

國立成功大學國際學人短期多房間職務宿舍配借及管理要點

NCKU Regulations for Lending and Managing of Staff Multi-room Dormitories for Short-term International Scholars

71 年 02 月 20 日 70 學年度第 1 次校務會議修正通過
Revised and approved on February 20, 1982 via the 1st University Affairs Committee meeting for Academic Year 1981
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 04 月 16 日 85 學年度第 4 次校務會議修正通過
Revised and approved on April 16, 1997 via the 4th 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
89 年 06 月 21 日 88 學年度第 4 次校務會議修正通過
Revised and approved on June 21, 2000 via the 4th University Affairs Committee meeting for Academic Year 1999
90 年 06 月 06 日 89 學年度第 3 次校務會議修正通過
Revised and approved on June 6, 2001 via the 3rd University Affairs Committee meeting for Academic Year 2000
92 年 02 月 26 日 91 學年度第 1 次校務會議修正通過
Revised and approved on February 26, 2003 via the 1st University Affairs Committee meeting for Academic Year 2002
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
97 年 06 月 25 日 96 學年度第 4 次校務會議修正通過
Revised and approved on June 25, 2008 via the 4th University Affairs Committee meeting for Academic Year 2007
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
102 年 06 月 19 日 101 學年度第 4 次校務會議修正通過
Revised and approved on June 19, 2013 via the 4th University Affairs Committee meeting for Academic Year 2012
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
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 次行政會議修正通過
Revised and approved in the 195th Administrative Meeting on March 13, 2019
109 年 09 月 16 日第 204 次行政會議修正通過
Revised and approved in the 204th Administrative Meeting on September 16, 2020
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 05 月 11 日第 213 次行政會議修正通過
Revised and approved in the 213th Administrative Meeting on May 11, 2022
114 年 09 月 17 日第 228 次行政會議修正通過
Revised and approved in the 228th Administrative Meeting on September 17, 2025

- 一. 國立成功大學為加強服務自海外來校任教之教師，特提供國際學人短期多房間職務宿舍（下稱學人宿舍），依國立成功大學宿舍配借及管理要點規定，訂定本要點。
 1. These Regulations are established pursuant to the NCKU Regulations for Assigning, Lending, and Managing Dormitories for the particular offering of staff multi-room dormitories to reinforce the service provided to foreign scholars teaching at National Cheng Kung University (the University).
- 二. 學人宿舍供新聘有眷之外籍專任教師，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之講師(以下簡稱國際學人)借用之。
借用期間為三學年(六個學期)。但有特殊需要，且尚有空餘宿舍可供配借，經簽請校長核准者，得延長二學年，並提宿舍配借及管理委員會(以下簡稱委員會)報告。
前項延長二學年期滿後，若為禮遇特殊領域優秀人才，經由所屬單位一、二級主管推薦，教務長會簽同意，並經校長核准者，得再延長三學年，並提委員會報告。

第三項延長借用多房間職務宿舍以不超過總戶數之十分之一為限。若尚有空房可供申請配借時，在不超過總戶數之五分之一內，得簽請校長核准延長借用，借用期間為一學年，至多延長三學年。依法不得於國內置產或因特殊原因置產有困難之外籍教師，依第三項規定延長借用期間三學年者，不受總戶數十分之一之限制。延長三學年期滿後，欲繼續借用者，應簽請校長核准，借用期間為二學年，屆滿得再提出申請。但因特殊原因置產有困難者，應於借用期間屆滿前六個月提出，先送交委員會審議同意。

核准延長期間內，每月應自借用人薪資扣除之延期借用費用，另公告之。

2. The dormitories for international scholars are available for foreign full-time professors, associate professors, assistant professors, and lecturers with a doctorate degree 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 (hereinafter referred to as the “international scholars”).

Such stay may persist for three academic years (namely, six semesters). Notwithstanding, in order to meet special needs and when there are vacant dormitories remaining and available for assignment and lending, once approved by the President of the University, such stay may be extended for two academic years and it will be reported to the Dormitory Assignment, Lending, and Management Committee (the “Committee”).

Upon expiration of the said extension of two academic years in the preceding paragraph, in order to give outstanding talent in special fields privilege, with referral from supervisors of the relevant unit and agreement from the Vice President of Academic Affairs and approval from the President of the University, it may be further extended for another three academic years and will be reported to the Committee.

The quantity of the above mentioned extension is not to exceed one-tenth of the whole multi-room dormitories managed by the University. If there are still vacant dormitories available for application, within one-fifth of the total number of dormitories, with the approval of the President of the University, such stay may be extended for one academic year and can be extended for a maximum of three academic years.

International scholars who are legally prohibited from owning property in Taiwan or who face difficulties in acquiring property due to special circumstances may apply for an extension of stay for up to three additional academic years in accordance with the provisions in the preceding paragraph. Such cases shall not be subject to the limit of one-tenth of the total number of multi-room dormitories. Upon expiration of the extended three academic years, a formal request for further extension of the dormitory stay must be submitted via official document to the University President for approval. The extended period shall be two academic years, and further applications may be submitted upon expiration. However, for those facing difficulties in acquiring property due to special circumstances, the application must be submitted six months prior to the expiration of the current borrowing period and shall be reviewed and approved by the Committee prior to submission of the official document.

During any approved extended borrowing period, a monthly extension rental fee shall be deducted directly from the borrower's salary. The amount of such fee shall be announced separately.

- 三. 國際學人應填具申請表，檢附戶籍、應聘資料及入境證明或第七點核准簽，經所屬單位一、二級主管同意後，送交總務處經營管理組登記候配。

總務處視宿舍空出之實際情形，依國立成功大學宿舍配借及管理要點審查分配後，簽請校長核定，並提委員會報告。

3. The international scholars shall complete the application form, attached with their household registration, employment data and immigration certification, or the approval signed off under Article 7 herein, and with the agreement from supervisors of the relevant unit, and then submit the same to Management Service Division of the Office of General Affairs for registration.

The Office of General Affairs shall assign the dormitories depending on the actual vacancy available in accordance with the NCKU Regulations for Assigning, Lending, and Managing Dormitories, subject to approval from the President of the University, and report to the Committee.

- 四. 借用人接獲核准通知後，應至總務處經營管理組簽訂宿舍借用契約及辦理公證，並至財務處出納組

繳交水、電、瓦斯、設備、清潔維護等費用之保證金新臺幣壹萬伍仟元整後，領取鑰匙。除有特殊原因外，應於十五日內遷入，逾期以棄權論。

借用人進住後，應逕洽該宿舍區自治管理委員會，辦理自治管理費繳交事宜。

4. Once the application submitted by the dormitory borrower is approved, upon receipt of notice, the borrower shall sign the Lease, and have the Lease notarized, with deposit of NTD15,000 for utilities, gas, equipment, and cleaning and maintenance to the Cashier Division of the University and the keys will be provided. Unless with special reasons, the borrower shall move in within 15 days. Any delinquency is considered as abstention.

Once the borrower moves in, the self-government and management fees shall be paid directly to the self-government and management committee of the dormitory.

- 五. 借用人返還宿舍時，應先結清宿舍水、電及瓦斯等費用後，至總務處經營管理組辦理返還手續。保證金於返還手續完成後，無息退還。但有尚未繳納之水、電及瓦斯等費用，或有設備毀損之修復、空間清潔等費用時，自保證金內扣抵，多退少補。
5. When the borrower surrenders the dormitory, he/she shall pay off the costs of utilities and gas before completing the dormitory surrender with the Management Service Division under the Office of General Affairs.
The deposits will be refunded without interest once all the procedures are properly completed. In cases of any pending utilities, gas, and any equipment repairing or cleaning costs, the Management Service Division will deduct them from the deposits, and refund overcharge or demand payment of shortage, if any.
- 六. 借用人於借用期間屆滿或借用契約終止後，未依約規定遷離或返還者，自逾期日起，支付違約金每月新臺幣貳萬元整。
6. If the borrower fails to vacate or surrender the premises upon expiration of the stay, he/she shall pay the liquidated damages based on the number of overdue months, NTD 20,000 per month.
- 七. 學人宿舍至少須保留總戶數之十分之一，供國際學人申請。
未符合第二點規定之本校新聘編制內專任教師，因特殊情況，且學術研究優異，經所屬單位一、二級主管推薦，教務長會簽同意，並經校長核准者，得比照國際學人，申請配借尚有空餘之宿舍。
7. At least one-tenths of the overall dormitories for international scholars available shall be retained to be applied for by the international scholars.
For those newly hired full-time faculty within the organization who are not as indicated under Article 2 herein, under special circumstances, with outstanding academic research accomplishments and referral from supervisors of the relevant unit, with agreement from Vice President of Academic Affairs, and with approval from the President of the University, with the same criteria for international scholars, they may apply for the vacant dormitories accordingly.
- 八. 本要點經行政會議通過後實施，修正時亦同。
8. These Regulations are to be enforced following approval through the administrative meeting. The same shall apply to their revisions.