

NATIONAL TAIWAN UNIVERSITY

Directives Governing the Use and Management of the Complex for Research Excellence

July 15, 2014 Amended and passed by the 2,820th Administrative Meeting
September 26, 2017 Amended and passed by the 2,965th Administrative Meeting
April 30, 2024 Amended and passed by the 3,168th Administrative Meeting

Article 1 National Taiwan University (NTU or "the University") formulates the *NTU Directives Governing the Use and Management of the Complex for Research Excellence* ("the Directives") to manage the Complex for Research Excellence ("the Complex"), which aims to provide a space for research and development at the University.

Article 2 The Complex for Research Excellence Management Committee ("the Committee") comprising full-time NTU faculty members in related research fields shall be established to ensure the proper functioning of the Complex. Committee members shall be appointed by the NTU President and serve a one-year term.

The objectives, duties, and responsibilities of the Committee shall be stipulated separately based on actual needs and circumstances.

The Committee Chair shall be nominated by the Vice President for Research and Development, appointed by the NTU President, and serve a one-year term.

Article 3 Space planning for the Complex shall abide by the following principles:

1. The usable space within this Complex is categorized into core laboratories, research rooms, conference rooms, and exhibition venues, among others.
2. Regulations governing the management of and fees for the usage of core laboratory equipment shall be stipulated separately.
3. Research rooms are available for rent by the University's researchers and research units.
4. Conference and exhibition venues are available for rent by the University's researchers and research units, the management of and fees for which shall be stipulated separately.
5. All other space planning and usage approved by the Committee.

Article 4 Eligibility criteria for the application for the use of research rooms shall be as follows:

All NTU units, departments, full-time faculty members, and researchers (collectively "applicants") may apply for the use of research rooms to facilitate the undertaking of research projects, industry-academia collaboration projects, and NTU projects relating to innovation and incubation.

In principle, each applicant shall be limited to two rooms or an accumulated area of no more than 40 pings when applying for venues described in the preceding paragraph.

Article 5 The regulations for the application of research rooms shall be stipulated in the following subparagraphs:

When research rooms become available for application, the information shall be made known to all NTU units and departments in writing and announced on the website of the Office of Research and Development. NTU units, departments and faculty members wishing to use the space may submit an application to the Complex's management unit.

1. When applying to rent a venue, applicants shall provide information about their intended use of the venue as well as sources of funding.
2. Applications for the use of the Complex's venues shall be submitted to the Committee for review and approval, following which the Complex's management unit shall notify the applicant to proceed with the subsequent contract signing and payment procedures.
3. Tenants shall pay a two-month security deposit to the Cashier Division before proceeding with contract signing and moving-in procedures. They shall receive said deposit without interest upon handing over the rented venue.

Article 6 Payment standards for the use of research rooms shall abide by the regulations stipulated in the following subparagraphs:

1. Research rooms include regular offices as well as laboratories. The monthly rent for regular offices and laboratories is NT\$1,200 per ping and NT\$1,500 per ping respectively. An additional fee amounting to 20% of the monthly rent shall be paid for the use of the Complex's common areas, while electricity use shall be separately metered and charged.
2. Tenants shall pay their rent and electric bills to the Cashier Division of the NTU Office of General Affairs by the 5th day of each month.
3. In the event that a tenant fails to pay their rent or electric bills within one month of being reminded to do so by the University, the University may deduct said payment from the tenant's security deposit, and reserves the right to prematurely terminate the tenant's rental contract upon due notification. The tenant in question shall vacate the premises unconditionally within three months of receiving such a notification, and hand over the rented venue, along with all its equipment, back to the University. In the event that a tenant fails to make or continues delaying the aforementioned payments despite three previous reminders by the University, the University may deduct said payments from the surplus funds of the tenant's research project grant.
4. Tenants shall bear all applicable taxes, fees, and fines for regulatory violations incurred during their use of the Complex's spaces.

Article 7 The use of the Complex's spaces shall be regulated by the stipulations in the following subparagraphs:

1. Tenants may only begin utilizing their rented venues after signing their rental contracts.
2. Tenants may not leave any belongings in the Complex's common areas.

3. The actual use of the rented venue shall not deviate from its intended use declared by the tenant during application, nor shall the venue be subleased to another party. Tenants who fail to adhere to these provisions without prior approval from the University shall be evicted from their rented venue, forfeit their security deposit, and be required to pay for any applicable damages. In addition, the tenant may not put forth an application for the University's project-based office spaces (core laboratories and research rooms) within three years of their transgression.
4. Upon the completion or termination of their contract, tenants shall, without seeking any compensation, unconditionally restore their rented venue to its original condition, with all its original facilities and equipment intact, before handing over the rented venue to the University. Tenants who fail to do so shall be subject to compulsory enforcement and compensate the University for all costs incurred in the repossession of the rented venue in question.
5. Tenants who vacate their rented venues without complying with the preceding stipulations shall have their security deposit confiscated. In addition, said tenants shall be liable for all damage to or loss of rented property, the safeguarding of which they shall remain fully responsible.
6. For tenants who have completed the handover process in accordance with the preceding stipulations, the Complex's management unit shall prepare a proof of handover, which shall be presented, on behalf of the tenant, to the Cashier Division in exchange for the latter's security deposit refund.
7. In the event that a rented venue must be repossessed by the University as part of a major policy measure, the University may terminate the rental contract prematurely upon notification of the tenant in question. Said tenant shall vacate the venue unconditionally within six months of receiving such a notification, and shall restore the venue to its original conditions with all its equipment and facilities intact.

Article 8 The maintenance of the Complex shall be carried out in accordance with the stipulations in the following subparagraphs:

1. Tenants shall exercise the due care of a good administrator and be responsible for the cleanliness, environmental health and safety, as well as the maintenance of the space and equipment within their area of use. All necessary expenses shall be borne by the tenant, who shall also be liable for any property damage or loss during their tenancy.
2. Tenants who wish to renovate their rented venue are required to submit a floor plan with accompanying descriptions to the Complex's management unit for review. All renovations shall be carried out in accordance with relevant building laws and regulations.
3. Tenants may not put up additional structures or alter the external appearance of their rented venue without prior application. If such alterations are necessary, tenants shall submit an application to the Complex's management unit and only proceed with the necessary alterations after their application has been approved. Tenants who fail

to do so shall restore their rented venue to its original condition and be liable for all resulting costs incurred.

4. Access to the Complex's laboratories shall be managed at the tenant's discretion. Tenants shall provide the Complex's management unit with a list of emergency contacts as well as access configuration for emergencies.

Article 9 The environmental health and safety of the Complex shall be managed in accordance with the stipulations in the following subparagraphs:

1. All laboratories in the Complex shall adhere to the environmental protection and occupational safety and health regulations established by the University.
2. Consumption of food and drinks in laboratories is strictly prohibited to maintain the quality of experiments. Food and drinks may be consumed at the Complex's designated dining areas and pantries. Violators shall immediately be warned and given one demerit point. Those who have accumulated five demerit points shall be reported to the Committee, which consequently will affect their venue rental eligibility in the following year.
3. All laboratories in the Complex shall abide by the relevant government regulations, failing which the offending tenants shall be liable for all fines and accusations arising from their transgression.
4. To maintain a safe experiment environment, the Complex's health and safety inspector(s) shall conduct random inspections of laboratories. All regulatory violations shall be kept on record. Tenants who have accumulated three violations within one year shall have their renting privileges revoked.

Article 10 Matters not addressed herein shall be handled in accordance with applicable regulations.

Article 11 The Directives shall be passed by the Committee and the Administrative Meeting, and then implemented on the date of promulgation.