

# 國立臺灣大學新進教師職務宿舍分配及管理要點

## National Taiwan University Directives for the Allocation and Administration of New Faculty Housing

	民國 85 年 11 月 5 日第 1985 次行政會議通過
	民國 87 年 3 月 3 日第 2046 次行政會議修正通過並公佈施行
	民國 94 年 9 月 13 日第 2401 次行政會議修正通過
	民國 95 年 6 月 20 日第 2437 次行政會議修正通過
	民國 98 年 1 月 20 日第 2559 次行政會議修正通過
	教育部民國 98 年 3 月 19 日台總(一)字第 0980041739 號函核定
	民國 99 年 11 月 16 日第 2646 次行政會議修正通過
	教育部民國 100 年 3 月 3 日臺總(一)字第 1000028699 號函核定
	民國 102 年 3 月 19 日第 2754 次行政會議修正通過
	教育部民國 102 年 4 月 25 日臺教秘(一)字第 1020053260 號函核定
	民國 102 年 12 月 10 日第 2790 次行政會議修正通過
	民國 103 年 4 月 22 日第 2808 次行政會議修正通過
	民國 104 年 12 月 29 日第 2887 次行政會議修正通過
	教育部民國 105 年 1 月 28 日臺教秘(一)字第 1050005759 號函核定
	民國 105 年 6 月 7 日第 2908 次行政會議修正通過
	教育部民國 105 年 7 月 25 日臺教秘(一)字第 1050087649 號函核定
	民國 106 年 12 月 26 日第 2977 次行政會議修正通過
	教育部民國 107 年 1 月 19 日臺教秘(一)字第 1070007315 號函核定
	民國 107 年 5 月 15 日第 2995 次行政會議修正通過
	教育部民國 107 年 6 月 13 日臺教秘(一)字第 1070080910 號函核定
	民國 108 年 5 月 14 日第 3041 次行政會議修正通過
	教育部民國 108 年 5 月 30 日臺教秘(一)字第 1080073638 號函核定
	民國 108 年 12 月 12 日第 3060 次行政會議討論通過
	教育部民國 109 年 2 月 24 日臺教秘(一)字第 1090024054 號函核定
	民國 109 年 10 月 28 日第 3082 次行政會議討論通過
	教育部民國 109 年 12 月 21 日臺教秘(一)字第 1090178674 號函核定
	November 05, 1996 Passed by the 1985th Administrative Meeting
	March 03, 1998 Amended and passed by the 2046th Administrative Meeting
	September 13, 2005 Amended and passed by the 2401st Administrative Meeting
	June 20, 2006 Amended and passed by the 2437th Administrative Meeting
	January 20, 2009 Amended and passed by the 2559th Administrative Meeting
March 19, 2009	Approved by the Ministry of Education via official letter Tai Tsung (1) Tzu No. 0980041739
	November 16, 2010 Amended and passed by the 2646th Administrative Meeting
March 03, 2011	Approved by the MOE via official letter Tai Tsung (1) Tzu No. 1000028699
	March 19, 2013 Amended and passed by the 2754th Administrative Meeting
April 25, 2013	Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1020053260
	December 10, 2013 Amended and passed by the 2790th Administrative Meeting
	April 22, 2014 Amended and passed by the 2808th Administrative Meeting
	December 29, 2015 Amended and passed by the 2887th Administrative Meeting
January 28, 2016	Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1050005759
	June 07, 2016 Amended and passed by the 2908th Administrative Meeting
July 25, 2016	Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1050087649
	December 26, 2017 Amended and passed by the 2977th Administrative Meeting
January 19, 2018	Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1070007315
	May 15, 2018 Amended and passed by the 2995th Administrative Meeting
June 13, 2018	Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1070080910
	May 14, 2019 Amended and passed by the 3041st Administrative Meeting
May 30, 2019	Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1080073638
	December 12, 2019 Deliberated and passed by the 3060st Administrative Meeting
February 24, 2020	Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1090024054
	October 28, 2020 Deliberated and passed by the 3082nd Administrative Meeting
December 21, 2020	Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1090178674

一、本校為延攬優秀教師，提供住宿協助安定其生活，特訂定本要點。

- I. These Directives are formulated by National Taiwan University (hereinafter “NTU” or the “University”) to provide accessible and satisfactory housing for the recruitment of outstanding faculty members.

二、申請配住新進教師職務宿舍者（下稱宿舍）者，須具備下列資格：

- 1、在本校編制內支薪之新聘專任助理教授、副教授及教授。
- 2、本人或配偶除已獲政府補助、補助購置或承購住宅(包括曾獲政府負擔補貼利息之補助、補助購置住宅貸款及曾承購政府興建優惠計價之住宅等)。

宿舍分配之優先順序依下列各項積點之總和高低為序，如積點相同，則以抽籤方式決定。

- 1、職務點數：助理教授12點，副教授9點，教授7點。
- 2、申請時另具備下列資格者各加計1點：有博士學位者、有配偶者、有未成年子女（不論人數）者、本人或配偶於臺北市、新北市、基隆市及桃園市無自有住宅者、本人或隨同居住之配偶、子女持有身心障礙手冊者。
- 3、經教育部核定之玉山學者另加計22點、玉山青年學者另加計11點，自109年8月起分配適用，109年8月起聘者以新進教師職務宿舍相關辦法辦理，逾期視同放棄；109年前起聘者且在教育部核定年限內，可追溯申請新進教師職務宿舍。

II. The following are the eligibility requirements for an individual applying for a unit in the NTU New Faculty Housing (hereinafter “NFH”):

1. The applicant is a newly recruited assistant professor, associate professor or professor on the University’s regular faculty payroll.
2. The applicant or his/her spouse has never received subsidies or allowances from the government in the purchase of a residential unit (including government subsidies or allowances on loan interests, subsidies on mortgage loans, or the purchase of a discount residential unit built by the government.)

The priority assigned to an applicant is determined by a point system – the higher the number of points, the higher the priority. Lots will be drawn in the event of a tie.

1. Points based on faculty rank: 12 points for Assistant Professor; 9 points for Associate Professor; or 7 points for Professor.
2. One point will be added to the applicant’s total points for each of the following situations, if applicable at the time the application is submitted:

(a) the applicant has a doctoral degree; (b) the applicant is married; (c) the applicant has one or more minor children; (d) the applicant or his/her spouse does not own a house in Taipei City, New Taipei City, Keelung City or Taoyuan City; (e) the applicant, or his/her spouse currently residing with him/her, or one of their children currently residing with him/her, has been issued a disability card.

3. As of August 2020, 22 points will be awarded to an applicant who is a Yushan Fellow, or 11 points for a Yushan Young Fellow, as designated by the Ministry of Education (MOE). For a new faculty member whose employment begins in August 2020, the relevant regulations governing the assignment of dormitory units to new faculty members shall apply. No late applications will be accepted. A faculty member appointed prior to the start of the 2020 academic year and whose Yushan (Young) Fellow designation remains valid, as determined by MOE, is eligible to apply for a dormitory unit in the NFH retroactively.

三、為合理使用本校宿舍資源，借用人除每月依行政院規定自薪資扣回房租津貼外，另須計收每坪每月五〇〇元宿舍管理費，計算結果有小數時，採四捨五入進位方式，整數計算之。

宿舍附有專用停車場者，每一停車位之管理費、清潔費等依教職員住宿服務組公告收費標準及繳納方式辦理。

借用期間各宿舍之水、電、瓦斯、電話等費用概由各住戶自行繳納外，另舍區公共事務費等依教職員住宿服務組公告收費標準及繳納方式辦理。

- III. In order to achieve reasonable utilization of the University's dormitory resources, an amount equal to the monthly housing allowances shall be deducted from the monthly salary of a faculty member taking residence in the NFH, as required by Executive Yuan regulations. In addition, the faculty member shall be assessed a monthly dormitory management fee based on the assigned unit's floor area, at the rate of NT\$500 per ping (or NT\$151.24/m<sup>2</sup>; 1 ping = 3.30579 m<sup>2</sup>). The exact monthly fee shall be rounded to the nearest NT dollar.

If the dormitory complex has its own dedicated parking area, the amount of the management and maintenance fees for each parking space and how the payment is to be made shall be determined by the rates and rules announced by Faculty & Staff Housing, Office of General Affairs.

Each dormitory unit's utility expenses, including water, electricity, gas and

telephone service, are the responsibility of its occupants during their stay. Additional fees for which the occupants are responsible include public administration expenses in the dormitory's common area; the exact amount and how the payment is to be made shall be determined by the rates and rules announced by Faculty & Staff Housing.

四、自一〇九年七月起(不含未到期配住人)配住期間以五年為限，且各類宿舍借用期間合併計算，以不超過二十五年為限。配住本宿舍者，仍得申請分配一般或學人宿舍。

IV. With the exception of occupants whose contracts have not yet expired, starting from July 2020, each dormitory assignment shall have a contractual duration of at most five years. In addition, the maximum duration in which a faculty member may reside in University housing across all dormitory categories is 25 years. Those who have been assigned dormitory units from the NFH remain eligible to apply for a general dormitory or the Visiting Scholars' Dormitory.

五、申請人得於起聘前一個月至起聘後一年內檢附身分證明文件、起聘證明及最高學歷證書影本，向教職員住宿服務組登記申請宿舍。

V. A new faculty member may apply, from the first day of employment until the end of his/her first year of service at the University, to Faculty & Staff Housing with the following: identity documents, proof of employment (with the starting date), and a photocopy of the diploma of the highest academic degree attained.

六、新進教師職務宿舍分配採定期公告辦理，其程序如下：

1. 每年一、四、七、十月，教職員住宿服務組於有宿舍待配時，公告待配宿舍清單。教職員住宿服務組並得視宿舍收回情形增加分配次數。
2. 公告當月十五日截止宿舍登記申請，如逢假日，則順延至上班日之首日。
3. 第二點第二項積點總和相同者於公告當月二十日由本校教職員職務宿舍申借管理系統以亂數抽籤決定先後順序，如逢假日，則順延至上班日之首日。
4. 公告當月二十五日公布得配名冊，並公告二日，如逢假日，則順延至上班日之首日。
5. 得配名冊公告期滿次日起三週內繳交一個月宿舍管理費作為保證金並辦妥簽約手續。
6. 簽約後，由教職員住宿服務組依申請發給配住證明並點交鑰匙，得配人自是日起，即負宿舍保管責任，應即遷入居住，並開始繳納宿舍管理費

及依行政院規定每月扣回房租津貼。

本宿舍進住後不得申請調配。

- VI. Dormitory assignments for new faculty are made at regular intervals during the year. Refer to the following for the announcements and application procedure.
1. Faculty & Staff Housing allocates dormitories on a quarterly basis and announces the list of available vacant units during the months of January, April, July and October. Faculty & Staff Housing may also announce additional dormitory assignments if and when units are freed up and become available.
  2. Dormitory applications are accepted until the 15th day of the month in which the list of vacant dormitories is announced. The announcement will be postponed until the following business day if the 15th day of the month falls on a holiday.
  3. In the event that there is a tie between applicants in terms of the total number of points accumulated, as referred to in paragraph 2, Directive 2 herein, the tie will be broken via random lot drawing by the NTU Faculty & Staff Housing Application Administration System on the 20th day of the month in which the list of vacant dormitories is announced. The announcement will be postponed until the following business day if the 20th day of the month falls on a holiday.
  4. The list of successful applicants will be announced over a two-day period, starting on the 25th of the month in which the list of vacant dormitories is announced. If any of these two days falls on a holiday, the duration of the announcement will be extended until the following business day.
  5. The successful applicant shall pay a holding deposit equal to the monthly dormitory management fee and shall sign the dormitory contract within three weeks from the day after the two-day period for the announcement of the list of successful applicants has elapsed.
  6. Following the signing of the contract, Faculty & Staff Housing will issue the successful applicant a tenant certificate and the keys to the dormitory unit. The successful applicant shall immediately assume the responsibility for taking proper care of the assigned dormitory; he/she should also move into the dormitory and pay the management fee as soon as possible. An amount equal to the approved monthly housing allowance shall also be deducted from the faculty member's salary each month, as required by Executive Yuan regulations.

The faculty member may not request a transfer to another dormitory unit once he/she has moved into the assigned unit.

七、得配人有下列情形之一者，取消當次配住資格，不得訂立借用契約或借用契約即為終止：

1. 以書面聲明放棄當次得配資格。
2. 逾期未辦妥簽約手續。
3. 逾期未遷入居住。
4. 選填志願時提供足以影響分配資格之不實資料。

得配人於簽約時，仍應符合申借資格；如有不符者，取消當次配住資格。

VII. The successful applicant shall have his/her dormitory assignment rescinded, or be disallowed to sign the dormitory contract, or have the contract terminated, if one of the following conditions is applicable:

1. The successful applicant voluntarily relinquishes the assigned dormitory unit in writing.
2. The successful applicant fails to sign the dormitory contract before the prescribed deadline.
3. The successful applicant fails to move into the assigned dormitory before the prescribed deadline.
4. The successful applicant has, at the time of submitting the application, provided untruthful information sufficient to alter his/her eligibility or chance of a successful application.

At the time of signing the contract, each of the eligibility requirements must still apply to the successful applicant. Otherwise, the dormitory assignment will be rescinded.

八、得配人如有正當理由，經學校許可，得延期簽約，期間以一個月為限。但應先繳交一個月管理費作為保證金。

依前項規定獲准延期簽約者，如逾期仍未辦妥簽約手續，除沒收保證金外，適用前點之規定。

VIII. The successful applicant may, with the permission of the University, delay the signing of the contract for a period of at most one month, provided that a valid reason is given. However, the successful applicant is required to pay a holding deposit equal to the monthly dormitory management fee.

A successful applicant who has been granted an extension for signing the contract in accordance with the rules specified in the preceding paragraph shall forfeit his/her holding deposit if he/she fails to conclude the contract by

the extended deadline.

九、有下列情形之一者暫停分配宿舍：

1. 在接受其他學校或機關借聘或借調期間。
2. 出國為期三個月以上者。

IX. A faculty member is ineligible to apply for the dormitory if one of the following conditions applies:

1. The faculty member is currently on temporary transfer or seconded to another educational institution or agency; or
2. The faculty member is currently out of the country for a period expected to last three months or longer.

十、有下列情形之一者收回宿舍：

1. 已得配者，若本人未實際居住，經查明屬實者，所配宿舍即予收回，並取消配住本校宿舍資格。
2. 配住人借期屆滿或調職或離職或改兼任或留職停薪或其他原因而無執行職務之事實或已分配本校宿舍者，必須於一個月內將宿舍騰空交還，逾期不交還，本校將依法訴追。
3. 配住人或配偶經獲政府補助購置住宅者，其原住宿舍應於辦妥貸款後三個月內騰空交還。
4. 借用人如積欠應繳之宿舍管理費達二個月以上，經定期催繳而未於期限內補繳者，本校得終止宿舍借用契約，收回宿舍，並追繳其所積欠之宿舍管理費、賠償金及沒收保證金費用。嗣後該借用人不得再申請配住宿舍。未在前項各款規定期限內交還宿舍者，即依法聲請法院強制執行收回。無權占用宿舍期間，借用人除應給付本校損害賠償外，並給付以下之懲罰性賠償金：
  1. 遲延第一個月至第三個月者，每月以現行宿舍管理費計算標準二倍計罰。
  2. 遲延第四個月至第九個月者，每個月以現行宿舍管理費計算標準四倍計罰。
  3. 遲延第十個月以上者，每個月以現行宿舍管理費計算標準六倍計罰。前開延遲日數未滿一個月者，以一個月計。  
本校因前項原因涉訟所生之律師費用，借用人應負賠償責任。

X. The faculty member who has been assigned a dormitory unit shall be required to forfeit it if any one of the following conditions applies:

1. The faculty member, upon verification, is found NOT to be actually residing in his/her assigned dormitory unit, in which case he/she shall be

required to forfeit the dormitory unit immediately and shall be disqualified for any University housing in the future.

2. The faculty member shall vacate the premises and return the dormitory unit to the University within one month if: (1) the dormitory contract has expired; or (2) the faculty member has been reassigned to another post; or (3) the faculty member has resigned from the current post; or (4) the faculty member has become an adjunct faculty member; or (5) the faculty member is on unpaid leaves; or (6) the faculty member is unable to fulfill his/her duties at the University due to other reasons; or (7) has been assigned another University housing unit. Failure to do so will result in legal action taken by the University against the faculty member.
3. If the faculty member or his/her spouse has purchased their own residential unit through government subsidy, they are required to vacate the dormitory unit that they are currently occupying within three months of obtaining a housing loan for said residential unit.
4. In the event that the faculty member has fallen into arrears with the monthly management fees for a period of two months or longer, and the fees remain unpaid after repeated collection notices have been issued and the deadlines have expired, then the University may proceed to terminate the dormitory contract and reclaim the dormitory. The University may also take actions to recover the unpaid management fees and penalties in addition to having the security deposit forfeited. The faculty member shall be deemed ineligible to apply for any University housing thereafter.

If a faculty member has failed to vacate and return his/her dormitory unit to the University within the time limit stipulated in the preceding paragraphs, the University shall petition the court to enforce the return the dormitory unit in accordance with the law. The faculty member shall be required to pay compensatory damages to the University for the period in which he/she has occupied the dormitory without authorization. The faculty member shall also be required to pay the University the following punitive damages:

1. The faculty member shall incur a monthly penalty equal to twice the current monthly dormitory management fee for a delay in payment for each of the first three months.
2. The faculty member shall incur a monthly penalty equal to four times the current monthly dormitory management fee for a delay in payment from the fourth month up to the ninth month.

3. The faculty member shall incur a monthly penalty equal to six times the current monthly dormitory management fee for a delay in payment from the tenth month and beyond.

If the delay in payment includes a proper fraction of a month, the penalty for that fraction shall be calculated as if it were one full month.

The faculty member shall be responsible for paying all legal expenses incurred by the University in pursuit of the matter referred to in the preceding paragraph.

十一、本校為調查宿舍使用情形，得經常派員訪查，宿舍借用人不得規避、妨礙或拒絕，並不得騷擾訪員。

前項所稱騷擾，係指以言語對訪員實施謾罵、吼叫之行為，或以書面責難訪員，經查其指證非屬事實者。

借用人或其家屬有第一項騷擾之行為者，情節輕微者，予以書面警告；情節重大、屢勸不聽者，最重得收回所配宿舍。

- XI. The University may dispatch personnel to conduct interviews or investigations on the status of dormitory occupancy as required. The occupants may not evade, obstruct, or decline such visits, or otherwise subject the visiting personnel to harassment.

The harassment referred to in the preceding paragraph includes verbal abuse against and raising one's voice at the interviewer, as well as accusing the interviewer of misconduct in writing, and such alleged misconduct is subsequently confirmed to be untrue.

A faculty member or a member of his/her family who has committed an act of harassment referred to in paragraph 1 above shall be given a written warning if the extent of the harassment is not considered to be serious; or the faculty member shall be required to forfeit his/her assigned dormitory unit and return it to the University if the matter is deemed severe and repeated warnings have been issued to the offender.

十二、本要點未盡事宜，依民法、宿舍管理手冊及其他宿舍管理相關規定辦理。

- XII. Matters not addressed in these Directives shall be handled by the Civil Code, the Dormitory Administration Handbook and other relevant regulations

governing the management of dormitories.

十三、本要點經本校教職員宿舍委員會及行政會議通過並經教育部核定後，自發布日施行。

XIII. These Directives shall be passed by the NTU Faculty and Staff Dormitory Committee and the Administrative Meeting, submitted to the Ministry of Education for approval, and implemented on the date of promulgation.