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國立臺灣大學 書函

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密等及解密條件或保密期限：

附件：A_1060411客座學人宿舍管理要點-中英文版

主旨：修正「國立臺灣大學客座學人宿舍管理要點」部分條文，並自即日起生效，請查照。

說明：

一、旨揭要點第2點、第5點及第8點業經本校106年4月11日第2944次行政會議討論通過。

二、檢附「國立臺灣大學客座學人宿舍管理要點」修正後全文。

正本：各一二級單位

副本：秘書室（法規彙編、校訊）、教職員住宿服務組

國立臺灣大學

國立臺灣大學客座學人宿舍管理要點

Rules and Regulations Governing the Management of NTU Guesthouses for Visiting Faculty

中華民國75年9月9日第1541次行政會議通過

中華民國79年10月23日第1710次行政會議修正通過

中華民國80年4月9日第1738次行政會議修正通過

中華民國83年9月13日第1886次行政會議修正通過

中華民國85年3月5日第1952次行政會議修正通過

中華民國96年1月2日第2462次行政會議討論通過

中華民國99年6月22日第2628次行政會議修正通過

中華民國104年12月8日第2884次行政會議討論通過

中華民國106年4月11日第2944次行政會議討論通過

Approved by the 1541th meeting of the University Executive Council on September 9th, 1986

Revised and approved by the 1710th meeting of the University Executive Council on October 23rd, 1990

Revised and approved by the 1738th meeting of the University Executive Council on April 9th, 1991

Revised and approved by the 1886th meeting of the University Executive Council on September 13th, 1994

Revised and approved by the 1952nd meeting of the University Executive Council on March 5th, 1996

Revised and approved by the 2462nd meeting of the University Executive Council on January 2nd, 2007

Revised and approved by the 2628th meeting of the University Executive Council on June 22nd, 2010

Revised and approved by the 2884th meeting of the University Executive Council on December 8th, 2015

Revised and approved by the 2944th meeting of the University Executive Council on April 11th, 2017

一、國立臺灣大學（以下簡稱本校）為管理客座學人宿舍，特訂定本要點。

1. The National Taiwan University (hereinafter referred to as “the University”) hereby establishes the rules and regulations governing the management of guesthouses for visiting faculty.

二、本要點宿舍分為長興街客座學人宿舍、溫州街客座學人宿舍、永吉路客座學人宿舍及基隆路客座學人宿舍，管理單位為本校總務處。

2. The guesthouses referred to in this document are the Changxing Street Guesthouse, the Wenzhou Street Guesthouse, the Yongji Road Guesthouse, and the Keelung Road Guesthouse all of which are under the management of the Office of General Affairs of the University.

三、本要點宿舍應由使用人本人或其服務單位填具申請書並經單位主管核章後申請使用。

3. To apply for the use of these two guesthouses, the visiting faculty or the visiting faculty's unit must submit the application form with the personal seal of the

department head or the director of the institute affixed on the application form.

四、具下列資格之一者，得申請使用客座學人宿舍：

- (一) 依本校特聘講座設置辦法延聘者。
- (二) 依本校講座設置辦法延聘者。
- (三) 依行政院科技部補助延攬研究學者暨執行專題研究計畫或客座科技人才等作業方式，資聘來校講學或研究者。但不包括博士後研究人員、研究助理。
- (四) 依本校執行教育部邁向頂尖大學計畫設置之功能性整合研究中心資聘來校講學或研究之講座或客座人員。
- (五) 與本校簽有學術交流合約之機關（構）或姊妹校交換訪問之學者。
- (六) 其他機關（構）資聘不支薪不佔編制名額且實際來本校講學研究之講座或客座人員。

前項第一款及第二款符合本校講座設置辦法第三條第一項第二款延聘者得優先申請使用，並以前項第一款之申請人為最優先。

短期訪問講學學人在不影響前二項之使用情形下，得申請暫時使用。

4. Any person who fits any of the following criteria is eligible to apply for the use of the guesthouses:

- (1) A faculty member who renews his/her appointment in accordance with the NTU Regulations for the Establishment of Distinguished Professors;
- (2) A faculty member who renews his/her appointment in accordance with the NTU Regulations for the Establishment of Lecturers;
- (3) A lecturer or researcher who is recruited and sponsored by the Ministry of Science and Technology of the Executive Yuan to conduct a special topic research plan or as a visiting science/technology personnel. (This does not include post-doctoral researchers and research assistants)
- (4) A chair professor or visiting faculty who is recruited and funded by the University's Functional Integration Research Center, which is established under the "En Route to Top University Plan";
- (5) A faculty member who is an exchange scholar from the Universities' many sister schools or from an institution (organization) that has signed an agreement for academic exchange with the University;
- (6) A faculty member who is recruited and funded by other institutions (organizations) and is practically engaged in lecture and research in the University without remuneration or official position.

Prioritized processing will be given to those faculty who satisfy the criteria set forth in Subparagraph 1 and 2 of the preceding paragraph, especially Distinguished Professors will have top priority. A short-term visiting faculty may apply for temporary residence provided that other faculty on the priority list are first taken care of.

五、申請使用宿舍，除第四點第二項規定之情形外，以申請登記先後為準。

前項使用期間在三個月以上者，申請單位應於申請使用日前二個月向管理單位確認；不滿三個月者，應於申請使用日前一個半月確認，一經確認申請人即應自申請使用日起開始負擔相關費用。

5. Except for the provisions contained in Subparagraph 2 of Article 4, the guesthouses shall be assigned to applicants based on application order. For a residence term over three months, the applicant's unit shall confirm with the Office of General Affairs two months prior to the check-in date. For a residence term less than three months, the applicant's unit shall confirm with the Office of General Affairs one and a half months prior to the check-in date. Once the residence is confirmed, the applicant shall bear all relevant fees starting from the check-in date.

六、宿舍使用期間以聘書或合約期限為準。

無本校聘書之短期訪問講學學人之使用期間以三個月為原則。

使用人於使用期限屆至前，得提前返還宿舍，但應於一週前告知管理單位，若未告知者，仍應依原申請使用之期間繳交相關費用。

6. The residence term in the guesthouse shall be based on the term specified in The Letter of Appointment or Recruitment Agreement. A short-term visiting faculty without Letter of Appointment may apply for accommodation in the guesthouse on a three-month basis. The guest may decide to return the guesthouse before the expiration date of the residence term. However, the guest must inform the Office of General Affairs a week in advance. Otherwise, the guest shall bear all relevant fees during the residence term applied for.

七、使用人應與本校簽訂宿舍使用契約書，但期間在三年以上或連續同一宿舍累計達三年以上者應經公證，使用人不得拒絕配合辦理。

7. The guest shall execute an agreement for accommodation in the guesthouse with the University. Accommodation agreements established for three years or over, or for a consecutive period of over three years in the same guesthouse unit will require notarization, to which the resident may not refuse.

八、使用人應依下列標準繳交場地管理費：

（一）長興街客座學人宿舍：

1、有眷宿舍每月新台幣（下同）一萬五千元。

2、單身宿舍：每月七千五百元。

（二）溫州街客座學人宿舍：

1、有眷宿舍：

（1）坪數三十坪以上者，每月二萬七千元。

(2) 坪數不滿三十坪者，每月二萬四千元。

2、單身宿舍：每月一萬二千元。

(三) 永吉路客座學人宿舍：每月二萬四千元。

(四) 基隆路客座學人宿舍：

1、坪數十坪以上者，每月七千五百元。

2、坪數不滿十坪者，每月五千五百元。

長興街、溫州街有眷宿舍及永吉路學人宿舍使用期間之電話費、水費、電費及瓦斯費等費用，由使用人自行負擔；長興街、溫州街及基隆路單身宿舍除電話費自行負擔外，每月另酌收水電瓦斯費一千五百元。

使用期間未滿一個月者，其場地管理費以一個月計費之。但單身宿舍之水電瓦斯費，使用期間未滿一個月者，得按實際住宿之天數比例計費之（每月以三十日計算）。

使用人依本校對外契約或相關辦法規定得免繳場地管理費用者，應由聘用單位繳交之。但本要點修訂前已經聘用單位專案簽奉校長核可免收場地管理費者，借住期滿重新申請續借，使用人原申請資格未變更且借住期間未中斷者，其續借期間免收場地管理費。

合於前點但書情形之使用人，簽約時應繳交一個月場地清潔費作為保證金。

前揭保證金於使用人按期辦畢點交返還宿舍程序後，無息退還。

8. The guest shall pay the accommodation charges according to the rates below:

(1) Changxing Street Guesthouse:

A. NT\$15,000 per month, for faculty with dependents.

B. NT\$7,500 per month, for single faculty.

(2) Wenzhou Street Guesthouse:

A. For faculty with dependents:

(a) NT \$27,000 per month, for a guesthouse larger than 30 pings (a “ping” is a Taiwanese unit for space measurement which is tantamount to 36 square feet);

(b) NT\$24,000 per month, for a guesthouse less than 30 pings.

B. For single faculty: NT\$12,000 per month.

(3) Yongji Road Guesthouse: NT \$24,000

(4) Keelung Road Guesthouse:

A. NT\$7,500 per month, for a guesthouse larger than 10 pings.

B. NT\$5,500 per month, for a guesthouse less than 10 pings.

For faculty with dependents at the Changxing, Wenzhou, Yongji Street, and Keelung Road Guesthouses, the telephone bill, water, and electricity fee will be solely borne by the guest. Single faculty residing at the Changxing and Wenzhou Street Guesthouses shall pay the telephone bill plus NT \$1,500 for water, electricity, and gas. For a residence term less than a month, a full month's fees will be

charged, but for a single faculty, the fees for water, electricity and gas will be charged proportionally (according to a 30-day month calculation period).

If a guest is exempt from paying any accommodation charges based on a separate agreement with the University or relevant regulations, then the recruiting unit shall be responsible for the charges.

If the recruiting unit had applied for a waiver of the accommodation fees which was approved by the President of the University, and if the residence term has expired and the guest wants to renew his/her tenancy, provided that the guest's qualifications remain unchanged and the residence term has not been interrupted, then the fees can be waived for the renewal period.

Guests who apply to the above-mentioned proviso clauses are to put down a maintenance fee equivalent to one month's rent as deposit.

Upon the fulfillment of the agreement and the returning of the housing unit, the maintenance deposit will be returned in full without interest.

九、點交鑰匙後，使用人自是日起，即負宿舍保管責任，個人財物應妥為保管，如有遺失、損壞，本校不負賠償之責。

9. Once the keys for the guesthouse are turned over to the guest, the guest is solely responsible for the security of his/her living quarters. He/she shall see to it that his/her personal properties are well taken care of. If lost, damaged, or stolen, the University will not be held liable for compensation.

十、使用人於使用宿舍期間未經本校書面同意不得擅自破壞樑柱牆版等建築結構或變更隔間、陽台、門窗位置，且不得將宿舍出（分）租、轉借、轉讓、增建、改建、經營商業、作其他用途或占用他戶宿舍。

使用人違反前項規定時，本校得終止宿舍使用契約，並請其回復原狀及賠償因此所生之損害。

10. Without written consent from the University, the guest shall not alter or damage the building structure, such as beams, columns and concrete walls or modify the partition, balcony, windows or doors. The guest is also not to (sub) rent, lend, add or alter the building structure, conduct business, utilize the unit for non-residential purposes, or occupy other guesthouse units.

The University may terminate the agreement for accommodation in the guesthouse in case the guest violates the preceding regulation; in which case, the guest shall be responsible for reinstating the house and will be held liable for any damage arising there from.

十一、使用人聘期屆滿或改聘為本校專任教職、喪失客座宿舍使用資格或有違反配住規定之事實者，應於一個月內將使用之宿舍及一切附屬設備恢復原狀並清理乾淨後，逐項點交管理單位。

11. Upon expiration of the faculty's appointment or recruitment, or when the

applying faculty is hired by the University as a full time member and thus loses his/her visiting status, or if the guest is proven to have violated the provisions as stipulated in this agreement, he/she is responsible for having the guesthouse cleaned, reinstated, and returned to the Office of General Affairs within a month.

十二、使用人遷出宿舍時，應自行將私人物品騰空並清理廢棄物完竣，如未清理，留置之私人物品，由本校視同廢棄物處理。清理費用由使用人負擔，使用人不得異議。

12. When a visiting faculty moves out of the guesthouse, he/she is liable for vacating all his/her personal properties and cleaning up the apartment. Anything that is left behind will be treated as wastes and disposed of by the University. The cleaning charges will be paid by the former resident, and he/she may not take issue with this.

十三、使用人應遷出宿舍而不遷還時，由本校催遷。經催遷三次仍未將宿舍交還者，得依法訴請返還宿舍或聲請法院強制執行收回，並停止往後受配本校宿舍之權益。本校因前項原因涉訟所生之費用，均應由使用人負擔。

13. If the guest does not move out of the guesthouse beyond expiration date, the University may issue a move-out notice. If the guesthouse is not returned after the third notice, the University reserves the right to legally evict the guest from the guesthouse, or apply for a court order to reinforce the recovery and deprive the guest of the right to be assigned to the guesthouse thereafter. Any expenses arising from the litigations referred to in the preceding paragraph shall be borne by the guest.

十四、使用人逾期不遷還宿舍或未依規定繳納費用者，其契約書上之連帶保證人應負責催遷或催繳；若經依法訴追者，於訴訟期間至宿舍收回後一年內，停止該申請單位借住宿舍之權利。

14. If the guest does not move out of the guesthouse beyond the expiration date or fails to make payment in accordance with the regulations, the guarantor specified in the accommodation agreement shall be responsible for urging his/her removal or payment. If the matter is pursued in court in accordance with applicable laws, the right of the guest's unit to apply for any guesthouse or dormitory will be suspended during the litigation period and for an additional one year after the return of the guesthouse.

十五、本要點經行政會議通過後，自發布日施行。

15. The above rules and regulations are approved by the University's Executive Council and will become effective from the date of its promulgation.