

Guidelines on Professional Technical Assessment

Approved by the 4th Management Meeting on September 22, 1999, Academic Year 1999

Amended and approved by the 2nd Administrative Meeting on November 19, 1999, Academic Year 1999

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Amended and approved by the 9th Administrative Meeting on June 7, 2023, spring semester of Academic Year 2022

1. These Guidelines are established by National Sun Yat-Sen University (NSYSU) for provide assessment service of requiring professional knowledge (Service).
2. Service for projects commissioned under these Guidelines will be provided for courts of law at all levels, off-campus companies and shops, legal persons, government authorities, or the general public. To maintain the authority of assessment, this Service does not apply to academic and non-academic staff, students, janitors, and campus police officers of NSYSU.
3. The Service items include patent right infringement assessment and the technical assessment of expertise of NSYSU.
4. The Office of Global Industry–Academe Collaboration and Advancement (OGIACA) shall be the contact of applications for the Service proceeded with according to these Guidelines.
5. Service types:
 - 5.1 Assessment for litigious activities: Issue the “Assessment Report” for use in litigious activities.
 - 5.2 Assessment for non-litigious activities: Issue the “Concise Assessment Report” for use in non-litigious activities.
 - 5.3 Applicants changing the purpose from “non-litigious activities” into “litigious activities” shall make a new application.
6. Operating procedures
 - 6.1 An entity or individual applicants shall apply for the Service in writing to OGIACA. OGIACA will recruit qualified academic staff, or the OGIACA Vice President will form an assessment team with a minimum of one to three qualified academic staff, and at least one of the appraisal panel must have an intellectual property-related legal background or be a member of the Innovation Intellectual Property Division to determine whether or not to accept an application.
 - 6.2 After accepting an application, the assessment team will sign a service assignment contract with the applicant, who will be asked to provide the

related assessment data and pay the Service fee.

6.3 If an assessment team cannot be formed with eligible academic staff or the application is found unsuitable for the Service, OGIACA will send the result to the applicant.

6.4 If an applicant fails to pay the Service Fee by the given time limit, OGIACA will notify the application of Service termination in writing.

7. Service fees:

7.1 Assessment for litigious activities:

7.1.1 The assessment team will determine the Service fee with respect to the status of individual applications.

7.1.2 Ten percent (10%) of the said Service fee shall be the administrative expenses. If NSYSU equipment is required for the Service, an additional equipment fee will be added to the administrative fee accordingly.

7.2 Assessment for non-litigious activities:

7.2.1 The assessment team will determine the Service fee with respect to the status of individual applications.

7.2.2 Ten percent (10%) of the said Service fee shall be the administrative expenses. If NSYSU equipment is required for the Service, an additional equipment fee will be added to the administrative fee accordingly.

8. The convener of the assessment team shall take charge of project liaison, production of the "Assessment Report" or "Concise Assessment Report," progress control, and administrative affairs. The convener is also obliged to make external communication of the assessment results. Members of the assessment team shall engage in the substantial assessment, assist in the production of the "Assessment Report" or "Concise Assessment Report," administrative affairs, and external communication of the assessment results.

9. The assessment team shall produce the "Assessment Report" or "Concise Assessment Report" based on facts and professional judgement. A report or an opinion letter shall be signed by all members of the assessment team for the convener to make copies to OGIACA to affix the OGIACA seal on all copies before delivery. Two copies of the report or opinion letter shall be delivered to the applicant, one copy to OGIACA for retention, and one copy for each member of the assessment team.

10. These Guidelines shall be implemented after the approval of the Administrative Meeting and the president. The same shall apply to the amendments thereto.