

國立中山大學短期宿舍借用暨管理要點

Guidelines on the Usage and Management of Short-Term Housing

110 年 01 月 06 日本校 109 學年度第 1 學期第 10 次行政會議修正通過
Amended and approved at the 10th Executive Meeting on January 6, 2021

一、為活化管理國立中山大學(以下簡稱本校)短期宿舍，並提供新進短期學人與本校教職員工因工作所需有短期居住需求者，訂定本要點。

I. These guidelines are formulated to efficiently manage short-term housing and provide visiting scholars, faculty, and staff places for short-term stay for work-related needs.

二、本要點所稱短期宿舍，係指單房間(套房)宿舍 19 戶、多房間宿舍 5 戶，合計 24 戶，供作短期學人宿舍(以下簡稱學人宿舍)及以週計期之短居型宿舍(以下簡稱短居宿舍)。

II. The short-term housing herein refers to 24 apartments, including 19 single-room studios and 5 multi-room flats, for visiting scholars housing and temporary housing rented on a weekly basis.

三、學人宿舍及短居宿舍借用對象及優先順序如下：

III. Eligibilities and priorities for applying for short-term housing are as follows:

(一)學人宿舍

(1)Visiting Scholar Housing:

1. 校長敦聘著名學人。
 - i. prestigious visiting scholars appointed by the President
2. 本校敦聘之國際學人。
 - ii. international visiting scholars appointed by the University
3. 本校敦聘之台籍學人。
 - iii. Taiwanese visiting scholars appointed by the University
4. 來本校從事學術交流之學者。
 - iv. visiting scholars for academic exchange at the University
5. 其他經校長專案簽准者。

v. others approved by the President

(二)短居宿舍

(2)Temporary Housing

1. 蒞校參與活動之學者。

i. scholars invited to attend University events

2. 本校教職員工有短期居住需求且未獲配職務宿舍者。

ii. faculty and staff not allocated duty housing but need short-term residence

3. 其他經校長專案簽准者。

iii. others approved by the President

四、借用及退宿：

IV. Application and moving-out procedure:

(一)借用程序

(1)application procedure:

1. 學人宿舍。

i. Visiting Scholar Housing:

(1) 應專案簽呈檢附申請者核准聘函或聘用證明，敘明借用理由及借用期間，經簽會總務處資產經營管理組及相關單位後，由校長或其授權代理人核定。

(i) The application form, along with an approved appointment letter or certificate, reasons and intended residency, shall be countersigned by the Property Management Division (hereby as the PMD) and relevant units, and subsequently approved by the President or the proxy.

(2) 申請人應於核准借用之次日起，十五日內與本校簽訂短期宿舍借用約定書並辦理相關借用程序。

(ii) Applicants shall sign the lease with the University and proceed with relevant procedure within 15 days after the approval.

2. 短居宿舍:

ii. Temporary Housing

應由借用人(單位)填寫短居宿舍申請單於入住日前向總務處資產經營管理組提出申請，經核准後於申請居住日當日入住。

Applicants (or their affiliated units) shall submit the application to the PMD before moving in, and may move in on the approved day.

(二) 宿舍設備清單於入住日前由校方交予借用者，借用者入住後 2 日內應於宿舍設備清單簽名，繳回宿舍管理單位。

(2) The PMD shall provide the tenants with the housing inventory prior to their moving-in. Tenants shall return the checked inventory with their signature to the PMD within two days of moving in.

(三) 退宿程序:

(3) Moving-out procedure:

退房時應交還鑰匙、結清費用，將私人物品騰空，並依設備清單將設備如數點交。

Tenants shall return keys, settle charges, check and hand in the inventory, and vacate all personal belongings before moving out.

清單上設備如有短缺或毀損者，應由借用人負賠償責任。

Tenants shall compensate for any missing or damaged items.

借用人未完成退房程序即離校者，應由申請人或申請單位負擔保責任。

If a tenant leaves the University before completing the procedure, the applicant or applying unit shall bear the liability.

五、借用期限:

V. Tenancy:

(一) 學人宿舍:

(1) Visiting Scholar Housing

1. 依簽准之借用期間。

i. The tenancy shall be subject to the approval by the University

2. 因續聘須延長借用期間者，應於借用期間屆滿前 1 個月依第四點第(一)款程序辦理。

ii. Tenants who may extend their tenancy due to renewal of appointment shall follow the procedure stipulated in the Subparagraph 1 of Article 4 and apply one month prior to the expiry of the lease.

3. 借用人應於借用期限到期後遷出，逾期未遷出者，應按月增收管理費，至遷出為止。未滿 1 個月以 1 個月計算。

iii. Tenants shall move out upon the expiry date or shall be charged the housing management fee on a monthly basis until they move out. Additional tenancy shorter than one month shall still be charged for one month.

4. 借用人若轉聘為本校編制內專任人員者，應於核定轉聘日起，三個月內遷出。

iv. Tenants becoming the University's full-time faculty within the manning quota shall move out their housing within three months upon the date of their approved employment as such.

(二)短居宿舍:依其申請居住期間，至少 7 日，不足 7 日者以 7 日計。

(2) Temporary Housing: A tenancy shall be subject to the period in the application, with a minimum of seven days. A tenancy shorter than one week shall be charged as seven days.

(三)校長因敦聘著名教授等之需要特別交議者，其借用期限不適用本項規定。

(3) Prestigious professors appointed with special needs by the President shall be exempted from the restrictions stipulated in the preceding two subparagraphs.

(四)借用期滿逾 3 個月拒不遷出者，總務處資產經營管理組得循法律途徑強制執行。因而涉訟所生之費用，應由借用人負賠償責任；借用人為現職人員者，並應送本校相關委員會議處，且嗣後不得再申借本校宿舍。

(4) In the event that tenants refuse to move out for three months beyond the lease expiry, the PMD shall initiate legal eviction proceeding and the evicted tenants shall bear the litigation cost. Additionally, current faculty or staff shall face disciplinary measures imposed by relevant committees and not eligible to apply for housing anymore.

六、費用:

VI. Payment:

(一)學人宿舍:

(1) Visiting Scholar Housing:

1. 管理費：每月繳交，由每月薪俸中扣除或以現金繳納。因續聘需延長借用期間者，宿舍管理費加倍收取，管理費加倍以一次為限。

i.management fee: It shall be either deducted from the tenant's salary or paid in cash on a monthly basis. For extended tenancy due to renewal of employment, the management fee shall be doubled.

2. 雜費：水電、瓦斯、網路費、大廈管理費(校外宿舍)等由借用人

自行繳納。

ii. miscellaneous fee: the cost of utilities, internet service, and additional management fee (only for off-campus apartments)

3. 宿舍借用期滿，應於屆滿日前結清所有費用。

iii. Tenants shall clear both fees before the lease expires.

4. 借用人遲繳費用且經校方催告仍未改善者，校方得單方終止借用契約，終止後住宿者仍應繳清欠費。

iv. In the event that tenants fail to pay the fees despite the University's notification, the University may immediately terminate the lease, and the tenants shall still clear the unpaid fees thereafter.

(二)短居宿舍：按月收取管理費，不另收雜費。借用未滿 1 月者於遷出時依比例結清費用；借用 1 個月以上者按月繳交(最後 1 個月若未住滿 30 日，則依比例計算)。

(2) Temporary Housing: The tenant shall pay only the management fee but not the miscellaneous fee. If the tenancy or the last month of the tenancy is shorter than one month, the said fee shall be charged proportionally.

依本要點收取之宿舍管理費全數納入校務基金，並設立專戶管理，依專款專用原則，支應宿舍興建、折舊、維護、修繕及管理用途。

The charged fees shall be fully incorporated into the University Endowment Fund and earmarked in a designated account only for the purpose of housing construction, depreciation, maintenance, repairs, and management.

七、注意事項：

VII. Notices:

(一)借用人應實際執行居住，不得將宿舍出(分)租、轉借、調換、轉讓、增建、改建、經營商業或作他用途。

(1) Applicants for the housing shall be the actual tenants living in the allocated housing and shall not sublet, re-let, exchange, lend, expand, or reconstruct the housing, and shall not use it for business or other purposes.

借用人違反前項情事之一或占用他戶宿舍經宿舍管理單位確認者，本校得單方終止借用契約，並責令搬遷，嗣後該借用人不得再申請借用本校宿舍。

Any breach of the above or occupation of another housing confirmed by the PMD shall result in an immediate lease termination. Furthermore, the tenants shall be asked to vacate the housing and no longer be eligible to reapply.

(二) 1. 借用人入住後須自行負責室內清潔及必要維護。

i. Tenants shall be responsible for indoor cleanliness and essential maintenance of the housing during their tenancy.

2. 設備因正常使用致損壞者，可提報本校檢修。因未正常使用而致損壞者，由借用人負擔檢修或賠償費用。

ii. Tenants may apply to the PMD for repairing broken facilities due to fair wear and tear; otherwise, tenants shall bear the cost of repairs or compensations.

3. 借用人自行出資修繕增設備非毀損不得分離者，於遷出時無償歸本校所有。

iii. Tenants shall transfer the ownership of unremovable self-installed objects to the University and not ask for any compensation thereof.

4. 自行加鎖者於遷出時，應將加鎖鑰匙繳交本校。

iv. Keys to any self-installed locks shall be handed over to the PMD.

(三) 1. 為維護住居安全整潔，禁止使用電器用品烹煮食物。

i. To ensure the safety and cleanliness of the housing, cooking appliances shall be prohibited.

2. 不得飼養寵物。

ii. Pets shall be prohibited.

3. 房內牆面及空間禁止自行裝修。

iii. Walls and the interior shall not be renovated.

(四) 借用期間違反住宿公約情節重大者，本校得單方終止借用契約並追究相關法律責任。

(4) Major violations against the housing regulations shall result in an immediate lease termination, and tenants shall bear the liability.

八、短期宿舍修繕由總務處資產經營管理組視損壞情形及經費狀況實施。

VIII. Repairs and maintenance for the housing conducted by the PMD shall be contingent upon the damage status and its budget.

九、本要點經行政會議通過後陳請校長核定後實施修正時亦同。

IX. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.