

# 國立成功大學教職員工離職或退休空間處理要點

## NCKU Directions for Handling Spaces Following Resignation or Retirement of Faculty and Staff

108.5.1 第 196 次行政會議通過

Approved in the 196th administrative meeting on May 1, 2019

- 一、國立成功大學（以下簡稱本校）為有效利用空間，提高整體資源使用效率，特訂定本要點。
    - I. National Cheng Kung University (the University) establishes these Directions in order to utilize spaces efficiently and to enhance the overall resource use efficiency.
  - 二、本校教職員工離職或退休時，除依本要點或原管理單位規範申請核可延後歸還或使用其他空間外，教師應於生效日起三個月內，員工應於離校前，將使用辦公室、研究室、實驗室、研究中心等空間點交歸還原管理單位，借用校控空間點交歸還予總務處資產管理組。借用人不得主張借期未屆滿，不予歸還。
    - II. Upon resignation or retirement of the faculty and staff at the University, except for delayed return or use of other spaces applied for and approved under these Directions or the regulations of the original managing unit, the faculty shall, within three months from the effective date, and the staff shall, prior to leaving the University, hand over and return spaces such as offices, research rooms, laboratories, or study centers to the original managing unit or spaces under the control of the University to the Property Management Division under the Office of General Affairs. The borrower may not assert that the lease period has not expired yet and hence refuse to return them.
  - 三、退休教師符合下列情形，得於退休生效日前三個月向空間原管理單位申請延後歸還或使用其他空間，但原管理單位另有規定者，不在此限：
    - III. For retired faculty in any of the following conditions, delayed return or use of other spaces may be applied for with the original space managing unit three months before the retirement takes effect unless it is specified otherwise by the original managing unit:
      - (一) 現受委託執行以本校名義申請之專題研究計畫、編撰重要著作；
        - (1) Currently implementing a research project and compiling important publication applied for in the name of the University.
      - (二) 未在其他機構專職者。
        - (2) Not working full-time at another institution.
- 各系(所)、院、中心會議評估退休教師延後歸還空間案時，應審酌其使用需求，明訂使用範圍及期限，使用期限不得超過申請用途之計畫執行期程。  
While evaluating delayed returns of spaces by retired faculty in meetings, respective departments (graduate institutes), colleges, and centers shall

deliberate the use demand and specify the scope and duration of use so that the duration of use does not exceed the implementation duration of the project applied for.

延後歸還空間之申請，經各系(所)、院、中心會議通過後，報上級主管核定，校控空間授權總務長核定。

Once approved by respective departments (graduate institutes), colleges, and centers in meetings, applications for delayed returns of spaces will be submitted to the higher-ranking supervisors or the Vice President for General Affairs for the University-controlled spaces to be approved.

- 四、經核定延後歸還之空間，自使用期限屆至後之日起一個月內須點交歸還，其點交歸還程序適用本要點第二點之規定。
- IV. Spaces for which delayed return is approved have to be handed over and returned within a month following expiration of use. The requirements under Point 2 herein apply with regards to the handover and return procedure.
- 五、退休教師申請同意延後歸還之空間，限申請人個人使用，並依原申請用途負善良管理人責任，遵守法令及本校各相關規定。未遵守法令、逾半年未使用或私自轉讓者，原管理單位得強制收回，當事人不得再提出申請。
- V. Spaces for which delayed return is applied for by retired faculty and is approved are limited to use by the applicant in person and the applicant shall fulfill his/her good administrator liabilities reflective of the original purpose applied for, comply with laws and regulations, and respective requirements of the University. Upon failure to comply with laws and regulations and to use within six months or upon unauthorized assignment in private, the original managing unit may mandate a recall and the party concerned may no longer apply for it again.
- 六、系(所)、院、中心依空間使用管理需求，得依本要點訂定退休教師(含名譽特聘講座、名譽講座、名譽教授)使用空間規範，訂定使用範圍、期限及管理規範，提供退休教師使用。
- VI. Departments (graduate institutes), colleges, and centers, reflective of the space use and management demand, may establish the use space regulations for retired faculty (including honorary distinguished chair professors, honorary chair professors, and honorary professors) according to these Directions where the scope of use, duration of use, and management regulations are defined, for use by retired faculty.
- 七、系(所)、院、中心為借重退休教師之學術專長及經驗傳承，依所管理空間之使用狀況，得訂定退休教師共同使用空間之使用規範。
- VII. Departments (graduate institutes), colleges, and centers, in order to take advantage of the academic specialization of retired faculty and to pass down experience, reflective of the use condition of spaces under their management, may establish the User Regulations Governing Shared

## Use of Spaces among Retired Faculty.

八、教職員工申請離職或退休時，人事室應提醒辦妥離職交代手續。系(所)、院、中心應通知其限期交還使用之空間(如附清冊)，及應遵守下列事項：

VIII. When faculty or staff applies for resignation or retirement, the Personnel Office shall remind them of properly completing resignation handover procedures. Departments (graduate institutes), colleges, and centers shall notify on the spaces to be returned by a given deadline (see the enclosed checklist) and shall comply with the requirements below:

(一) 須完成經管財物移交及清理，不得遺留私人物品。

(1) Handover and cleanup of properties shall be completed, without any personal leftover.

(二) 實驗場所應依法令及本校環境保護暨安全衛生中心相關法規妥善處理。

(2) Experiment sites shall be properly managed according to laws and regulations and the regulations of the University's Center for Occupational Safety and Health and Environmental Protection.

九、使用空間未歸還前，若需先辦理離職程序時，應以書面保證如期點交歸還送原管理單位轉上級主管備查，校控空間由總務處備查。

IX. If the resignation procedure needs to be completed prior to the return of the spaces used, written guarantee shall be provided that the spaces will be handed over and returned to the original managing unit as scheduled so that the latter may forward them to the higher-ranking supervisor or Office of General Affairs for the University-controlled spaces to be filed for reference.

十、退休或離職教職員工歸還之空間，以原管理單位繼續使用為原則，若無使用需求，歸於所屬上級單位管理。

X. Spaces returned by retired or resigned faculty or staff shall continue to be used by the original managing unit in principle; if there is no user demand, they will be managed by the affiliated higher-ranking authority.

十一、退休教師未申請延後歸還空間，亦未於第二點規定期限內交還空間，原管理單位協調後仍拒不歸還者，必要時原管理單位得以斷水、斷電、強制關閉、逕行搬離或其他適當之方式處理。原管理單位得簽請由院或校協助處理，收回之空間則由院或校統籌分配使用。

XI. If retired faculty did not apply for a delay in returning the space and did not return the space by the deadline specified under Point 2, upon persistent rejection to returning it despite coordination by the original managing unit, the original managing unit may disconnect water and electricity supply, mandate a shutdown, arbitrarily clear the space, or handle the matter in any other proper way, if necessary. The original managing unit may have the college or university to sign off and provide assistance in handling the matter. The collected space, on the other hand, is to be centrally assigned or used by the college or the

## University.

依前項方式處理所生費用及衍生之相關罰責，執行單位得簽請由該退休教師計畫結餘款支應。

For costs or related penalties incurred as a result of the managing in the preceding paragraph, the executive unit may apply for paying with the surplus from the project implemented by the said retired faculty.

拒不歸還空間情節重大者，本校依財政部國有財產署公布「各機關經管國有公用被占用不動產處理原則」規定辦理，如需以訴訟方式排除占用，其所需費用另由本校經費支應。

In case of severe conditions involved in the rejection to return the space, the University will handle the matter in compliance with the Directions for Handling Occupied National Real Estate Operated by Respective Agencies announced by the National Property Administration under the Ministry of Finance. If a lawsuit is needed to clear the occupation, the required costs are to be paid with the University's budget separately.

十二、本要點實施前已由退休或離職教師使用之空間，除經申請核可保留使用者外，應自本要點實施之日起六個月內點交歸還，其程序適用本要點第三點之規定。

XII. For spaces already used by retired or resigned faculty prior to implementation of these Directions, except for those approved to be used continuously through application, they shall be handed over and returned within six months from the date these Directions are implemented. The requirements under Point 3 herein apply.

十三、各空間管理單位因退休教師延後歸還空間，而無法騰出研究室予新進教師者，不得申請校控空間。

XIII. Respective managing units may not apply for the University-controlled spaces in case of the impossibility to vacate research rooms for new faculty as a result of the delay in returning spaces by retired faculty.

十四、本要點如有未盡事宜，依本校其他相關規定辦理。

XIV. For matters not covered herein, the requirements of other applicable requirements of the University shall be followed.

十五、本要點經行政會議通過後，自公告日實施，修正時亦同。

XV. These Directions are to be enforced on the announced date following approval through the administrative meeting; the same shall apply to their revisions.

附表：空間點交清冊

Annex: Space Handover Checklist

國立成功大學 \_\_\_\_\_ 系(所)、院、中心空間點交清冊  
 National Cheng Kung University \_\_\_\_\_ Department/Graduate  
 Institutes/College/Center Space Handover Checklist

離職或退休人員： Resigned or retired staff		離職或退休生效日 Effective date of resignation or retirement		
職稱 Title		分機 Extension		
使用空間： Space used:				
系館名稱及樓層 Department building name and floor	空間名稱 Space name	性質 Nature	已點交 Handed over	申請留用 Application for retained use

填表日期：        年        月        日

Completed on: MM/DD/YYYY

\* 本校教職員工離職或退休時，應依本校「教職員工離職或退休空間處理要點」規定，教師應於生效日起三個月內，員工應於離校前，點交歸還空間，教師如仍有使用需求，請於生效日三個月前申請延後歸還。

Upon resignation or retirement of the University's faculty and staff, the requirements of the University's Directions for Handling Spaces Following Resignation or Retirement of Faculty and Staff shall be followed. The faculty shall, within three months from the effective date, and the staff shall, prior to leaving the University, hand over and return spaces. In case of persistent use demand, the faculty is asked to apply for a delayed return three months prior to the effective date.

\* 空間歸還應遵守下列注意事項：(一)須完成經管財物移交及清理，不得遺留私人物品。(二)實驗場所應依法令及本校環境保護暨安全衛生中心相關法規妥善處理。

For spaces to be returned, the following precautions shall be followed: (1) Handover and cleanup of properties shall be completed, without any personal leftover. (2) Experiment sites shall be properly managed according to laws and regulations and the regulations of the University's Center for Occupational Safety and Health and Environmental Protection.

核章

Seal

移交人員：

Handed over by:

單位空間承辦人：

Handler of spaces at the unit:

單位主管：

Unit supervisor: