

# 國立成功大學單房間職務宿舍配借及管理要點

## NCKU Regulations for Lending and Managing Staff Single-room Dormitories

87 年 6 月 3 日第 136 次行政會議通過  
Approved via the 136th Administrative Meeting on June 3, 1998.  
88 年 10 月 6 日第 139 次行政會議修正通過  
Revised and approved in the 139th Administrative Meeting on October 6, 1999  
95 年 11 月 15 日第 154 次行政會議修正通過  
Revised and approved in the 154th Administrative Meeting on November 15, 2006  
99 年 11 月 24 日第 162 次行政會議修正通過  
Revised and approved in the 162nd Administrative Meeting on November 24, 2010  
102 年 5 月 15 日第 168 次行政會議修正通過  
Revised and approved in the 168th Administrative Meeting on May 15, 2013  
103 年 5 月 14 日第 172 次行政會議修正通過  
Revised and approved in the 172nd Administrative Meeting on May 14, 2014  
107 年 5 月 09 日第 190 次行政會議修正通過  
Revised and approved in the 190th Administrative Meeting on May 9, 2018  
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  
111 年 09 月 21 日第 214 次行政會議修正通過  
Revised and approved in the 214th Administrative Meeting on September 21, 2022  
114 年 03 月 05 日第 226 次行政會議修正通過  
Revised and approved in the 226th Administrative Meeting on March 5, 2025

一、國立成功大學(以下簡稱本校)為強化職務宿舍之配借及管理，依據本校宿舍配借及管理要點第十七點規定，訂定本要點。

1. National Cheng Kung University (the University) establishes these Regulations according to Article 17 of the NCKU Regulations for Assigning, Lending, and Managing Dormitories, in order to reinforce the dormitory management.

二、本宿舍供下列人員借用：

2. The dormitories are provided for use by the following staff:

(一) 本校編制內教職員。

1. Faculty and staff within the University's organization.

(二) 教育部、國科會延聘來校任教學人、博士後研究人員、校聘人員、專案工作人員及職務代理人，如確因工作與事實之需要，經專案審查核可，亦得於聘期內申請借用。但應以編制內人員為優先。每月應繳交使用費之收費標準，另公告之。

2. Scholars and post-graduate researchers hired by the Ministry of Education and the National Science and Technology Council to teach at the University, staff, project staff and functional proxies hired by the University, with confirmed demand for work and facts, once reviewed and approved through the project, may also borrow them for the duration of their employment. Staff within the organization, however, shall be prioritized. The charge standard of the user charge paid monthly is released separately.

(三) 本校編制內技工、駕駛、工友，因職務上之必須，得另設單房間專用宿舍；或於本宿舍中提撥部分空間供申請借用。其數量由教職員宿舍配借及管理委員會(以下簡稱委員會)決定之。

3. For technicians, drivers, and janitors within the University's organization, to meet their functional demand, separate single-room dormitories may be set up or some of the empty rooms among existing dormitories may be applied for and used accordingly. The quantity is

to be determined by the Dormitory Assignment, Lending, and Management Committee (the Committee).

(四) 他機關編制內人員至本校服務者。

Persons from other institutions who serve in the school.

三、有下列情形之一者，不得申請借用本宿舍：

3. Anyone with one of the following conditions may not apply for borrowing the University's dormitories:

(一) 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。

1. The applicant, the spouse, or the minor child owns a home within a radius of 20 kilometers of the University.

(二) 本人或配偶在距離本校二十公里範圍內已獲政府補助購置(建)住宅或貸款者。

2. The applicant or the spouse has received assistance from the government in purchasing (building) a house or getting a mortgage within a radius of 20 kilometers of the University.

(三) 配偶為軍公教人員，而在距離本校二十公里範圍內已借用政府機關首長宿舍或多房間職務宿舍者。

3. The spouse is a military, public and teaching personnel that has borrowed a dormitory as the head of a government agency or a multi-room functional dormitory within a radius of 20 kilometers of the University.

四、本宿舍區分配借等級如下：

4. The dormitories are classified as follows to be assigned and borrowed:

(一) 敬業單房間職務宿舍：配借教師、薦任組長(主任)以上及他機關編制內人員至本校服務者借用。

1. CHING-YEH single-room dormitories are to be assigned and lent to faculty and referred section heads (directors), someone of a higher ranking and persons from other institutions who serve in the school.

(二) 自強單房間職務宿舍：一、二、三、四樓供醫學院教職員、本校教職員工、助教、校聘人員、專案工作人員、職務代理人及他機關編制內人員至本校服務者；五樓供專案核准短期借用人員、博士後研究人員等借用。

2. TZU-CHIANG single-room dormitories: The first to fourth floors are to be assigned and lent to faculty and staff, teaching assistants, project staff, and functional proxies hired by the University faculty, staff in medical schools and persons from other institutions who serve in the school; the fifth floor is to be assigned and lent to short-term borrowers and Postdoctoral Research Fellow approved as an exception.

五、申請借用程序如下：

5. Application and borrowing procedure:

(一) 依本要點第二點第一款、第三款或第四款申請者，填具申請表並檢附戶籍及應聘資料，至總務處經營管理組辦理登記候配，由總務處視宿舍空出之實際情形，依規定審查分配，並會人事室後，簽請總務長核准借用。

1. For applicants specified under Article 2 Subparagraph 1, 3 or 4 herein, the Application Form needs to be completed, with enclosure of the household registration and employment data, and be submitted to the Management Service Division under the Office of General Affairs to be registered on the waiting list. The Office of General Affairs shall review the Application Form and assign the dormitory depending on the actual vacancy available and the decision will be

notified to the Personnel Office and submitted to the Vice President for General Affairs to be approved prior to use.

(二) 依本要點第二點第二款專案申請者，應檢附戶籍及應聘等資料，並加會該計畫相關單位，由總務處視宿舍空出之實際情形，依規定審查候配，陳請核定後借用。

2. For applicants specified under Article 2 Subparagraph 2 herein, materials such as household registration and employment data shall be enclosed and related units of the project shall be notified. The Office of General Affairs shall review the Application Form and assign the dormitory depending on the actual vacancy available and submit it for approval prior to use.

(三) 分配作業原則於每學期開學前(一、七月間)與四、十月間，視宿舍騰空間數，依候配名冊順序統一集中辦理，每次至少須保留空餘間數之十分之七(無條件進位)，以分配予新聘教職員。如於學期中到職，而確有急需借用，且宿舍亦有空餘時，得於簽請總務長核定後借用。

3. The allocation of dormitory rooms is handled in a centralized manner before the start of each semester (in January and July) and during April and October, based on the availability of vacant rooms, following the order of the allocation list. At least 70% (rounded up) of the vacant rooms available for allocation each time must be reserved for newly hired faculty members. If a new faculty or staff member assumes office mid-semester and there is an urgent need for accommodation, and if there are available dormitory rooms, accommodation may be provided upon approval by the Director of General Affairs.

六、宿舍借用期間為八年，得於借用期間屆滿前，再提出續約申請，每次續約期間三年。

6. The dormitory lending period shall be eight years, and a request for renewal may be submitted before the expiration of the lending period. Each renewal period shall be three years.

七、宿舍借用人，如因調職、離職、停職、留職停薪或退休時，應在3個月內遷出；受撤職、休職或免職處分時，應在1個月內遷出，交回鑰匙後，始得辦理離校手續，嗣後仍返校服務時得優先予以配借。

宿舍借用人依約遷出前，仍需收取管理費及相關費用。

7. Dormitory borrowers need to vacate within 3 months in case of transfer, resignation, temporary suspension from duty, retention of position while on leave, or retirement and vacate within 1 month in case of revocation, disciplinary suspension and dismissal. Borrowers should hand in the key(s) before the procedure begins to leave the University and may be prioritized to be assigned or lent a dormitory as soon as return to the University for working. Borrowers should pay the management fee and related fee before moving out.

八、宿舍借用人於借用契約終止後，未依約或規定遷離或返還者，自逾期日起，每逾一日應罰違約金新台幣三百元整，本校並得就宿舍借用人之薪資或授權帳戶內扣繳。

8. Borrowers fail to relocate after the termination of the contract, shall be fined NTD 300 per day beyond the expiry date. The school may collect the amount from the borrowers' salary account or authorized account.

九、宿舍內如需接用電爐、冷氣等耗電量大之電器，須經營繕組會同管理人員檢測用電安全。

9. In case of the need to use an electric furnace or an air-conditioner, among other appliances that consume a lot of electricity, electricity safety needs to be tested by the Construction and Maintenance Division along with the manager.

十、本要點修正通過後，總務處應通知宿舍借用人辦理換約事宜。

10. After the amendments to these Regulations are approved, the Office of General Affairs shall notify the dormitory borrowers to process the contract renewal.

十一、本要點經行政會議通過；修訂時亦同。

11. These Regulations are to be enforced following approval through the administrative meeting; the same shall apply to their revisions.