

國立成功大學短期學舍管理要點

National Cheng Kung University Short-Term Housing Management Directions

75年5月5日第127次主管會報通過
Approved in the 127th Meeting of the Chief Administrators Council on May 5, 1986
80年3月20日第276次主管會報修正通過
Revised and approved in the 276th Meeting of the Chief Administrators Council on March 20, 1991
81年10月2日81學年度第1次總務會議修正通過
Revised and approved on October 2, 1992 via the 1st General Affairs Meeting for Academic Year 1992
85年5月8日第396次主管會報修正通過
Revised and approved in the 396th Meeting of the Chief Administrators Council on May 8, 1996
92年4月23日第551次主管會報修正通過
Revised and approved in the 551th Meeting of the Chief Administrators Council on April 23, 2003
99年10月8日99學年度第1次校務基金管理委員會修訂通過
Revised and approved on October 8, 2010 via the 1st Endowment Fund Management Committee Meeting for Academic Year 2010
99年11月17日第697次主管會報追認通過
Revised and approved in the 697th Meeting of the Chief Administrators Council on November 17, 2010
107年5月16日106學年度第4次校務基金管理委員會修訂通過
Revised and approved on May 16, 2018 via the 4th Endowment Fund Management Committee Meeting for Academic Year 2017
111年3月14日110學年度第2次校務基金管理委員會修訂通過
Revised and approved on March 14, 2022 via the 2nd Endowment Fund Management Committee Meeting for Academic Year 2021
112年11月16日112學年度第1次校務基金管理委員會修訂通過
Revised and approved on November 16, 2023 via the 1st Endowment Fund Management Committee Meeting for Academic Year 2023
113年1月10日第221次行政會議通過
Approved in the 221st Administrative Meeting on January 10, 2024

一、國立成功大學(以下簡稱本校)為有效管理本校短期學舍，特訂定本要點。

1. These directions are promulgated by National Cheng Kung University (the University) in order to effectively manage the University's short-term dormitories.

二、本要點所稱短期學舍管理，係指敬業與東寧短期學舍之分配管理等事項。

2. The short-term housing management in these directions refers to affairs related to the management of short-term dormitories such as the Ching-Yeh and Dong-Ning dormitories.

三、短期學舍管理由總務處經營管理組指定人員管理之。

3. Short-term housing is managed by personnel appointed by the Management Service Division of the Office of General Affairs.

四、短期學舍申請對象及配住如下：

4. The applicants for short-term dormitories and their accommodation are as follows:

(一) 敬業短期學舍：至本校講學之學人，且有一個月以上兩年以下之住宿需求者。住宿未滿一個月者，以一個月計。

(1) Ching-Yeh dormitory: Ching-Yeh dormitory is provided to scholars who will lecture at the University and have the accommodation needs for one month to two years. For those staying less than one month, the accommodation will be charged on a monthly basis.

(二) 東寧短期學舍：具有崇高地位至本校講學之學人，且有一個月以上兩年以下之住宿需求者。住宿未滿一個月者，以一個月計。

(2) Dong-Ning dormitory: Dong-Ning dormitory is provided to scholars with distinguished

reputations who will lecture at the University and have the accommodation needs for one month to two years. For those staying less than one month, the accommodation will be charged on a monthly basis.

(三) 其他具特殊原因，符合教育部及所屬機關學校住宿設施管理及安全維護要點第3點規定資格，經專案簽准者。

(3) Others who have special reasons and meet the qualifications stipulated in point 3 of the Management and Safety Maintenance Guidelines for Residential Facilities of the Ministry of Education and its affiliated institutions, and who have been approved by the project.

五、各單位借用短期學舍時，應至行政 e 化系統提出申請，除經專案簽准費用另行繳交外，借住人應於入住前繳納所需費用後，方得領取鑰匙，收費標準如附表。

借住人進住後，應洽宿舍區自治管理委員會，辦理自治管理費繳交事宜。

5. When borrowing a short-term dormitory, each unit should submit an application to the administrative e-system. In addition to the project approval fee, residents are required to pay the necessary fees before checking in. Only after the payment is made, they will be eligible to receive the keys. The fee schedule is provided in the attached table. Once the resident moves in, the self-government and management fee shall be paid to the self-government and management committee of the dormitory.

六、各單位雖已事先洽借登記使用，但本校因臨時特殊需要時，總務處得權宜調配。

6. Should the University encounter any special circumstances, the Office of General Affairs may coordinate changes in confirmed reservations accordingly.

七、申請借住繳費後，借住人應於借住日期起15日內遷入，若因故未能進住，則視為棄權，得申請退費，所交費用扣除百分之十之手續費後，其餘無息退還。

7. After applying and completing the payment, the residents are required to move in within 15 days from the date of renting. If the resident is unable to move in for any reason, it will be deemed as a waiver. In such cases, a refund can be requested, and after deducting a ten percent processing fee, the remaining amount will be refunded without interest.

八、本要點經行政會議通過後實施，修正時亦同。

8. These directions and any subsequent amendments shall be implemented upon approval by the Administrative Meeting.

國立成功大學短期學舍管理費標準表							
名稱	間數	編號	房間類別	人數	收 費		備註
					每日	每月	
敬 業	8	101-108	貴賓套房 (附客廳)	2		8,000	含水電、 瓦斯費 (電費，每兩個月 不得超過 3,000 元，超過部份由 借住人支付，如 借住人已離職由 申請人代繳該電 費。)
東 寧	10	東寧路93巷 54號1-5樓 56號1-5樓	公寓式 住宅			12,000	
東 寧	8	東寧路93巷 38號1-4樓 40號1-4樓	公寓式 住宅			18,000	
說明：依本校「短期學舍管理要點」第五點規定辦理。 申請核准借住敬業及東寧短期學舍者，會同學舍管理員或經營管理組經辦人核對房間設備後進住。每月短期學舍管理費，請於當月月初使用線上繳費系統或至出納組繳交。 退房時，請會同管理員或經營管理組經辦人點交房間設備並將鑰匙交回。如未交回鑰匙，則視同續住，應付管理費至交回前一天止。							

National Cheng Kung University Schedule for Short-Term Dormitory Management Fee							
Dormitory Name	Number of Rooms	No.	Room Type	Residents	Charge		Remark
					Daily	Month	
Ching-Yeh	8	101-108	VIP suite with living room	2		8,000	Fees are included water, electricity and gas fees. The electricity cost may not exceed NTD 3,000 per two months. Excess cost should be paid by the resident, if the resident has resigned without paying, the cost should be paid by the applicant.
Dong-Ning	10	No. 54-1 ~ 54-4 No.56-1 ~ 56-4 Lane 93, Dong-Ning Road	Apartment			12,000	
Dong-Ning	8	No. 38-1 ~ 38-3 No.40-1 ~ 40-3 Lane 93, Dong-Ning Road	Apartment			18,000	
Remark: 1. The fees are managed in accordance with Article 5 of the Short-Term Housing Management Directions. 2. Residents of Ching-Yeh and Dong-Ning dormitories must meet the dormitory administrator or Management Service Division manager to check the room equipment before checking in. The monthly management fee should be paid at the beginning of the month using the online payment system or at the cashier's office. 3. When checking out, residents must return the keys to the administrator or the manager of the Management Service Division and complete the related procedures. If the keys are not returned, a resident is regarded as a continuing resident, and the fee must be paid until the keys are returned.							