

College of Management  
**Regulations for Governing the Requesting Office Space for Grant  
Project-Appointed Research Assistants**

Approved by the 10<sup>th</sup> Director's Council on April 25, 2012, Academic Year 100  
Amended and Approved by the 363<sup>th</sup> Teacher Evaluation Committee at the school-level on October 16, 2014  
Amended and Approved by the 3<sup>rd</sup> Director's Council on November 5, 2014, Academic Year 103  
Amended and Approved by the 2<sup>nd</sup> College Affairs Council on December 9, 2014, Academic Year 103

- Article 1. National Sun Yat-Sen University College of Management (referred to below as 'the College') put in place this regulation to manage the office space for current grant project-appointed research assistants.
- Article 2. The College's office space for grant project-appointed research assistants is available for use to researchers or research assistants of the College faculty.
- Article 3. The office space provided to the project research assistant is available for use until the end of the project. Project research assistants who plan to leave or complete the project during the year, resulting in a vacated office space, must notify the Dean's Office one month prior to his/her departure.
- Article 4. The use of office space for grant project-appointed research assistants must be registered and reviewed. Faculty who wish to make a request for the office space should fill out the 'Application Form for Requesting Office Space for Grant Project-Appointed Research Assistants' (Attachment 1), and include the grant funding approval list, recommended appointment form or approved labor contract, or other related documentation as attachments. A request for the office space can be made to the College Directors' Council for review and approval according to Article 3 of this regulation. The effective date is generally one year. For research grant projects longer than a year, review and approval by the College Directors' Council is required for continuous use.
- Article 5. When a research office space becomes available, current users are eligible to apply for reallocation. The general rule for project research assistant allocation follows the order below: researchers first, followed by associate researchers, assistant researchers, and Postdoctoral Researchers. Personnel with the same title will be ranked by job tenure; whereas personnel of the same title and job tenure will draw lots.
1. Ministry of Science and Technology Grant Projects
  2. Funding from Top-tier Universities
  3. Funding from the Ministry of Education
  4. Industrial-Academic Cooperation
  5. Others
- Article 6. Office space for project research assistants are limited to the use of the original requesting party and should not be transferred to another person for use.
- If the space is no longer needed during the year, the space shall be returned to the College.

The College shall follow Article 4 of this regulation and make the space once again available for a period of one year. Upon expiration, re-application is required. In the case of violation, the College Director's Council reserves the right to revoke permission to use the office space. The applicant may no longer file an application.

Article 7. Users are responsible for maintaining the safety and cleanliness of the space.

Article 8. Without permission for continuous use of the office space, the original applicant must vacate the space within one week of the approved expiration date. The borrowing faculty (principal investigator) of the grant project is responsible for the compensation of any damages made. Users who fail to vacate the space after the approved expiration date, a late payment fee of NTD\$1,000 per day will be charged to the borrowing faculty (principal investigator). Upon conclusion of the project, please remove personal items and restore the space to its original condition. Upon returning all borrowed items, please return the keys to the Dean's Office.

Article 9. This regulation, as well as its amendments, are effective upon approval by the College of Management's College Affairs Council.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

# 國立中山大學管理學院計畫專任助理研究室座位申請管理辦法

101.04.25 100學年度第10次主管會議通過  
103.10.16 本校第363次教師評審委員會修正通過  
103.11.05 103學年度第3次主管會議修正通過  
103.12.09 103學年度第2次院務會議修正通過

- 第一條 國立中山大學管理學院（以下簡稱本院）為管理現有計畫專任助理研究室，特訂定本辦法。
- 第二條 本院計畫專任助理研究室專供本院專任教師之研究人員或助理使用。
- 第三條 計畫專任助理研究室座位之使用以專任助理計畫執行期間為限，若專任助理計劃於一年期中結束或退出以致研究座位空出，應於空出前一個月告知院辦公室。院辦公室得公佈訊息，有意使用者，應於半個月前提出申請。
- 第四條 計畫專任助理研究室之座位使用，採登記審核原則。提出申請之教師應填寫「管理學院計畫專任助理研究室座位申請表」（附件一），並檢附計畫經費核定清單、聘用建議表或勞動契約書(核定)或其他相關證明，依本辦法第三條之規定提出申請並經由院主管會議審核同意。使用期限以一年為原則。研究計畫超過一年者，亦應經由院主管會議審核同意，始得續用。
- 第五條 研究座位如有空缺，由目前使用且有意願之人員申請，分配順序原則為，依研究員、副研究員、助理研究員、博士後、專任助理之順序分配；同類別者以年資高低順序分配；類別與年資皆相同者依下列經費來源分配；以上皆相同時，以抽籤決定之。
1. 科技部計畫
  2. 頂尖大學經費
  3. 教育部經費
  4. 建教產學合作計畫
  5. 其他
- 第六條 專任助理研究室座位限原申請人使用，不得轉讓。如於一年期中途退出，須重新開放名額申請，仍以本辦法第四條規定之一年期為限，到期得重新申請。如有違反情事，院主管會議有權收回研究室座位，並不得再提出申請。
- 第七條 借用者需自行負擔安全及清潔維護事項。
- 第八條 原申請人在未取得繼續使用研究室座位權利時，應於核定使用期限結束後一週內辦理遷出移交手續。如有任何損壞，由借用教師(計畫主持人)負賠償責任。到期未辦理遷出移交者，得按每日收取滯納金一千元，向借用教師(計畫主持人)求償。計畫執行結束，請將私人物品移出，並保持清潔及回復原狀，待清點完該繳還物品後，請至院辦繳還鑰匙。
- 第九條 本辦法經本院院務會議通過後實施，修正時亦同。