

國立高雄餐旅大學智慧財產權疑似侵權處理程序

Procedures for Handling Suspected Intellectual Property Rights Infringement, National Kaohsiung University of Hospitality and Tourism

99 年 11 月 4 日電子計算機諮議委員會審議通過

101 年 3 月 19 日校務資訊發展委員會修正通過

103 年 12 月 25 日本校 103 學年度第 1 學期第 1 次校務會議審議通過(法規最末條條文統一修正)

108 年 4 月 22 日配合本校組織規程教育部臺教技(二)字第 1080055537 號函核定修正(組織名稱、職稱變更)

115 年 5 月 6 日本校校務資訊發展委員會修正通過

115 年 6 月 3 日本校校園保護智慧財產權宣導及執行小組修正通過

Deliberated and approved at the University's Electronic Computer Advisory Committee on November 4, 2010.

Amended and approved at the University's University Information Technology Development Committee on March 19, 2012.

Deliberated and approved at the 1st Academic Affairs Meeting, 1st Semester, Academic Year 103, as of December 25nd, 2014(The last article of the regulations was uniformly amended.)

Amended and approved in accordance with the Ministry of Education Letter No. 1080055537 (Taiwan Education Technology (II)) on April 22, 2019.(Organization name and professional title changes)

Amended and approved at the University's University Information Technology Development Committee on May 6, 2026

Amended and approved at the University's Campus Intellectual Property Rights Protection Advocacy and Executive Team Meeting on June 3, 2026

一、為落實保護智慧財產權，處理校園網路(以下簡稱網路)或其他疑似侵犯智慧財產權事件，特制訂本處理程序。

Article 1 These procedures are hereby established to implement the protection of intellectual property rights (IPR) and to provide a framework for handling suspected IPR infringements occurring on campus networks or through other means.

二、本程序依據「教育部台灣學術網路智慧財產權疑似侵權處理程序」、「智慧財產權」相關規範制訂之。

Article 2 These procedures are formulated in accordance with the "Ministry of Education Taiwan Academic Network (TANet) Procedures for Handling Alleged Intellectual Property Rights Infringements" and relevant regulations concerning "Intellectual Property Rights."

三、由圖書資訊處受理各單位智慧財產權疑似侵權檢舉事件。

Article 3 The Library and Information Services Office shall be the designated unit responsible for accepting reports of suspected IPR infringement from all university entities.

四、接獲檢舉事件後，若事件內容涉及網路事件，則請網管人員從網管紀錄檔找出案發

時間的 IP 位址、所屬單位及使用者名稱等資訊。若侵權情節屬實者，將進行網路封鎖管制。

Article 4 Upon receipt of a reported incident, if the case involves a network-related matter, network administrators shall retrieve information from the network management logs, including the IP address, associated unit, and username at the time of the incident. If the infringement is verified, network access shall be subject to blocking and control measures.

五、由圖書資訊處聯繫侵權事件使用者及所屬單位，說明檢舉事件內容，並以電子郵件方式提供相關資料，請使用者(單位)填寫「國立高雄餐旅大學疑似違反智慧財產權案件調查處理紀錄表」，須於兩天內送交圖書資訊處。

Article 5 The Library and Information Services Office shall contact the user (or the affiliated unit) involved in the infringement incident to explain the details of the report and provide relevant information via email. The user (or the unit) shall be requested to complete the 'National Kaohsiung University of Hospitality and Tourism Investigation and Handling Record Form for Alleged Intellectual Property Rights Infringement Cases' (to be separately established), which must be submitted to the Office of Library and Information Services within two days.

六、侵權情節嚴重者，若為學生，將依本校學生獎懲辦法處理，若為教職員則依人事室相關法規處理，並請相關單位協助加強宣導遵守智慧財產權事宜。

Article 6 In cases of serious infringement, students shall be disciplined in accordance with the "University Regulations Governing Student Incentives and Punishments"; faculty and staff shall be handled in accordance with relevant regulations of the Personnel Office. Furthermore, relevant units shall strengthen advocacy and education regarding compliance with IPR laws.

七、圖書資訊處須在七日內將事件處理過程和結果回報檢舉單位。

Article 7 The Library and Information Services Office shall report the handling process and outcomes of the incident to the reporting unit within seven (7) calendar days.

八、本處理程序經校園保護智慧財產權宣導及執行小組通過，陳請校長核定後公布實施；修正時亦同。

Article 8 These procedures shall be approved by the Campus Intellectual Property Rights Protection Advocacy and Executive Team Meeting and shall take effect upon promulgation by the President. The same process shall apply to any future amendments.

本規章負責單位：圖書資訊處

Unit Responsible for these Guidelines: Library and Information Services Office