

[Promulgated on June 22, 2017]

NATIONAL TAIWAN UNIVERSITY
Directives Governing the Application, Assignment, and
Management of Office Spaces for Research Projects

December 10, 2002 Passed by the 2,271st Administrative Meeting
November 11, 2008 Amended and passed by the 2,549th Administrative Meeting
September 20, 2011 Amended and passed by the 2,685th Administrative Meeting
June 06, 2017 Amended and passed by the 2,951st Administrative Meeting

- Article 1 The National Taiwan University (NTU or “the University”) *Directives Governing the Application, Assignment, and Management of Office Spaces for Research Projects* (“the Directives”) are formulated to establish a set of application and assignment procedures for, as well as the management and utilization of, office space for research projects (“project offices”).
- Article 2 When a project office becomes available, an announcement shall be posted on the Office of General Affairs’ website. Units and faculty members with research projects on file with the Office of Research and Development may apply to the Property Management Division, Office of General Affairs by filling out an application form and submitting the approved project budget list (and other relevant documents) by the announced deadline.
- Article 3 The Property Management Division shall compile the applications for review by a committee appointed by the Vice President for Academic Affairs, Vice President for General Affairs, and Vice President for Research and Development, with the Vice President for General Affairs serving as convener. Upon conclusion of the review, the Property Management Division shall notify the assignee(s) to complete the contract signing and payment process.
- Article 4 The review criteria for project office assignment are as follows:
1. The amount of the administrative fee account budgeted from each research project
 2. The extent to which the research project coincides with the University’s development and major policy directions
 3. Other special circumstances as passed via a special review
- Article 5 Project offices are reserved for project-related teaching and academic research activities only. Users may not alter the cubicles or set up signboards at a project office; lend or sublet it to a third party; register it as the official address for an association; or otherwise use it for commercial purposes without authorization by the University. Violators may have their contract terminated and the project office repossessed.
- Article 6 Venue and equipment usage fees shall be due on the fifth of each month during the lease period. Late payment will result in a punitive fine to be assessed in accordance with the terms and conditions of the contract. Users who fail to pay the fee and/or punitive fine despite having received a payment notice may face early contract termination, in which event they

shall vacate the premises unconditionally and return the project office (together with any equipment contained therein) within one month of the notice.

- Article 7 A contract may be terminated mid-way through a lease if the University must reclaim a project office to address its developmental needs, in which event the users shall vacate the premises unconditionally and return the project office (together with any equipment contained therein) within two months of being notified.
- Article 8 To ensure the proper use of office spaces, on-site visits to project offices that are currently under use may be conducted by the competent units of the University. Users may not evade, hinder, or refuse such visits in any way.
- Article 9 Matters not addressed herein shall be subject to the applicable regulations of the University.
- Article 10 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.