**國立臺灣科技大學多房間職務宿舍分配管理要點**

**National Taiwan University of Science and Technology**

**Major Points of Staff Member Multiple Rooms Dormitory Allocation**

1. 本校為辦理多房間職務宿舍(以下簡稱職務宿舍）之分配與管理事宜，特訂定本要點。Following are major points of applying staff member multiple rooms dormitory.
2. 本校職務宿舍提供予本校專任助理教授以上，具有下列條件之一者借住：

（一）有配偶或有婚生未成年子女。

（二）有婚生成年子女現受法院禁治產宣告尚未撤銷者。

（三）有婚生成年子女身心障礙賴其扶養者。

A full-time academic staff (excluding the staff by project) is provided with dormitory, if match one of the three conditions below:

1. Is married or having minor children.
2. Have children who are under guardianship and yet to be revoked.
3. Have children who possess Disablity Card.
4. 本人及配偶均在本校任職者，僅可由其中一人提出申請宿舍。
If both the applicant and his / her spouse are currently working in NTUST, only one of which can apply for dormitory.
5. 凡本人或其配偶曾獲得中央或地方公教人員購建住宅貨款或現住配偶所配之公有宿舍者，不得申請分配宿舍。
The applicant and his / her spouse are prohibited from applying dormitory if one of which have / had applied for Housing Loans for Civil Servants and Teachers.
6. 本校職務宿舍有空戶時，每學期辦理一次分配事宜，申請人向總務處保管組辦理登記手續，保管組彙整計點簽會人事室後，陳請校長核定，並須簽定契約書經法院或遴任之公證人公證後生效。
Allocation of dormitory will be conducted once every semester if there are vacancy. Applicants should sign up registration at Property Management Division (PMD). After reviewed by PMD, the registration will be sent to Personnel Office to be approved by the President of NTUST. The application will come into force as of the date of signing contract and be notarized by the court or public notary.
7. 宿舍之分配採計點制度，其優先次序依下列各項計點之總和排定之，如計點相同，則以抽籤方式決定之。
The allocation of of dormitory is a credit-based procedure. The priority order is based on the total points of the following items. Should there be two applicants receive same amount of points, lots-drawing will be used to decide the priority order.

（一）薪俸點數：依現支之薪額每二十元折算一點，不滿二十元者以小數點實計，計至小數點二位為止。
Salary Credit: calculated according to the salary. 20 NTD equals to 1 point. If below 20 dollars, the credit will be calculated to second decimal points.

（二）年資點數：自到本校任教之日起，每年折算1.3點，以實際數字計算(升級前之年資得合併計算，但留職停薪及已中斷之年資則不予併計)。曾任及現任一、二級主管者，於普通年資點數外，每擔任一年一級主管加1點、副主管加0.8點，二級主管者加0.5點，但所有主管及副主管加點總計以三點為限。
In-service Term Credit: Calculated from the date of starting to work / teach in NTUST, 1 year = 1.3 point. The credit is calculated using actual numbers, meaning both terms of before-promotion and after-promotion will be combined. Should there be leave of absence, the term will not be included.
If the applicant used to work as supervisor:
First level supervisor: 1 year = 1 extra point
Vice supervisor: 1 year = 0.8 extra pint
Second level supervisor: 1 year = 0.5 extra point.

（三）申請人及其配偶、未成年子女無自有住宅者加計『3』點。申請人及其配偶、未成年子女在台北市、新北市以內無自有住宅，但其他縣市有自有住宅者加計『1.5』點。
3 points will be added if the applicant, spouse, minor children do not possess resident for self-use. If the applicant, spouse, and minor children do not possess resident for self-use in Taipei city, New Taipei city, yet do possess resident for self-use in other counties/cities, 1.5 points will be added.

1. 申請人本人得依下列身心障礙手冊等級給予加計點數:
The applicant would be given points according to the degree of Disability Card.
2. 極重度(Profound): 加計8點 (8 points)
3. 重度(Severe): 加計6點 (6 points)
4. 中度(Moderate): 加計4點 (4 points)

4、輕度(Mild): 加計2點 (2 points)

（五）配偶亦在本校任教者，計點時配偶之任教年資點數可予併計，但以六點為限。
If the applicant’s spouse also teaches in NTUST, points would be combined with in-service term points. The maximum point is 6.

1. 已核定分配宿舍之申請人，經通知而自願放棄者，停止其三年之分配權，經通知後二個月內不完成簽約及法院公證手續遷入者，視同自願棄權。
Authorized applicants who give up their rooms self-willingly are prohibited to have further application in the next three years. Applicants who do not complete signing contracts and notarial procedures within two months after notification will also be considered to be giving up their rooms self-willingly.
2. 為聘請具學術聲望之人士，校長可作適當保留以應需要，惟保留時間以一年為限。
In order to employ prestigious academic employees, the president of NTUST has the right to reserve dormitory for one year at maximum.
3. 所分配之宿舍號碼由申請人按積點高低自行選擇之，如積點相同時，則以抽籤決定之。
Applicants can choose the room number of dormitory according to their points. Should there be two applicants receive same amount of points, lots-drawing will be used to decide the priority order.
4. 職務宿舍之住戶，每戶對各項設備應負保管愛護之責，每月需繳納管理費 (金額由宿舍分配管理委員會擬定後提交行政會議通過)由薪資中扣除，並自行負擔水電燃料費。
Each resident of the dormitory are liable for caring the facilities. Management fee will be automatically deducted from salary. Utility fee (e.g., water bill, electricity bill) is paid at each resident’s discretion.
5. 職務宿舍由本校修繕範圍如下：
NTUST are responsible for the repair of the following facilities:
6. 結構體之維修及增建。

The structure of the building, including maintenance and expansion.

1. 水電管線之維修。

Utility lines, including water pipes and electric wires.

1. 電梯之維護更新。

The repair of elevator.

（四） 新住戶進住前之全部整理。

其餘由職務宿舍自治委員會提出之修繕，則在職務宿舍當年度所繳管理費之總額度內辦理。

The renewal before new residents move in.
Should there be any repair issued by the committee, the repair will be implemented

1. 借用人出國講學或進修超過一年者，應於核定生效之日起三個月內無條件交還宿舍，俟返校後重行申請，拒不遷出者，按契約依法處理。
If the applicant is on a overseas lecture trip or advanced studies for more than a year, he or she is regulated to return the dormitory within three months on effective date unconditionally. The applicant remains the right to apply for dormitory once return to NTUST. If the applicant refuses to follow the regulation, the resident will be punished according to the law.
2. 職務宿舍屬於借住性質，如離職、退休或喪失本要點第二點所規定之資格者，應於生效日或資格喪失之日起三個月內無條件交還宿舍。借用人死亡時，其遺族應在三個月內無條件*交*還宿舍。
Dormitory are classified as school facilities. If the residents resign or retire from NTUST, or no longer meet No.2 point in the guideline, the residents are regulated to return the dormitory within three months on effective date unconditionally. If the applicant is deceased, the bereaved family are regulated to return the dormitory within three months on effective date unconditionally.
3. 職務宿舍借用人不得將所借住之宿舍轉租或轉借他人使用，否則按契約依法處理。經核准配住職務宿舍者，不得再行申請更換。
Dormitory cannot be rented or be loaned to others. Should there be any violated situation, the resident will be punished according to the law. Once being approved to use dormitory, the applicant cannot change the room.
4. 職務宿舍得設置自治委員會處理宿舍經常事務，其設置要點另定之。
Residents of the dormitory are responsible for forming a committee in order to manage dormitory affairs and set up key points for residents to follow.
5. 本要點未規定事項*，*依行政院訂定「宿舍管理手冊」規定處理。
Should there be any regulations which are not mentioned in this guideline, please follow “The Manual of Dormitory Management” published by Executive Yuan.
6. 本要點經行政會議通過，陳核校長，並報主管機關核定後公布施行，修正時亦同。
These major points are approved by administration council, president Chen, and will be announced once verified by the competent authority.