借用期滿歸還時，必須恢復原狀。
- IV. Over decorating or permanent works at construction shall be avoided during the rental period, and must be restored when returning.
- 第五條 借用空間應依國立中山大學海洋科學學院場地設備管理及收費要點之標準繳交費用。
- V. The borrowed space should be paid according to the standard of “Guidelines on the Management and Charge of College Facilities”.
- 第六條 本院若有迫切需求時，得經院務會議決議後，收回使用。
- VI. If the College has an urgent need, the rental can be withdrawn under the approval of the College General Meeting.
- 第七條 本辦法經院務會議通過後施行，修正時亦同。
- VII. The present regulations shall be implemented following the approval of the College General Meeting. The same procedure shall be carried out when amendments are to be made.

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.