

National Sun Yat-Sen University

Facility Management, Revenues and Expenditures Guidelines

Approved by the 9th Administrative Council meeting of academic year 2009, December 9, 2009, and the 2nd University Fund Management Committee meeting of 2009, December 2, 2009

1. The Guidelines were established in accordance with the "Requirements on the Management of Revenues and Expenditures for Self-funded Revenue of Administrative Affair Fund from National Sun Yat-sen University" to promote the effective management and use of the University's facilities, to enrich the University Fund as well as enhance financial management and overall management performance.
2. In the Guidelines, facilities refer to the venues and equipment offered for paid use. Facilities management income refer to all fees collected from the use of the aforementioned venues and equipment (including usage fee, utilities fees, waste disposal and cleaning fees).
3. In principle, University teaching units, administrative units and student clubs are given preference on the use of University facilities. If vehicle access to the campus is required by the user unit during their use of the University facilities then a separate application and payments must be made under the "National Sun Yat-sen University Vehicles Management Guidelines."
4. If the user unit should need to furnish the venue or make use of the equipment, no equipment may be moved or set up without permission. The venue should also be restored to its original state after use. The user unit will be held liable for compensation if it causes damage to University property.
5. The borrowing, cleaning, maintenance, safekeeping of assets, and access control for all types of venues are the responsibility of that venue's management unit. The facility's management unit should set fees for the use of facilities and submit them to the University President for approval through administrative channels before implementation.
6. The expenditures of facilities management units include personnel costs, business costs, maintenance costs, miscellaneous equipment costs, building, instrument and equipment costs. These can be used for:
 - (1) Paying for the salary of personnel employed for facilities management affairs.

- (2) Paying for business and overtime costs related to supporting facilities management affairs.
 - (3) Paying for the wages of temporary workers and business marketing costs involved in facilities management.
 - (4) Paying for the tax and insurance costs of facilities management.
 - (5) Paying for training to improve the services of facilities management personnel and for business travel expenses.
 - (6) Assisting with the water, electricity, gas and telephone bills as well as related environmental protection, safety and sanitation costs involved in facilities management.
 - (7) Assisting with the purchasing and maintenance of software, hardware and miscellaneous equipment involved in facilities management.
 - (8) Assisting with the purchase, replacement and temporary hire of vehicles used in facilities management.
 - (9) Assisting with the cost of outsourcing used in facilities management.
 - (10) Revenues from facilities belonging to the Art Center may be used for funding art-related performances and exhibitions organized by the University.
 - (11) Assisting with other expenses approved on a case-by-case basis in order to support the University's development policy.
7. University facilities may not be borrowed if any one of the following circumstances applied. If approval has already been granted then the user must cease its use immediately:
- (1) Where it may impact on teaching, research, safety or other University operations.
 - (2) Where it violates government laws or the relevant University regulations.
 - (3) Where actual use does not match what is record, regulations were violated or the facilities were loaned to another party.
 - (4) Where the activity has the potential to damage University facilities.
 - (5) Where the activity did not apply for an extension as required.
 - (6) Other matters deemed as unsuitable by the University.
8. Any matters not explicitly covered in the Guidelines shall be handled in accordance with the relevant regulations.
9. The Guidelines were approved by the Administrative Council and the University Fund Management Committee with the Ministry of Education notified as well. Modifications shall follow the same procedure.