

# National Taiwan University Directives for the Allocation and Administration of New Faculty Housing

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March 03, 1998 Amended and passed by the 2046th Administrative Meeting  
September 13, 2005 Amended and passed by the 2401st Administrative Meeting  
June 20, 2006 Amended and passed by the 2437th Administrative Meeting  
January 20, 2009 Amended and passed by the 2559th 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 2646th Administrative Meeting  
March 03, 2011 Approved by the MOE via official letter Tai Tsung (1) Tzu No. 1000028699  
March 19, 2013 Amended and passed by the 2754th Administrative Meeting  
April 25, 2013 Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1020053260  
December 10, 2013 Amended and passed by the 2790th Administrative Meeting  
April 22, 2014 Amended and passed by the 2808th Administrative Meeting  
December 29, 2015 Amended and passed by the 2887th Administrative Meeting  
January 28, 2016 Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1050005759  
June 07, 2016 Amended and passed by the 2908th Administrative Meeting  
July 25, 2016 Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1050087649  
December 26, 2017 Amended and passed by the 2977th Administrative Meeting  
January 19, 2018 Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1070007315  
May 15, 2018 Amended and passed by the 2995th Administrative Meeting  
June 13, 2018 Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1070080910  
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May 30, 2019 Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1080073638  
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February 24, 2020 Approved by the MOE via official letter Tai Chiao Mi (1) Tzu No. 1090024054  
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I. These Directives are formulated by National Taiwan University (hereinafter “NTU” or the “University”) to provide accessible and satisfactory housing for the recruitment of outstanding faculty members.

II. The following are the eligibility requirements for an individual applying for a unit in the NTU New Faculty Housing (hereinafter “NFH”):

1. The applicant is a newly recruited assistant professor, associate professor or professor on the University’s regular faculty payroll.
2. The applicant or his/her spouse has never received subsidies or allowances from the government in the purchase of a residential unit (including government subsidies or allowances on loan interests, subsidies on mortgage loans, or the purchase of a discount residential unit built by the government.)

The priority assigned to an applicant is determined by a point system – the higher the number of points, the higher the priority. Lots will be drawn in the event of a tie.

1. Points based on faculty rank: 12 points for Assistant Professor; 9 points for Associate Professor; or 7 points for Professor.
2. One point will be added to the applicant’s total points for each of the following situations, if

applicable at the time the application is submitted:

(a) the applicant has a doctoral degree; (b) the applicant is married; (c) the applicant has one or more minor children; (d) the applicant or his/her spouse does not own a house in Taipei City, New Taipei City, Keelung City or Taoyuan City; (e) the applicant, or his/her spouse currently residing with him/her, or one of their children currently residing with him/her, has been issued a disability card.

3. As of August 2020, 22 points will be awarded to an applicant who is a Yushan Fellow, or 11 points for a Yushan Young Fellow, as designated by the Ministry of Education (MOE). For a new faculty member whose employment begins in August 2020, the relevant regulations governing the assignment of housing units to new faculty members shall apply. No late applications will be accepted. A faculty member appointed prior to the start of the 2020 academic year and whose Yushan (Young) Fellow designation remains valid, as determined by MOE, is eligible to apply for a housing unit in the NFH retroactively.

III. In order to achieve reasonable utilization of the University's housing resources, an amount equal to the monthly housing allowances shall be deducted from the monthly salary of a faculty member taking residence in the NFH, as required by Executive Yuan regulations. In addition, the faculty member shall be assessed a monthly housing management fee based on the assigned unit's floor area, at the rate of NT\$500 per ping (or NT\$151.24/m<sup>2</sup>; 1 ping = 3.30579 m<sup>2</sup>). The exact monthly fee shall be rounded to the nearest NT dollar. If the housing complex has its own dedicated parking area, the amount of the management and maintenance fees for each parking space and how the payment is to be made shall be determined by the rates and rules announced by Faculty & Staff Housing, Office of General Affairs. Each housing unit's utility expenses, including water, electricity, gas and telephone service, are the responsibility of its occupants during their stay. Additional fees for which the occupants are responsible include public administration expenses in the housing's common area; the exact amount and how the payment is to be made shall be determined by the rates and rules announced by Faculty & Staff Housing.

IV. With the exception of occupants whose contracts have not yet expired, starting from July 2020, each housing assignment shall have a contractual duration of at most five years. In addition, the maximum duration in which a faculty member may reside in University housing across all housing categories is 25 years. Those who have been assigned housing units from the NFH

remain eligible to apply for a general housing or the Visiting Scholars' Housing.

V. A new faculty member may apply, from the first day of employment until the end of his/her first year of service at the University, to Faculty & Staff Housing with the following: identity documents, proof of employment (with the starting date), and a photocopy of the diploma of the highest academic degree attained.

VI. Housing assignments for new faculty are made at regular intervals during the year. Refer to the following for the announcements and application procedure.

1. Faculty & Staff Housing allocates housing on a quarterly basis and announces the list of available vacant units during the months of January, April, July and October. Faculty & Staff Housing may also announce additional housing assignments if and when units are freed up and become available.
2. Housing applications are accepted until the 15th day of the month in which the list of vacant housing is announced. The announcement will be postponed until the following business day if the 15th day of the month falls on a holiday.
3. In the event that there is a tie between applicants in terms of the total number of points accumulated, as referred to in paragraph 2, Directive 2 herein, the tie will be broken via random lot drawing by the NTU Faculty & Staff Housing Application Administration System on the 20th day of the month in which the list of vacant housing is announced. The announcement will be postponed until the following business day if the 20th day of the month falls on a holiday.
4. The list of successful applicants will be announced over a two-day period, starting on the 25th of the month in which the list of vacant housing is announced. If any of these two days falls on a holiday, the duration of the announcement will be extended until the following business day.
5. The successful applicant shall pay a holding deposit equal to the monthly housing management fee and shall sign the housing contract within three weeks from the day after the two-day period for the announcement of the list of successful applicants has elapsed.
6. Following the signing of the contract, Faculty & Staff Housing will issue the successful applicant a tenant certificate and the keys to the housing unit. The successful applicant shall immediately assume the responsibility for taking proper care of the assigned housing; he/she should also move into the housing and pay the management fee as soon as possible. An

amount equal to the approved monthly housing allowance shall also be deducted from the faculty member's salary each month, as required by Executive Yuan regulations.

The faculty member may not request a transfer to another housing unit once he/she has moved into the assigned unit.

VII. The successful applicant shall have his/her housing assignment rescinded, or be disallowed to sign the housing contract, or have the contract terminated, if one of the following conditions is applicable:

1. The successful applicant voluntarily relinquishes the assigned housing unit in writing.
2. The successful applicant fails to sign the housing contract before the prescribed deadline.
3. The successful applicant fails to move into the assigned housing before the prescribed deadline.
4. The successful applicant has, at the time of submitting the application, provided untruthful information sufficient to alter his/her eligibility or chance of a successful application.

At the time of signing the contract, each of the eligibility requirements must still apply to the successful applicant. Otherwise, the housing assignment will be rescinded.

VIII. The successful applicant may, with the permission of the University, delay the signing of the contract for a period of at most one month, provided that a valid reason is given. However, the successful applicant is required to pay a holding deposit equal to the monthly housing management fee. A successful applicant who has been granted an extension for signing the contract in accordance with the rules specified in the preceding paragraph shall forfeit his/her holding deposit if he/she fails to conclude the contract by the extended deadline.

IX. A faculty member is ineligible to apply for the housing if one of the following conditions applies:

1. The faculty member is currently on temporary transfer or seconded to another educational institution or agency; or
2. The faculty member is currently out of the country for a period expected to last three months or longer.

X. The faculty member who has been assigned a housing unit shall be required to forfeit it if any one of the following conditions applies:

1. The faculty member, upon verification, is found NOT to be actually residing in his/her assigned housing unit, in which case he/she shall be required to forfeit the housing unit

immediately and shall be disqualified for any University housing in the future.

2. The faculty member shall vacate the premises and return the housing unit to the University within one month if: (1) the housing contract has expired; or (2) the faculty member has been reassigned to another post; or (3) the faculty member has resigned from the current post; or (4) the faculty member has become an adjunct faculty member; or (5) the faculty member is on unpaid leaves; or (6) the faculty member is unable to fulfill his/her duties at the University due to other reasons; or (7) has been assigned another University housing unit. Failure to do so will result in legal action taken by the University against the faculty member.
3. If the faculty member or his/her spouse has purchased their own residential unit through government subsidy, they are required to vacate the housing unit that they are currently occupying within three months of obtaining a housing loan for said residential unit.
4. In the event that the faculty member has fallen into arrears with the monthly management fees for a period of two months or longer, and the fees remain unpaid after repeated collection notices have been issued and the deadlines have expired, then the University may proceed to terminate the housing contract and reclaim the housing. The University may also take actions to recover the unpaid management fees and penalties in addition to having the security deposit forfeited. The faculty member shall be deemed ineligible to apply for any University housing thereafter.

If a faculty member has failed to vacate and return his/her housing unit to the University within the time limit stipulated in the preceding paragraphs, the University shall petition the court to enforce the return the housing unit in accordance with the law. The faculty member shall be required to pay compensatory damages to the University for the period in which he/she has occupied the housing without authorization. The faculty member shall also be required to pay the University the following punitive damages:

1. The faculty member shall incur a monthly penalty equal to twice the current monthly housing management fee for a delay in payment for each of the first three months.
2. The faculty member shall incur a monthly penalty equal to four times the current monthly housing management fee for a delay in payment from the fourth month up to the ninth month.
3. The faculty member shall incur a monthly penalty equal to six times the current monthly housing management fee for a delay in payment from the tenth month and beyond.

If the delay in payment includes a proper fraction of a month, the penalty for that fraction shall

be calculated as if it were one full month. The faculty member shall be responsible for paying all legal expenses incurred by the University in pursuit of the matter referred to in the preceding paragraph.

XI. The University may dispatch personnel to conduct interviews or investigations on the status of housing occupancy as required. The occupants may not evade, obstruct, or decline such visits, or otherwise subject the visiting personnel to harassment. The harassment referred to in the preceding paragraph includes verbal abuse against and raising one's voice at the interviewer, as well as accusing the interviewer of misconduct in writing, and such alleged misconduct is subsequently confirmed to be untrue. A faculty member or a member of his/her family who has committed an act of harassment referred to in paragraph 1 above shall be given a written warning if the extent of the harassment is not considered to be serious; or the faculty member shall be required to forfeit his/her assigned housing unit and return it to the University if the matter is deemed severe and repeated warnings have been issued to the offender.

XII. Matters not addressed in these Directives shall be handled by the Civil Code, the Housing Administration Handbook and other relevant regulations governing the management of housing.

XIII. These Directives shall be passed by the NTU Faculty and Staff Housing Committee and the Administrative Meeting, submitted to the Ministry of Education for approval, and implemented on the date of promulgation.