

NATIONAL CHENGCHI UNIVERSITY

Regulations Governing the Allocation of Dormitories for Faculty and Staff

September 22, 1960 Passed by the 14th Dormitory Allocation Committee Meeting
July 7, 1965 Passed by the 314th Administrative Meeting
January 15, 1969 Amended and passed by the 360th Administrative Meeting
October 23, 1974 Amended and passed by the 406th Administrative Meeting
April 27, 1983 Amended and passed by the 460th Administrative Meeting
December 14, 1983 Amended and passed by the 460th Administrative Meeting
April 10, 1991 Amended and passed by the 508th Administrative Meeting
March 22, 1995 Amended and passed by the 532nd Administrative Meeting
December 13, 1995 Amended and passed by the 536th Administrative Meeting
November 15, 1997 Amended and passed by the 550th Administrative Meeting (Articles 3, 11, 12, 14, and 15)
May 16, 2001 Amended and passed by the 572nd Administrative Meeting (Article 9)
March 10, 2004 Amended and passed by the 588th Administrative Meeting (Articles 1, 2, 5, and 8–14; addition of Articles 9-1 to 9-3 and Articles 11-1 to 11-3)
March 4, 2009 Amended and passed by the 618th Administrative Meeting (Articles 2–6; Articles 11-1 to 11-2; Article 13)
November 7, 2012 Amended and passed by the 642nd Administrative Meeting (Article 6)
August 7, 2013 Amended and passed by the 647th Administrative Meeting (title and full text)
August 4, 2014 Amended and passed by the 654th Administrative Meeting (Articles 2, 4, 5, 6, 7, 9-1, 9-2, 11, and 12)
December 31, 2014 Amended and passed by the 656th Administrative Meeting (Articles 9-3 and 11-2)
October 5, 2016 Amended and passed by the 667th Administrative Meeting (Articles 2, 4, 5, 10, and 11-2)
August 2, 2019 Amended and passed by the 681st Administrative Meeting (Articles 3, 5, 7, 9-1, and 11-2)
November 1, 2019 Promulgated by Official Document No. 1080033873
March 3, 2021 Amended and passed by the 688th Administrative Meeting (Articles 2, 4, and 5)

**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 Allocation of Dormitories for Faculty and Staff* (the Regulations) to ensure the equitable allocation of faculty and staff dormitories.

Article 2

Dormitories for faculty and staff are classified into single-room and multi-room units, and are provided to NCCU certified faculty and staff, contracted personnel, and certified personnel from other government agencies assigned to serve at NCCU who require accommodations for the performance of their duties.

Single-room dormitories are restricted to unmarried faculty and staff, or to married personnel who reside alone.

Multi-room dormitories are provided to faculty and staff residing with their spouse, minor children, parents, or adult children with disabilities who rely on them for support. Faculty and staff members who have served at the University for at least five years may also apply for multi-room dormitories even if none of the aforementioned dependents reside with them.

Article 3

Single-room dormitories are classified as follows:

Type A (甲等): A suite consisting of one bedroom, one living room, and a private bathroom.

Type B (乙等): A suite consisting of one bedroom and a private bathroom.

Multi-room dormitories are classified as follows:

Type A (甲等): Units with a floor area of 27 ping (approximately 89 square meters) or more.

Type B (乙等): Units with a floor area of 22 ping or more, but less than 27 ping (approximately 73 to 89 square meters)

Article 4

NCCU faculty and staff are eligible to apply for dormitories according to the following ranks:

- I. Professors, associate professors, assistant professors, equivalent researcher fellows, and senior administrative personnel of Grade 10 and above are eligible to apply for either multi-room or single-room dormitories of any type.
- II. Lecturers, section chiefs, executive officers, counselors, and personnel of equivalent grades are eligible to apply for Type B or Type C multi-room dormitories, or Type B single-room dormitories.
- III. Teaching assistants, officers and other personnel of Grade 7 and below, contract employees, janitors, and security guards are eligible to apply for Type C multi-room dormitories or Type B single-room dormitories.

The applicants mentioned in the preceding paragraph shall select one rank for registration within the application period and shall specify the dormitory type in the application.

Dormitory allocation shall be conducted on a 50:50 basis between teaching faculty and administrative personnel. Administrative personnel include civil servants, military instructors, teaching assistants, elementary school teachers, janitors, security guards, and contract employees. Contract employees shall constitute half of the allocations within this group. In cases of odd numbers or remaining quotas, assignments shall be determined by drawing lots by the NCCU Dormitory Allocation Committee based on the prevailing allocation ratios, and such allocations shall not be subject to retrospective adjustment.

In cases where two or more applicants receive the same number of points, allocation shall follow the order prescribed in Article 7. If a tie remains after applying that order, the NCCU Dormitory Allocation Committee shall make the final determination by drawing lots.

Article 5

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

Applicants who meet any of the following conditions are not eligible to apply for university dormitory accommodation:

- I. Those who have previously received government assistance or subsidies for purchasing or acquiring residential property, including subsidized or interest-supported housing loans, or who have purchased government-constructed housing sold at preferential prices.
- II. Those who have received a one-time subsidy related to the disposition of government-owned dependents' housing, or those who were allocated such housing but failed to vacate the premises within the required period after the housing was approved for public sale.
- III. Those who have received relocation arrangements as successful bidders in the 'as-is' public sale of government-owned dependents' housing.

Certified NCCU personnel who meet any of the conditions listed in the preceding paragraphs but require dormitory accommodation due to the special nature of their duties or other exceptional circumstances may apply for an exemption. Such applications must be specially submitted to and approved by the Executive Yuan. Certified NCCU personnel covered under Condition I who, due to job transfer, find that their purchased residence is no longer within a reasonable commuting distance from their new workplace may be approved by the head of their institution to occupy a single-room dormitory for faculty and staff.

Where both the applicant and their spouse are military personnel, civil servants, or educators, only one multi-room dormitory may be allocated per household. If both individuals are heads of government institutions and each independently meets the eligibility requirements for an executive-level dormitory, separate executive-level dormitories may be assigned only when the distance between their respective workplaces makes daily commuting impracticable. If only one spouse is a head of a government institution and is allocated an executive-level dormitory, the other spouse may apply for a single-room dormitory for faculty and staff.

The term "only once," as used in Paragraph 1, refers to a single, continuous occupancy period of up to five years. If a resident is required to vacate the dormitory before the five-year limit expires due to official duties or other involuntary reasons, they may reapply to reside in a dormitory for the remaining duration and may receive priority in the allocation process. Personnel approved for paid overseas assignments may apply for an extension of residency. Upon approval, the resident is not required to vacate the dormitory and shall continue to pay all applicable fees for the duration of the assignment.

Article 6

Dormitory allocation shall be conducted on a point-based system, with the criteria as follows.

- I. Points awarded based on base salary, salary points, and salary:
 - i. Certified faculty and staff:

For every NT\$10 in base salary or salary points, 1 point is awarded. If the amount reaches NT\$5 in base salary or salary points, 0.5 points are awarded.
 - ii. 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.

II. For each full year of service at the University, 6 points are awarded.

III. Applicants holding a valid disability certificate shall be awarded additional points according to the degree of disability: mild, 3 points; moderate, 4 points; severe, 5 points; very severe, 6 points.

IV. Duties

i. Professors, researcher fellows, and senior administrative personnel of Grade 12: 6 points

ii. Associate professors, associate research fellows, and senior administrative personnel of Grade 11: 5 points

iii. Assistant professors, assistant research fellows, and senior administrative personnel of Grade 10: 4 points

iv. Lecturers, teaching assistants, specialists in rare technologies, affiliated elementary school teachers, administrative personnel of Grades 6 to 9, military instructors, and contract employees of Grades 6 to 8: 3 points

v. Assistant clerks, administrative personnel of Grades 1 to 5, and contract employees of Grades 3 to 5: 2 points

vi. Security guards, technical workers, janitors, and contract employees of Grades 1 to 2: 1 point

vii. Concurrent service as a Level 1 administrative supervisor: 4 points;
concurrent service as a Level 2 administrative supervisor: 2 points

V. Dependents

i. Applicants shall be awarded 1 point per dependent, including spouse and lineal relatives, up to a maximum of 6 points. Dependents must be listed as co-residents on the household registration certificate. If the spouse or dependents already occupy University or other government-provided dormitories, no points shall be awarded.

ii. Elderly lineal relatives must be at least 65 years old and financially dependent. Verification shall be provided through a tax deduction declaration for parental allowance or other official documentation. Single-parent applicants applying for dormitory are exempt from this requirement.

iii. Applicants applying for single-room dormitories are not eligible for points for dependents.

VI. Performance Evaluation:

Points are awarded based on applicants' performance evaluation for the previous year prior to applying for a dormitory: excellent or Rank A, 5 points; Rank B, 3 points; Rank C, 1 point. Faculty without a performance evaluation shall not be awarded points under this category.

VII. Distance from workplace:

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

VIII. Necessity of housing for duties:

Applicants whose housing needs are confirmed by their unit supervisor and co-signed by the head of the unit shall be awarded 3 points.

Article 7

Dormitory allocation shall be determined in accordance with the total number of points accrued by each applicant. Where applicants apply for the same dormitory type and have equal point totals, allocation shall be made in the following order of priority:

- I. Applicants who do not own residential property.
- II. Applicants or their spouses who own residential property, or who, within the three years preceding the date of application, have records of the purchase, sale, or transfer by gift of residential property registered in their own name or that of their spouse.

Article 8

Where an applicant's spouse or lineal relatives are also employed by NCCU, each may apply for a dormitory of the corresponding type based on their respective point totals, but allocation shall be limited to one unit per household.

Article 9

The accommodation contract shall be terminated, and the unit shall be returned immediately under any of the following circumstances:

- I. The applicant fails to sign the dormitory accommodation contract, or fails to move into the unit within one month after the contract is signed.
- II. The dormitory is rented, subleased, exchanged, altered, expanded, reconstructed, used for commercial purposes, or used for purposes other than its intended use.
- III. The primary occupant does not reside in the unit on a regular basis.

Faculty or staff members who violate Subparagraphs II or III of the preceding paragraph shall be permanently ineligible to apply for NCCU dormitories.

Article 9-1

Occupants shall vacate and return the dormitory within three months under any of the following circumstances:

- I. The occupant is transferred, resigns, is suspended, takes unpaid leave, or is the surviving family member of an employee who dies while in service.
- II. The occupant retires.
- III. The occupant steps down from an administrative position, or the special basis for dormitory eligibility no longer exists.
- IV. The maximum occupancy period of five years has expired.
- V. The occupant acquires foreign nationality (resulting in the loss of Republic of China (Taiwan) citizenship).
- VI. The occupant falls under any of the disqualifying conditions in Article 5, Paragraph 2, Subparagraphs I to III.
- VII. The occupant assumes a new government position after retirement.

Where a dormitory occupant, during the period of dormitory occupancy, is seconded to another agency and no longer required to perform the original duties, the occupant

shall vacate the dormitory within three months. Where, during the period of secondment, the occupant continues to occupy an NCCU dormitory with the approval of the University, the occupant may, for the duration of the secondment, occupy either the University dormitory or the dormitory provided by the seconded agency. Occupants on unpaid parental leave for the care of a child under three years of age are exempt from the three-month vacating requirement.

Article 9-2

Where an occupant is duly dismissed, discharged, or suspended from service, the occupant shall vacate and return the dormitory within one month.

Article 9-3

Occupants subject to Article 9, 9-1, or 9-2 must vacate and return the dormitory upon finalization of the case. Should they fail to move out by the deadline and remain unresponsive to persuasion, the contract will be enforced through compulsory execution. Furthermore, current personnel shall be referred for disciplinary action.

Article 10

With the approval of the Dormitory Allocation Committee, occupants assigned to dormitories of the same type may exchange units. The order of priority for such exchanges shall be determined in the same manner as for first-time applicants. Occupants who have retired, resigned, or are about to resign shall not apply for an exchange.

Where a dormitory occupant, due to a change in rank or position, applies to transfer to a dormitory of a larger floor area, the occupant shall reapply in accordance with the relevant provisions, and the order of priority shall be determined in the same manner as for first-time applicants. Any remaining period of occupancy shall be included in the calculation of the five-year maximum occupancy period.

Article 11

Applicants who receive a dormitory allocation notice shall complete the contract execution procedures within fifteen days. Failure to do so shall be deemed a waiver of the allocation. Prior to execution of the contract, the allocatee may apply to withdraw. Where the allocation is withdrawn after execution of the contract, the allocatee shall be ineligible to apply for dormitory accommodation for three years.

Article 11-1

Dormitories shall be occupied on an as-is basis. Where occupants of multi-room dormitories apply to carry out repairs at their own expense, reimbursement may be granted upon inspection and verification by the Office of General Affairs, subject to a maximum reimbursement amount of NT\$30,000 and submission of valid receipts. Upon vacating the dormitory, the occupant shall keep the premises in its current condition and shall not request any compensation. For single-room dormitories, where repairs to basic facilities are necessary, such repairs shall be inspected and carried out by the Office of General Affairs.

Applications for repairs under the preceding paragraph shall be submitted prior to move-in and shall be limited to a one-time request.

Article 11-2

During the period of dormitory occupancy, the Office of General Affairs shall deduct the rent allowance and dormitory management fees from the occupant's salary on a monthly basis. Unless otherwise provided by law, expenses for utilities, including water, electricity, gas, and other related charges, shall be borne by the occupant.

The monthly deduction amounts are as follows:

I. Rent allowance:

NT\$700 for professors (researcher fellows), associate professors (associate research fellows), assistant professors (assistant research fellows), lecturers, affiliated elementary school teachers with a base salary of NT\$350 or above, and administrative personnel of Grades 8 to 14.

NT\$600 for teaching assistants, administrative personnel of Grades 4 to 7, and affiliated elementary school teachers with a base salary between NT\$245 and NT\$330.

NT\$500 for administrative personnel of Grades 1 to 3, assistant clerks, and affiliated elementary school teachers with a base salary of NT\$230 or below.

NT\$400 for technical workers and janitors.

II. Monthly Dormitory Management Fees:

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

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

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

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

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

Dormitory management fees collected pursuant to Subparagraph 2 of the preceding paragraph shall be deposited into a dedicated account and used exclusively for dormitory construction, maintenance, and management.

Article 11-3

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

Prior to the expiration of the occupancy period, occupants must remove all personal belongings and clear all waste. Upon inspection and confirmation by the Office of General Affairs, the cleaning deposit shall be refunded upon submission of valid receipts.

Any personal belongings or waste remaining on the premises shall be deemed abandoned property and disposed of by the Office of General Affairs. Any disposal

fees incurred shall be deducted from the cleaning deposit; any remaining balance shall be refunded, and the occupant shall waive all rights to objection.

Article 12

When new dormitories are constructed or vacancies become available for allocation, the Office of General Affairs shall promptly notify all University units in writing and make a public announcement. Applications shall be submitted to the Office of General Affairs. The application period shall not be less than two weeks. Following allocation, the Office of General Affairs shall notify the successful applicants, who shall select their dormitory units in accordance with their respective point totals. Prior to occupancy, an accommodation contract shall be signed in accordance with Article 11. The accommodation contract shall be notarized by a court-appointed notary public, and the notarization fees shall be borne by the occupant.

Article 13 (Deleted)

Article 14

Faculty and staff who were already residing in dormitories prior to the amendment and passage of the Regulations by the 532nd Administrative Meeting on March 22, 1995, may apply for reassignment of dormitories in accordance with the provisions herein.

Article 15

These Regulations are implemented upon approval by the Administrative Meeting and ratification by the Ministry of Education. The same procedure applies to any amendments.