

NATIONAL TAIWAN UNIVERSITY

Directives for the Assignment and Management of Multi-Room Dormitories for Faculty and Staff

May 14, 1962	Amended and passed by the 610 th Administrative Meeting
June 14, 1965	Amended and passed by the 749 th Administrative Meeting
June 21, 1965	Amended and passed by the 750 th Administrative Meeting
August 05, 1965	Amended and passed by the 754 th Administrative Meeting
December 04, 1967	Amended and passed by the 851 st Administrative Meeting
October 20, 1969	Amended and passed by the 933 rd Administrative Meeting
June 08, 1971	Amended and passed by the 993 rd Administrative Meeting
June 11, 1974	Amended and passed by the 1,112 th Administrative Meeting
September 08, 1987	Amended and passed by the 1,582 nd Administrative Meeting
November 19, 1991	Amended and passed by the 1,757 th Administrative Meeting
October 13, 1992	Amended and passed by the 1,799 th Administrative Meeting
February 22, 2000	Amended and passed by the 2,142 nd Administrative Meeting
October 31, 2000	Amended and passed by the 2,170 th Administrative Meeting
March 06, 2001	Amended and passed by the 2,186 th Administrative Meeting
September 03, 2002	Amended and passed by the 2,257 th Administrative Meeting
November 19, 2002	Amended and passed by the 2,268 th Administrative Meeting
November 30, 2004	Amended and passed by the 2,366 th Administrative Meeting
September 13, 2005	Amended and passed by the 2,401 st Administrative Meeting
April 24, 2007	Amended and passed by the 2,477 th Administrative Meeting
January 20, 2009	Amended and passed by the 2,559 th Administrative Meeting
March 19, 2009	Approved by the Ministry of Education via official letter Tai Tsung (1) Tzu No. 0980041739
November 16, 2010	Amended and passed by the 2,646 th Administrative Meeting
April 22, 2014	Amended and passed by the 2,808 th Administrative Meeting
January 13, 2015	Amended and passed by the 2,843 rd Administrative Meeting
December 29, 2015	Amended and passed by the 2,887 th Administrative Meeting
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Article 1 Full-time, quota-based, paid faculty members, employees, and security guards at National Taiwan University (NTU or “the University”) (excluding its subsidiary organizations) who have never received housing subsidies or aid from the government (including mortgage interest subsidies, government-backed loans, or discounted government-built housing) and who reside with their dependent relatives (including their spouse, minor children, parents, or adult children with disabilities who require a caretaker) may apply to lease a regular multi-room faculty dormitory (“regular dormitory”) unit.

Those without a dependent relative may also apply to lease a regular dormitory unit after serving one full year at the University.

Full-time faculty members holding a doctoral degree who meet the criteria of either of the preceding two paragraphs may also apply to lease an academic multi-room dormitory (“academic dormitory”) unit.

Article 2 Priority for multi-room dormitory (“dormitory”) assignment shall be based

on the points accumulated by each applicant. If two or more applicants have the same number of points, the date of their initial appointment at NTU shall determine the priority. If the date of the initial appointment was the same, the timestamp for the last revision of their application (as recorded by the server) shall determine the priority.

Article 3 The aforementioned points shall be calculated as follows:

1. 1 point for every NT\$5 of monthly salary (except for military training instructors, who shall receive 1 point for every NT\$6 of monthly salary)
2. 1 point for every 3 months of service (beginning from the month of initial appointment) for up to 10 years of service; 1 point for every 2 months of service from the 11th year of service onwards (applicants with a gap in their periods of service may have both/all periods combined for calculation).
3. Seven additional points will be given for applicants who themselves or their spouse or minor children, if any, do not own their own home. Four additional points shall be given for applicants who themselves or their spouse or minor children own a home which is located outside of Taipei City, New Taipei City, Keelung City, or Taoyuan City.
4. Seven additional points shall be given for applicants who themselves or their spouse, parents, or minor children are classified as having a severe disability; five additional points shall be given for those with a moderate disability; and three additional points for those with a mild disability.
5. One additional point shall be given for applicants who are currently entitled to supervisory differential pay for service in an administrative position (excluding supernumerary positions).

For jointly appointed faculty members and researchers whose primary appointing institution is changed to NTU midway through their employment, their years of service while receiving a salary from another institution shall not be counted.

Visiting faculty members and researchers who choose to continue their appointment at the University upon conclusion of their visit may have their visiting period counted as part of their years of service.

A married couple who have both served at the University for a minimum of two years prior to dormitory assignment may choose to consolidate their points using the following method: The spouse with more points may have each point counted in full, whereas the spouse with fewer points may have each seniority and salary point counted as 0.4 points. Notwithstanding the foregoing, a couple who meets any of the conditions described in Article 9, or whose years of service have been accrued at a subsidiary organization of the University, shall be ineligible for points consolidation.

Eligible applicants and their spouses who choose not to consolidate their points may receive seven additional points.

The method of calculating salary and seniority points shall be based on the information in effect one month prior to each assignment announcement.

The years of service of those applying to lease a scholar's dormitory unit shall begin accruing from the month in which they report for duty at the University after receiving their doctoral degree. A couple who wish to

consolidate their points for a scholar's dormitory application shall both hold a doctoral degree.

- Article 4 The (re-)assignment of dormitory units shall be carried out at predetermined intervals as announced by the University, the specific procedures for which are as follows:
1. Applicants shall first apply for login credentials from the Computer and Information Networking Center.
 2. A list of available dormitory units will be published on the Faculty and Staff Housing Division homepage between the 1st and 10th (or, in the event of a holiday, the following business day) of March, June, September, and December. The Faculty and Staff Housing Division may increase the frequency of assignment as dormitory units become available.
 3. Applicants may request to take a walk-through of the desired dormitory unit(s) during business hours between the 1st and 7th (or, in the event of a holiday, the following business day) of the month of announcement.
 4. Applicants shall rank their preferences via the online system between the 1st and 10th of the month of announcement. They may revise or rescind their application anytime prior to the submission deadline on the 10th (or, in the event of a holiday, the following business day).
 5. The assignment results shall be announced on the 20th (or, in the event of a holiday, the following business day) of the month of announcement and shall remain published for five days.
 6. After the five-day period, the Faculty and Staff Housing Division may notify assignees to produce the necessary documentation within 15 days to complete the signing process.
 7. Upon signing, the Faculty and Staff Housing Division shall issue a housing certificate and transfer a set of keys to each assignee for safekeeping. Assignees are expected to move into their respective assigned units immediately and begin paying the dormitory management fee and arrange to have their housing subsidy deducted from their remuneration on a monthly basis as per Executive Yuan regulations.
 8. Assignees shall be responsible for any utility bills (including water, power, gas, landline, etc.) incurred during their lease. Scholar's dormitory assignments shall be processed first. For applicants who are assigned to the scholar's dormitory, any applications they may have made for the regular dormitory will not be processed.

- Article 5 Under any of the following circumstances, assignees shall have their assignment revoked and either they shall be barred from signing a lease or the signed lease shall be terminated; furthermore, they shall be barred from any dormitory assignment for a period of three years, starting from the next (re-)assignment date:
1. Submission of a written waiver for the dormitory assignment
 2. Failure to complete the signing process on time
 3. Failure to move into the premises by the deadline

4. Provision of false information during the application process that impacted the fairness of the assignment

The three-year blackout period shall not apply to assignees who meet any of the conditions set forth in the preceding paragraph due to causes not attributable to themselves.

Assignees shall still satisfy all of the eligibility criteria at the time of signing, or their assignment shall be revoked. Dormitory units recovered as a result of Paragraph 1 or 3 above shall be reassigned at the next assignment.

- Article 6 Assignees with just cause may, with the University's approval, postpone the signing date by up to one month, but the Cashier Division will still deduct the security deposit from their remuneration upon notification by the Faculty and Staff Housing Division.

The security deposit of assignees who are granted an extension in accordance with the preceding paragraph but who still fail to complete the signing process shall be forfeited, and the failure to sign shall be handled in accordance with the preceding article.

- Article 7 Assignees who have lived in the dormitory for three years may apply for a reassignment, but they shall be given a lower priority than those applying for an assignment for the first time.

Those who were assigned a dormitory unit prior to December 31, 1991 may apply for reassignment once in accordance with Articles 2 through 5 herein.

- Article 8 The following personnel may apply for an additional 20 points with the Faculty and Staff Housing Division specifically for the current assignment during the online application period in the month in which availability is announced:

1. Executive Vice Presidents; the Vice President for Academic Affairs, Vice President for Student Affairs, and Vice President for General Affairs; and externally appointed college deans (with limit, once per applicant)
2. Faculty members on unpaid leave who moved out of their original dormitory unit within the stipulated time frame and are now returning to the University
3. Those who had been assigned a dormitory unit but were required to move out because the University needed to use the space for other purposes

- Article 9 An applicant who meets any of the following conditions shall be barred from receiving a dormitory assignment:

1. The applicant and their spouse are both military, education, or public service personnel, and the latter i) has already been assigned housing (including military housing); ii) works at an organization where the remuneration package includes a housing subsidy; or iii) has received a housing or mortgage subsidy from the government.
2. The applicant is a former employee who failed to hand over the leased unit in accordance with regulations but who has been hired by the University again.

Any applicant who meets any of the following conditions shall be temporarily suspended from receiving a dormitory assignment:

1. The applicant is seconded to another institution or agency (only during their period of secondment).
2. The applicant resides in a foreign country for more than a year while on paid leave.
3. The applicant is on unpaid leave.

Article 10 Dormitory assignees who no longer work for the University shall perform the following procedures during the handover process:

1. The leased unit as well as every attached facility shall be handed over to the Faculty and Staff Housing Division. Assignees are liable for any damages or losses incurred, and the University may deduct the associated costs directly from their security deposit as indemnification.
2. The lease and the dormitory facility maintenance form shall be voided.
3. All utility bills (including water, power, gas, and landline), dormitory management fees, and other outstanding fees shall be paid in full.

Former employees who vacate the premises without completing the procedures stipulated in the preceding paragraph shall continue to bear the associated safekeeping obligations and shall be liable for any resulting damages.

Article 11 Those vacating the premises for a paid leave along with their entire family and those continuing to perform their original duties while on unpaid leave who wish to retain their current dormitory unit shall apply with the Faculty and Staff Housing Division, Office of General Affairs. A dormitory unit may be retained for up to two years, but the length of the assignment for employees on secondment shall be the same as their period of secondment.

Article 12 The University may conduct regular inspections to ensure that all dormitory units are put to proper use. Assignees may not evade, hinder, or object to such inspections, nor may they harass the inspectors in any way.

'Harassment' in the preceding paragraph is defined as any behavior that may be construed as verbal abuse, intimidation in a raised voice, or written accusations against the inspectors which are found to be false.

A written warning shall be issued for a minor offense described in Paragraph 1 by either the assignee or their family; however, for severe or repeated offenses, the University may revoke their dormitory assignment as a last resort.

Article 13 The term of each dormitory lease shall be within the assignee's period of service at the University and may last up to 15 years. However, the combined period of lease for all housing rentals by any assignee may not exceed 25 years.

The preceding paragraph shall be passed by the Faculty and Staff Housing Committee and the Administrative Meeting, approved by the Ministry of Education, and implemented one year after its promulgation. It shall not apply retroactively to past dormitory assignments.

Assignees who no longer perform their original duties due to a change of appointment from full-time to part-time, transfer, resignation, retirement, or unpaid leave shall vacate the premises within three months. Those who are removed from office or dismissed and those who are granted a housing subsidy or loan by the government shall vacate the premises within one

month. Assignees who are on statutory unpaid leave in order to raise a child under the age of three shall be exempt from the preceding limitation.

Assignees shall pay the dormitory management fee by making a cash or check payment at the Cashier Division by the 5th of each month until they hand over the leased unit to the University in accordance with the preceding paragraph. The same shall apply to assignees on statutory unpaid leave for raising a child under the age of three, even during the period of unpaid leave.

The Personnel Department shall withhold assignees' certificate of service record until they hand over the leased dormitory unit, except where just cause is presented AND a written promise to vacate the premises within the time frame stipulated in the preceding paragraph has been approved by the University.

The University may seek an enforcement order from a competent court of law against assignees who fail to vacate the premises within the time frame stipulated in Paragraph 3. Assignees who occupy a dormitory unit without authorization shall not only indemnify the University for any damage incurred but shall additionally be liable for the following punitive damages:

1. Within three months: Twice the standard dormitory management fee, to be assessed for each month of unauthorized occupation
2. 4 to 9 months: Five times the standard dormitory management fee, to be assessed for each month of unauthorized occupation
3. Beyond 10 months: 10 times the standard dormitory management fee, to be assessed for each month of unauthorized occupation. A delay that is shorter than 1 month shall be counted as 1 full month.

Article 14 If a dormitory assignee (including those assigned to single-room units or the new faculty dormitory) is later assigned another dormitory unit, their original lease shall be terminated once a new lease for the multi-room dormitory is signed. Assignees shall hand over their original dormitory units within one month. Failure to do so without just cause will result in revocation of the multi-room dormitory lease and forfeiture of the security deposit, in which event the assignee shall unconditionally vacate the premises and pay all outstanding dormitory management fees in accordance with regulations within three months. Furthermore, the assignee in question shall be barred from applying for any other dormitory assignment.

Article 15 The University may immediately terminate a lease and revoke the associated dormitory assignment for assignees who do not actually reside in their assigned unit without having been granted approval by the Office of General Affairs to retain their unit, who sublet or lend their unit whether in part or in full, who set up a business on the premises, who fail to make up late dormitory management fees by the stipulated deadline despite having been issued a warning, or who commit serious violations of dormitory rules as confirmed by the Faculty and Staff Housing Committee.

Furthermore, such assignees shall be barred from applying for a dormitory unit at the University in the future.

Article 16 Matters not addressed herein shall be handled in accordance with the *Civil Code*, the University's *Dormitory Management Handbook*, and other regulations related to dormitory management.

Article 17 The Directives shall be passed by the Faculty and Staff Housing Committee and the Administrative Meeting, approved by the Ministry of Education, and then implemented on the date of promulgation.