

附件二

**國立清華大學科技管理學院 AI 伺服器使用辦法**  
**National Tsing Hua University College of Technology Management**  
**AI Server Usage Rules**

115 年 3 月 12 日 114 學年度第 5 次院務會議通過

- 一、 為充分利用本院 AI 伺服器資源，提升院內專任教師研究能量，建立 AI 伺服器算力借用機制，特訂定使用辦法。

These rules are established to optimize the utilization of the College's AI server resources, enhance the research capabilities of full-time faculty, and establish a systematic mechanism for the allocation of AI computing power.

- 二、 院長得邀請院內教師擔任管理委員，負責資源管理及使用諮詢事宜。管理委員會負責規劃年度專案成果發表，以促進院內 AI 相關研究之交流。

The Dean may appoint faculty members to a Management Committee responsible for resource oversight and usage consultation. The Committee shall organize annual project presentations to foster exchange and collaboration in AI-related research within the College.

- 三、 服務租借應填寫附表「國立清華大學科技管理學院 AI 伺服器主機服務申請單」。

To apply for services, applicants must complete the "National Tsing Hua University College of Technology Management AI Server Usage Application Form."

- 四、 本院得依系統資源使用情形及整體配置需求，決定是否核准申請。主機硬體規格及配置另行公告。申請專案類型及資源配置，分為 CPU 類型及 GPU 類型二類。

The College will decide whether to approve applications based on system availability and overall configuration requirements. Hardware specifications shall be announced separately. Resources are categorized into CPU-based and GPU-based types.

- (一)CPU 類型：每次使用期間以 72 小時為限。不得申請展期。同時使用人數上限為 20 人。

CPU Type: Usage is limited to 72 hours per session. No extensions are permitted.

The maximum number of concurrent users is 20.

- (二)GPU 類型：每次使用期間以二周為限。得申請展期一週。展期申請需於原期屆滿前 7 日提出。同時使用人數 1 人。

GPU Type: Usage is limited to 2 weeks per session. A one-week extension may be requested, provided the application is submitted 7 days prior to the original expiration date. Only one user may access the resource at a time.

1. 儲存容量：每專案儲存空間上限為 500GB。現行可提供 GPU 1 單位，每專案得申請 1 單位。

Storage Capacity: Limited to 500GB per project. Currently, one GPU unit is available; each project may apply for one unit.

2. 申請優先順序：以 GPU 申請使用為優先。每位專任教師，以送件時間先後為排程依據，如有申請 GPU 資源使用時，CPU 使用時間依序遞延。每位專任或專案教師於同一期間僅得提出一件申請。

Priority: GPU applications take precedence. Scheduling is based on the order of submission. If a GPU request is active, CPU sessions may be deferred accordingly. Each full-time faculty member may have only one active application at any given time.

五、 所有專案需於本院 AI 伺服器系統平台既定架構下，以 Docker 容器方式部署與執行以避免系統層級衝突。使用者不得於主機系統層級直接安裝或修改套件。各專案所需之軟體環境（含套件版本、依賴模組與執行設定）由專案負責人自行建置與維護，院方不提供個別專案之客製化程式開發或環境配置服務。

To prevent system-level conflicts, all projects must be deployed as Docker containers within the College's established platform architecture. Users are prohibited from installing or modifying packages at the host OS level. Project leaders are responsible for building and maintaining their own software environments (including dependencies and configurations). The College does not provide bespoke software development or environment configuration services.

六、 為有效利用 AI 伺服器資源，伺服器儲存空間僅供專案期間之暫存使用，不提供常態性資料儲存或長期服務功能。使用者得於核定之專案期間內使用儲存空間，並應自行承擔資料備份責任，專案期限屆滿三日內，系統得刪除該專案之相關儲存資料。院方不負資料保留或復原之責。

Server storage is intended for temporary use during the approved project period only; it is not a permanent data storage or hosting service. Users are solely responsible for data backup. The system may delete all project-related data within three days of the project's expiration. The College assumes no responsibility for data retention or recovery.

- 七、連線使用之來源 IP，限以清華大學網段內使用。校外連線使用需求，先透過學校 VPN 連線服務後即可使用。校外機構僅限制單一來源 IP。

Access is restricted to IP addresses within the NTHU network segment. For off-campus access, users must connect via the University VPN. External organizations are restricted to a single source IP address.

- 八、院內專任教師現階段使用 AI 伺服器暫免收費，院方得依實際使用狀況及相關維護成本，另訂收費與分攤機制。校內其他單位或校外機構使用費用，由科管院院長或其指定之管理委員核定，並另計費用。

Currently, use of the AI server is free of charge for full-time faculty within the College. The College reserves the right to implement a fee-sharing mechanism in the future based on maintenance costs. Usage fees for other university units or external organizations shall be determined and charged separately by the Dean or a designated Management Committee member.

- 九、本帳號僅供學術與研究用途，不得轉供他人使用。申借使用需遵守本校「校園網路使用規範」、「臺灣學術網路管理規範」、本院保留 AI 伺服器使用之最終審核權限，期間如違反相關規範，本院有權提前中止提供服務。

Accounts are strictly for academic and research purposes and may not be transferred. Users must comply with the University's "Campus Network Usage Policy" and the "Taiwan Academic Network (TANet) Management Policy." The College reserves the right of final audit; any violation of regulations may result in the immediate termination of services.

- 十、本要點經院務會議通過後實施。

These rules shall take effect upon approval by the College Affairs Meeting.

## 國立清華大學科技管理學院

National Tsing Hua University College of Technology Management

## AI 伺服器主機服務申請單

## AI Server Usage Application Form

申請人資料 (限院內專任教師或 專案教師) <b>Applicant Information (Limited to full-time or project-based faculty within the College)</b>	姓名： Name	職稱： Job Title
	系所： Department/Institute	電子郵件信箱： Email Address
	連絡電話： Contact Number	
研究目的 <b>Research Purpose</b>	課堂/研究項目敘述： Course/Research Project Description	
預計產出成果 <b>Expected Outcomes</b>	<input type="checkbox"/> 分析資料集 Analyze dataset <input type="checkbox"/> 課程教案 Course teaching plan <input type="checkbox"/> 期刊論文、會議論文、學位論文 Journal publications, conference papers, theses <input type="checkbox"/> 技術報告和研究計畫 Technical reports, and research projects <input type="checkbox"/> 其他 Others	
申請資源 <b>Requested Resources</b>	使用類型 Category	A. <input type="checkbox"/> CPU , 0 GPU requested 72 hours  B. <input type="checkbox"/> 1 GPU 2 weeks per application  請說明使用GPU之必要性(包括若使用CPU無法達到預計產出成果之原因) Please explain the necessity of using GPUs (i.e., why the expected outcomes cannot be achieved using CPUs alone).
	使用時間區間 Usage Period	開始： From
	申請延長 Extension Application	截止： To
	記憶體使用數 Memory Usage	<input type="checkbox"/> GPU 1 week 到期前7天 延期申請 Submitted within 7 days before the expiry date, apply for an extension.
	磁碟使用容量 Disk Usage Capacity	GB(Max:96G)
	固定連線使用來源IP Fixed Connection Source IP	GB(Max:500G)
		(院內及透過VPN 使用 IP 不用填寫)
簽名 Signature	申請人： Applicant	單位主管： Unit Supervisor
以下由科管院填寫(送至科管院320辦公室) To be filled out by the College of Technology Management (Submit to CTM Office 320)		
審核 <b>Review</b>	科管院辦公室審查意見CTM Office Review Opinion <input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree, 理由 Reason: _____ AI申請資源使用規格 AI Application Resource Usage Specifications : _____ 帳號 Account: _____ 密碼於收件後email通知。The password will be sent via email.	

	承辦人員 Handler：	主管簽章 Dean/Associate Dean Signature：
附註 Remarks		