

國立中山大學高雄軟體園區辦公室使用及管理要點

National Sun Yat-sen University

Guidelines on the Management of the Kaohsiung Software Park Office

108 年 10 月 30 日 108 學年度第 1 學期第 5 次行政會議通過
108 年 12 月 06 日 108 年度第 3 次校務基金管理委員會通過
114 年 12 月 03 日 114 學年度第 1 學期第 7 次行政會議通過
114 年 12 月 05 日 114 年度第 3 次校務基金管理委員會通過

Approved by the 5th Administrative Council meeting of academic year 2019, October 30 2019

Approved by the 3rd University Fund Management Committee meeting of 2019, December 6, 2019

Approved by the 7th Administrative Council meeting of academic year 2025, December 3 2025

Approved by the 3rd University Fund Management Committee meeting of 2025, December 5, 2025

- 一、為建立本校高雄軟體園區辦公室(以下簡稱高軟辦公室)之使用管理及收費原則，提高空間利用效率，訂定本要點。
 - I. To establish the management and charging principles of the Kaohsiung Software Park Office (hereinafter referred to as the Gaosoft office) of NSYSU, and to improve the efficiency of space utilization, the Guidelines are formulated.
- 二、本要點所稱高軟辦公室，指高雄市前鎮區復興四路 2 號 7 樓之 3(含停車位編號 436 及 343-1)及高雄市前鎮區復興四路 2 號 7 樓之 5(含停車位編號 485、486 及 483-1)等 2 棟建物。
 - II. The Gaosoft office mentioned in this Guidelines refers to the building of 7th Floor-3, No. 2, Fuxing 4th Road, Qianzhen District, Kaohsiung City (including parking space numbers 436 and 343-1) and the 7th Floor-5, No. 2, Fuxing 4th Road, Qianzhen District, Kaohsiung City (including parking space numbers 485, 486 and 483-1).
- 三、總務處應將高軟辦公室空間可供申請借用狀況公告於總務處網頁；有需求之單位得向總務處提出申請。
 - III. The General Affairs Office shall announce the status of the application for a borrowing space of the Gaosoft office on the website of the General Affairs Office; units in need may apply to the General Affairs Office.
- 四、借用申請由總務長、研發長、產學長以及總務處承辦單位薦派 2 員組成審核小組進行審核。
 - IV. The application shall be reviewed by a review team by the chief of general affairs, R&D chief, director of industry and academia, and two members recommended by the undertaking unit of the General Affairs Office.

前項審核小組由總務長擔任召集人。

The chief of general affairs shall serve as the convener of the review team in the preceding paragraph.

核定獲配單位由總務處通知該單位辦理簽訂高軟辦公室借用契約及繳費手續。

The approved unit will be notified by the General Affairs Office to sign the Gaosoft office borrowing contract and pay the fee.

五、申請高軟辦公室空間借用需具備下列資格之一：

V. One of the following qualifications is required to apply for the borrowing space of the Gaosoft office:

(一)編制內一級跨院特色研究中心。

(二)編制內及任務編組之一級研究中心。

(三)任務編組二級研究中心。

(四)任務編組三級研究中心。

(五)其他經審核通過者。

(1) The first-level inter-academic characteristic research center.

(2) The first-level organizational research center or task grouping research center

(3) The secondary-level task grouping research center

(4) The third-level task grouping research center

(5) Other qualifications which have passed the review

六、借用者之空間使用費收費標準與原則如下：

VI. The charging standards and principles of space usage fees for borrowers are as follows:

(一)收費標準得依本要點第十一點所定於新契約開始時酌予調整，停車位不另計價。借用時間不足一個月時，按使用天數計算費用。

(二)借用者應按月繳納電費、經濟部加工出口區之管理費及空間使用費；逾繳納期限經本校催繳仍未繳者，本校得提前終止契約，並通知借

用者於接獲終止契約通知書後 30 日內無條件遷出，並將空間及原有設備返還校方。

(三)借用者違反相關法令致產生之罰款、罰鍰及滯納金等費用時，一律由借用者自行負擔。

(1) The charging standard may be adjusted at the beginning of the new contract by the eleventh point of the Guidelines, and the parking space is not charged separately. If the borrowing time is less than one month, the fee will be calculated according to the number of days used. The borrower should pay the space usage fee before the fifth of each month.

(2) The borrower shall pay monthly electricity bills, management fees for the export processing zone of the Ministry of Economic Affairs, and space usage fees; if the payment is not due after the payment deadline has been urged by the University, the University may terminate the contract in advance and notify the borrower of the termination upon receipt. Unconditionally move out within 30 days after the contract notice, and return the space and original equipment to the University.

(3) If the borrower violates the relevant laws and regulations, it shall be borne by the borrower itself.

七、借用者應善盡安全維護管理之責，不得任意變更建築物之主體結構；如有裝修之必要，應先以書面取得總務處同意後，始可自行辦理之。

VII. The borrower shall fulfill its responsibility for safety maintenance and management, and shall not arbitrarily change the main structure of the building; if the decoration is necessary, it shall first obtain the consent of the General Affairs Office in writing before proceeding by itself.

八、借用者有下面情事者，本校得不予借用，已借用者得終止契約：

VIII. If the borrower has the following circumstances, the University may not grant the borrowing, and terminate the contract:

(一)使用用途與申請借用申請書所列不符。

(二)從事妨害社會善良風俗或違反政府法令及政策之活動。

(三)除育成中心外，借用者未經總務處同意逕將場地轉讓、分租他人使用。

(四)使用用途有嚴重損害設施之虞。

(五)曾有不良借用紀錄。

有前項各款情事之一者，總務處不再接受該借用者之借用申請。

- (1) The purpose of use is inconsistent with that listed in the application for borrowing.
- (2) Engaging in activities that disrupt good social customs or violate government laws and policies.
- (3) Except for the incubation center, the borrower transfers or sublet the site to others without the consent of the General Affairs Office.
- (4) The purpose of use may cause serious damage to the facility

In the event of one of the conditions in the preceding paragraph, the General Affairs Office will no longer accept borrowing applications from the borrower.

九、借用者返還借用空間時，應負責回復至承租前之原狀並清理乾淨後，逐項點交返還校方。

- IX. When the borrower returns the borrowed space, it shall be responsible for restoring it to the original state before the lease and cleaning it up, and returning it to the school item by item.

借用者未依前項規定辦理而逕自遷出者，視為尚未解除契約；借用財產如有毀損或短少，借用者應負修復或賠償責任。

If the borrower moves out without following the provisions of the preceding paragraph, it shall be deemed that the contract has not been terminated; if the borrowed property is damaged or short, the borrower shall be liable for repair or compensation.

十、借用契約期間以一年為原則，至多三年。如有續約需求，應於原契約期限屆滿六個月前，簽請校長核准後辦理續借。

- X. The term of the borrowing contract is based on the principle of one year, up to three years. If there is a need to renew the contract, it should be signed and approved by the principal to apply for renewal six months before the expiration of the original contract.

借用期間因故需提前解約，應於三個月前以書面通知總務處承辦單位。本校基於校務發展需要，有收回該空間之必要時，得於契約期間屆滿後終止契約。

If the borrower needs to cancel the contract in advance during the borrowing

period, the borrower should notify the contractor of the General Affairs Office in writing three months in advance. The University may terminate the contract after the expiration of the contract period when it is necessary to reclaim the space based on the needs of University affairs development

前項終止契約應於契約屆滿八個月前以書面通知借用者，借用者並得以現況點交返還空間。

The termination of the contract in the preceding paragraph shall notify the borrower in writing eight months before the expiration of the contract, and the borrower can return the space in the current state

十一、本校得依高軟辦公室所在區域市場行情及該大樓管理費、土地租金漲跌等條件，成立委員會檢討新契約之收費標準，委員會名單須簽請校長核定，現行借用者主管應為委員之一。

XI. The University may set up a committee to review the charging standards of the new contract in accordance with the market conditions in the area where the Gaosoft office is located, the management fees of the building, the rise and fall of land rents, etc. The list of committees must be signed by the University principal for approval, and the current borrower's supervisor should be a member one.

前項收費標準調整，總務處承辦單位應於契約期限屆滿八個月前以書面通知借用者。

The charge standard in the preceding paragraph is adjusted, and the undertaking unit of the General Affairs Office shall notify the borrower in writing eight months before the expiration of the contract period.

十二、高軟辦公室借用者主管或其授權人員應代表校方參加高軟大樓區分所有權人會議，維護校方權益。

XII. The supervisor of the borrower of the Gaosoft office or its authorized personnel shall represent the University to participate in the meeting of the owners of the Gaosoft Building to protect the rights and interests of the University.

十三、本要點其他未盡事宜，悉依相關法令規定辦理。

XIII. Other matters not covered in the Guidelines shall be handled in accordance

with relevant laws and regulations.

十四、本要點經行政會議及校務基金管理委員會通過，校長核定後實施，修正時亦同。

XIV. The Guidelines were approved by the administrative council and the University Fund Management Committee with sanctioned by the University principal before implementation. Modifications shall follow the same procedure.