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| 明志科技大學  Ming Chi University of  Technology | 規章編號  Document No.: |
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| 人工智慧暨資料科學研究中心  服務管理辦法  Regulations for Service Management of the Center for Artificial Intelligence and Data Science |

制定部門：人工智慧暨資料科學研究中心

Established by: Center Affairs Committee of Center for Artificial Intelligence and Data Science

中華民國 110年11月08日 制訂

Amended on November 8, 2021.

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著作權人：明志科技大學

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明志科技大學

Ming Chi University of Technology

人工智慧暨資料科學研究中心服務管理辦法

Regulations for Service Management of the Center for Artificial Intelligence and Data Science

109.09.28 人工智慧暨資料科學研究中心事務委員會制訂

Established by the Center Affairs Committee of the Center for Artificial Intelligence and Data Science on 2020.09.28

114.04.08 人工智慧暨資料科學研究中心事務委員會修訂

Amended by the Center Affairs Committee of the Center for Artificial Intelligence and Data Science on 2025.04.08

1. 目的

為支持人工智慧與資料科學之技術研究與產學合作，同時有效運用人工智慧暨資料科學研究中心(以下簡稱本中心)既有之教學場地、研發技術人力、運算設備等資源，藉以維持本中心業務之永續運作，特訂定「人工智慧暨資料科學研究中心服務管理辦法」（以下簡稱本辦法）。

Article 1 Objective/Purpose

To support technological research and industry-academia collaboration in artificial intelligence and data science, the Center aims to provide related services. To achieve this, the Center for Artificial Intelligence and Data Science (hereinafter referred to as "the Center") makes effective use of its existing resources, including teaching space, R&D personnel, and computing equipment. These efforts help ensure the sustainable operation of the Center. Accordingly, the "Regulations for Service Management of the Center for Artificial Intelligence and Data Science" (hereinafter referred to as "the Regulations") are hereby established.

第二條 服務申請

一、本中心可供申請之資源服務及其相應之資格如下：

1. 教學場地：校內、外研究相關人員或單位可提出服務申請。
2. 研發技術人力：本校研發處登錄之研究、產學合作計畫案，計畫主持人可依需求申請本中心之研發技術人力支援服務。
3. 運算設備：本校研發處登錄之研究、產學合作計畫案，計畫主持人可依需求申請本中心運算設備之服務。

二、申請服務時，請委託人填寫服務申請表(表號：A0N0030102）向本中心提出需求，本中心主任得視資源負載情形，決定是否提供服務。

三、各項服務費用收取標準如下：

1. 教學場地分時段不同費率進行收費：上午時段（08:00-12:00）收費新台幣5千元；下午時段（13:00-17:00）收費新台幣5千元；夜間（17:00-21:00）收費新台幣8千元。
2. 研發技術人力服務費：研究人力每人之服務費以計畫經費總金額之20%為上限，並以計畫執行期間內每月1萬元為下限。
3. 運算設備收費標準由本中心依維運人力與物力成本，並參酌知名公有雲之收費標準訂定，經事務委員會審定後公告之。

Article 2 Service Application

1. The Center provides the following services and eligibility requirements:

(1) Teaching space: researchers or units from within or outside the university may apply for the use of teaching facilities.

(2) R&D technical personnel: principal investigators of research or industry-academia collaboration projects registered with the Office of Research and Development, Ming Chi University of Technology may apply for technical support services from the Center’s staff.

(3) Computing equipment: principal investigators of projects registered with the Office of Research and Development, Ming Chi University of Technology may apply for computing resource services from the Center.

2. To apply for services, the applicant must complete the AI Center Service Request Application Form (Form No.: A0N0030102) and submit it to the Center. The director will decide whether to approve the service request based on current resource availability.

3. The service fee standards are as follows:

(1) Teaching space rental fees (charged per time slot): morning (08:00–12:00) for NT$5,000; afternoon (13:00–17:00) for NT$5,000; and evening (17:00–21:00) for NT$8,000.

(2) R&D technical personnel service fees: the fee per person shall not exceed 20% of the total project budget. The minimum fee is NT$10,000 per month during the project period.

(3) Computing equipment fees: fee standards are set by the Center based on maintenance and operational costs, with reference to public cloud service rates. The rates will be announced after approval by the Center Affairs Committee.

第三條 服務費用運用方式

服務費用總金額之20%為學校管理費；其他金額分配比例原則如下：

1. 研究、產學合作計畫案服務費用總金額之50%做為負責該案研究人員專案獎勵金，多位工程師參與時，由主持人依貢獻分配，其餘30%做為本中心永續發展統籌運用。
2. 教學場地、運算設備服務費用總金額之80%皆做為本中心永續發展統籌運用。
3. 本中心永續發展統籌運用，包含專任人員績效獎勵、設備維護及升級、行政及業務費用、人事費、教育訓練費等。
4. 本中心專任人員績效獎勵細則另訂之。

Article 3 Utilization of Service Fees

20% of the total service fee shall be allocated as the university’s administrative fee. The remaining amount shall be distributed according to the following principles:

1. For research and industry-academia collaboration projects, 50% of the total service fee shall be awarded as project-based incentives to the research personnel involved. If multiple engineers participate, the principal investigator shall allocate the incentives based on individual contributions. The remaining 30% shall be used for the Center’s sustainable development.

2. For teaching space and computing equipment services, 80% of the total service fee shall be allocated for the Center’s sustainable development.

3. The funds allocated for the Center’s sustainable development may be used for performance incentives for full-time staff, equipment maintenance and upgrades, administrative and operational expenses, personnel costs, and training programs.

4. Detailed regulations for performance incentives for full-time staff shall be stipulated separately.

第四條 教學支持

為支持本校教學環境建置及發展，如屬AI相關領域之校內各學制課程教學目的用途，得免費借用本中心設備及空間；惟須於一個月前事先檢附AI中心空間設備借用申請單(表號：A0N0030202）及教學計劃或活動申請書等資料，並經本中心評估通過後方得使用。

Article 4 Teaching Support

To support the development of the university's teaching environment, equipment and space at the Center may be used free of charge for AI-related courses offered by any academic program within the university. However, applicants must submit the AI Center Facility and Equipment Rental Application Form (Form No.: A0N0030202), along with the teaching plan or activity proposal and other relevant documents, at least one month in advance. Usage will be granted only upon approval by the Center after evaluation.

第五條 實施與修訂

本辦法經本中心事務委員會會議通過，陳校長核定後公布實施，修訂時亦同。

Article 5 Implementation and Amendment

The Regulations shall be implemented upon approval by the Center Affairs Committee and ratification by the president of the university. The same procedure shall apply to any amendments.

**明志科技大學人工智慧暨資料科學研究中心服務委託申請表**

收件日期： 年 月 日

收件編號：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 申請者姓名 |  | 所 屬 單 位 |  | | | |
| 地 址 | （校外單位請詳填，以便郵寄繳款收據） | 電話  （含手機） | |  | | |
|  | | |
| E-mail | |  | | |
| 服務委託名稱/計畫名稱 |  | | | | | |
| 委託項目 | □ 使用教學場地（請於下方說明欄備註使用時間）  □ 使用研發技術人力  □ 使用運算設備 | | | | | |
| 服 務 性 質  詳細說明 |  | | | | | |
| 委託期間 | 自 年 月 日 至 年 月 日 | | | | | |
| 申請人無須填寫下方表格 | | | | | | |
| 服務費用 | 1. ○○○○○  2. ○○○○○  3. ○○○○○  合計新台幣 萬 仟 佰 拾元整 | | | | 負責人員 | 負責老師 |
|  |  |
| 繳款方式 | * 由計畫經費逕撥入AI中心專帳。 * 逕至總務處出納組繳款。 * 銀行本票、銀行支票、郵政匯票（抬頭均請開立明志科技大學）。   逕匯入學校帳戶者：請務必於匯款單註明AI中心服務委託費及繳款人姓名，入帳後將由AI中心郵寄收據。  請逕匯華南銀行泰山分行  專戶存款帳號：193200017296  戶名：財團法人明志科技大學 | | | | 繳費日期：  收據號碼： | |

表號：A0N0030102

**AI Center Service Request Application Form**

**Date Received:** \_\_\_\_\_\_\_\_\_ (Year / Month / Day)  
**Application No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant Name |  | Affiliated Department/Unit |  | | |
| Address | (For external units, please fill in the full mailing address for invoice delivery) | Tel.  (including mobile) |  | | |
|  | | |
| E-mail |  | | |
| Service Title/Project Name |  | | | | |
| Commissioned Items | □Use of teaching space (Please specify usage time in remarks section below)  □Use of R&D technical personnel  □Use of computing equipment | | | | |
| Service Description |  | | | | |
| Commission Period | From  Year  Month  Day  to  Year  Month  Day | | | | |
| The section below is not required to be filled out by the applicant. | | | | | |
| Service Fee | 1. ○○○○○  2. ○○○○○  3. ○○○○○  Total Amount in NTD | | | Responsible Personnel | Supervising Professor |
|  |  |
| Payment Method | * To be directly transferred from project funds to the AI Center's designated account * Payment made directly at the Cashier Section, Office of General Affairs * Bank draft, bank check, or postal money order (Please make all payable to Ming Chi University of Technology   For direct transfers to the university account: Please be sure to indicate "AI Center Service Fee" and the payer's name on the remittance slip. The receipt will be mailed by the AI Center after the payment is received.  Please transfer directly to: Hua Nan Bank, Taishan Branch Designated Account Number: 193200017296 Account Name:財團法人明志科技大學 | | | Payment Date: \_\_\_\_\_\_\_\_\_\_  Receipt Number: \_\_\_\_\_\_\_\_\_\_ | |

Form No.: A0N0030102

AI中心空間設備借用申請單

一、空間名稱：□AI電腦教室□虛擬主機□其他：

二、申請用途（活動名稱）：

三、申請人（課程、活動主持人）：

四、聯絡方式：

五、使用人數： 人

六、申請時間：

七、申請原因：

|  |
| --- |
| （請簡述借用設備如何應用於教學中，以及所屬系所現有相關設備無法支持該教學原因。） |

八、教室使用規範

|  |
| --- |
| 1.禁止攜帶食物飲料入內，請放置於教室外(飲用水除外)。  2.教室內器材請勿攜出使用，如有遺失、毀損需照價賠償。  3.教室學生機為虛擬機系統，請自備USB備份檔案  4.離開前請維護環境清潔，並關閉電源後通知經辦人。  5.以上規定如有違反，將取消借用資格 |

□ 我已詳細閱讀並同意上述規範並願意遵守規定。（借用教室請勾選）

申請人簽名： 申請單位主管簽名：

AI中心主管簽名： 經辦人簽名：

本表一式一聯，申請核准後，中心留存正本，申請人留存影本

申請流程：申請人→單位主管→AI中心→申請人與系所辦公室各留存一聯

表號：A0N0030202

**AI Center Facility and Equipment Rental Application Form**

1. Facility Name:□ AI Computer Classroom  □ Virtual Server  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_
2. Purpose of Application (Activity Name):
3. Applicant (Course or Activity Organizer):
4. Contact Information:
5. Number of Participants: \_\_\_\_\_\_\_ people
6. Requested Time of Use:
7. Reason for Application:

|  |
| --- |
| (Please briefly explain how the requested equipment will be used in the teaching activity, and why the existing equipment in your department is insufficient to support this instructional need.) |

1. Classroom Usage Guidelines

|  |
| --- |
|  No food or beverages are allowed inside the classroom (except drinking water). Please leave them outside.   Do not remove any equipment from the classroom. Any loss or damage must be compensated at full cost.   Student computers operate on a virtual machine system. Please bring a USB drive to back up your files.   Before leaving, please ensure the classroom is clean and the power is turned off. Notify the responsible staff afterward.   Violation of any of the above rules may result in the cancellation of future borrowing privileges. |

□ I have carefully read and agree to abide by the above guidelines. (Please check the box if applying to use the classroom)

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Unit Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
AI Center Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_; Staff-in-Charge Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_

This form is issued in a single copy. Once approved, the original will be kept by the AI Center, and a photocopy will be provided to the applicant.

Application Process: Applicant → Unit Supervisor → AI Center → One copy retained by applicant and one by the department office.

Form No.: A0N0030202