

國立中山大學海洋科學系

空間使用管理要點

Guidelines for Space Usage Management in the Department of Oceanography, National Sun Yat-sen University

113 年 4 月 2 日 112 學年度第 2 學期第 1 次系務會議通過

Approved by the Departmental Affairs Council meeting on April 2, 2024

一、海洋科學系(以下簡稱本系)為合理有效運用及管理本系空間資源，特訂定本要點。

The Department of Oceanography (hereinafter "the Department") establishes these guidelines to manage and utilize its spatial resources effectively and efficiently.

二、本要點用詞定義如下：

The definitions of terms in these guidelines are as follows:

(一)使用人：本系依下列規定聘用之人員。

User: Personnel employed by the Department under the following regulations:

1.依「國立中山大學教師及研究人員聘任規則」聘任之編制內各級專任教師，以下稱編制內教師。

Full-time faculty members hired in accordance with the " Regulations for Appointment Qualifications of Faculty and Researchers at National Sun Yat-sen University," hereinafter referred to as "staffed faculty."

2.依「國立中山大學進用約聘教學人員及研究人員實施要點」聘任之各級教學人員，以下稱約聘教師。

Teaching staff employed under the " Regulations for Contract Employment of Faculty and Researchers at National Sun Yat-sen University," hereinafter referred to as "contracted faculty."

3.依「國立中山大學退休教師人力活化推動方案」聘任之各級研究人員，以下稱約聘研究員

Research personnel employed under the "Retirement Teacher Human Resource Activation Program" at National Sun Yat-sen University, hereinafter referred to as "contracted researchers."

(二)基本空間：使用人得自行規劃該空間以為辦公、實驗、研究等使用，並負擔管理責任。

Basic Space: Space allocated for individual use, which the user can plan for office, laboratory, research, etc., and is responsible for its management.

三、使用人基本空間或面積等同之空間如下：

The following spaces are designated as basic space or equivalent areas for users:

(一)編制內教師：8*8m²兩間。

Staffed Faculty: Two rooms of 8*8 m² each.

(二)約聘教師：4*8m²一間。

Contracted Faculty: One room of 4*8 m².

(三)約聘研究員：4*8m²一間。無空間需求者，得依聘期使用共同使用空間內1桌位。

Contracted Researcher: One room of 4*8 m². If no space is required, they may use one desk in a shared space for the duration of their contract.

MA1014室貯藏空間納入基本空間計算，一單位以10 m²採計。

The storage space in room MA1014 is included in the calculation of basic space, with each unit counted as 10 m².

四、有空間需求之使用人應提出申請，由本系資源委員會審查，系務會議同意後，方得使用；涉有「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」者，依其規定辦理。

Users with space requirements must submit an application, which will be reviewed by the Department's Resource Committee and must be approved by the Departmental Affairs Council meeting before usage is granted. For cases involving the "Guidelines on Faculty Using Offices and Laboratories after Retirement or Resignation," processing shall be handled according to those specific regulations.

五、除基本空間外，空間使用費依下表費率收取，以使用總面積最相近之累計計費單位計算。

In addition to basic space, space usage fees will be charged according to the following rates, based on the closest cumulative unit of total area.

計費單位 Billing Unit (單位：4*8m ²) (Unit: 4*8 m ²)	收費額度 Fee (單位：元/月) (Unit: NTD/month)
第 1 計費單位 1st Billing Unit	1000
第 2 計費單位 2nd Billing Unit	1500
第 3 計費單位 3rd Billing Unit	2500
第 4 計費單位 4th Billing Unit	4500
第 4 計費單位以上每單位額度	4500

六、本系辦公室管理之空間，得依屬性另訂管理規則。

The space managed by the Department may have separate management rules based on its specific characteristics.

七、本要點經系務會議通過後施行，修正時亦同。

These guidelines take effect upon approval by the Departmental Affairs Council meeting and apply to any future revisions.

Disclaimer: This document contains both Chinese and English text. In case of any discrepancy between the two versions, the Chinese version shall prevail.