

**NATIONAL TAIWAN UNIVERSITY**  
**Directives Governing the Management of Guesthouses for**  
**Chair Professors and Visiting Faculty**

April 02, 2024 Passed by the 3,166<sup>th</sup> Administrative Meeting

April 〇〇, 2024 Promulgation of amended Articles 4 through 6, and 8

(Full amendment history at the end of this document)

- Article 1 National Taiwan University (“the University”) formulates the Directives Governing the Management of Guesthouses for Chair Professors and Visiting Faculty (“the Directives”) to manage the guesthouses for chair professors and visiting faculty ( “the guesthouses”).
- Article 2 The guesthouses are under the management of the Office of General Affairs of the University.
- Article 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 head of unit affixed.
- Article 4 Any person who fits any of the following criteria is eligible to apply for a rental of the guesthouses:
- 1 Those appointed in accordance with the National Taiwan University Directives for the Appointment of Distinguished Chair 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 those who have acquired equivalent qualifications in his or her chosen discipline;
  - 2 Those appointed in accordance with the NTU Regulations for the Appointment of Chair Professors;
  - 3 Instructors or researchers recruited and sponsored by the National Science and Technology Council within the Subsidizing Research Scholars and Conducting Special Studies Program or as visiting science and technology personnel), 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 Chair professors or visiting faculty members recruited by the University’s Functional Integration Research Center or recruited and funded based on the execution of the Higher Education Sprout Project of the Ministry of Education;
  - 5 Scholars as exchange scholars from the University’s partner institution or from an institution (organization) that has signed an agreement for

academic exchange with the University;

- 6 Chair professors or visiting faculty members recruited and funded by other institutions (organizations) and are practically engaged in lecture and research in the University without remuneration or official position.
- 7 Scholars who are appointed in receipt of scholarships donated to the University by outside donors may apply for a guesthouse rental in accordance with a donation agreement or relevant regulations.
- 8 Those who have received special approval from the President of the University.

Those who meet the requirements of Paragraph 1 of the preceding paragraph shall be given the highest priority regarding the rental of guesthouses. Priority will be given to those who meet the requirements of Subparagraph 2 of the preceding paragraph and are appointed in accordance with Article 3, Paragraph 1, Subparagraph 2 of the NTU Regulations for the Appointment of Chair Professors.

Where the rental priority of a guesthouse built with a donation is stipulated in the donation agreement, the stipulation shall prevail.

A visiting lecturer may apply for a temporary rental provided that rentals in accordance with the previous three paragraphs are first taken care of.

Article 5 Except for the circumstances set forth in Paragraphs 2 and 3 of Article 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 noted on their application.

Article 6 The rental periods of guesthouses are as follows:

- 1 For those who satisfy the criteria set forth in Subparagraphs 1 through 4 and 6 of Paragraph 1 of Article 4, the rental period shall be set according to their appointment term.
- 2 For those who satisfy the criteria set forth in Subparagraph 5 of Paragraph 1 of Article 4, the rental period shall be set according to their academic exchange period defined in their academic exchange agreement.
- 3 For those who satisfy the criteria set forth in Subparagraph 7 of Paragraph 1 of Article 4, the rental period shall be set according to their appointment period set upon the University's acceptance of their donation and/or scholarship.

- 4 For those who satisfy the criteria set forth in Subparagraph 8 of Paragraph 1 of Article 4, the rental period shall be set at no more than 6 months at a time.

For a visiting lecturer without a Letter of Appointment or a contract with the University, the rental period of a guesthouse shall be three months in principle. An applicant may withdraw his or her rental application but must do so before the check-in date.

A renter of a guesthouse, after having moved in and within the rental period, may decide to return the guesthouse before the rental period ends. However, the renter must inform the managing unit a week in advance in writing; if the renter fails to do so, he/she shall bear all relevant fees during the original rental period.

Article 7 A renter of a guesthouse shall sign an agreement for the rental of a guesthouse with the University. Rental agreements lasting for three years or longer shall be notarized, and the rental shall cooperate to complete the process.

Article 8 A renter 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 renter of a guesthouse who satisfies the criteria set forth in Subparagraph 7 of Paragraph 1 of Article 4, the expenses and charges specified in the preceding two Paragraphs shall be assessed and charged as stipulated in their donation agreement or according to relevant regulations.

However, if there is neither stipulation in the agreement nor relevant regulations to follow, the expenses and charges may be assessed and charged based on the charging standards specially approved by the President of the University.

If the total rental period is less than one month, a full month’s fees will be charged.

If the rental period exceeds one month, the accommodation fee will be charged proportionally (according to a 30-day month calculation period).

If a renter 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.

However, if a recruiting unit has applied for a waiver of the accommodation fees which was approved by the President of the University before the promulgation of the Directives, and if a renter wants to renew his/her rental, with the renter's qualifications remaining unchanged and the rental period not interrupted, the fees may be waived for the renewed rental period.

Renters who apply to the above-mentioned proviso clause shall put down a deposit equivalent to one month's accommodation charge.

Upon the return and complete check of the guesthouse unit, the deposit shall be returned in full without interest.

Article 9 Once the keys to the guesthouse are turned over to a renter, the renter is solely responsible for the security of his/her guesthouse unit. 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.

Article 10 Without written consent from the University, a renter shall not alter or damage the building structure, such as beams, columns, and concrete walls, or modify the partition, balcony, windows, or doors. The renter shall not (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 rental agreement in the case that a renter violates the preceding paragraph; in which case, the renter shall be responsible for reinstating the house and will be held liable for any damage arising therefrom.

Article 11 A renter shall relinquish his/her guesthouse in the event that he/she no longer meets the eligibility requirements stipulated in Paragraph 1 of Article 4, or that he/she is proven to have violated Paragraph 1 of the preceding article. Within one month of receiving a notification from the University to relinquish the guesthouse, the renter shall 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.

Article 12 When a renter moves out of a guesthouse, he/she is liable for vacating all his/her personal properties and cleaning up the apartment. Anything left behind will be treated as waste and be disposed of by the University. The cleaning fees shall be paid by the said renter, which he/she may not take issue with.

Article 13 If a renter fails to vacate and return the guesthouse as required, the University may issue an eviction notice.

If the renter fails to vacate and return the guesthouse unit on the third eviction notice, the University may resort to legal measures to evict the renter or apply for a court order to reinforce the recovery. The University may also deny the renter's future applications to rent the guesthouses.

Any expenses arising from the litigations referred to in the preceding paragraph shall be borne by the renter.

Article 14 If a renter fails to vacate and return the guesthouse or fails to make the required payments in accordance with the regulations, the guarantor specified in the rental agreement shall be responsible for urging the renter's removal or payment. If the matter is pursued in court in accordance with applicable laws, the renter and his/her affiliated unit may not apply for any rental of the guesthouse during the litigation period, within one year of the renter's vacating and returning the guesthouse, and within one year of the court's final decision to compel the renter to pay all fees and expenses owed to the University.

The guarantor mentioned in the preceding paragraph refers to the department head or the director of the institute where the renter serves.

Article 15 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.

(Full Amendment History)

September 09, 1986	Passed by the 1,541 <sup>st</sup> Administrative Meeting
October 23, 1990	Passed by the 1,710 <sup>th</sup> Administrative Meeting
April 09, 1991	Passed by the 1,738 <sup>th</sup> Administrative Meeting
September 13, 1994	Passed by the 1,886 <sup>th</sup> Administrative Meeting
March 05, 1996	Passed by the 1,952 <sup>nd</sup> Administrative Meeting
January 02, 2007	Passed by the 2,462 <sup>nd</sup> Administrative Meeting
June 22, 2010	Passed by the 2,628 <sup>th</sup> Administrative Meeting
December 08, 2015	Passed by the 2,884 <sup>th</sup> Administrative Meeting
April 11, 2017	Passed by the 2,944 <sup>th</sup> Administrative Meeting
July 09, 2019	Passed by the 3,045 <sup>th</sup> Administrative Meeting
March 01, 2022	Passed by the 3,114 <sup>th</sup> Administrative Meeting