

國立成功大學宿舍配借及管理要點

NCKU Regulations for Assigning, Lending, and Managing Dormitories

- 77 年 04 月 13 日 76 學年度第 2 次校務會議修正通過
Revised and approved on April 13, 1988 via the 2nd University Affairs Committee meeting for Academic Year 1987
- 81 年 10 月 07 日 81 學年度第 1 次校務會議修正通過
Revised and approved on October 7, 1992 via the 1st University Affairs Committee meeting for Academic Year 1992
- 86 年 03 月 26 日 85 學年度第 3 次校務會議修正通過
Revised and approved on March 26, 1997 via the 3rd University Affairs Committee meeting for Academic Year 1996
- 88 年 06 月 09 日 87 學年度第 4 次校務會議修正通過
Revised and approved on June 9, 1999 via the 4th University Affairs Committee meeting for Academic Year 1998
- 95 年 12 月 20 日 95 學年度第 2 次校務會議修正通過
Revised and approved on December 20, 2006 via the 2nd University Affairs Committee meeting for Academic Year 2006
- 99 年 06 月 23 日 98 學年度第 5 次校務會議修正通過
Revised and approved on June 23, 2010 via the 5th University Affairs Committee meeting for Academic Year 2009
- 教育部 99 年 08 月 03 日 台總(一)字第 0990127116 號函核定
Approved on August 3, 2010 via the Tai-Zong-(I) No. 0990127116 Letter from the Ministry of Education
- 103 年 04 月 09 日 102 學年度第 4 次校務會議修正通過
Revised and approved on April 9, 2014 via the 4th University Affairs Committee meeting for Academic Year 2013
- 104 年 04 月 08 日 103 學年度第 3 次校務會議修正通過
Revised and approved on April 8, 2015 via the 3rd University Affairs Committee meeting for Academic Year 2014
- 教育部 104 年 04 月 30 日 臺教秘(一)字第 1040053941 號函核定
Approved on April 30, 2015 via the Tai-Jiao-Mi-(I) No. 1040053941 Letter from the Ministry of Education
- 107 年 06 月 13 日 106 學年度第 4 次校務會議修正通過
Revised and approved on June 13, 2018 via the 4th University Affairs Committee meeting for Academic Year 2017
- 108 年 03 月 13 日 第 195 次行政會修正通過
Revised and approved in the 195th Administrative Meeting on March 13, 2019
- 教育部 108 年 04 月 22 日 臺教秘(一)字第 1080049739 號函核定
Approved on April 22, 2019 via the Tai-Jiao-Mi-(I) No. 1080049739 Letter from the Ministry of Education
- 110 年 06 月 09 日 109 學年度第 4 次校務會議修正通過(因應組織調整)
Revised and approved on June 9, 2021 via the 4th University Affairs Committee meeting for Academic Year 2020
- 110 年 06 月 16 日 第 208 次行政會議修正通過
Revised and approved in the 208th Administrative Meeting on June 16, 2021
- 教育部 110 年 08 月 16 日 臺教秘(一)字第 1100106878 號函核定
Approved on August 16, 2021 via the Tai-Jiao-Mi-(I) No. 1100106878 Letter from the Ministry of Education

一、國立成功大學(以下簡稱本校)為強化宿舍之配借及管理，提高宿舍使用功能，依行政院頒訂「宿舍管理手冊」第五點規定，訂定本要點。

1. National Cheng Kung University (the University) establishes these Regulations in order to reinforce the assignment, lending, and management of dormitories and to enhance the functionality of the dormitories in compliance with the Point 5 of Dormitory Management Handbook promulgated by the Executive Yuan.

二、本要點用詞定義如下：

2. Terms herein are defined as follows:

(一) 多房間職務宿舍：係指提供本校有眷隨居任所之現職人員借用之宿舍。

(1) The multi-room dormitory is provided to current staff of the University with dependents.

(二) 單房間職務宿舍：係指提供本校現職人員本人因職務上需要借住之宿舍。

(2) The single-room dormitory is provided to only current staff of the University that needs to stay temporarily for functional purpose.

(三) 國際學人短期多房間職務宿舍：係指提供新聘有眷外籍專任或有眷旅外回國一年內延聘來校任教之專任教授、副教授、助理教授及具有博士學位講師借用之宿舍，簡稱學人宿舍。

(3) International scholar short-term multi-room dormitory is that provided to foreign full-time professors, associate professors, assistant professors, and lecturers with a doctorate that are newly hired with dependents or those teaching at the university with an extension while they return to the country from overseas within the past year; it is also known as the scholar dormitory.

- (四) 主管臨時多房間職務宿舍：係指提供本校一級主管任職期間配借且須於擔任一級主管職務期滿騰出交回之宿舍，簡稱主管宿舍。
- (4) Supervisor temporary multi-room dormitory is that assigned and lent to Class 1 supervisors of the University and to be returned upon expiration of their term in office; it is also known as the supervisor dormitory.
- (五) 一般多房間職務宿舍：係指學人宿舍及主管宿舍以外之多房間職務宿舍；本宿舍自八十年一月八日起，已不再辦理配借，現住戶遷出，即變更為學人宿舍或其他用途使用。
- (5) The general multi-room dormitory is that other than a scholar dormitory and a supervisor dormitory. This dormitory has no longer been available for assignment and lending since January 8, 1991. Once current tenants move out, it will be changed to a scholar dormitory or be used for any other purpose.

前項所稱「有眷」，係指宿舍借用人有配偶、未成年子女、父母或身心障礙賴其扶養之已成年子女之情形。

The so-called “with dependents” in the preceding paragraph refers to the fact that the borrower of the dormitory has a spouse, minor child(ren), parent(s), or any major child(ren) relying on his/her support due to physical or mental disability.

三、本要點所稱宿舍，分為多房間職務宿舍及單房間職務宿舍二類：

3. Dormitories herein can be divided into multi-room dormitories and single-room dormitories:

(一) 多房間職務宿舍：含學人宿舍、主管宿舍及一般多房間職務宿舍三種。

(1) Multi-room dormitories include scholar, supervisor, and general multi-room dormitories.

(二) 單房間職務宿舍：含敬業及自強兩棟宿舍。

(2) Single-room dormitories include the dormitories of the CHING-YEH Building and the TZU-CHIANG Building.

宿舍使用種類、等級之認定與變更，須經宿舍配借及管理委員會(以下簡稱委員會)審議。

The determination and change of the purpose and class of a dormitory need to be deliberated by the Dormitory Assignment, Lending, and Management Committee (the Committee).

四、本校編制內教職員有下列情形之一者，不得申請借用多房間職務宿舍：

4. Faculty and staff within the University’s organization may not apply for borrowing a multi-room dormitory in one of the following conditions:

(一) 配偶及扶養親屬均未隨同居住者。

(1) The spouse and other dependents are not living in the dormitory.

(二) 本人、配偶或未成年子女在距離本校二十公里範圍內有自有房屋者。

(2) The applicant, the spouse, or the minor child(ren) has a self-owned home within a radius of 20 kilometers of the University.

(三) 本人或配偶已獲政府補助購置(建)住宅或貸款者。

(3) The applicant or the spouse has received assistance from the government in purchasing (building) a house or getting a mortgage.

(四) 配偶為軍公教人員，已借用政府機關首長宿舍或多房間職務宿舍者。

(4) The spouse is a military, public, and teaching personnel that has borrowed the dormitory as the head of a government agency or a multi-room dormitory.

五、本校編制內教職員有下列情形之一者，不得申請借用單房間職務宿舍：

5. Faculty and staff within the University's organization may not apply for borrowing a single-room dormitory in one of the following conditions:
 - (一) 有本要點第四點第二款情形者。
 - (1) The condition indicated in Article 4 Paragraph 2 herein.
 - (二) 有本要點第四點第三、四款情形，而在距離本校二十公里範圍內者。
 - (2) The conditions indicated in Article 4 Paragraphs 3 and 4 herein with a distance within a radius of 20 kilometers of the University.
- 六、宿舍之借用，應填具申請書並檢附戶籍等相關證明文件送總務處經營管理組登記候配，並由該處視宿舍空出之實際情形，依規定審查分配後，簽請核定，並提委員會報告。
6. To borrow a dormitory, the Application Form shall be completed, with enclosure of related supporting documents such as the household registration certificate, and be submitted to the Management Service Division under the Office of General Affairs to be registered on the waiting list. The Office will review and assign dormitories as required reflective of the actual vacancies available and submit them to be approved and report them to the Committee.
- 七、申請借用宿舍，依計點標準(如附表)核計積點，並依積點高低排序列冊。如積點相同者，以職務積點高者優先，職務積點相同，則以戶籍地較遠者為優先，若仍相同時，則以抽籤決定之。
7. To borrow a dormitory, the accumulated points are approved and calculated according to the point calculation criteria (as in the exhibit) and will be kept in books from high to low. For those with identical accumulated points, the one with more functional points shall be accorded priority. For those with identical accumulated functional points, the one with a registered household further away shall be accorded priority. With persistent identical conditions, lots will be drawn to decide the priority.
- 八、宿舍使用及配借事項，如因校務發展之需要，得簽請校長核定變更之，但應向委員會報備。
8. For the use, assignment, and lending of a dormitory, if it is necessary for the sake of the University's development, it may be submitted to the President of the University for approval of change; nevertheless, the Committee will be informed.
- 九、宿舍借用人申請案經核准通知後，除有特殊原因外，應於十五日內簽訂借用契約、辦理公證等借用手續並遷入，所需公證費用由借用人負擔，逾期以棄權論，且一年內不得再行申請。
9. Once dormitory borrowing applications are approved and the notification is delivered, unless with special reasons, the Lease shall be signed and other borrowing procedures such as notarization as well as moving-in shall be completed within 15 days. The borrower shall afford the required notarization charge. Any delinquency is considered as an abstention and the applicant may not apply again within a year.
- 十、宿舍借用人未實際居住，或將借用之宿舍出(分)租、轉讓、轉借、調換、增建、改建、經營商業或作其他用途，應即終止借用契約，並責令搬遷，並不得再申請借用宿舍。宿舍借用人如因特殊因素需調換宿舍，應重新填具申請書經核准後，始得調換。
10. In the event that the dormitory borrower does not actually live in it or sublets it, assigns it, transfers or switches the lease to another party, expands, alters or uses it for commercial or other purposes, the Lease will be terminated immediately and the tenant is mandated to vacate and the borrower is not entitled to borrow any dormitory anymore. If the dormitory borrower, for special reasons, needs to switch the dormitory, the Application Form shall be completed and approved again before such switch may take place.

十一、宿舍借用人因調職、離職、停職、留職停薪或退休，除法律另有規定外，應在三個月內遷出；受撤職、休職、免職處分或借用期滿者，應在一個月內遷出；在職死亡者，其遺族應在三個月內遷出。但有下列情形之一者，不在此限：

11. If the dormitory borrower is transferred to another position, resigns, is suspended from performing official tasks, is on leave with position retained yet without pay, or is retired, unless specified otherwise in-laws, the borrower shall move out within three months. If the borrower is removed from the position, on leave, or dismissed or the borrowed period has expired, he/she shall move out within a month. If the borrower dies while in service, the living dependents shall move out within three months. This does not apply, however, in any of the following conditions:

(一) 宿舍借用人因養育三足歲以下之子女依法留職停薪者。

(1) The dormitory borrower is on leave with the position retained yet without pay for the sake of raising a child (or children) under the age of 3 according to the law.

(二) 宿舍借用人於借調期間，簽准續借本校宿舍者。

(2) The dormitory borrower signs an extension for the borrowing of the University's dormitory to cover the period while he/she is transferred to another location.

前項宿舍借用人未依限遷出或拒不遷出者，則循法律途徑，訴請強制收回。

If the dormitory borrower in the preceding paragraph fails to move out or refuses to move out, on the other hand, legal means may apply to mandate recall of the dormitory.

十二、宿舍使用情形，總務處應定期派員訪查，宿舍借用人不得規避、妨礙或拒絕。

12. For the use of the dormitory, the Office of General Affairs shall send someone to inspect it periodically and the dormitory borrower may not circumvent, obstruct, or turn down such inspection.

十三、具編制內人員身分之宿舍借用人，應自簽約日或入住日起至遷出日止，依規定按月扣繳併入薪資內之房租津貼數額及繳交職務宿舍管理費。

13. A dormitory borrower who is an organizational staffer shall have the rent subsidies that are included in their monthly salaries deducted as required to pay the management charge for dormitories starting from the date the Lease is signed or from the date he/she moves in, the payment is due until the date he/she moves out.

十四、宿舍借用人進住後，除對宿舍內所有設備及公物負責保管及使用外，不得任意變更所有建築及設備，如因借用人故意或過失，致生缺損，須負責賠償；如屬自然毀損，經有關單位認定後，得予修繕或更換堪用品。

14. After the dormitory borrower moves in, besides the responsibility to maintain and use all equipment and public properties within the dormitory, all the architecture and equipment may not be altered at will. In case of intentional or negligent damage, the borrower is responsible for the compensation. For natural impairment, once determined by related units, it may be repaired or be replaced with a comparable item.

十五、宿舍內外之整潔事項、安全及水電、瓦斯等費用，應由借用人自行維護及負擔；搬離宿舍時，應騰空並繳清水、電及瓦斯等費用後，向總務處經營管理組辦理歸還手續。

15. The borrower shall be solely responsible for maintaining and affording the cleanness, safety, utilities, and gas inside and outside the dormitory. Upon moving out, the dormitory shall be vacated and utilities and gas shall be paid off before the return procedure is completed with the Management Service Division under the Office of General Affairs.

十六、本校宿舍為加強服務與管理，得由借用人籌組自治管理委員會，其成員、組織及服務、管理項目等，得由該宿舍自治管理委員會自行研擬訂定自治公約。各宿舍借用人應確實遵守宿舍公約，注重公共安全，並維護宿舍之整潔、秩序與安寧。各宿舍自治管理委員會為提昇住宿品質及使用功能，得按月收取自治管理費，用以支付管理人員工資、公用水電、燃料、文康用品及宿舍家具設備之維護、修繕等費用。

16. The borrower may put together a self-government and management committee in order to reinforce service and management. The membership, organization, and service or management items may be specified in the Self-Government Covenant prepared by the said dormitory self-government and management committee. Respective dormitory borrowers shall precisely abide by the dormitory covenant, pay attention to public safety, and maintain the cleanness, order, and tranquility of the dormitory. The self-government and management committee, in order to enhance the lodging quality and functionality of the dormitory, may collect the self-government and management fees monthly that will be used to pay the wages for managers, utilities, fuels, stationery, and the maintenance and repairs of furniture and equipment in the dormitory.

十七、學人宿舍及單房間職務宿舍，其借用流程、借用期限及收費標準等相關規定另定之。本要點如有未盡事宜依行政院頒「宿舍管理手冊」中之有關規定辦理，如有涉及條文內容之解釋者，由委員會作成決議，陳請校長核定後辦理。

17. For the borrowing procedure, duration, and fees collection criteria of scholar and single-room dormitories, separate enforcement rules are to be established for regulatory purposes. In cases of matters not covered herein, applicable requirements in the Dormitory Management Handbook promulgated by the Executive Yuan shall be followed. When contents of articles need to be interpreted, the committee will make a decision and submit it to the President of the University and will be enforced once approved.

十八、本要點經行政會議通過，報請教育部核定後實施，修正時亦同。

18. These Regulations are to be enforced after they are approved through the administrative meeting and submitted to and approved by the Ministry of Education; the same shall apply to their revisions.

國立成功大學職務宿舍積點表
NCKU Dormitory Point Accumulation Table

項目 Item		小計 Subtotal
職務 (最高) Job Title (Maximum)	教師 Faculty	<input type="checkbox"/> 1.教授 40 點。 1. Professor, 40 points. <input type="checkbox"/> 2.副教授 32 點。 2. Associate professor, 32 points. <input type="checkbox"/> 3.助理教授 30 點。 3. Assistant professor, 30 points. <input type="checkbox"/> 4.講師 24 點。 4. Lecturer, 24 points. <input type="checkbox"/> 5.助教 16 點。 5. Teaching assistant, 16 points.
	職員 Staff	<input type="checkbox"/> 1.簡任、相當簡任 35 點。 1. Senior rank, senior rank-equivalent, 35 points. <input type="checkbox"/> 2.薦任、相當薦任 30 點。 2. Junior rank, junior rank-equivalent, 30 points. <input type="checkbox"/> 3.委任、相當委任(含駐警) 18 點。 3. Elementary rank or elementary rank-equivalent (including security), 18 points.
	技工工友 Technician / Janitor	<input type="checkbox"/> 1.技工、駕駛 15 點。 1. Technician, driver, 15 points. <input type="checkbox"/> 2.工友 12 點。 2. Janitor, 12 points.
年資 (最高) Years in service (Maximum)	<input type="checkbox"/> 1. 在本校服務一年以 1 點計，不足一年者以一年計。 1. 1 point for 1 year or less than a year serving the University. <input type="checkbox"/> 2. 在其他公立機關學校服務一年，以半點計，不足一年者以一年計。 2. 0.5 point for 1 year or less than a year serving any other public educational institution. <input type="checkbox"/> 3. 職工最近三年考績每考一次甲等，加計 1 點，最高為 3 點。 3. 1 additional point for each A in the performance rating over the past 3 years and 3 points at maximum.	
眷口(最高) Family dependents (Maximum)	<input type="checkbox"/> 1.配偶 1. Spouse <input type="checkbox"/> 2.子女 人 2. Children _____ <input type="checkbox"/> 3.父母 人 3. Parents _____ *每口 1 點，最多算至 5 點。 * 1 point for each dependent and 5 points at maximum.	
兼職 (最高) Part-time (Maximum)	<input type="checkbox"/> 1. 凡曾專(兼)任或現任本校院、處、室等一級單位主管，或系、所、科等主管，每兼一年加 2 點。 1. 2 additional points for each year having worked full-time (part-time) or currently working as the supervisor of a Level 1 unit, such as a college, a department, and an office of the University or as the supervisor of a school, a graduate institution, or a department. <input type="checkbox"/> 2. 凡曾專(兼)任或現任本校二級單位主管，或校、院、處秘書等，每兼一年加 1 點。 2. 1 additional point for each year having worked full-time (part-time) or currently working as the supervisor of a Level 2 unit or as the secretary of the University, a college, or an office. <input type="checkbox"/> 3. 上述主管限編制內主管，兼職不足一年者，以一年計。 3. The above-mentioned supervisors are limited to those within the organization; working part-time for shorter than a year, it will count as a year.	
其他 Others	一、身心障礙:(申請時請檢附身心障礙手冊影本) 1. Physical or mental disability: (Please enclose the photocopy of the disability identification when apply)	

	<p> <input type="checkbox"/>1.極重度身心障礙 40 點。 <input type="checkbox"/>1. Profound physical or mental disability, 40 points <input type="checkbox"/>2.重度身心障礙 30 點。 <input type="checkbox"/>2. Severe physical or mental disability, 30 points <input type="checkbox"/>3.中度身心障礙 20 點。 <input type="checkbox"/>3. Moderate physical or mental disability, 20 points <input type="checkbox"/>4.輕度身心障礙 10 點。 <input type="checkbox"/>4. Mild physical or mental disability, 10 points </p> <p> 二、自有住宅與戶籍距離: 2. Distance of self-owned house and registered household: 本人、配偶或未成年子女之自有住宅，或戶籍在距離本校 20 公里以上得申請宿舍，其距離: Anyone whose or whose spouse's or minor child's self-owned house or registered household is at a distance longer than 20 kilometers from the university may apply for a dormitory. As far as the distance is concerned: <input type="checkbox"/>1.20 公里至 50 公里 1 點。 <input type="checkbox"/>1. 20 to 50 km, 1 point <input type="checkbox"/>2.51 公里至 100 公里 2 點。 <input type="checkbox"/>2. 51 to 100 km, 2 points <input type="checkbox"/>3.101 公里以上 5 點。 <input type="checkbox"/>3. 101 km and longer, 5 points </p> <p> 三、符合下列情形之一者，加 30 點： 3. Those with any of the following conditions will be given additional 30 points: <input type="checkbox"/>1.現任一級主管。 <input type="checkbox"/>1. Current Level 1 supervisor <input type="checkbox"/>2.經校長提出特殊個案，經出席委員過半數同意者。 <input type="checkbox"/>2. Exception as proposed by the President of the University with approval by a majority of attending committee members. </p> <p> 四、以上計點如積點相同者，以職務積點高者優先，職務積點相同，則以戶籍地較遠者為優先，若仍相同時，則以抽籤決定之。 4. For those with identical accumulated points, the one with more functional points shall be accorded priority. For those with identical accumulated functional points, the one with a registered household further away shall be accorded priority. With persistent identical conditions, lots will be drawn to decide the priority. </p> <p> 五、申請者配偶出國進修，眷口仍可計點。單房間職務宿舍眷口不計點數。 5. If spouse goes abroad for further studies, the dependents are entitled to point accumulation. Point accumulation does not apply to dependents for a staff single-room dormitory. </p> <p> 六、技工、工友部份，得單獨計點、不與教職員合併計評比。 6. As far as the technician and janitor are concerned, point accumulation may take place separately and they will not be rated together with faculty and staff. </p>		
<p> 總點數 Total </p>		<p> 申請人簽章 Signature </p>	