

# Guidelines for the Management of Staff Dormitories at National Chung Cheng University

Approved in the 17th Administrative Meeting on February 26, 1990  
Amended and approved in the 32nd Administrative Meeting on October 1, 1990  
Amended and approved in the 4th University Affairs Meeting on January 17, 1991  
Amended and approved in the 5th University Affairs Meeting on June 18, 1991  
Amended and approved in the 11th University Affairs Meeting on January 11, 1993  
Amended and approved in the 121st Administrative Meeting on June 21, 1993  
Amended and approved in the 13th University Affairs Meeting on December 6, 1993  
Amended and approved in the 25th University Affairs Meeting on June 17, 1996  
Amended and approved in the 28th University Affairs Meeting on March 17, 1997  
Amended and approved in the 31st University Affairs Meeting on January 5, 1998  
Amended and approved in the 37th University Affairs Meeting on November 2, 1998  
Amended and approved in the 43rd University Affairs Meeting on May 29, 2000  
Amended and approved in the 46th University Affairs Meeting on October 22, 2001  
Amended and approved in the 64th University Affairs Meeting on January 2, 2006  
Amended and approved in the 73rd University Affairs Meeting on June 11, 2007  
Amended and approved in the 79th University Affairs Meeting on January 12, 2009  
Approved by the Ministry of Education on February 19, 2009, Document No. 0980022363  
Amended and approved in the 81st University Affairs Meeting on June 8, 2009  
Approved by the Ministry of Education on July 7, 2009, Document No. 0980113525  
Amended and approved in the 85th University Affairs Meeting on June 7, 2010  
Approved by the Ministry of Education on June 28, 2010, Document No. 0990102300  
Amended and approved in the 90th University Affairs Meeting on June 13, 2011  
Approved by the Ministry of Education on July 6, 2011, Document No. 1000106860  
Amended and approved in the 98th University Affairs Meeting on June 10, 2013  
Approved by the Ministry of Education on June 27, 2013, Document No. 1020090903  
Amended and approved in the 127th University Affairs Meeting on October 21, 2019  
Approved by the Ministry of Education on October 31, 2019, Document No. 1080157354

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I. These guidelines are formulated based on the "Dormitory Management Manual" issued by the Executive Yuan and the actual needs of the university.

## II. Types of Dormitories

The dormitories referred to in these guidelines are divided into three categories:

- i. **President's Dormitory:** Provided for the university president during their tenure. The rental period is consistent with the president's term of appointment.
- ii. **Multi-Room Staff Dormitory** (Divided into Phase 1 Family Housing and Phase 2 Type A Housing):  
Designed for teachers with spouses, minor children, parents, or dependent adult children with disabilities. Eligible staff members include lecturers or higher ranks. The rental period is ten years. Staff without the aforementioned dependents, who have served at the university for over a year, are also eligible. For contracts notarized before these guidelines were amended, the rental period is calculated from the date of notarization.
- iii. **Single-Room Staff Dormitory** (divided into single-occupancy dormitories for faculty and staff, and Type B dormitories in the second phase):  
Includes single teacher dormitory, staff dormitory, and duty dormitory.
  1. **Single-Occupancy Dormitory for Faculty:** This dormitory is provided to lecturers or personnel of equivalent rank at the university who do not

have family members residing with them at their place of employment. The term of residence is limited to ten years.

2. **Single-Occupancy Dormitory for Staff:** This dormitory is available to assistant instructors, staff, and technicians at the university who do not have family members residing with them at their place of employment and require accommodation due to work-related needs. The term of residence is limited to ten years.
  3. **Single-Occupancy Dormitory for Administrative Positions:** This dormitory is provided to faculty and staff at the university whose job requires rotational assignments or for other job-related needs. The term of residence corresponds with the duration of the rotational assignment.
  4. The ratio of single-occupancy dormitories for faculty, staff, and administrative positions will be determined by the Dormitory Allocation Committee for the current year.
  5. For dormitory contracts that were notarized before the revision of these guidelines, the residence term for the occupants will still be calculated from the date of notarization.
- iv. **Dormitory Change:** Current dormitory residents may apply to change their dormitory during their residence period due to personal needs. However, changes within the same type of dormitory are limited to one occurrence, and changes between different types of dormitories are also limited to one occurrence. The dormitory types are categorized into four types: Phase I Faculty Dormitory with Family, Phase II Type A Dormitory, Phase II Type B Dormitory, and Single-Occupancy Dormitory for Faculty and Staff.
1. When relocating from one multi-room administrative dormitory to another, the residence period must deduct the time already spent in the previous dormitory, with a total limit of ten years.
  2. When relocating from one single-room administrative dormitory to another, the residence period must deduct the time already spent in the previous dormitory, with a total limit of ten years.
  3. Residents of multi-room administrative dormitories may apply to move to a single-room administrative dormitory, with the total residence period still limited to ten years.
  4. Residents of single-room administrative dormitories may apply to move to a multi-room administrative dormitory, with the total residence period still limited to ten years.
- v. Residents of any type of dormitory who have reached the ten-year residence limit may reapply for dormitory allocation, but each subsequent residence

period is limited to five years. Those who are reallocated may be given priority to choose their original dormitory.

- vi. If a faculty member who resides in a multi-room administrative dormitory resigns, their spouse, who continues to work at the university, may continue to reside in the same dormitory. However, the dormitory lease agreement must be notarized again. The total residence period, including the time already spent by the resigned spouse, is still limited to ten years. After the ten-year period, they may reapply for dormitory allocation in accordance with the previous provisions.
- vii. To attract and retain outstanding scholars and enhance the university's research standards and reputation, those who have received approval from the university president will be given priority for dormitory allocation, with a residence period of ten years.
- viii. For dormitory contracts that were notarized before the revision of these guidelines, the rights and obligations of the residents will still be governed by the contents of the original contract.

### **III. Application Eligibility**

All university personnel who meet the following criteria, along with their spouses, are eligible to apply for dormitory housing, provided they do not fall under any of the conditions outlined in section (3) below.

- ix. New Faculty:  
Newly hired faculty members who have not yet assumed their position before the dormitory application deadline may have their respective hiring department apply for dormitory housing on their behalf. The department head must indicate on the application form that the applicant has accepted the teaching position at the university.
- x. Faculty Applying for a Multi-Room Dormitory:  
Faculty members currently residing in a single-room dormitory who wish to apply for a multi-room dormitory due to marriage may only apply once their wedding date is confirmed (as indicated on the wedding invitation).
- xi. Ineligibility: The following individuals are not eligible to apply for dormitory housing:
  - 1. Part-time faculty or non-university personnel.
  - 2. Those who have previously sublet their allocated dormitory to others without authorization.
  - 3. Those who have received government assistance or subsidies for purchasing or acquiring a residence, including those who benefited from

government-subsidized interest rates on housing loans, or who have purchased government-constructed housing at a discounted rate.

4. Those who have received a one-time subsidy for public dormitory housing or have been allocated a dormitory that was later sold and failed to vacate within the specified period.
5. Those who have been awarded and accommodated in a public dormitory through a public auction.

For personnel who meet any of the conditions listed in points 3, 4, or 5, exceptions may be made for the use of administrative dormitories if the individual's role is of a special nature or if there are other exceptional circumstances. Such cases require special approval from the Executive Yuan. In the case of personnel who meet condition 3 and whose job relocation makes daily commuting between their residence and workplace unfeasible, the university president may approve the use of a single-room administrative dormitory.

If both the applicant and their spouse are government or public service employees, they are limited to one multi-room administrative dormitory per household.

If both the applicant and their spouse are heads of government or public service agencies and both are eligible for executive dormitory housing, they may only be allocated separate executive dormitories if the distance between the dormitories makes daily commuting between their respective residences and workplaces impractical.

If only one spouse is an executive eligible for executive dormitory housing, the other spouse may be allocated a single-room administrative dormitory.

#### **IV. Allocation of Dormitory Housing**

##### **i. Required Documents for Allocation**

Applicants must submit the following official documents before the dormitory allocation meeting. Failure to provide the necessary documents will result in disqualification from dormitory housing.

##### **1. For Multi-Room Administrative Dormitory Applicants:**

- (1) A sworn statement confirming that neither the applicant nor their spouse has ever received government assistance or subsidies for purchasing or acquiring a residence, including government-subsidized interest rates on housing loans or purchasing government-constructed housing at a discounted rate; and that they have never received a one-time subsidy for public dormitory housing or failed to vacate an allocated dormitory within the specified period after it was sold through a public auction.

- (2) Official certification from the applicant's or spouse's employing agency confirming that neither currently resides in government-provided dormitory housing, or a letter from the spouse's employing agency indicating that they will relinquish their current government-provided dormitory housing upon being allocated a multi-room dormitory by the university.
- (3) A sworn statement confirming that no direct family members listed on the household registration have ever received government assistance or subsidies for purchasing or acquiring a residence, including government-subsidized interest rates on housing loans or purchasing government-constructed housing at a discounted rate; and that they have never received a one-time subsidy for public dormitory housing or failed to vacate an allocated dormitory within the specified period after it was sold through a public auction.
- (4) A copy of the household registration.

**2. For Newly Hired Faculty Applying Through Their Hiring Department:**

A copy of the arrival report for the newly hired faculty member.

**3. For Those Returning from Leave or Overseas Study/Sabbatical:**

Proof of reinstatement to their position.

**4. For Single-Room Administrative Dormitory Applicants:**

- (1) A sworn statement confirming that the applicant has never received government assistance or subsidies for purchasing or acquiring a residence, including government-subsidized interest rates on housing loans or purchasing government-constructed housing at a discounted rate; or, if they have relocated due to job transfer, a sworn statement that the distance between the new residence and the university makes daily commuting impractical.
- (2) A sworn statement confirming that the applicant has never received a one-time subsidy for public dormitory housing or failed to vacate an allocated dormitory within the specified period after it was sold through a public auction.
- (3) Proof of the need for dormitory housing based on job requirements.

ii. **Attendance at Dormitory Allocation Meetings**

Applicants must personally attend the dormitory allocation meeting or appoint a university faculty or staff member to attend on their behalf. Failure to do so will result in disqualification from dormitory housing allocation for that semester.

**V. Allocation and Management Responsibilities**

i. **Dormitory Allocation Committee**

To ensure fairness and reasonableness in the allocation of university dormitories, a Dormitory Allocation Committee shall be established. The committee will consist of several members, including:

1. **Ex-officio Members:**

- The Director of General Affairs
- The Director of the Personnel Office
- The Chairperson of the Faculty and Staff Dormitory Management Committee

2. **Elected Members:**

- One faculty representative elected by each college.
- One staff representative and one technician (or associate) representative, elected by their respective groups.

The term for elected members is two years, with half of the members being re-elected each year as a general rule. Members may be re-elected for consecutive terms. The committee will have an Executive Secretary, and meetings will be convened by the Director of General Affairs.

ii. **Reserved Dormitory Units**

The Dormitory Allocation Committee may reserve an appropriate number of dormitory units based on actual needs.

iii. **Dormitory Management**

The management of university dormitories will be overseen by a designated person appointed by the General Affairs Office. This individual will be responsible for enforcing the provisions of these guidelines and handling any tasks assigned by the relevant authorities

## **VI. Application Procedure**

To apply for dormitory accommodation, the following steps must be followed:

- i. **Complete Application Form:** Fill out the Dormitory Application Form (see Attachments 1 and 2).
- ii. **Prepare Required Documents:** Gather and prepare the necessary documents as specified.
- iii. **Submit Application:** Submit the completed application form and documents to the General Affairs Office for registration.
- iv. **Point Calculation:** After accepting the application, the General Affairs Office will calculate the points based on the provided information.
- v. **Create Waiting List:** The applicant will be listed in the waiting roster according to their points.

- vi. **Review and Notification:** The waiting roster will be sent to the Dormitory Allocation Committee for review. Following the review, an official notification letter will be sent to the successful applicant (see Attachment 3).

## **VII. Allocation Principles**

- i. **General Allocation Rules:**

Dormitory allocation, unless part of a special project, is generally based on a point system and assigned sequentially. The order of allocation is determined by the number of points accumulated. In the event of a tie in points, priority is given to applicants with mobility difficulties. If there is still a tie, priority is given to those who arrived at the school earlier, followed by those with larger family sizes, and if there remains a tie, the allocation will be determined by a lottery.

- ii. **Special Project Allocation:**

The term "special project allocation" refers to allocations made to attract and encourage distinguished scholars. The following provisions override the general allocation rules and are decided by the Dormitory Allocation Committee:

1. The school should give priority to allocating dormitories to those with outstanding academic achievements or significant contributions to the school, and the duration of their dormitory stay may be extended or aligned with their term of appointment after review. The criteria for determining outstanding academic achievements are established by the university's Academic Evaluation Committee, while contributions to the university are decided by the University Affairs Council.
2. Newly appointed Vice Presidents, Deans, and heads of departments (or centers) recruited externally should be given priority in dormitory allocation.
3. A former university president who continues to teach at the school should be allocated a dormitory, with the lease period aligned with their term of appointment.

- iii. **Point Calculation Standards:**

- **Salary Grade:** Points are calculated based on the applicant's salary grade at the time of application, with 0.5 points awarded for every increment of five units.
- **Seniority:** Points are calculated based on the date of employment at the school, with one point awarded for every six months of service. Partial service periods of less than six months are not counted, with a maximum of 20 points. If an employee resumes their position after an interruption in

service, the period of interruption is not counted. Periods of leave without pay are also not counted towards seniority, but preparatory service time at the school is included.

- **Position:** Points are allocated according to the level of responsibility of the administrative position held:

(1) **For faculty members:**

A. Professors receive 40 points, Associate Professors 38 points, Assistant Professors 36 points, Lecturers 30 points, and Researchers are allocated points equivalent to their respective faculty rank.

B. Current heads of first-level administrative units receive an additional 10 points; deputy heads of first-level administrative units receive an additional 8 points; heads or secretaries of second-level administrative units receive an additional 6 points. Those who have previously served as heads or secretaries of second-level (or higher) administrative units receive an additional 5 points.

(2) **For staff members:**

A. Senior staff receive 36 points, recommended staff 24 points, assistants 20 points, appointed staff 16 points, and technical workers or assistants 8 points.

B. Current heads of first-level administrative units receive an additional 10 points; deputy heads of first-level administrative units receive an additional 8 points; heads or secretaries of second-level administrative units receive an additional 6 points.

- **Family Size:** Points are allocated based on the number of dependents living with the applicant who have not received government assistance, subsidies, or purchased government-subsidized housing. Two points are awarded for each dependent, with a maximum of 10 points.

- **Single Dormitory Applicants:** The "family size" points are not applicable.

- **Spouse Employment at the School:** An additional 10 points are awarded if the applicant's spouse is also employed at the school.

- **Home Ownership:**

(1) If neither the applicant nor their spouse or immediate family members who are included in the family size calculation own a home, 5 points are awarded.

(2) If the applicant, spouse, or any family member included in the family size calculation owns a home:



- A. One point is awarded if the home is located in Chiayi County/City but not in Minxiong Township or Dalin Town.
- B. Three points are awarded if the home is located in Changhua County, Yunlin County, or Tainan City.
- C. Four points are awarded if the home is located outside the aforementioned areas.

- **Disability Level:**

Points are awarded based on the applicant, spouse, or immediate family members who have a disability certificate:

- (1) Mild disability: 1 point.
- (2) Moderate disability: 2 points.
- (3) Severe disability: 5 points.

- iv. **Dormitory Lease Agreement:**

Employees allocated a dormitory must, within seven days of receiving the allocation notice, obtain the dormitory lease agreement (in the format of Appendices 4 and 5) and the property loan form (in the format of Appendices 6 and 7) from the Property Management Office. They must complete the lease procedures within 15 days (the lease agreement must be notarized by the court, and the property loan form must be stamped and submitted to the Property Management Office before moving in). If the applicant cannot move in within the specified period due to special circumstances attributable to them, they must request an extension; otherwise, the allocation is considered forfeited.

## **VIII. Return of Dormitory**

- i. **Mandatory Return of Dormitory:**

The following personnel must return the allocated dormitory and its facilities, and the lease agreement will be canceled. The responsibilities outlined in the agreement remain in effect until the cancellation is finalized:

- 1. Employees who are dismissed, suspended, or relieved of their duties must vacate the dormitory within one month.
- 2. Employees who do not personally occupy the allocated dormitory must vacate within one month from the date of the first notice.
- 3. Employees who apply for a multi-room dormitory but whose family members do not live with them must vacate within one month from the date of the first notice.
- 4. Full-time teachers who become part-time must vacate within one month.
- 5. Employees who are transferred, leave their job, are suspended, or retire must vacate within three months.

6. Employees who exceed the approved period for study, research, or teaching assignments must vacate within one month.
  7. Occupants of multi-room dormitories must vacate within three months if they or their spouses receive government assistance, subsidies, or housing placement.
- ii. **Leave Without Pay:**

Employees on leave without pay must vacate the allocated dormitory within three months from the start of the leave. If the dormitory lease period has not expired, they may resume the lease upon returning to work, with the lease period combined. If the leave without pay is six months or less, the employee may continue to stay in the dormitory until the lease period expires, but this is limited to one occurrence. Employees on leave without pay for the care of children under the age of three are exempt from this rule.
  - iii. **Deceased Employees:**

In the event of the death of a current employee, their surviving family members may continue to live in the dormitory for up to three months. If they do not vacate within this period, they must comply with the terms of the lease agreement, and current employees must also be dealt with accordingly.
  - iv. **Transfer to Another Institution:**

Employees temporarily transferred to another institution (school) may choose to occupy either the school dormitory or the dormitory of the receiving institution during the period of the transfer.

## **IX. Dormitory Management and Maintenance**

- i. **Deductions and Fees:**

Dormitory occupants, unless otherwise specified, will have their housing allowance deducted, and they must pay a dormitory deposit, management fees, and utility bills.
- ii. **Forced Repossession:**

The school reserves the right to repossess the dormitory under the following circumstances, and the occupant will be liable for compensation and repairs. The occupant will not be eligible to apply for a dormitory in the future:

  1. If the occupant rents out or sublets the dormitory for profit or transfers it to another person.
  2. If the occupant damages the original building or facilities.
  3. If the occupant makes any additions or modifications to any part of the dormitory.
- iii. **Maintenance Responsibility:**

Dormitory occupants are responsible for the routine maintenance and care of the dormitory. However, if major damage occurs that affects safety and is not caused by the occupant, the occupant may apply to the General Affairs Office for repairs.

iv. **Inspection and Maintenance:**

When the school sends personnel to inspect the dormitory usage or conduct maintenance, the occupant must not evade, obstruct, or refuse.

**X.** Any matters not covered by these guidelines will be handled in accordance with the "Dormitory Management Manual" established by the Executive Yuan.

**XI.** These guidelines shall be implemented upon approval by the University Affairs Council and approval by the Ministry of Education. Amendments shall follow the same procedure.

Note: Some translations may be incorrect; please refer to the original Chinese regulations as the primary source.