

NATIONAL CHENGCHI UNIVERSITY

Regulations Governing the Management of New Faculty Temporarily Accommodated in the Visiting Scholar Dormitories

March 7, 2007 Passed by the 606th Administrative Meeting
May 6, 2015 Amended and passed by the 659th Administrative Meeting
December 7, 2016 Amended and passed by the 668th Administrative Meeting
May 4, 2022 Amended and passed by the 694th Administrative Meeting
December 6, 2023 Amended and passed by the 701th Administrative Meeting

**This English version is intended to provide a general understanding of the original Chinese regulations. In case of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.*

- Article 1 National Chengchi University (NCCU or “the University”) formulates the *Regulations Governing the Management of New Faculty Temporarily Accommodated in the Visiting Scholar Dormitories* to provide temporary accommodations for new faculty.
- Article 2 New faculty temporarily accommodated in the Visiting Scholar Dormitories refers to the University providing single or multiple rooms in the Visiting Scholar Dormitories. Single-room accommodations are exclusively provided to scholars who are single. Multi-room accommodations are provided to scholars with their dependents who reside with them.
- Article 3 New professors, associate professors, and lecturers may temporarily stay in the Visiting Scholar Dormitories. The stay period is limited to two years. Under special circumstances as described below, requests for an extension of stay may be allowed if the dormitory has available rooms, with the approval of the President through a specific report, submitted three months before the end date of the stay. However, in the case of unforeseen or force majeure situations, the three-month restriction may be waived.
- I. In the case of incidents or illness, a certificate of hospitalization issued by a legally recognized medical institution must be provided.
 - II. Enforced factors such as performing special tasks or being seconded abroad.
 - III. Other significant factors, as determined by the President, may justify continued use of the dormitory.
- The extension application in the preceding paragraph shall not exceed one year, and the total stay shall not exceed five years.
- Article 4 The new faculty intending to temporarily stay in the Visiting Scholar Dormitories must submit an application form, along with a copy of their letter of appointment, to the Office of General Affairs. This should be done after confirming their acceptance of employment at the University and within one year of their first day on the position. Accommodations will be provided in order of application after approval by the President, subject to availability.
- Once residents are approved to stay in the Visiting Scholar Dormitories, they must sign an accommodation contract to complete the process.

- Article 5 New faculty who meet any of the following conditions are not eligible to apply for temporary accommodation in the Visiting Scholar Dormitories:
- I. Those who have purchased (or built) housing or received government assistance for housing loans.
 - II. Those whose spouse or dependent relatives have been granted chief's dormitory accommodation or duty dormitory privileges at another institution.
 - III. Those whose spouse or direct blood relatives are employed by the University and are already residing in dormitories of the University.
- Article 6 During the period of temporary residence in the Visiting Scholar dormitories, the resident is responsible for maintaining the furniture and equipment. Upon vacating the dormitory, the resident must return the key to the Office of General Affairs and complete the handover process. In cases of missing furniture or equipment, or intentional damage, compensation must be made in accordance with the regulations.
- Article 7 The University reserves the right to monitor the use of the Visiting Scholar Dormitories by sending personnel to conduct inspections.
- Article 8 The contract of accommodation shall be terminated, and the dormitory reclaimed by the Office of General Affairs under the following circumstances:
- I. The faculty has not moved in within one month of signing the contract.
 - II. The dormitory is rented, subleased, exchanged, altered, extended, reconstructed, used for commercial purposes, or used for purposes other than its intended use.
- Residents who violate the preceding Subparagraph 2 of Paragraph 1 must vacate the dormitory within one month. Failure to vacate within the specified time will result in the University reclaiming the dormitory and requiring compensation in accordance with the law.
- Article 9 The usage fees for staying in the Visiting Scholar Dormitories during the specified period shall be handled according to the following regulations:
- I. The monthly management fee is as follows. If the electricity bill exceeds the average electricity bill of the residents in that dormitory for the current period, an additional charge will be levied to cover the difference between the actual bill and the average bill.
 - i. Multi-room:
 1. Nan Yuan: NT\$24,100.
 2. Xue Yuan: NT\$14,100.
 3. The Second Visiting Scholar Dormitory (2nd to 5th floors): NT\$13,100.
 - ii. Single-room:
 1. The Second Visiting Scholar Dormitory (2nd to 5th floors): NT\$11,400.
 2. Xin Yuan, May Yuan (one bedroom and one living room): NT\$9,750.
 3. Xin Yuan, May Yuan (suites): NT\$6,550.
 - II. The management fee and rent allowance will be deducted from the resident's salary on a monthly basis.
- Article 10 The cleanliness, tranquility, and public safety of the Visiting Scholar Dormitory are a collective responsibility of all residents.
- The following tasks are supported by the Office of General Affairs:
- I. Cleaning and maintenance of common areas and equipment in the Visiting Scholar Dormitories.

- II. Repairs for other unexpected necessities, which require residents to submit maintenance requests in accordance with regulations.
- III. Repairs for damage caused by natural disasters, incidents, or other force majeure factors that require urgent attention.

- Article 11 Upon conclusion of their temporary accommodation, residents must remove all personal belongings, clean up any waste, restore the premises to their original condition, and return the keys to the Office of General Affairs. If personal belongings or waste are not removed, the Office of General Affairs may treat them as abandoned property and dispose of them. Any disposal fees incurred will be deducted from the resident's salary, and the resident shall not raise any objections.
- Article 12 Researchers intending to apply for accommodation must adhere to the same provisions applicable to faculty.
- Article 13 The period of temporary accommodation under these regulations shall not be included in the limitation period set forth in the University's Regulations Governing the Allocation of Dormitories for Faculty.
- Article 14 The Regulations shall be passed by the Administrative Meeting and implemented upon promulgation. The same procedure shall apply to any amendments.