

國立中山大學退休及離職教師 使用研究室及實驗空間處理要點

Guidelines on Faculty Using Offices and Laboratories after Retirement or Resignation

110 年 6 月 9 日 109 學年度第 2 學期第 8 次行政會議通過
Approved at the 8th Executive Meeting on January 6, 2021

一、國立中山大學（以下簡稱本校）為有效利用空間，落實環安衛管理，提高整體資源使用效率，特訂定本要點。

I. These guidelines are formulated to optimize space usage, ensure environmental safety and sanitation, and enhance utilization of limited resources.

二、本校教師退休或離職時，應於退休或離職生效日起三個月內，將使用辦公室、研究室、實驗室、研究中心等空間點交歸還原管理單位；但退休教師符合下列條件者可申請延後歸還，應於退休生效日前二個月以前向空間原管理單位申請延後歸還或使用其他空間：

II. Retiring and resigning faculty shall return their offices, laboratories, and research centers to their affiliated unit (hereafter as the unit) within three months after the effective date of retirement or resignation. Nevertheless, retiring faculty meeting the conditions below may apply to the unit for extended use of allocated space or alternative space two months before the effective date of retirement.

(一)依本校「進用約聘教學人員及研究人員實施要點」之規定，聘任為本校約聘教學或研究人員。

(1) being recruited as contract employed teaching faculty or researchers in accordance with the University's *Guidelines on Contract Employment of Faculty and Researchers*, and

(二)符合本校與原管理單位規範條件者。

(2) meeting conditions formulated by the University and the unit

各系(所)、院、中心會議評估退休教師延後歸還空間案時，應審酌單位空間使用規劃、申請者使用需求，明訂使用範圍及期限，使用期限不得超過申請用途之計畫執行期程或約聘聘期。

The council meeting of the affiliated unit shall review the application based on the unit's current space utilization and the applicant's need, and formulate policies to ensure the extended use of space not exceeding the duration of applicant's

project or the term of contract employment.

延後歸還空間之申請，經管理單位相關會議通過後，簽請校長核定。

An application for extended use of space shall be approved by the unit's council meeting and then submitted to the President for final approval.

三、經核定延後歸還之空間，自使用期限屆滿後之日起一個月內須點交歸還，其點交歸還作業適用本要點第六點之規定。

III. The space under extended use shall be returned within one month after the expiration date and be handled in accordance with Article 6 herein.

四、退休教師申請同意延後歸還之空間，限申請人個人使用，並依原申請用途負善良管理人責任，遵守法令及本校各相關規定。未遵守法令、逾二個月未使用或私自轉讓者，原管理單位得強制收回，當事人不得主張借期未屆滿，不予歸還，且不得再提出申請。

IV. Retired faculty shall personally use the space for the purpose stated in the application and take the responsibility of managing it properly, and adhere to laws and the University's relevant regulations. Failure to comply with regulations, leaving the space unused for more than two months, or private transfer of the space shall result in the space reclaimed back by the unit regardless of the remaining time of usage, and the faculty shall no longer be eligible to reapply thereafter.

五、系(所)、院、中心依空間使用管理需求，得依本要點訂定退休教師(含榮譽退休教授)使用空間規範，訂定使用範圍、期限及管理規範，提供退休教師使用。

V. Individual units may formulate separate policies on the usage of space by retired faculty (including honorary emeritus professors) regarding scopes, time frames, and management, in accordance with these guidelines herein.

各系(所)依所管理空間之使用狀況，得規劃共同使用空間，提供退休或兼任教師使用。

Common space may be designated for retired or adjunct faculty based on individual unit's status of space usage.

六、教師申請離職或退休時，系(所)、院、中心應通知其限期交還使用之空間(如附清冊)，及應遵守下列事項：

VI. Individual units shall notify retiring or resigning faculty to return their allocated space (see the appendix of checklist) within a specified time frame, and follow the provisions below:

(一)須完成經管財物移交及清理，不得遺留私人物品。

(1) Public properties shall be returned and the space cleaned up, with personal belongings removed.

(二)實驗場所在交還前，應依法令及本校環境保護暨安全衛生中心相關法規妥善處理實驗所遺留之化學藥品、放射性物質、可發生游離輻射等儀器設備及研究實驗所衍生之廢棄物。

(2) Prior to returning laboratories, remaining chemicals from experiments, radioactive materials, equipment which may emit ionizing radiation, and wastes generated from research equipment shall be handled properly in accordance with laws and relevant regulations of the University's Environmental Protection and Safety Center.

七、退休或離職教師歸還之空間，以原管理單位繼續使用為原則，若無使用需求，歸於所屬上級單位管理。

VII. Returned space shall remain within the unit in principle; nevertheless, its higher level unit shall take charge if the returned space is no longer needed by the unit.

八、退休教師未申請延後歸還空間，亦未於第二點規定期限內交還空間，原管理單位協調後仍拒不歸還者，原管理單位得簽請由院或校協助處理，收回之空間則由院或校統籌分配使用。

VIII. If retired faculty do not apply for extended use of space, fail to return the space within the specified time frame stipulated in Article 2, and refuse to cooperate after the unit's attempt, the unit may seek resolution from the affiliated college or the University. The reclaimed space shall then be reallocated and managed by the affiliated college or the University.

依前項方式處理所生費用及衍生之相關罰責，得簽請由該退休教師計畫結餘款支應，倘無結餘款則由各管理單位經費支應。

Expenses and related penalties incurred from handling the circumstance mentioned in the preceding Paragraph may be covered by the retired faculty's project surplus with the approval from the University, or by the unit if there is no surplus.

拒不歸還空間情節重大者，本校依財政部國有財產署公布「各機關經管國有公用被占用不動產處理原則」規定辦理，如需以訴訟方式排除占用，其所需費用另由本校經費支應。

In the case where the refusal of returning space is deemed severe, the University shall handle it in accordance with the *Principles for Handling Government-Owned Real Property Occupied by Various Agencies* announced by the National

Property Administration of the Ministry of Finance. If legal proceedings are necessary, related costs shall be covered by the University.

九、本要點實施前已由退休或離職教師使用之空間，除經申請核可保留使用者外，應自本要點實施之日起三個月內點交歸還，其程序適用本要點第二點之規定。

IX. Space already in use by retired or resigned faculty before implementation of these guidelines shall be returned within three months from the effective date of implementation, except for the faculty with approval for extended use of space through application. The return procedure shall be handled in accordance with Article 2 herein.

十、各空間管理單位因退休教師延後歸還空間，而無法騰出研究室予新進教師者，不得申請校控空間。

X. The unit granting extended use of space to retired faculty and thus failing to allocate offices to new faculty shall not apply for space within the purview of the University.

十一、本要點如有未盡事宜，依本校其他相關規定辦理。

XI. Matters not covered herein shall be handled in accordance with the University's other relevant regulations.

十二、本要點經行政會議通過後，**陳請校長核定後(應新增為妥)**，自公告日實施，修正時亦同。

XII. These guidelines are approved by the Executive Meeting and the President before implementation starting from the announced day. Amendments to these guidelines shall follow the same procedure.

附表：空間點交清冊

Appendix: Checklist for Returning Allocated Space

國立中山大學 _____ 系(所)、院、中心 空間點交清冊

Checklist for Returning Allocated Space

Department/Institute/College/Research Center: _____

離職或退休教師 name of resigning or retiring faculty		離職或退休生效日 effective date of resignation or retirement	
職稱 professional title		分機 extension number	
使用空間： details of allocated space:			
系館名稱及樓層 name of department building and the floor	空間名稱 room number	性質 nature of usage	預定返還日期 scheduled date of returning
			申請留用 apply for extended use of space
			YYYY/MM/DD <input type="checkbox"/> Yes <input type="checkbox"/> No
			YYYY/MM/DD/ <input type="checkbox"/> Same as above <input type="checkbox"/> Yes <input type="checkbox"/> No
			YYYY/MM/DD <input type="checkbox"/> Same as above <input type="checkbox"/> Yes <input type="checkbox"/> No
			YYYY/MM/DD <input type="checkbox"/> Same as above <input type="checkbox"/> Yes <input type="checkbox"/> No

填表日期： 年 月 日

Date of completing this form: YYYY/MM/DD

- 本校教師離職或退休時，應依本校「退休及離職教師使用研究室及實驗空間處理要點」規定，於生效日起三個月內，點交歸還空間，教師如仍有使用需求，請於退休或離職(應刪除)生效日二個月前申請延後歸還。

Retiring and resigning faculty shall return their offices, laboratories and research centers to their affiliated unit (hereafter as the unit) within three months after the effective date of retirement or resignation, in accordance with the University's

Guidelines on Faculty Using Offices and Laboratories after Retirement and Resignation. Nevertheless, retiring faculty meeting the conditions below may apply to the unit for extended use of allocated space or alternative space within two months before the effective date of retirement. Within three months after the effective date of retirement or resignation, faculty shall return their allocated spaces to the original managing units. Retiring faculty who still need their allocated spaces shall apply for extending the usage period at least two months prior to the effective date of retirement.

➤ 空間歸還應遵守下列注意事項：

The following provisions shall be adhered to when returning the space:

(一)須完成經管財物移交及清理，不得遺留私人物品。

(1) Public properties shall be returned and the space cleaned up, with personal belongings removed.

(二)實驗場所在交還前，應依法令及本校環境保護暨安全衛生中心相關法規妥善處理實驗所遺留之化學藥品、放射性物質、可發生游離輻射等儀器設備及研究實驗所衍生之廢棄物。

(3) Prior to returning laboratories, remaining chemicals from experiments, radioactive materials, equipment which may emit ionizing radiation, and wastes generated from research equipment shall be properly managed in accordance with laws and relevant regulations of the University's Environmental Protection and Safety Center.

核章Stamp:

移交人員：

單位空間承辦人：

單位主管：

Faculty:

Coordinator of the unit:

Supervisor of the unit: