

國立中山大學教職員工宿舍調配暨管理要點

Guidelines on the Allocation and Management for Faculty and Staff Housing

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112 年 7 月 4 日臺教秘(一)字第 1120063323 號函同意核定
Approved by the MOE's Department of Secretarial Affairs with Ref. No. 1120063323 dated on July 04, 2023

一、為辦理本校教職員工宿舍之調配及管理事宜，依據行政院訂頒宿舍管理手冊第五點規定，訂定本要點。

I. These guidelines are formulated to allocate and manage the faculty and staff housing in accordance with Article 5 of Executive Yuan's *Handbook for Dormitory Management*.

二、本校編制內之專任教職員警工及約用人員(以下簡稱申請人)得按本要點所訂規定申請借用宿舍。本要點所稱宿舍分為職務宿舍、多房間宿舍與單房間宿舍三類。

II. Faculty, staff, guards, and technicians/janitors/attendants within the manning quota and contract-employed staff (hereinafter collectively referred to as the "applicants") shall follow these guidelines to apply for the housing. The housing stipulated herein includes the following three types:

(一)職務宿舍

供一級主管、校長敦聘或因校務發展專案簽准之學人申請，主管職務聘期結束時，應在三個月內遷出。

(1) "duty housing" is for first-level academic or administrative supervisors, or scholars appointed by the President or specially employed for the University development. When the term of first-level supervisors ends, they shall moveout within three months.

(二)多房間宿舍

兩房一廳(含)以上房型僅供編制內助理教授及助理研究員以上有直系親屬或配偶隨居任所者申請。

(2) "multi-room housing" with one living room and two (or more) bedrooms is for assistant professors (assistant research fellows) or above within the manning quota having immediate family members or spouse living together.

(三)單房間宿舍

供編制內專任及因業務特殊需要之約用人員申請。本校編制內技工、工友(服務員)借用總戶數不得超過五戶，約用人員借用總戶數亦同。

(3) "single-room housing" is for full-time faculty & staff within the manning quota and those contract-employed who needs housing for duties.

Technicians, janitors, and attendants may occupy up to five rooms in total. Likewise, contract-employed faculty & staff may occupy up to five rooms.

三、教職員工宿舍調配委員會(以下簡稱調配委員會)，審議宿舍之調配及決議與宿舍有關之提案，並陳請校長核定。調配委員除總務長為當然委員外，由各學院推選教師代表二人，西灣學院及研究學院教師代表各一人、職員及約用代表各一人組成之，並由總務長擔任召集人，委員任期為二學年，除西灣學院、研究學院、職員及約用人員代表外，其他代表每年改選半數，連選得連任。調配委員對本身有利害關係之議案，應行迴避。

III. The Housing Allocation Committee (hereinafter referred to as the “HAC”) shall deliberate on matters regarding housing allocation and motions thereof and submit the resolution to the President for approval. The vice president for General Affairs shall serve as the ex-officio member and convener of the HAC with members including two faculty representatives recommended by individual colleges, one from Si Wan College, one from each research college, and one staff representative from within as well as beyond the manning quota. The term of the members is two academic years. Excluding the members of Si Wan College, research colleges, and staff representatives within and beyond the manning quota, half of the representatives shall be re-elected every year and may extend one more term when re-elected. Members shall recuse themselves if motions involve their personal interests.

調配委員會開會時，得邀請秘書室主任秘書、主計室主任、人事室主任列席。

The HAC may invite Chief Secretary, Chief of Accounting, and Chief of Personnel Services as non-voting attendees.

四、原為單身或借用單房間宿舍者因結婚申請改配多房間宿舍，應俟結婚日期確定後始得配住；惟改配仍須依第九點所訂積點計算標準辦理排序。

IV. Single applicants or current single-room tenants may apply for multi-room housing because of marriage, with the application accepted after the wedding is confirmed. The reallocation procedure shall be handled in accordance with the provision stipulated in Article 9 herein.

五、有下列情形之一者，不得申請借用宿舍：

V. Applicants meeting one of the following conditions shall not apply for the housing:

(一)夫妻均為軍、公教人員，其中一人已配有宿舍。

(1) both the applicant and the spouse are military or civil servants, and the spouse is already allocated housing;

(二)夫妻同在本校服務其一方已借用宿舍者，惟單房間宿舍可申請改配多房間宿舍。

(2) the applicant and the spouse are employed by the University, and one of them is already allocated housing; however, an application for switching from single-room to multi-room housing may be acceptable.

(三)留職停薪尚未復職者。

(3) those on unpaid leave and have not yet come back to work;

(四)本人、配偶或未成年子女，在距離本校 25 公里範圍內有自有房屋者；已借住者，應於購置交屋後 6 個月內遷出；本法修正施行前已借住者依借用契約書為準。

(4) one of the applicant, spouse, or their minor children owns housing located within 25km from the University. Tenants shall move out of the University housing within six months after their purchased housing is available to move in. For cases in which tenants are already in the University housing before these amended guidelines herein are implemented, the provisions stipulated in the existing housing lease shall prevail.

六、申請借用人有下列情形之一者，暫停分配宿舍：

VI. Allocation shall be suspended if the applicants:

(一)留職留薪逾一年者。

(1) are on paid leave for more than one year, or

(二)留職停薪者。

(2) on unpaid leave.

七、申請借用宿舍應依規定填具教職員工宿舍借用申請書(申請多房間宿舍者應檢附戶籍謄本或戶口名簿影印本，歸國學人得繳交相關證明文件)向資產經營管理辦理登記。申請人應於接獲宿舍受配通知後十五日內與本校簽訂宿舍借用契約書、辦理公證等借用手續並遷入，且繳納公證費用及第十三、十五點規定之宿舍相關費用，除有特殊原因經事前簽准延期遷入者外，未依限遷入者，視為放棄。

VII. Applicants shall submit an application form to the PMD for registration. (Note: those applying for multi-room housing shall provide a hard copy of a household certificate or household registration transcript; returning scholars shall provide relevant documentation.) Applicants shall sign the lease with the University, notarize the signed lease, move in within 15 days after the allocation notification, and pay the notarial fee and miscellaneous fees stipulated in Articles 13 & 15 herein. Applicants failing to move in within the stipulated time shall be deemed renouncing their rights unless a request for extension is approved in advance.

八、宿舍調配採積點制，每年計點十二次，以每月一日為基準，以積點之多寡為先後之標準，如積點相同時，以其起聘後到校報到日期前者為優先(職員及約用人員以到校發布日期為主)，如仍相同時，以底薪高者優先，如再相同時，以其眷口數多者為優先。

VIII. The housing is allocated based on the applicant's accumulated service points.

The points are given on the first day of every month. More points mean higher priority. In cases when many faculty applicants having the same number of points, the one with the earliest date of reporting for duty shall have the highest priority. For staff within or beyond the manning quota, the announced date of employment by the University shall prevail. If the date is the same, the priority shall be given to the one with a higher base salary. If the base salary still remains the same, the one with more family members shall be given the priority.

九、積點計算標準如下：

IX. Standards for counting service points are as follows:

(一)年資：

(1) length of service:

1. 按到校任職之先後計點，以人事室報到日期為準，每一個月為 0.5 點，不滿一個月者不計，最高六十點。

i. 0.5 point is given for every month of service, based on the starting date of employment registered by the Office of Personnel Services, with a maximum of sixty points. The service less than one month shall not be considered.

2. 年資中斷而仍還在校任職者不計其中斷期間之年資，留職停薪期間，亦不計其年資。

ii. Length of service excludes the time when the applicants are on unpaid leave.

3. 申請宿舍之年資計算以在本校擔任助理教授或助理研究員以上專職之日起算。

iii. Length of service shall start from the date as an assistant professor (assistant research fellow) or higher rank.

4. 兼任教師改為專任後，其兼任年資不計。

iv. Length of service excludes the time when the applicants are adjunct faculty before they are reemployed as full-time faculty.

5. 單房間宿舍借用人結婚後申請改配多房間宿舍者，其結婚前之年資照計。在未屆滿借用期限(依第十二點所規定)內，申請不同類別宿舍或遷出後重新提出借用宿舍申請者，可以繼續申請宿舍，其年資計點依本款前段規定核計。借用本校宿舍已屆滿借用期限後，申請不同類別宿舍或遷出後重新提出申請，其年資計點以借用期限屆滿之次日重新起算。

v. Service points accumulated by current tenants before applying to switch

from single-room to multi-room housing due to marriage are still valid. Service points accumulated by current tenants before applying to switch to different type of housing (per Article 12), or by applicants moving out before the expiry of current lease and reapply, are still valid. For applicants reapply after their previous lease expires, the calculation of service points shall reset and start from the next date of the previous lease expiry.

(二)職務及職等：根據主管責任之輕重計點，其職務配點如下：

(2) nature of duty and ranking: service points for different ranks and positions are stated below:

1. 教師部份：

i. faculty

- (1) 教授廿四點。
(i) professor: 24 points
- (2) 副教授廿點。
(ii) associate professor: 20 points
- (3) 助理教授十八點。
(iii) assistant professor: 18 points
- (4) 講師十六點。
(iv) lecturer: 16 points

2. 研究人員部份：

ii. researchers

- (1) 研究員廿一點。
(v) research fellow: 21 points
- (2) 副研究員十七點。
(vi) associate research fellow: 17 points
- (3) 助理研究員十五點。
(vii) assistant research fellow: 15 points
- (4) 研究助理十三點。
(viii) research assistant: 13 points

3. 助教十四點

iii. teaching assistant: 14 points

4. 職員及約用人員部份：

iv. staff (within and beyond the manning quota):

- (1) 簡任(或比照)職等十八點。
(i) senior or equivalent rank: 18 points
- (2) 薦任(或比照)職等十六點。
(ii) junior or equivalent rank: 16 points
- (3) 委任(或比照)職等十四點。
(iii) elementary or equivalent rank: 14 points
- (4) 約用人員十二點。

- (iv) contract-employed: 12 points
- (5) 技工十點。
- (v) assistant technician: 10 points
- (6) 工友(服務員)八點。
- (vi) janitor or attendant: 8 points

5. 特聘教授或傑出教師：獲聘一次加三點，最多加至九點。

v. Distinguished Professor or Outstanding Faculty award: 3 points extra for each award, with a maximum of 9 points extra.

6. 績優教師或傑出年輕學者：獲聘一次加二點，最多加至六點。

vi. Prominent Faculty or Outstanding Young Scholar Award: 2 points extra for each award, with a maximum of 6 points extra.

7. 西灣講座教授：獲聘一次加四點，最多加至十二點。

vii. Si Wan Chair Professor: 4 points extra for each award, with a maximum of 12 points extra.

(三) 眷口：

(3) dependents

1. 視其配偶及直系親屬人數計點，每口一點，最多算至五點。

i. 1 point for the spouse and each immediate family member, with a maximum of 5 points.

2. 申請單房間宿舍者「眷口」一項不列入計算。

ii. Applicants' dependents shall not be factored into calculation if applying for single-room housing.

3. 申請人之配偶或直系親屬同在本校服務而共同居住者，如雙方皆符合該類別多房間宿舍申請資格之規定，分別計點計算。

iii. For cases when the spouse or certain immediate family members living with the applicant and also employed by the University, they shall be given separate points from the applicant if they are also qualified to apply for multi-room housing.

(四) 身心障礙：

(4) physically/mentally-challenged

1. 極重度身心障礙加四十點。

i. extremely severe: 40 points extra

2. 重度身心障礙加三十點。

ii. severe: 30 points extra

3. 中度身心障礙加二十點。

iii.moderate: 20 points extra

4. 輕度身心障礙加十點。

iv.mild: 10 points extra

5. 申請時請檢附身心障礙手冊影本。

v. Note: A hard copy of Disability Identification is needed.

(五)自有住宅及距離:

(5) Properties of own housing and its distance from the University.

1. 本人或配偶之自有住宅或居住住所(非自有住宅)與本校之距離逾 25 公里至 30 公里以內者，分別加計六點與十二點。

i. 6 points extra for cases in which the applicant's or his/her spouse's own housing is within 25 to 30 km from the University, and 12 points extra for cases in which the applicant's current rented housing is within 25 to 30 km from the University.

2. 本人或配偶之自有住宅或居住住所(非自有住宅)與本校之距離逾 30 公里者，分別加計九點與十八點。

ii. 9 points extra for cases in which the applicant's or his/her spouse's own housing is beyond 30 km from the University, and 18 points extra for cases in which the applicant's current rented housing is beyond 30 km from the University.

(六)借用宿舍之需求程度:

(6) other factors

1. 中山講座及國家講座教授獲聘一次加一百二十點，最多以二次為限。

i. 120 points extra for Sun Yat-sen Chair Professor or National Chair Professor, for at most twice.

2. 外籍新進教師(起聘 2 年內)，加十八點；玉山學者、玉山青年學者另加二十點。

ii. 18 points extra for new international faculty (within the first two years of employment), and 20 points extra for those granted with the MOE's

Yushan (Young) Fellow Program.

十、資產經營管理組應根據有關資料建立候配名冊，俟有宿舍待配時，提送調配委員會進行調配。同類別之宿舍，不得申請改配(宿舍類別之認定由調配委員會決定之)，其他不同類別之宿舍得依第九點規定申請改配。

X. The PMD shall compile a waiting list based on applicants' information and later submit to the HAC for allocation deliberation when housing is available. Request for a change to another housing of the same type shall not be accepted. (Note: types of housing shall be determined by the HAC.) Applications for reallocation to a different type may be accepted per Article 9 herein.

十一、申請人或與其同住之配偶、直系親屬確有下列情形之一，得經當事人提出書面及相關證明申請，由調配委員會決議調配借用順序。

XI. Applicants or their co-living spouse or immediate family members meeting one of the following conditions may apply to the HAC, with relevant documentation, for adjusting the allocation priority.

(一)依身心障礙者權益保障法規定領有身心障礙手冊者。

(1) holding a Disability Identification per *People with Disabilities Rights Protection Act*

(二)患有其它長期慢性嚴重疾病。

(2) suffering from a severe chronic disease

依本點規定借用宿舍者，及本法修正施行前已借用宿舍而符合本點規定經當事人提出，並經調配委員會決議通過者，不適用第十三點第二項超過借用期限加重收費之規定。優先借用後情況改變時，調配委員會得依借用人主動通知或依職權調查確認後，改依本要點一般規定辦理。

Applicants allocated housing by the HAC per this Article or current tenants meeting the conditions stipulated above and approved by the HAC after an application shall be exempt from the provision of Paragraph 2 of Article 13 regarding extended tenancy charge. Any change to the priority order shall be handled per other articles of these guidelines after the tenants notify the HAC or the HAC conducts regular household check.

十二、教職員工宿舍不分房型，除職務宿舍外，借用期限皆為六年。超過借用期限或曾屆滿借用期限有特殊理由仍須借用宿舍者，經簽請校長核准者，得延長借用五年，且應重新簽訂借用契約書及辦理公證，並依第十三點第二項規定加重收費。

XII. The term of tenancy is 6 years, except duty housing. Applicants requesting longer tenancy or current tenants wishing to extend beyond 6 years due to special needs shall require the President's approval. An extension of 5 years may be granted upon approval. A new housing lease shall be thus signed and notarized. The housing management fee for the extended tenancy shall be charged per Paragraph 2 of Article 13.

前項借用期限之限制及超過借用期限加重收費規定，於七十九年十二月卅一日以前進住宿舍者不適用之。

Restrictions stipulated in Paragraph 1 of this Article regarding the tenancy and the extended tenancy charge shall not apply to tenants who moved in before December 31, 1990.

本法修正施行前已借用宿舍之借用期限依借用契約書為準，期限屆滿後，適用修正後規定。

Tenancy stipulated in the housing lease shall prevail for current tenants before these guidelines are amended and implemented. After the expiry of existing lease, the tenancy stipulated in these amended guidelines shall prevail.

十三、宿舍管理費按月繳納，各房型收費計算方式另訂，並由總務會議依每年軍公教人員調薪之幅度及房租指數年增率逐年檢討修正，並簽請校長核定後調整。

XIII. The housing management fees shall be paid monthly. Fees for various types of housing shall be formulated separately. The fees may be annually adjusted based on the salary adjustment for civil servants and growth rate of rent index by the General Affairs Council (GAC) after the President's approval.

超過第十二點規定借用期限仍須借用宿舍或曾屆滿借用期限重新申請受配借用者，按前項收費標準兩倍收費及支付延長借用費，延長借用費依房型不同由總務會議審議決定之。

Current tenants wishing to extend the tenancy as per Article 12 or once tenants applying for housing after the expiry of previous lease shall pay twice the management fees stipulated in Paragraph 1 of this Article and an extra charge for housing extension. The said extra charge shall be deliberated and determined by the GAC, based on the type of housing.

十四、宿舍管理費之繳交，由資產經營管理組按收費標準造具清冊，送出納組自薪資內扣繳之，所收取宿舍管理費應全數納入校務基金，設立專戶管理，依專款專用原則，作為宿舍興建、折舊、維護、修繕及管理之用。

XIV. The PMD shall provide the Payroll & Cashier Division with the list of tenants to directly deduct the rents from tenants' monthly salaries. The charged fees shall be fully incorporated into the University Endowment Fund and earmarked in a dedicated account for the housing construction, depreciation, maintenance, repair, and management.

十五、編制內借用人應依行政院規定按月扣繳房租津貼，約用人員借用者比照編制內教職員數額扣繳。借用學校宿舍者，所用水電費、瓦斯費等及各項管理費均由借用人自行負擔。

XV. Tenants within the manning quota shall have their monthly housing allowance deducted in accordance with the Executive Yuan's regulations, and those beyond the manning quota shall follow the same charging standard. Tenants shall bear the cost of utilities and various fees.

十六、借用人應實際居住並不得將宿舍出(分)租、轉借、調換、轉讓、增建、改建、經營商業或作其他用途。經調配委員會確認借用人有違反前項情事之一或占用他戶宿舍時，應即終止借用契約，並責令搬遷，嗣後該借用人不得再申借本校宿舍。

XVI. Tenants shall physically reside in the allocated housing and shall not sublet, re-let, exchange, lend, expand, or reconstruct the housing, or run business in the housing or other purposes. Any confirmed breaches by the HAC or occupying another housing shall result in an immediate termination of the housing lease. The tenant shall vacate the housing and no longer be eligible to reapply

十七、留職留薪逾一年之人員，或留職停薪人員仍執行原任職務，且有保留已借用宿舍之必要者，應簽請校長核可後辦理保留，保留期限自留職留(停)薪事實發生時起算以二年為限。借調人員以借調期限為準。

XVII. Tenants on paid leave for one year or still on duty during their unpaid leave may submit a special request to the President to retain their allocated housing. The permissible retention shall be two years starting from the date of paid/unpaid leave. Those on secondment shall be subject to the secondment period.

十八、借用人因專任改兼任、調職、離職、停職、退休或留職停薪而無執行原任職務之事實者，應在三個月內遷出；在職死亡時，其遺族應在三個月內遷出；如有第五點第一項一、二款情事者，應在三個月內遷出；受撤職、休職或免職處分時，應在一個月內遷出。但宿舍借用人因養育三足歲以下之子女依法留職停薪者，不在此限。

XVIII. Tenants shall have their housing vacated within three months if failing to fulfill their current duties for reasons such as moving from a full-time to an adjunct position, transference, resignation, dismissal, retirement, unpaid leave, death during the term of employment, or meeting the conditions specified in Subparagraphs 1 & 2, Paragraph 1 of Article 5. Tenants who are dismissed, suspended, or terminated from their position due to judicial or administrative action shall move out within one month. Nevertheless, the aforementioned restrictions shall not apply to the tenants on unpaid leave due to raising children under the age of three.

十九、本校宿舍應經本要點所訂規定調配，如有未經調配而私自占用或有其他不合借用條件仍占用宿舍情形，宿舍管理單位應令其即刻搬離交還，如有拒不交還者，應循法律途徑，訴請強制收回。

XIX. Housing is allocated in accordance with the guidelines set forth herein. Squatters shall be ordered to vacate immediately by the PMD; for those not following the order, the University shall resort to a legal procedure for eviction.

因前項事由涉訟所生之費用，應由占(借)用人負賠償責任；其為現職人員者，並應送本校相關委員會議處，且嗣後不得再申借本校宿舍。

This set of guidelines has been approved Those who are evicted per the preceding Paragraph shall bear all the legal cost while incumbent faculty or staff perpetrators shall be imposed a disciplinary measure by relevant committees and not eligible

to apply for housing anymore.

二十、借用人對借用之宿舍及其設備應負善良管理人之保管責任，否則對所生之損害，應予賠償。教職員工宿舍修繕應依本校教職員工宿舍修繕要點規定辦理。

XX. Tenants shall maintain the accommodation and appliances with care or bear the cost for any damage. Repair work shall be handled in accordance with the University's *Guidelines on the Maintenance and Repair of Faculty and Staff Housing*.

二十一、宿舍管理單位每年至少應辦理二次居住事實之查考作業，借用人不得規避、妨礙或拒絕。宿舍及設備情形，由宿舍管理單位會同有關單位每一年檢查一次，有修繕必要者，依本校教職員工宿舍修繕要點規定辦理。

XXI. The PMD shall conduct the household check at least twice a year to verify whether the tenants actually live in the housing. Tenants shall cooperate and not evade, obstruct, or refuse the check. The PMD together with relevant units shall inspect the housing condition once a year. Any necessary repair shall be handled in accordance with the University's *Guidelines on the Maintenance and Repair of Faculty and Staff Housing*.

二十二、借用人遷出宿舍時，應通知資產經營管理組，並將所借宿舍、設備及家具點交清楚，如有短缺或毀損者，應負賠償責任。如自行加鎖，則須於遷出時，將加鎖之鑰匙繳交資產經營管理組。

XXII. Tenants shall notify the PMD and inventory the rooms, furniture, and appliances before moving out. Tenants shall compensate for any damaged or missing items. Keys to any self-installed locks shall be handed over to the PMD.

二十三、本要點如有未盡事宜，應依行政院訂頒之宿舍管理手冊及相關規定辦理。

XXIII. Matters not covered herein shall be handled in accordance with the *Handbook for Dormitory Management* formulated by Executive Yuan and other relevant regulations.

二十四、本要點經教職員工宿舍調配委員會議訂定，送行政會議通過，經陳報教育部核定後施行修正時亦同。

XXIV. These guidelines are formulated by the Housing Allocation Committee, and approved by the Executive Meeting and the Ministry of Education before implementation. Amendments to these guidelines shall follow the same procedure.