

**Directives Governing the Management of**  
**NTU Guesthouses for Chair Professors and Visiting Faculty**

Revised and approved by the 3114<sup>th</sup> Administrative Meeting on March 1<sup>st</sup>, 2022  
(Refer to the end of this document for a complete revision history of these directives)

1. National Taiwan University (hereinafter referred to as “the University”) hereby formulates the directives governing the management of guesthouses for chair professors and visiting faculty (hereinafter referred to as “the guesthouses”).
2. The guesthouses are under the management of the Office of General Affairs of the University.
3. To apply for the rental of a guesthouse, the service unit of a visiting faculty member must submit the application form with the personal seal of the department head or the director of the institute affixed.
4. Any person who fits any of the following criteria is eligible to apply for a rental of the guesthouses:
  - (1) A faculty member who renews his/her appointment in accordance with the NTU Regulations for the Establishment of Distinguished Professors, a Yushan Scholar (as determined by the Ministry of Education), or an expert or scholar who is a Nobel Laureate, an academician of a national academy, or has acquired substantial qualifications in his or her chosen discipline;
  - (2) A faculty member who renews his/her appointment in accordance with the NTU Regulations for the Establishment of Lecturers;
  - (3) An instructor or researcher who is recruited and sponsored by the Ministry of Science and Technology of the Executive Yuan, or recruited by a resolution made in the NTU Administrative Meeting, to conduct a special topic research plan or as a visiting science/technology personnel. This does not include post-doctoral researchers and research assistants.
  - (4) A chair professor or visiting faculty member who is recruited by the University’s Functional Integration Research Center, or recruited and funded based on the execution of the Higher Education Sprout Project developed by the Ministry of Education;
  - (5) A faculty member who is an exchange scholar from the Universities’ many sister schools or from an institution (organization) that has signed an agreement for academic exchange with the University;
  - (6) A faculty member who is recruited and funded by other institutions

(organizations) and is practically engaged in lecture and research in the University without remuneration or official position.

- (7) A faculty member who has received special approval from the President of the University.

Prioritized processing will be given to those faculty members who satisfy the criteria set forth in Subparagraph 1 and 2 of the preceding paragraph, especially Distinguished Professors will have top priority. A visiting faculty may apply for a temporary rental provided that other faculty members on the priority list are first taken care of.

5. Except for the provisions contained in Paragraph 2 of Directive 4, the guesthouses shall be assigned to applicants based on the order of applications received. Once the rental application to a guesthouse has been approved, the applicant shall begin to pay all relevant fees starting from the check-in date.

6. The rental term in a guesthouse shall be based on the term specified in The Letter of Appointment or Recruitment Agreement. However, the term shall be set at six months if the rental application has received special approval from the President of the University.

A visiting faculty member without the Letter of Appointment or a contract with the University may apply for a rental of a guesthouse on a three-month basis.

An applicant may elect to withdraw his or her rental application but must do so before the check-in date.

A lessee of a guesthouse, after having moved in, may decide to return the guesthouse before the expiration date of the rental term. However, the lessee must inform the Office of General Affairs a week in advance in writing. The lessee shall bear all relevant fees during the rental term applied for in the event that he or she fails to submit the written notification one week in advance.

7. A lessee of a guesthouse shall execute a lease agreement for a rental of a guesthouse with the University. Lease agreements established for three years or longer will require notarization, to which the lessee shall not refuse.
8. A lessee of a guesthouse shall pay the accommodation charges at the rate of NT\$1,300 per ping per month (1 “ping” is Taiwanese unit of area and floorspace equivalent to about 3.306 square meters), with the total monthly amount rounded up to the nearest thousand NT dollars. Water and electricity expenses incurred during the rental period shall be assessed based on actual usage and according to

the standard rates announced by the University; gas (for heating and cooking) expenses are assessed based on actual usage and according to the rates published by the utility company.

For a total rental term that is less than one month, a full month's fees will be charged. If the rental term exceeds one month, the fees for water, electricity and gas will be charged proportionally (according to a 30-day month calculation period).

If a lessee of a guesthouse is exempt from paying any accommodation charges based on a separate agreement with the University or relevant regulations, then the recruiting unit shall be responsible for the charges.

If a recruiting unit had applied for a waiver of the accommodation fees which was approved by the President of the University, and if a rental term has expired and a lessee wants to renew his/her tenancy, provided that the lessee's qualifications remain unchanged and the rental term has not been interrupted, then the fees can be waived for the renewal period.

Lessees who apply to the above-mentioned proviso clauses are to put down a maintenance fee equivalent to one month's rent as deposit.

Upon the fulfillment of the agreement and the returning of the housing unit, the maintenance deposit will be returned in full without interest.

9. Once the keys for the guesthouse are turned over to a lessee, the lessee is solely responsible for the security of his/her living quarters. He/she shall see to it that his/her personal properties are well taken care of. The University will not be held liable for any lost or damaged properties.
  
10. Without written consent from the University, a lessee shall not alter or damage the building structure, such as beams, columns and concrete walls or modify the partition, balcony, windows or doors. The lessee is also not to (sub) rent, lend, add or alter the building structure, conduct business, utilize the unit for non-residential purposes, or occupy other guesthouse units.  
The University may terminate the lease agreement for the rental of the guesthouse in case a lessee violates the preceding regulation; in which case, the lessee shall be responsible for reinstating the house and will be held liable for any damage arising there from.
  
11. A lessee is required to relinquish his/her guesthouse in the event that he/she loses his/her eligibility to occupy a guesthouse due to the fact one of the eligibility

requirements stipulated in Paragraph 1 of Directive 4 that initially qualified him/her no longer applies, or that he/she is proven to have violated a provision stipulated in the preceding Directive. Within one month of receiving a notification from the University to relinquish the guesthouse, the lessee is required to have the guesthouse and all attached equipment cleaned and restored to their original conditions before vacating the premises and returning the guesthouse to the Office of General Affairs.

12. When a visiting faculty member moves out of a guesthouse, he/she is liable for vacating all his/her personal properties and cleaning up the apartment. Anything that is left behind will be treated as wastes and disposed of by the University. The cleaning charges will be paid by the former lessee, and he/she may not take issue with this.
  
13. If a lessee fails to vacate and return the guesthouse beyond the expiration date, the University may issue an eviction notice. If the lessee again fails to vacate and return the guesthouse after the third notice, the University reserves the right to legally evict the lessee from the guesthouse or apply for a court order to reinforce the recovery. The University may also deny the lessee's future applications to the guesthouses.  
Any expenses arising from the litigations referred to in the preceding paragraph shall be borne by the guest.
  
14. If a lessee fails to vacate and return the guesthouse beyond the expiration date or fails to make the required payments in accordance with the regulations, the guarantor specified in the accommodation agreement shall be responsible for urging his/her removal or payment. If the matter is pursued in court in accordance with applicable laws, the lessee and his/her affiliated unit will not be allowed to apply for the rental of any guesthouse or dormitory during the litigation period, within one year of the lessee's vacating and returning the guesthouse, and within one year of the court's final decision to compel the lessee to pay all fees and expenses owed to the University.  
The guarantor as mentioned in the preceding paragraph refers to the department head or the director of the institute where the lessee serves.
  
15. The above rules and regulations are approved by the NTU Administrative Meeting and will become effective from the date of its promulgation.

Approved by the 1541<sup>th</sup> Administrative Meeting on September 9<sup>th</sup>, 1986

Revised and approved by the 1710<sup>th</sup> Administrative Meeting on October 23<sup>rd</sup>, 1990

Revised and approved by the 1738<sup>th</sup> Administrative Meeting on April 9<sup>th</sup>, 1991

Revised and approved by the 1886<sup>th</sup> Administrative Meeting on September 13<sup>th</sup>, 1994

Revised and approved by the 1952<sup>nd</sup> Administrative Meeting on March 5<sup>th</sup>, 1996

Revised and approved by the 2462<sup>nd</sup> Administrative Meeting on January 2<sup>nd</sup>, 2007

Revised and approved by the 2628<sup>th</sup> Administrative Meeting on June 22<sup>nd</sup>, 2010

Revised and approved by the 2884<sup>th</sup> Administrative Meeting on December 8<sup>th</sup>, 2015

Revised and approved by the 2944<sup>th</sup> Administrative Meeting on April 11<sup>th</sup>, 2017

Revised and approved by the 3045<sup>th</sup> Administrative Meeting on July 9<sup>th</sup>, 2019