

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

中華民國108年7月9日第3045次行政會議討論通過

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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、本要點宿舍應由借用人之服務單位填具申請書並經單位主管核章後申請借用。

3. To apply for a rental of a guesthouse, the service unit of a visiting faculty member

must submit the application form with the personal seal of the department head or the director of the institute affixed.

四、具下列資格之一者，得申請借用客座學人宿舍：

- (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、客座科技人才等作業方式或經行政會議通過，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) 依本校執行教育部高等教育深耕計畫補助或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借用情形下，得申請暫時借用。

4. Any person who fits any of the following criteria is eligible to apply for a rental 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) An instructor or researcher who is recruited and sponsored by the Ministry of Science and Technology of the Executive Yuan, or recruited by a resolution made in the NTU Administrative Meeting, 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 member who is recruited by the University's Functional Integration Research Center, or recruited and funded based on the execution of the Higher Education Sprout Project developed by the Ministry of Education;
- (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 members 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 a temporary rental provided that other faculty members on the priority list are first taken care of.

五、申請借用宿舍，除第四點第二項規定之情形外，以申請登記先後為準。

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

5. Except for the provisions contained in Paragraph 2 of Article 4, the guesthouses shall be assigned to applicants based on the order of applications received. For a rental 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 rental 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 rental is confirmed, the applicant shall bear all relevant fees starting from the check-in date.

六、宿舍借住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借住期間以三個月為原則。

借用人於借住期限屆至前，得提前返還宿舍，但應於一週前告知管理單位，若未告知者，仍應依原申請借住之期間繳交相關費用。

6. The rental term in a guesthouse shall be based on the term specified in The Letter of Appointment or Recruitment Agreement.

A short-term visiting faculty member without the Letter of Appointment may apply for a rental of a guesthouse on a three-month basis.

A lessee of a guesthouse may decide to return the guesthouse before the expiration date of the rental term. However, the lessee must inform the Office of General Affairs a week in advance. Otherwise, the lessee shall bear all relevant fees during the rental term applied for.

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

7. A lessee of a guesthouse shall execute a lease agreement for a rental of a guesthouse with the University. Lease 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 lessee shall not refuse.

八、借用人應依下列標準繳交場地管理費：

(一) 長興街、基隆路客座學人宿舍：

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。

長興街、溫州街、基隆路有眷宿舍及永吉路學人宿舍借住期間之電話費、水費、電費及瓦斯費等費用，由借用人自行負擔；長興街、溫州街及基隆路單身宿舍，每月酌收水電瓦斯費一千五百元。

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

借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，借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借用人，簽約時應繳交一個月場地清潔費作為保證金。

前揭保證金於借用人按期辦畢點交返還宿舍程序後，無息退還。

8. A lessee of a guesthouse shall pay the accommodation charges according to the rates below:

(1) Changxing Street Guesthouse and Keelung Road Guesthouse:

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

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

(2) Wenzhou Street Guesthouse:

A. For units 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 units for single faculty: NT\$12,000 per month.

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

For the rental of units 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 lessee. Single faculty members residing at the Changxing and Wenzhou Street Guesthouses shall pay NT \$1,500 for water, electricity, and gas. For a rental term less than a month, a full month’s fees will be charged, but for the rental of units for single faculty, the fees for water, electricity and gas will be charged proportionally (according to a 30-day month calculation

period).

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

Lessees 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，借用人自是日起，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 a lessee, the lessee 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、借用人於借住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。

借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, a lessee shall not alter or damage the building structure, such as beams, columns and concrete walls or modify the partition, balcony, windows or doors. The lessee 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 lease agreement for the rental of the guesthouse in case a lessee violates the preceding regulation; in which case, the lessee shall be responsible for reinstating the house and will be held liable for any damage arising there from.

十一、借用人聘期屆滿或改聘為本校專任教職、喪失客座宿舍借用資格或有違反配住規定之事實者，應於一個月內將借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 a faculty member's appointment or recruitment, or when an applying faculty member is hired by the University as a full time member and thus

loses his/her visiting status, or if a lessee 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、借用人遷出宿舍時，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。清理費用由借用人負擔，借用人不得異議。

12. When a visiting faculty member moves out of a 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 lessee, and he/she may not take issue with this.

十三、借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，均應由借用人負擔。

13. If a lessee does not move out of a 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 lessee from the guesthouse, or apply for a court order to reinforce the recovery and deprive the lessee 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、借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，停止該申請單位借用宿舍之權利。

前項所稱連帶保證人，係指申請單位主管。

14. If a lessee does not move out of a 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 lessee's unit to apply for the rental of any guesthouse or dormitory will be suspended during the litigation period and for an additional one year after the return of the guesthouse.

The guarantor as mentioned in the preceding paragraph refers to the department head or the director of the institute where the lessee serves.

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 NTU Administrative Meeting and will become effective from the date of its promulgation.