

National Chengchi University Allocation of Dormitory for Faculty and Staff Guidelines

民國 49 年 09 月 22 日本校第 14 次宿舍分配委員會通過
民國 54 年 07 月 07 日第 314 次行政會議通過
民國 58 年 01 月 15 日第 360 次行政會議修正
民國 63 年 10 月 23 日第 406 次行政會議修正
民國 72 年 04 月 27 日第 460 次行政會議修正
民國 72 年 12 月 14 日第 460 次行政會議修正
民國 80 年 04 月 10 日第 508 次行政會議修正
民國 84 年 03 月 22 日第 532 次行政會議修正
民國 84 年 12 月 13 日第 536 次行政會議修正
民國 86 年 11 月 15 日第 550 次行政會議修正第 3、11、12、14、15 條條文
民國 90 年 05 月 16 日本校第 572 次行政會議修正第 9 條條文
民國 93 年 03 月 10 日本校第 588 次行政會議修正第 1、2、5 條、8 至 14；
增列第 9 條之 1 至 9 條之 3、第 11 條之 1 至 11 條之 3 條條文
民國 98 年 3 月 4 日第 618 次行政會議修正通過第 2 至 6 條、第 11 條之 1 至 11 條之 2、13 條條文
民國 101 年 11 月 7 日第 642 次行政會議修正通過第 6 點條文
民國 102 年 8 月 7 日第 647 次行政會議修正通過名稱及全文
民國 103 年 8 月 4 日第 654 次行政會議修正通過第 2、4、5、6、7、9 之 1、9 之 2、11、12 點條文
民國 103 年 12 月 31 日第 656 次行政會議修正通過第 9 之 3、11 之 2 點條文
民國 105 年 10 月 5 日第 667 次行政會議修正通過第 2、4、5、10、11 之 2 點條文
民國 108 年 8 月 2 日第 681 次行政會議修正通過第 3、5、7、9 之 1、11 之 2 點條文
民國 108 年 11 月 1 日政總字第 1080033873 號函發布
民國 110 年 3 月 3 日第 688 次行政會議修正通過第 2、4 及 5 點條文

1. These guidelines are established by National Chengchi University (hereinafter referred to as “the University”) to ensure the fair allocation of university dormitory for faculty and staff.
2. Dormitories for faculty and staff are categorized into single-room and multi-room dormitories. These units are available for certified faculty and staff members in the University, contracted personnel, and certified staff from other government agencies assigned to serve at the University. These members who require dormitories to live for duties may apply for the dormitory.
Single-room dormitories are only reserved for unmarried faculty and staff or married individuals who are relocating and living alone due to their job.
Multi-room dormitories are reserved for faculty and staff members living with their spouse, underage children, parents, or adult children with disabilities who rely on them for caring. Faculty or staff members who have five years of service at the University may also be eligible for multi-room dormitories, even if none of the aforementioned family members are living with them.
3. Single-room dormitories are classified as follows:
 - (1) Type A (甲等): A suite with 1 bedroom, 1 living room, and a private bathroom.
 - (2) Type B (乙等): A suite with 1 bedroom and a private bathroom.Multi-room dormitories are classified as follows:
 - (1) Type A (甲等): Units with a floor area of 89 square meters (approx. 27 ping) or more.
 - (2) Type B (乙等): Units with a floor area between 73 and 89 square meters (approx. 22 to 27 ping).

(3) Type C (丙等): Units with a floor area of less than 73 square meters (approx. 22 ping).

4. Faculty and staff members of the University may apply for the following types of dormitories, based on eligibility:

(1) Professors, Associate Professors, Assistant Professors, equivalent research staff, and senior administrative personnel (Rank 10 and above) are eligible to apply for either multi-room or single-room dormitories of any type.

(2) Lecturers, Section Chiefs, Executive Officers, Counselors, and personnel of equivalent rank are eligible to apply for Type B or Type C multi-room dormitories, or Type B single-room dormitories.

(3) Teaching Assistants, Staff Members, Other members (Rank 7 and below), Contract Employees, Maintenance Workers, and Campus Security Personnel are eligible to apply for Type C multi-room dormitories or Type B single-room dormitories.

Applicants mentioned in the preceding section must apply for only one dormitory type and category within the designated application period. The specific type of dormitory being applied for must be clearly indicated.

The allocation of university dormitory shall be divided equally between teaching faculty and administrative staff. Administrative staff includes civil servants, military instructors, teaching assistants, elementary school teachers affiliated with the University, maintenance workers, campus security personnel, and contract employees. Among contract employees, half of the allocation of dormitory should be assigned to them. In the case of an odd number of available units or any remaining units, the Dormitory Allocation Committee of the University will make the final decision by drawing lots (random selection), based on the current allocation ratio. The results are final and will not be retroactively adjusted in future allocations.

If the event that two or more applicants have the same number of points happens, dormitories will be allocated based on the order specified in Article 7. If a tie still remains after applying that order, the University Dormitory Allocation Committee will make the final decision by drawing lots (random selection).

5. During the period of duties at the University, faculty and staff members may be granted university dormitory (either multi-room or single-room units) only once, for a maximum period of five years. The rental period begins on the date the dormitory agreement is signed.

Applicants who are under any of the following circumstances are not eligible to apply for university dormitory:

(1) Those who have previously received government assistance or subsidies for purchasing or acquiring residential property, including subsidized housing loans with government-funded interest support, or the purchase of government-built housing sold at preferential rates.

- (2) Those have received a one-time subsidy related to the disposal of public housing for civil servants or military personnel, or those have been allocated such housing but failed to vacate the premises within the designated period after the property was approved for public sale.
- (3) Those have been granted relocation arrangements as the successful bidder in a public sale of government-owned housing previously designated for residential use.

Certified University personnel who meets any of the disqualifying conditions listed above may still be eligible to apply for staff dormitory under special circumstances, like the nature of their job duties or other exceptional situations. This requires a special application submitted to and approved by the Executive Yuan (the Executive Branch of the government). Personnel who is under Condition (1) but have been transferred to a new position such that their previously purchased residence is no longer within a reasonable commuting distance from their new workplace, may be approved by the head of the institution to borrow a single-room dormitory.

If both the applicant and their spouse are government employees (including military personnel, civil servants, or educators), they may be allocated only one multi-room staff dormitory. If both are heads of institutions and are individually eligible for executive-level dormitory, they may each be allocated such dormitory only if the distance between their respective workplaces makes daily commuting impractical. If either applicant or their spouse is a head of an institution and is allocated executive-level dormitory, the other may apply for a single-room dormitory.

The "only once" rule mentioned in the first paragraph refers to a single, continuous occupancy period, with a maximum duration of five years. If the occupant is required to return the unit early due to official duties or involuntary reasons in accordance with University regulations, they may reapply for staff dormitory to use the remaining portion of the original five-year period. Such applicants may be given priority in the allocation process. Faculty or staff who are on official overseas assignments with paid leave may apply to extend their dormitory stay. Upon approval, they do not need to return the unit before departure, but they are still required to pay dormitory rental during their time abroad.

6. Dormitory for faculty and staff is allocated based on a point-based system, with points awarded according to the following criteria:
 - (1) Point awarded based on base salary, salary points, and salary:
 - a. Certified faculty and staff:
For every NT\$10 in base salary or salary points, 1 point is awarded. If the amount reaches NT\$5, 0.5 points are awarded.
 - b. Contract employees:
For every NT\$2,000 in monthly salary, 1 point is awarded.

Points are calculated to two decimal places, rounded to the nearest hundredth.

(2) For each full year of service at the University, 6 points will be awarded.

(3) Applicants who provide valid disability certification will be awarded additional points based on the severity of the disability: Mild disability: 3 points; Moderate disability: 4 points; Severe disability: 5 points; Very severe disability: 6 points

(4) Duties

- a. Professors, Research Fellows, and Senior Administrative Personnel at Rank 12: 6 points
- b. Associate Professors, Associate Research Fellows, and Senior Administrative Personnel at Rank 11: 5 points
- c. Assistant Professors, Assistant Research Fellows, and Senior Administrative Personnel at Rank 10: 4 points
- d. Lecturers, Teaching Assistants, Specialists in Rare Technologies, Elementary School Teachers affiliated with the University, Administrative Personnel at Ranks 6 to 9, Military Instructors, and Contract Employees at Ranks 6 to 8: 3 points
- e. Employees, appointed administrative personnel, and contract employees at Ranks 3 to 5: 2 points
- f. Campus security personnel, technicians, maintenance workers, and contract employees at Ranks 1 to 2: 1 point
- g. Concurrent service as a Level 1 administrative supervisor: 4 points; Concurrent service as a Level 2 administrative supervisor: 2 points

(5) Dependents

- a. Applicants will receive 1 point per dependent, including spouse and immediate family members, up to a maximum of 6 points. Dependents must be listed as co-residents on the household registration certificate. However, if the spouse or dependents already occupy university or other government-provided dormitory, no points will be awarded.
- b. Elderly direct-line ascendants (parents or grandparents) must be at least 65 years old and unable to support themselves financially. This must be verified by either a tax deduction declaration for parental allowance or other official documentation. Single-parent applicants applying for dormitory are exempt from this requirement.
- c. Applicants for single-room staff dormitory are not eligible to receive points for dependents.

(6) Performance Evaluation:

Applicants are awarded points based on the previous year's performance evaluation before applying for dormitory: Excellent or Rank A: 5 points; Rank B: 3 points; Rank C: 1 point; Faculty members without a performance evaluation are not awarded points in this category.

(7) Distance from Workplace:

Points are awarded based on the applicant's registered household address relative to the workplace: Taipei City: 0 points; Taichung City and north of Hualien County: 1 point; Kaohsiung City and north of Taitung County: 2 points; Pingtung County and outlying islands: 3 points

(8) Necessity of Housing for Job Duties

Applicants who have housing needs confirmed by their unit supervisor with a co-signature are awarded 3 points.

7. Dormitory allocation is based on the total number of points accumulated by each applicant. In cases where applicants apply for the same housing category and have equal point totals, the following order of priority will apply:

(1) Applicants who do not own any residential property are given priority.

(2) Applicants or their spouses who currently own property or have been involved in buying, selling, or transferring ownership of property (through sale or gift) within the past three years, counted retroactively from the date of the dormitory application, will have lower priority.

8. If an applicant's spouse or immediate family member is also employed by the University, each may apply for dormitory based on their individual point totals and for dormitory of the appropriate type. However, only one unit may be allocated per family.

9. The dormitory allocation shall be terminated immediately and the occupant must return the unit without delay under any of the following circumstances:

(1) The applicant fails to sign the dormitory rental agreement or the applicant does not move in within one month after the notarized agreement has taken effect.

(2) The dormitory unit is sublet, transferred, exchanged, renovated, altered, used for commercial purposes, or used for any unauthorized purposes.

(3) The primary occupant does not reside in the unit regularly.

Faculty or staff members who violate items (2) or (3) above will no longer be eligible to apply for university dormitory in the future.

9-1. Occupants must return university dormitory within three months under any of the following conditions:

(1) The occupant is transferred, resigns, suspended, takes unpaid leave, or passes away (in which case, the surviving family members must return).

(2) The occupant retires.

(3) The occupant steps down from an administrative position or the special reason for dormitory eligibility no longer exists.

(4) The five-year maximum occupancy period has expired.

(5) The occupant acquires foreign nationality and loses Republic of China (Taiwan) citizenship.

(6) The occupant meets any of the disqualifying conditions listed in Article 5,

Section 2, Items 1 to 3.

(7) The occupant takes a new government position after retirement.

If the housing occupant is seconded (temporarily assigned) to another government agency and no longer performs their original duties, they must also return the unit within three months. However, if the occupant continues to rent dormitory from the University during the secondment period and receives approval from the University, they may choose to reside in either the university dormitory or the dormitory provided by the seconded institution, but not both. Additionally, if the occupant is on unpaid parental leave for the care of a child under the age of three, they are exempt from the three-month move-out requirement.

- 9-2. If an occupant is dismissed, removed from office, or suspended from duty as a disciplinary measure, they must return the university dormitory within one month.
- 9-3. If any of the circumstances described in Article 9, Article 9-1, or Article 9-2 happen, the assigned dormitory for faculty and staff must be returned in accordance with regulations once the situation is confirmed. If the occupant fails to move out by the deadline, and reasonable persuasion proves ineffective, compulsory enforcement shall be carried out in accordance with the terms of the dormitory agreement, and current University personnel involved shall also be referred for evaluation and disciplinary action.

10. With the approval of the Dormitory Allocation Committee, dormitories for faculty and staff of the same level may be exchanged. The priority order for such exchanges shall follow the same procedure as first-time applicants. However, individuals who have retired, resigned, or are about to resign are not eligible to apply for an exchange.

If a dormitory occupant applies to change to a dormitory with a larger area because of a change in rank or position, a new application must be submitted in accordance with the relevant regulations, and the priority order shall follow the same procedure as first-time applicants. The remaining duration of the original stay shall be included in the five-year maximum occupancy period.

11. Applicants who have received a dormitory allocation notice must complete the signing of the dormitory agreement within fifteen days. Otherwise, it will be regarded as a withdrawal. Before signing the agreement, the applicant may voluntarily withdraw. However, those who withdraw after signing the agreement shall not be eligible to apply for dormitories for faculty and staff for a period of three years.

11-1. Dormitories are provided on an as-is basis. Occupants of multi-room dormitories for faculty and staff may apply for self-funded repairs. Upon inspection and verification by the Office of General Affairs, expenses within a limit of NT\$30,000 may be reimbursed with valid receipts. The dormitory must be restored to its original condition upon move-out, and no compensation may be

requested. For single-room dormitories, any necessary repairs to basic facilities shall be inspected and carried out by the Office of General Affairs.

Applications for the above-mentioned repairs must be submitted prior to move-in and are limited to a one-time request.

- 11-2. During the period of dormitory occupancy, the Office of General Affairs shall deduct the rent allowance and management fees from the occupant's salary on a monthly basis. Unless otherwise stipulated by law, the occupant shall be responsible for paying utilities such as water, electricity, and gas fees.

The monthly deduction amounts are as follows:

(1). Rent Allowance:

NT\$700 for professors (researchers), associate professors (associate researchers), assistant professors (assistant researchers), lecturers, elementary school teachers with a base salary of NT\$350 or above, and administrative personnel from rank 8 to rank 14. NT\$600 for teaching assistants, administrative personnel from rank 4 to rank 7, and elementary school teachers with a base salary between NT\$245 and NT\$330.

NT\$500 for administrative personnel from rank 1 to rank 3, employees, and elementary school teachers with a base salary of NT\$230 or below.

NT\$400 for technicians and laborers.

(2). Monthly Dormitory Management Fees:

NT\$9,000 for Type A multi-room dormitories (27 ping or more).

NT\$7,000 for Type B multi-room dormitories (22 ping or more but less than 27 ping).

NT\$5,000 for Type C multi-room dormitories (less than 22 ping).

NT\$3,300 for Type A single-room dormitories (one-bedroom, living room, and bathroom suites).

NT\$2,000 for Type B single-room dormitories (one-bedroom and bathroom suites).

The management fees collected under item (2) shall be deposited into a dedicated account and used exclusively for the construction, maintenance, and management of the dormitories.

- 11-3. Applicants allocated a dormitory for faculty and staff shall pay a cleaning deposit at the time of signing the agreement. The deposit amounts for multi-room dormitories are NT\$20,000, NT\$15,000, and NT\$10,000 for Type A, Type B, and Type C dormitories, respectively. For single-room dormitories, the deposits are NT\$5,000 and NT\$3,000 for Type A and Type B, respectively.

Before returning the dormitory at the end of the occupancy period, occupants must remove all personal belongings and clean up any waste. Upon inspection and confirmation by the Office of General Affairs, the cleaning deposit shall be refunded with valid proof.

If the occupant returns the dormitory without clearing personal belongings and waste, the Office of General Affairs may treat them as waste and dispose of them accordingly. The disposal costs shall be deducted from the cleaning deposit, and any remaining balance shall be refunded by the Office of General Affairs. The occupant shall have no objection to this process.

12. When new dormitories are constructed or when vacancies become available for allocation, the Office of General Affairs shall promptly notify all University units in writing and make a public announcement. Faculty and staff shall submit their applications to the Office of General Affairs. The application period shall not be less than two weeks. After the dormitories are allocated, the Office of General Affairs shall notify the selected applicants, who shall choose their dormitory units based on their numbers of points. The contract shall be signed in accordance with the provisions of Article 11 before moving in. The dormitory agreement must be notarized by a court-appointed notary public, and the cost of notarization shall be paid by the occupant.
13. (Deleted)
14. Faculty and staff who were already residing in dormitories for faculty and staff prior to the revision of these Guidelines approved at the 532nd Administrative Meeting of the University on March 22, 1995, may apply for reassignment in accordance with the provisions herein.
15. These Guidelines are implemented upon approval by the Administrative Meeting and ratification by the Ministry of Education. The same procedure applies to any amendments.