

National Tsing Hua University College of Technology Management Guidelines for TSMC Building Research Project Space Rental (Draft Amendment)

Established at the College of Technology Management 6th College Administrative Meeting for the 2014 academic year
on March 10, 2015

Approved at the University Endowment Fund 40th Administrative Committee on May 7, 2015

Amended and approved at the College of Technology Management 3rd College Administrative Meeting for the 2015
academic year on November 17, 2015

Approved at the University Endowment Fund 44th Administrative Committee on December 30, 2015

Amended and approved at the College of Technology Management 4th College Affairs Meeting for the 2020 academic
year on March 17, 2021

Amended and approved at the College of Technology Management 1st College Affairs Meeting for the 2021 academic
year on August 26, 2021

1. The National Tsing Hua University College of Technology Management (hereinafter referred to as the “College”) establishes these Guidelines for the purpose of reasonable and effective management of TSMC Building research space, in accordance with the University's Key Points for Borrowing and Management of Research Laboratories and Office Space.
2. **On the basis of the principles that space and resources are limited, and those who use a space should pay for it**, research space is in principle only available for a fee by units within the College for the purpose of carrying out research projects established by the University. **Research spaces are divided into small research rooms and joint office positions (seats)**. The maximum period of **application for a small research room** is limited to three years, and at least two full-time assistants shall be employed in each room. Application must be made anew when a **project period expires**. **Applications for joint research office positions are accepted in May and November each year; positions are then drawn by lot**.
3. When these spaces are available for application, the requesting unit or teacher must fill out an application form (see Appendix I) and submit it to the College for rental.
4. Fee Schedule
 - (1) **Small research room**: The fees are charged at a **floating fee rate** of at least NT\$1,000 per month **per ping (c. 3.3 m²)**, and are adjusted annually in December in accordance with the supply and demand situation.
 - (2) **Joint office positions**: **For rent by units within the College. The rental rate is NT\$1,000 per month per seat**.
5. The College provides basic utilities (**power supply, internet**). **Any personal** renovation must comply with the campus regulations (including the regulations on operation, construction and management, fire prevention, and environmental safety and health); if there is any violation, it shall be unconditionally remedied and eliminated.
6. These Guidelines shall be implemented after they have been approved by the College Affairs Meeting.