元智大學租用特聘、講（客）座教授暨貴賓招待所申請書  
Yuan Ze University Application Form for Guest Houses Rental

of Distinguished Professors, Chair Professors, Visiting Professors, and VIP Guests

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| 邀請單位 Inviting Unit | |  | | | 住客姓名 Guest's Name | |  | |
| 代申請人姓名 Proxy Applicant's Name | |  | | | 聯絡電話 Contact Phone | | （O）：  （H）： | |
| 住客來訪目的 Guest's Purpose of Visit | | □教學Teaching | 校內正式開課並指導研究生  Conducting Official Classes on Campus and Supervising Graduate Students □是，課名Yes, Course Name　　　　　　　　 □否 No  本項未勾選者，視同未於校內正式開課亦未指導研究生 If none of the above is selected, it is considered that no official classes are conducted on campus, and no supervision of graduate students is provided. | | | | | |
| □合作研究Collaborative Research  □學術交流，探訪交換學生Academic Exchange, Visiting Exchange Students  □建教合作/產學合作University-Industry Cooperation | | | | | | |
| 申請住宿期間 Accommodation Period | | 自from　 　年(y)　　 月(m)　　日(d)至to　　　年(y) 　　月(m)　　　日(d)  **（住宿期限規定請參考招待所設置與管理辦法）**(For accommodation period regulations, please refer to the Regulations for Guesthouse Establishment and Management) | | | | | | |
| 申請住宿類別 Accommodation Type | | □3房2廳雙衛（B棟）3-bedroom, 2-bathroom (Building B) | | □單人套房（C棟）  Single Suite (Building C) | | | | □2房2廳單衛（D棟） 2-bedroom, 2-bathroom (Building D) |
| 房間號碼  (由總務處填寫) Room Number (To be filled by the Office of General Affairs) | | 號No. 　 　樓Floor  　 　室Room  校內分機Campus Extension： | | | | 維護管理費共計NT$　　　　　　元 Total Maintenance Fee  如另需加住日數，需經總務處核准後，重新計算費用額度 If additional days are required, approval from the Office of General Affairs is needed, and the fee will be recalculated accordingly | | |
| 維護管理費付費方式 Maintenance Fee Payment Method | | □人事室付費Personnel Office Payment  □邀請/申請單位付費Inviting/Applying Unit Payment  □訪客自行付費請邀請/申請單位規定期間內先行墊付 Guest Self-payment  (The inviting/applying unit is requested to make an advance payment within the specified period) | | | | | | |
| 附註 Notes | 1.**房間基本配備**：書桌一套、床組（含棉被、床單及枕頭）、浴室、冰箱、冷氣、衣櫥、電話（僅提供校內分機功能）、檯燈、熱水瓶、吹風機、垃圾桶、腳踏墊。Basic Room Amenities: Desk set, bedding (including comforter, bedsheet, and pillow), bathroom, refrigerator, air conditioning, wardrobe, telephone (only for campus extension), desk lamp, thermos, hairdryer, trash bin, foot mat.  2.**房間備品**：毛巾、牙刷、牙膏、洗髮精、沐浴乳、洗面乳、肥皂、梳子、密封杯、衛生紙、紙拖鞋。除毛巾、衛生紙、梳子、密封杯、紙拖鞋各備一式外，其餘備品約可供7-10日使用。Room Supplies: Towels, toothbrush, toothpaste, shampoo, shower gel, facial cleanser, soap, comb, sealed cup, toilet paper, disposable slippers. Apart from towels, toilet paper, comb, sealed cup, and disposable slippers, the other supplies are provided for approximately 7-10 days' use.  3.**人事室付費之申請流程：**（代）申請人→單位主管→人事室→總務處 Application process for payment through the Personnel Office: (Proxy) Applicant → Unit Head → Personnel Office → Office of General Affairs  **邀請/申請單位付費及訪客自費之申請流程：**（代）申請人→單位主管→總務處 Application process for payment by the inviting/applying unit and self-payment by the guest: (Proxy) Applicant → Unit Head → Office of General Affairs  **◎繳費請洽教授宿舍管理委員會秘書　機械系　陳怡如小姐，分機2451。**  ◎For payment inquiries, please contact Ms. Yi-JU, CHEN, Mechanical Engineering Department, Secretary of the Professor's Dormitory Management Committee, Extension: 2451. | | | | | | | |

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| （代）申請人 (Proxy) Applicant | 邀請/申請單位主管 Inviting/Applying Unit Head | 人事室 Personnel Office | 總務處  Office of General Affairs |
|  |  | 單位付費及訪客自費者免簽  Units paying on behalf and guests paying on their own are exempt from signing |  |

註1：本案核准後，將影本送存申請單位與教師宿舍管理委員會。  
Note 1: After approval, copies will be sent to the applying unit and the Professor's Dormitory Management Committee.

註2：經104/4/29 103-20行政會議核備以下事項，申請人務請詳閱：  
Note 2: For details as below approved at the 103-20 Administrative Meeting on April 29, 2015, please read carefully:

(1)凡長期住宿（1個月以上）者，以有在校內正式開課並指導研究生者為限。Long-term accommodations (over 1 month) are limited to those conducting official classes on campus and supervising graduate students.

(2)申請個案核定後，請於核定後10日內與入住3日前繳付全額維護管理費，以確認住宿權利。未於規定期間繳付維護管理費者，視同放棄申請。繳費後若更改申請住宿日期，於六個月內有效，並以變更一次為限。After application approval, please make full maintenance fee payment within 10 days after approval and at least 3 days before check-in to confirm your accommodation rights. Failure to pay the maintenance fee within the specified period is considered a withdrawal of the application. Changes to the accommodation dates can be made within six months and are limited to only once.

(3)費用一經繳納，非不可抗力因素不得退費（管理辦法第五條）。申請個案核定後再變更住宿期間致住宿日數減少或無房可住宿者，亦不予退費。Once fees are paid, they are non-refundable, except for cases of force majeure (Article 5 of the Management Regulations). Changes to accommodation dates after approval, resulting in a decrease in the number of accommodation days or a lack of available rooms, will not be refunded.

維護管理費繳費日期　　　　　　收據編號 No.　　　　　；保證金繳費日期　　　　　 收據編號No.

Security Deposit Payment Date Receipt No. Maintenance Fee Payment Date Receipt No.