

國立成功大學第 208 次行政會議紀錄

會議時間：110 年 6 月 16 日(星期三) 下午 2 時 2 分

會議地點：雲平大樓西棟 6 樓會議室(視訊會議)

參加人員：名單如 [附件 1, P.4](#)

會議主席：蘇慧貞校長

紀錄：張簡秋香

防疫措施：本會議已於會前提醒出席者遵守「嚴重特殊傳染性肺炎(武漢肺炎)因應指引：公眾集會」規定，並強化入校師生防疫措施。

保密事項：本次會議採取視訊方式，會議資料及其附件、投影片內容，以及討論過程口述之訊息，均為本校之機密資料，與會人員應負保密義務。

壹、報告事項

一、宣讀第 207 次行政會議紀錄，報告決議案執行情形(確認如 [附件 2, P.5-6](#))，及反映事項說明([附件 3, P.7-8](#))。

二、主席報告

(一)本次行政會議首次全面採取視訊方式進行，出席上線人數踴躍，謝謝各位主管參加。

(二)因應疫情本校自 5 月 17 日起 5 人以上課程全面改為線上教學，5 月 18 日教育部宣布自 5 月 19 日起停止到校上課。有關課程、教學與評量方式，教育部已授權學校以彈性、多元方式處理，請教務處提醒開課教師相關配套措施。

(三)臺綜大系統轉學考，經四校討論後，為維護已報名同學的應試權益及招生學系選才的品質之前提下，將以書面審查取代筆試作為應變方案。

(四)教育部 6 月 7 日宣布停止到校上課延長至 7 月 2 日，指考延至 7 月 28 日至 7 月 30 日。請相關單位規劃後續新生報到、選課、住宿等因應事宜。

(五)關於端午節連假返鄉住宿生，為積極防範校園防疫，考量宿舍是群居場所，返鄉回宿學生需配合自費做 PCR 篩檢。調查結果依風險程度調整，針對高風險縣市學生一人一室自主健康管理，以保護留宿學生。

三、各單位工作報告(議程附件 3)

高等教育深耕計畫推動辦公室、教務處、學生事務處、總務處、圖書館、人事室、研究發展處、國際事務處、財務處、環境保護暨安全衛生中心、計算機與網路中心、藝術中心、博物館

教務處會後補充：依據教育部 110 年 6 月 11 日臺教高通字第 1100072591 號函，調整本學期學位考試申請期限可延至 110 學年度第 1 學期開學日前一個工作日提出申請。並延長至 10 月 31 日前完成論文繳交及離校程序，即視為 109-2 畢業生，免繳 110 學年度第 1 學期學雜費。

貳、討論事項

第 1 案 提案單位：總務處

案由：擬修正「國立成功大學教職員宿舍配借及管理委員會設置辦法」部分條文，提請審議。

說明：

- 一、本校組織章程修正案業報教育部核定，並於 110 年 2 月 1 日生效，其中第 24 條第 1 項第 9 款教職員宿舍配借及管理委員會代表增訂教職員宿舍借用人推選代表一人。為符合組織章程現況，擬修正設置辦法第 2 條之規定並增加其推選辦理方式。
- 二、另第 7 條原需經校務會議通過後實施，修正時亦同，惟因宿舍配借管理屬行政業務，且其他相關宿舍配借規章亦已修改由行政會議修正通過，故亦比照修正。
- 三、本案已於 110 年 4 月 12 日簽核，並經 110 年 5 月 4 日宿舍配借及管理委員會討論通過。
- 四、檢附修正草案條文對照表及現行條文。

擬辦：通過後，續提校務會議審議。

決議：照案通過(附件 4，P.9-11)。

第 2 案 提案單位：總務處

案由：擬修正「國立成功大學宿舍配借及管理要點」第一點、第十三點、第十七點，提請審議。

說明：

- 一、依據行政院於 109 年 11 月 27 日修正之宿舍管理手冊第 9 點，增訂借用期間按中央所定標準收取管理費，契約終止或借用期間屆滿，依約遷出前，仍需收取管理費。
- 二、本案業經 110 年 5 月 4 日宿舍配借及管理委員會討論通過，會議紀錄已於 110 年 5 月 20 日簽奉核可。
- 三、檢附修正草案對照表及現行條文。

擬辦：通過後，報請教育部核定後實施。

決議：照案通過(附件 5，P.12-19)。

第 3 案 提案單位：總務處

案由：擬修正「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」第六點，提請審議。

說明：

- 一、依據行政院於 109 年 11 月 27 日修正之宿舍管理手冊第 9 點，增訂契約終止或借用期間屆滿，借用人依約遷出前，仍需收取管理費。
- 二、本案業經 110 年 5 月 4 日宿舍配借及管理委員會討論通過，會議紀錄已於 110 年 5 月 20 日簽奉核可。
- 三、檢附修正草案對照表及現行條文。

擬辦：通過後實施。

決議：照案通過(附件 6，P.20-22)。

第 4 案 提案單位：總務處

案由：擬修正「國立成功大學單房間職務宿舍配借及管理細則」，提請審議。

說明：

- 一、配合行政院 109 年 11 月 27 日修正宿舍管理手冊，修正本細則。
- 二、本案業經 110 年 5 月 4 日宿舍配借及管理委員會討論通過，會議紀錄已於 110 年 5 月 20 日簽奉核可。
- 三、檢附修正草案對照表及現行條文。

擬辦：通過後實施。

決議：照案通過([附件7，P24-27](#))。

參、臨時動議

為降低校園感染風險，並維護師生健康安全，請確實填寫每日體溫及症狀紀錄。另請各單位提醒臨時工、實驗室或研究室所屬成員配合填報。

肆、散會 下午 2 時 41 分

Notes: Please refer to pp.30-32 for a brief English translation of the minutes.

出席：

蘇慧貞、蘇芳慶、賴明德¹、林從一¹、吳誠文、莊偉哲¹、呂佩融、王育民¹、林麗娟、姚昭智、王涵青、蘇義泰、王明洲、林財富、王筱雯、劉裕宏、莊偉哲²、詹寶珠、陳寒濤、馬敏元(陳明惠代)、吳秉聲、賴明德²、李永春(請假)、賴明德³、林從一²、黃良銘、張怡玲、呂兆祥、辛致煒、邱宏達、王育民²、陳玉女、高美華、吳奕芳、劉繼仁、陳文松、蔣為文、劉益昌、高實玫(請假)、鄒文莉(請假)、陳淑慧、林景隆(請假)、羅光耀、李欣縈、葉晨聖(張銘哲代)、陳燕華、河森榮一郎、詹錢登、屈子正¹(鍾俊輝代)、劉建聖(請假)、鄧熙聖、陳東煌(請假)、徐國錦、郭昌恕¹、郭振銘、孫建平¹、林裕城(潘文峰代)、葉明龍(請假)、沈聖智、呂宗行¹、吳義林、郭重言、呂宗行²、郭昌恕²、孫建平²、屈子正²(請假)、許渭州、林志隆(請假)、邱瀝毅(請假)、江孟學¹、張志文、江孟學²、張燕光、梁勝富、陳朝鈞、陳培殷、林英超(請假)、鄭泰昇、杜怡萱¹(吳秉聲代)、趙子元、林彥呈(請假)、劉世南、杜怡萱²(請假)、黃宇翔、翁慈宗、陳勁甫(請假)、張心馨、曾瓊慧、顏盟峯、陳瑞彬(請假)、溫敏杰、黃滄海、沈延盛、謝式洲(請假)、許桂森、莊偉哲³、張雅雯、陳舜華、陳炳焜、林明彥、胡淑貞(請假)、莊淑芬、黃暉升、柯乃熒、林呈鳳(請假)、林玲伊、蔡瑞真(林少紅代)、蔡少正、陳柏熹(請假)、孫孝芳(請假)、劉秉彥¹、翁慧卿、白明奇、陳秀玲(請假)、劉秉彥²、蔡曜聲(請假)、蔡宏名(請假)、沈孟儒(請假)、蕭富仁、王奕婷(請假)、劉亞明(請假)、周麗芳、龔俊嘉(請假)、董旭英(請假)、陳運財、簡伯武¹、曾淑芬、黃浩仁、陳宗嶽、簡伯武²

列席：

方美雲、王俐尹、王效文、王蕙芬、吳淑貞、呂佩珊、呂秋玉、李妍儀、李妙花、邱淑華、侯文哲、陳文英、陳永川、陳孟莉、陳信誠、陳榮杰、陳麗君、黃信復、楊順宇、趙子揚、劉芸愷、樂鋈、歐麗娟、蔡孟勳、盧宥羽、謝宜芳、謝漢東

國立成功大學第 207 次行政會議決議案執行情形報告表

決 議 案 摘 要	執 行 情 形
<p>第 1 案 案由：擬修正「國立成功大學產學合作收入收支管理要點」第九點，提請審議。 決議：照案通過。</p>	<p>【研究發展處】 已於 110 年 6 月 4 日更新本校「法規彙編」及計畫管考組網頁周知。</p>
<p>第 2 案 案由：擬修正「各院系所電費配額實施辦法」，提請審議。 決議：照案通過。</p>	<p>【研究發展處】 已於 110 年 6 月 2 日更新本校「法規彙編」及研究發展處網頁周知。</p>
<p>第 3 案 案由：擬訂定「國立成功大學各級中心電費配額實施辦法」，提請審議。 決議：照案通過。</p>	<p>【研究發展處】 已於 110 年 6 月 2 日公告本校「法規彙編」及研究發展處網頁周知。</p>
<p>第 4 案 案由：擬修正「國立成功大學推廣教育實施辦法」名稱、第五條、第七條及第十三條，提請審議。 決議：照案通過。</p>	<p>【教務處】 已於 110 年 6 月 4 日更新本校「法規彙編」及推廣教育中心網頁周知。</p>
<p>第 5 案 案由：擬修正「國立成功大學通識課程優良教師獎勵與遴選要點」部分條文，提請審議。 決議：照案通過。</p>	<p>【通識教育中心】 本案擬自 110 學年度起實施，屆時另行公告於本校「法規彙編」及通識中心網頁周知。</p>
<p>第 6 案 案由：擬修正「國立成功大學永續校園規劃及運用委員會設置辦法」部分條文，提請審議。 決議：照案通過。</p>	<p>【總務處】 已於 110 年 6 月 4 日更新本校「法規彙編」及營繕組網頁周知。</p>

決 議 案 摘 要	執 行 情 形
<p>第 7 案</p> <p>案由：擬修正「國立成功大學圖書館入館閱覽規則」、「國立成功大學圖書館入館借閱證件申請辦法」及「國立成功大學圖書館圖書資料借閱規則」，提請審議。</p> <p>決議：照案通過。</p>	<p>【圖書館】</p> <p>已於 110 年 5 月 10 日公告本校「法規彙編」及圖書館網頁周知。</p>

國立成功大學第 207 次行政會議反映事項

反映事項	業務單位說明
<p>第 1 案【台灣文學系】 為提供外縣市兼任老師住宿，本系擬使用推廣教育經費於校外租屋，建請簡化公文流程與經費核銷作業。</p>	<p>【主計室】</p> <ol style="list-style-type: none"> 1.依本校推廣教育收支管理要點，訂有推廣教育授課鐘點費、管理費及工作補助費支應標準；若有特殊情況得簽請校長核准後辦理。 2.推廣教育經費結餘款由推廣教育開班單位繼續使用，支應其他與推廣教育相關事項。 3.推廣教育經費動支及結報請依本校採購辦法辦理。
<p>第 2 案【台灣文學系】 有關推廣教育經費是否可支付大學部開課的兼任師資鐘點費，請提供相關規定及經費核銷方式。</p>	<p>【教務處】</p> <ol style="list-style-type: none"> 1.推廣教育收入可分為辦班業務費(K)、管理費(KM)與結餘款(KK)三項目。 2.辦班業務費為該班學員繳交之學分費、培訓費與雜費，應專款專用於開班相關事項，以維護該班學員權益。 3.依據本校推廣教育收支管理要點第五點第二項規定，推廣教育管理費及結餘款得以運用於對學校學術研究及教學發展有關事項之支援。 <p>【主計室】</p> <ol style="list-style-type: none"> 1.推廣教育經費動支需與計畫相關，大學部兼任師資授課與推廣教育計畫內容不符時，其鐘點費則不宜由推廣教育經費支應。建請於本校推廣教育收支管理要點有關管理費及結餘款之運用範圍辦理。 2.兼任師資鐘點費核銷可檢附該兼任老師課程時數相關文件及印領清冊，經單位主管核准後依本校經費結報程序辦理。
<p>第 3 案【台灣文學系】 本校推廣教育管理費提成分配比例為 27%，按計畫經費總金額編列計算，因學員以信用卡繳費需扣除手續費，實際收入少於計畫經費金額，</p>	<p>【教務處】</p> <ol style="list-style-type: none"> 1.本校推廣教育報名平台提供 ATM 轉帳服務，學員可使用線上銀行、銀行臨櫃或 ATM 機台繳款，轉帳手續費由報名學員自行負擔，開課單位無須

反映事項	業務單位說明
建議以實際收入為計算標準。	<p>負擔任何手續費。</p> <p>2.另，本校網路收款平台提供信用卡付款方式，銀行將收取 2.25%手續費，由開課單位繳交。</p> <p>3.校內提供多元繳款方式供開課單位選用，惟基於使用者付費之原則，開課單位應參酌收支成本總整考量，選擇合適之收款方式。信用卡手續費亦為開班營運成本之一，應由選擇使用信用卡付款之開課單位自行負擔。</p>
<p>第 4 案【台灣文學系】 請開放 Moodle 數位學習平臺，提供推廣教育學分班學員使用，做為台語師資班課程輔助教學工具。</p>	<p>【教務處】 計網中心提供育才網平台(網址：https://ge.ncku.edu.tw/)可供推廣教育學分班教學使用。</p>
<p>第 5 案【台灣文學系】 請國際事務處持續協助境外生來臺的隔離住宿服務，避免新生受疫情影響放棄來臺就學。</p>	<p>【國際事務處】 境外生來臺前後的相關規定可能因應疫情而變化，仍需等待中央與教育部指示。一旦局面明朗化，定會以學生最大利益做最妥善安排。</p>
<p>第 6 案【台灣文學系】 有關外籍生獎學金應具體說明，獎學金僅「學雜費」免費但仍需繳「學分費」，避免誤以為學費全額減免。</p>	<p>【國際事務處】 針對 110 秋季班錄取信之獎學金內容呈現部分，分列出四項(生活費、學雜費、學分費、系所額外補助)。研究生有獲得的獎項在相對應的欄位就會顯示金額，若無獲得的項目，則會列出 No grant 字樣，以取代前季班所顯示的數字 0，避免造成學生誤解。且於下方加註報名網頁中系所招生資訊，以利學生查詢系所畢業規定內容(學分數)。</p>
<p>第 7 案【機械學系】 建議為了積極延攬優秀師資，備取名單一併提送教師評審委員會，若正取人員未報到時，得以直接遞補以減少審核時間，爭取教師聘任之時效性並簡化行政流程。</p>	<p>【人事室】 刻正蒐集各校作法，研擬相關方案後提 6 月 21 日校教評會討論。</p>

國立成功大學教職員宿舍配借及管理委員會設置辦法
**NCKU Regulations for Setting up the Faculty and Staff Dormitory Assignment,
Lending, and Management Committee**

86 年 3 月 26 日 85 學年度第 3 次校務會議通過
Approved on March 26, 1997 via the third University Affairs Committee meeting for Academic Year 1996
99 年 6 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
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

- 第一條 國立成功大學(以下簡稱本校)為服務本校教職員工，照顧其生活，提振工作效能，茲依據本校組織規程第二十四條規定，設置「宿舍配借及管理委員會」(以下簡稱本委員會)，並訂定本委員會設置辦法。
- Article 1 The “Dormitory Assignment, Lending, and Management Committee” (the Committee) is set up and these Regulations are established as required by Article 24 of National Cheng Kung University’s (the University) Organic Charter in order to service the faculty and staff of the University, take care of their life, and boost their performance at work.
- 第二條 本委員會成員以總務長、主任秘書、人事室主任為當然委員，並由校務會議代表中推選各學院教師代表一人、非屬學院教師代表一人、職員代表一人及教職員宿舍借用人推選代表一人組成之。
本委員會召集人由總務長兼任；職員代表及教職員宿舍借用人推選代表，由人事室辦理票選產生。
前項票選結果票數相同者，以抽籤定之；宿舍借用人推選代表與其他代表為同一人時，則以次一高票遞補之。
- Article 2 Members of this Committee include ex officio members “the Vice President for General Affairs, the Secretary-General, and Director of the Personnel Office” and one representative faculty member from each college elected during the University Affairs Committee meeting, one representative non-faculty member, one staff member and one representative elected from staff dormitory borrowers. The Committee convener is served also by the Vice President of General Affairs while the staff member and the representative of staff dormitory are elected by the Personnel Office.
The votes in the preceding paragraph shall be determined by draw lots if the number of votes is the same; when the representative of staff dormitory and other representative are the same person, it should be filled with the next highest vote.
- 第三條 本委員會委員任期一年，任期至新學年之代表產生為止，連選得連任之。
- Article 3 Members of this Committee serve each term of one year up to generation of representatives for the new academic year; those re-elected may serve again without limitations.
- 第四條 本委員會任務如下：
- Article 4 The Committee is assigned with the following tasks:
- 一、研議本校教職員工宿舍配借及管理相關規定之修訂。
 1. To discuss revisions to applicable requirements for the assignment, lending, and management of the University’s faculty and staff dormitories.
 - 二、研議宿舍使用費、違約金及保證金等之收費標準。
 2. To discuss fee collection criteria for the user charge, default penalty, and performance

bond.

三、研議宿舍配借特殊個案之處理。

3. To discuss how to handle special cases in the assignment and lending of dormitories

四、研議宿舍配借及管理重大爭議及違規事件之處理。

4. To discuss how major disputes and violations concerning the assignment, lending, and management of dormitories will be handled.

五、其他有關宿舍配借及管理事宜。

5. Other matters about the assignment, lending, and management of dormitories.

第五條 本委員會每一學年至少應召開會議一次。

Article 5 The Committee shall meet at least once an academic year.

第六條 本委員會開會時，非有全體委員半數以上出席，不得開議；非有出席委員過半數之同意，不得決議。

Article 6 When the Committee meets, attendance from half of all members is required in order for the meeting to begin and a decision may only be made with approval from half of attending members.

第七條 本辦法經行政會議通過後實施，修正時亦同。

Article 7 These Regulations are to be enforced following approval through the administrative meeting; the same shall apply to their revisions.

「國立成功大學教職員宿舍配借及管理委員會設置辦法」
修正草案條文對照表

修正條文	現行條文	說明
<p>第一條 <u>國立成功大學(以下簡稱本校)</u>為服務本校教職員工，照顧其生活，提振工作效能，茲依據本校組織規程第二十四條規定，設置「宿舍配借及管理委員會」(以下簡稱本委員會)，並訂定本委員會設置辦法。</p>	<p>第一條 為服務本校教職員工，照顧其生活，提振其工作效能，茲依據本校組織規程第二十四條規定，設置「宿舍配借及管理委員會」(以下簡稱本委員會)，並訂定本委員會設置辦法。</p>	<p>秘書室法制組文字建議修訂</p>
<p>第二條 本委員會成員以總務長、主任秘書、人事室主任為當然委員，並由校務會議代表中推選<u>各學院教師代表一人、非屬學院教師代表一人、職員代表一人及教職員宿舍借用人推選代表一人</u>組成之。 本委員會召集人由總務長兼任；職員代表<u>及教職員宿舍借用人推選代表</u>，由人事室辦理票選產生。 <u>前項票選結果票數相同者，以抽籤定之；宿舍借用人推選代表與其他代表為同一人時，則以次一高票遞補之。</u></p>	<p>第二條 本委員會成員以總務長、主任秘書、人事室主任為當然委員，並由校務會議代表中推選每學院教師代表一人、不屬學院之教師代表一人及職員代表一人組成之。本委員會召集人由總務長兼任；職員代表由人事室辦理票選產生。</p>	<p>配合本校組織章程第 24 條第 1 項 第 9 款修訂增加宿舍借用人推選代表 1 人，並增加其推選方式。</p>
<p>第六條 本委員會開會時，非有<u>全體委員半數以上</u>出席，不得開議；非有出席委員過半數之同意，<u>不得決議。</u></p>	<p>第六條 本委員會開會時，非有半數之委員出席不得開議；非有出席委員過半數之同意不得決議。</p>	<p>秘書室法制組文字建議修訂</p>
<p>第七條 本辦法經<u>行政會議</u>通過後<u>施行</u>，修正時亦同。</p>	<p>第七條 本辦法經校務會議通過後實施，修正時亦同。</p>	<p>宿舍配借管理屬行政業務，且其他相關宿舍配借規章亦已修改由行政會議修正通過，故亦比照修正。</p>

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次行政會議修正通過
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

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"/> <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 <input type="checkbox"/> 2.子女 <input type="checkbox"/> 3.父母 <input type="checkbox"/> 1. Spouse <input type="checkbox"/> 2. Children <input type="checkbox"/> 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。 <input type="checkbox"/> 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。 <input type="checkbox"/> 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。 <input type="checkbox"/> 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>	

「國立成功大學宿舍配借及管理要點」
第一點、第十三點、第十七點修正草案對照表

修正規定	現行規定	說明
<p>一、<u>國立成功大學</u>(以下簡稱<u>本校</u>)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。</p>	<p>一、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」第五點訂定本要點。</p>	<p>秘書室法制組建議文字修正</p>
<p>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<u>遷出日止</u>，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。</p>	<p>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，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。</p>	<p>宿舍管理手冊第九點於109年11月27日修正，增訂借用期間按中央所定標準收取管理費，契約終止或借用期間屆滿，依約遷出前，仍需收取管理費。爰配合修正本點，明定宿舍相關費用收取至借用人遷出之日為止。</p>
<p>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<u>相關規定另定之</u>。</p> <p>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，<u>如有涉及條文內容之解釋者</u>，由委員會作成決議，陳請校長核定後辦理。</p>	<p>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，另訂細則規範之。</p> <p>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，倘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。</p>	<p>秘書室法制組建議文字修正。本校國際學人短期多房間職務宿舍配借及管理要點，已於109年9月16日修正名稱為「要點」，爰配合修正本點文字。</p>

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

- 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（以下簡稱學人宿舍），依國立成功大學宿舍配借及管理要點第十七點規定，訂定本要點。
 1. These Regulations are established pursuant to Article 17 of 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。前項但書延長二學年期滿後，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。但數量不得超過國立成功大學經管多房間職務宿舍總戶數之十分之一。依法不得於國內置產之外籍教師，依前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，應每年簽請校長核准，借用期間為一學年，屆滿得再提出申請。

核准延長期間內，借用人應按月支付延期借用費新臺幣壹萬元整，自薪資中扣除。

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. Notwithstanding, the quantity is not to exceed one-tenths of the whole multi-room dormitories managed by the University.

Foreign teachers who are not allowed to buy property domestically pursuant to laws but extend such stay for three academic years pursuant to the requirements referred to in the preceding paragraph may be exempted from the restriction of one-tenths of the whole dormitories. If they, upon expiration of the said extension of three academic years, wish to continue their stay, they shall apply for approval with the President of the University on a yearly basis. The stay is granted for one academic year only, and a new application shall be filed upon expiration of the one academic year.

During the approved extended stay, the borrower shall make the payment for the extension, NTD10,000, on a monthly basis, which will be withheld from his/her monthly salary.

- 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.

「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」
第六點修正草案對照表

修正規定	現行規定	說明
<p>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。</p>	<p>六、借用人借用期間屆滿而未遷離或返還者，按逾期月數支付違約金，每月新臺幣貳萬元整。</p>	<p>宿舍管理手冊第 9 點於 109 年 11 月 27 日修正增訂契約終止或借用期間屆滿，借用人依約遷出前，仍需收取管理費，本條規範未依約遷出之罰則。</p>

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

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、科技部延聘來校任教學人、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，且須按月繳交使用費。

編制外人員經配借宿舍者，每月酌收使用費新台幣參仟元整。

2. Scholars and post-graduate researchers hired by the Ministry of Education and the Ministry of Science and Technology 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 and the user charge has to be paid monthly.

For staff outside the organization, when lent or assigned a dormitory, NTD 3,000 shall be collected monthly as the user charge.

(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：

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.

前項第一款分配作業，原則於每學期開學前(一、七月間)，視宿舍騰空間數，依候配名冊順序統一集中辦理。如於學期中到職，而確有急需借用，且宿舍亦有空餘時，得再酌情依規定辦理分配。

The assignment process in Subparagraph 1 of the preceding paragraph is to be handled centrally before school starts for each semester (January or July), taking into consideration the number of vacant dormitories available and sequential order of the applicant on the waiting list. For an applicant that reports working during a semester and indeed urgently needs to borrow a dormitory and there is a vacancy, assignment may be done taking into consideration the special circumstance as required.

六、宿舍借用人，如因調職、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。

6. Dormitory borrowers need to vacate within 3 months in case of transfer, resignation and retention of position while on leave or retirement and vacate within 1 month in case of revocation, 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.

七、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。

7. 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.

八、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。

8. 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.

九、本要點經行政會議通過；修訂時亦同。

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

「國立成功大學單房間職務宿舍配借及管理細則」
修正草案對照表

修正名稱	現行名稱	說明
國立成功大學單房間職務宿舍配借及管理 <u>要點</u>	國立成功大學單房間職務宿舍配借及管理細則	秘書室法制組文字建議修訂，本規定屬行政規則，爰修正名為「要點」。
修正規定	現行規定	說明
<u>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。</u>	第一條 依據本校宿舍配借及管理要點第十七條訂定本細則。	秘書室法制組文字建議修訂。
<p><u>二、本宿舍供下列人員借用：</u></p> <p><u>(一)本校編制內教職員。</u></p> <p><u>(二)教育部、科技部延聘來校任教學人、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，且須按月繳交使用費。</u></p> <p><u>編制外人員經配借宿舍者，每月酌收使用費新台幣參仟元整。</u></p> <p><u>(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。</u></p> <p><u>(四)他機關編制內人員至本校服務者。</u></p>	<p>第二條 本宿舍供下列人員借用：</p> <p>一、本校編制內教職員。</p> <p>二、教育部、科技部延聘來校任教學人、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，且須按月繳交使用費。</p> <p>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。</p> <p>四、編制外人員經配借宿舍者，每月酌收使用費新台幣參仟元整。</p>	<p>一、宿舍管理手冊第3點於109年11月27日修正增訂他機關編制內人員至本機關服務者得借用宿舍之規定，爰配合增訂第四款。</p> <p>二、文字及標號修正。</p>
<p><u>三、有下列情形之一者，不得申請借用本宿舍：</u></p> <p><u>(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。</u></p> <p><u>(二)本人或配偶在距離本校二十公里範圍內已獲政府輔</u></p>	<p>第三條 有下列情形之一者，不得申請借用本宿舍：</p> <p>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。</p> <p>二、本人或配偶在距離本校二十公里範圍內已獲政府輔</p>	標號修正。

<p>助購置(建)住宅或貸款者。</p> <p>(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。</p>	<p>助購置(建)住宅或貸款者。</p> <p>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。</p>	
<p>四、本宿舍區分配借等級如下：</p> <p>(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。</p> <p>(二)自強單房間職務宿舍：一、二、<u>三</u>、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。</p>	<p>第四條 本宿舍區分配借等級如下：</p> <p>一、敬業單房間職務宿舍：配借教師、薦任組長(主任)以上借用。</p> <p>二、自強單房間職務宿舍：一、二樓供醫學院教職員配借；三、四樓配借教職員工、助教、校聘人員、專案工作人員及職務代理人；五樓供專案核准短期借用人員、博士後研究人員等借用。</p>	<p>一、配合第二點修正，增訂他機關編制內人員至本校服務者配借自強單房間職務宿舍之規定。</p> <p>二、因自強單房間職務宿舍已不只限於醫學院教職員申請，因此修正原配借方式。</p> <p>三、文字及標號修正。</p>
<p>五、申請借用程序：</p> <p>(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，至總務處資產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。</p> <p>(二)依本要點第二點第二款或第四款專案申請者，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。</p> <p>前項第一款分配作業，原則於每學期開學前(一、七月間)，視宿舍騰空間數，依候配名冊順序統一集中辦理。如於學期中到職，而確有急需借用，且宿舍亦有空餘時，得再酌情依規定辦理分配。</p>	<p>第五條 申請借用程序：</p> <p>一、依本細則第二條第一款或第三款申請者，填具申請表並檢附戶籍及應聘資料，至總務處資產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。</p> <p>二、依本細則第二條第二款或第四款專案申請者，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。</p> <p>前項第一款分配作業，原則於每學期開學前(一、七月間)，視宿舍騰空間數，依候配名冊順序統一集中辦理。如於學期中到職，而確有急需借用，且宿舍亦有空餘時，得再酌情依規定辦理分配。</p>	<p>配合第二條修正，酌作文字及標號修正。</p>
<p>六、宿舍借用人，如因調職、停職、留職停薪或退休時，應</p>	<p>第六條 宿舍借用人，如因調職、離職、停職、撤職、休</p>	<p>一、宿舍管理手冊第9點於109年11月27日</p>

<p><u>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。</u></p> <p><u>宿舍借用人依約遷出前，仍需收取管理費及相關費用。</u></p>	<p>職、免職或退休時，均應於一個月內遷出，交回鑰匙後，始得辦理離校手續。留職停薪而無執行原任職務之事實時，應於一個月內遷出，嗣後仍返校服務時得優先予以配借。</p>	<p>修正增訂契約終止或借用期間屆滿，借用人依約遷出前，仍需收取管理費。</p> <p>二、依據宿舍管理手冊及本校宿舍配借及管理要點修正遷出緩衝期間。</p> <p>三、文字及標號修正。</p>
<p><u>七、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。</u></p>	<p>新增加條款</p>	<p>此條款於單房間契約已有規定，為參照多房間配借要點罰則，亦將此條款訂定於單房間要點中。</p>
<p><u>八、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。</u></p>	<p>第七條 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。</p>	<p>標號修正。</p>
<p><u>九、本要點經行政會議通過後實施；修正時亦同。</u></p>	<p>第八條 本細則經行政會議通過；修訂時亦同。</p>	<p>文字及標號修正。</p>

Minutes of the 208th Administrative Meeting at NCKU

Time & Date: 02:02 PM, Wednesday, June 16, 2021.

Location: A live video-based meeting at the Conference Room, 6F, Yunping Building.

Attendees: Attachment 1, p.4.

Chairperson: President H. J. Su

Minute Taker: C. H. Changchien

Disease Preventative Measures: Before the meeting, all the attendees were strongly advised to follow the “Guidance on the measures against COVID-19: Public gatherings,” established by Taiwan Centers for Disease Control. On-campus faculty and staff members should obey the preventative rules.

Confidentiality Policy: The meeting materials, including the agenda, attachments, presentation slides, and verbal records are deemed confidential. All the participants are required not to disclose or circulate any of them without permission.

I. Reports

A. Approval of the Minutes (No.207), Execution Progress (Attachment 2, pp.5-6), and Inquiries and Requests (Attachment 3, pp.7-8).

B. From Chairperson

1. In response to recent pandemic conditions, on May 17, the University initiated its policy of full-scale distance teaching and learning except for a class size smaller than 4 persons. On May 18, the Ministry of Education announced a nationwide closure of schools as from May 19. This is the first time that we have adopted a video-conference for the Administrative Meeting. I would like to thank all chief officers for your participation.
2. The Ministry of Education has empowered schools to carry out multiple assessment of students' performance. As for alternative schemes to run online courses, as well as relevant tools and evaluation methods, the Office of Academic Affairs should provide for the faculty.
3. This year's transfer examination to be hosted by the Taiwan Comprehensive University System (TCUS) has been canceled because of pandemic prevention. Instead, all the examinees are asked to provide their credentials and documents for review in order to gain admission.
4. The Ministry of Education has announced to extend the closure of schools to July 2. The Advanced Subjects Test (AST) is postponed to

July 28 until 30. The administrative units should plan ahead for new students' registration, course enrollment, and dormitory admission.

5. In order to prevent cluster transmission of COVID-19, after the Dragon Boat Festival holidays, the dormitory residents returning from their hometowns were asked to take a PCR test at their own expense. Adjustments were made according to their individual test results. For the students who are from high-risk cities were moved into single rooms to protect other residents.

C. From Offices, Centers, and the Library

Additional report from the Office of Academic Affairs: According to the official letter, Tai-Jiao-Gao No.1100072591, issued on June 11, 2021 from the Ministry of Education, the application deadline for degree examinations has been extended to the day before the start of fall term of the academic year 2021-22. The submission deadline for theses is October 31. Students who complete the procedures for thesis submission and departure before the deadline are considered still to be the graduates of the year 2021 and will not be charged for tuition fees for a new term.

II. Issues and Points

Item #1 Raised by: Office of General Affairs

Topic: To amend “National Cheng Kung University Regulations for Setting up the Faculty and Staff Dormitory Assignment, Lending, and Management Committee.”

Proposal: To be implemented after further approval from the University Council.

Resolution: Agreed. (Attachment 4, pp.9-11)

Item #2 Raised by: Office of General Affairs

Topic: To amend Articles 1, 13, and 17 of “National Cheng Kung University Directions for Assigning, Lending, and Managing Dormitories.”

Proposal: To be implemented after further approval from the Ministry of Education

Resolution: Agreed. (Attachment 5, pp.12-19)

Item #3 Raised by: Office of General Affairs

Topic: To amend Article 6 of “National Cheng Kung University Directions for Assigning, Lending, and Managing Short-term Multi-room Functional Dormitories for International Scholars.”

Proposal: To be implemented after approval.

Resolution: Agreed. (Attachment 6, pp.20-22)

Item #4 Raised by: Office of General Affairs

Topic: To amend “National Cheng Kung University Regulations for Assigning, Lending, and Managing Single-room Functional Dormitories.”

Proposal: To be implemented after approval.

Resolution: Agreed. (Attachment 7, pp.23-27)

III. Motions

None.

IV. Adjournment

The meeting ended at 02:41 PM.